



Meeting Space and Catering Services Application

Date(s) requested _____

Room(s) requested _____

Client name _____

Name of meeting _____

Billing address _____

Contact name _____

Phone _____

Fax _____

E-mail _____

Time of meeting/event: from _____ to _____ Estimated attendance _____
(No meetings start before 8:00 a.m.)

Time needed for setup or takedown: _____

If this is your first meeting at the AIA, yes _____ no _____ If yes, how did you hear about us?

Check if applicable.

- AIA member name/number _____ State component _____
 Local component _____

Check one.

- Federal or DC government entity or agency (*exempt from sales tax*)
 Tax-exempt organization (*must provide DC tax exemption certificate*)
 Taxable business entity (10% food tax; 5.75% facilities/AV rental sales tax)

Please return application to:

Rebecca Joly, Manager, In-House Meetings
The American Institute of Architects
1735 New York Avenue, NW
Washington, DC 20006-5292
Telephone: 202-626-7312
Facsimile: 202-626-7426
E-mail: rjoly@aia.org

Room Descriptions and Rental Fees

The AIA Headquarters has three meeting rooms available for rent —the **AIA Boardroom**, the **Frank Lloyd Wright Room**, and the **Louise Bethune Room**—and one large, open reception area, the **Social Gallery**.

AIA Boardroom: Seats 54 conference style in two tiers of permanent concentric desks. Holds additional stack chairs around the perimeter and center for a total seating capacity of 150. Room rental includes podium, microphone, registration tables, extra chairs, signs, and coffee and tea service. Window overlooks courtyard and Octagon Museum.

Monday–Friday		Weekend	
Half day	\$600	Half day	\$1,000
Full day	\$900	Full day	\$1,500
Evening	\$700	Evening	\$1,200
Day/evening	\$1,000	Day/evening	\$1,800

Frank Lloyd Wright Room (FLW): Seats 24 in a hollow rectangle (additional seating can be placed along the wall, if needed). Room rental includes extra chairs, registration table and signs. Window overlooks New York Ave and the Washington Monument

Monday–Friday		Weekend	
Half day	\$300	Half day	\$550
Full day	\$500	Full day	\$875
Evening	\$400	Evening	\$650
Day/evening	\$650	Day/evening	\$1,000

Louise Bethune Room: Seats 20 in a hollow square, with additional seating to accommodate up to 10 along the wall. There are no windows in this room. Room rental includes extra chairs, registration table and signs.

Monday–Friday		Weekend	
Half day	\$250	Half day	\$425
Full day	\$375	Full day	\$650
Evening	\$350	Evening	\$525
Day/evening	\$525	Day/evening	\$800

Social Gallery (*evening/weekend only*)

200-person capacity for standup reception, 100 seated	\$2,200
400-person standup reception in Social Gallery and first-floor lobby, 200 seated	\$3,300
Combination pricing when booking another AIA Room	\$1,000

NOTE:
Half day is up to 4 hours **Full day** is up to 8 hours **Evening** is up to 4 hours after 5 p.m. **Day/evening** is up to 12 hours a.m. and p.m.

You must request all catering *at least five business days before your event* and send a final, guaranteed head count to the AIA Event Planner at least *48 hours* before your event. Your final invoice for food and beverages will reflect either the guaranteed count or the actual number served, whichever is higher. Rates are current as of January 1, 2008, but are subject to change.

Catering

Types of Catering

All costs are per person

	Date	Number of People	Location & Serving Time
Coffee/Tea Service Only <input type="checkbox"/> \$4 (2 hours) <input type="checkbox"/> \$7 (4 hours) <input type="checkbox"/> \$11 (all day service)			
Breakfast <input type="checkbox"/> \$13 Continental - coffee, tea, juice, bagels, muffins, and pastries <input type="checkbox"/> \$15 Executive Continental - Above with fresh fruit and/or yogurt <input type="checkbox"/> \$17 Hot Breakfast - (10 person min) – Above plus eggs and bacon or sausage <input type="checkbox"/> \$3 Addition – Cured salmon platter Dietary Restrictions _____			
Lunch <input type="checkbox"/> \$19 Sandwich Platter - turkey, ham, roast beef and tuna salad, sliced breads, leaf lettuce, sliced tomato and assorted cheese, served with green salad, side dish, dessert and soda <input type="checkbox"/> \$23 Hot Entrée - Chicken, beef, or fish entrée served with green salad, side dish, dessert and soda Dietary Restrictions _____			
Snack Breaks <input type="checkbox"/> \$2.50 Soda <input type="checkbox"/> \$7 Soda, cookies or brownie <input type="checkbox"/> \$9.75 Soda, fruit, granola bars and mixed nuts			
Evening (priced upon request) <input type="checkbox"/> Cocktail Reception <input type="checkbox"/> Buffet Dinner <input type="checkbox"/> Seated dinner Dietary Restrictions _____			
Other <input type="checkbox"/> Cakes/Pies – priced upon request <input type="checkbox"/> Flowers– priced upon request <input type="checkbox"/> China Rental -- \$5 per meal – 20 People and under To include plate, silverware and 1 glass Please contact the event planner if additional services are required.			

You may *not* use an outside caterer or supply your own food during the regular business hours of 8:00 a.m.–5:00 p.m., Monday through Friday. You will be charged a fee of \$500 for violating this policy.

Audiovisual, Room Setup, and Services Please indicate your equipment and setup needs below.

Video Playback Systems, Computer Projectors

- VCR/monitor combo and cart (27-in. screen)— \$50
- Computer/video projector— \$200/half day, \$400/full day
(InFocus LP725 model, 800x600 resolution)

Microphones

- Lavalier microphone—\$50 (two available)

Miscellaneous

- Photocopies/Faxes— 20¢/page

Easels, Timers, Pointers, Boards

- Wooden easels—no charge
- Flipchart and markers—\$20
- Laser pointer—\$5

Telecommunication Services

- Laptop rental w/wireless Internet access—\$150

Audio Recording and Technician Services

Boardroom only: an AIA-approved technician is required for audio recording

- Audio recording—\$45/hour (boardroom only)

Weekend Engineer, Cleaning, and Security

See policies regarding weekend rentals

- Building engineer—\$50/hour
- Additional security—\$25/hour (required for 50+ attendees)
- Cleaning crew—\$200

Room Set Up

Please describe any unique needs or instructions about room layout:

Signs

Provided with the room; please indicate how signs should read (or attach a separate sheet):

Persons with Disabilities (See below for the AIA's policy regarding services for persons with disabilities)

Please indicate any requirements for persons with disabilities:

Policies

General The American Institute of Architects (AIA), its President, its Board of Directors, and affiliated organizations, have priority use of all AIA Headquarters Building meeting space. Therefore, if the AIA has a need for the facility, your meeting or event may be "bumped," although this rarely occurs. Every effort will be made to provide ample notice. If the AIA cancels your event, your deposit will be returned, and you will receive priority consideration for rescheduling your event.

The AIA management reserves the right to refuse facility rental and catering services to anyone for any event. These events may include, but are not limited to, resale events (e.g., selling tickets at the door), advertised events, alcohol-only events, events with an inappropriate food/alcohol ratio, events beyond reasonable duration, and other events, at the AIA's sole discretion. The AIA must approve in writing copy for circulars, fliers, invitations, and similar materials for events promoted to the public. The AIA also reserves the right to refuse admission to or eject from the premises any persons whose behavior is illegal, contrary to the safe operation of the premises, or otherwise objectionable. In exercising its rights, the AIA shall not be liable to you or any of your guests or invitees.

Deposits, Payment, and Billing A deposit of 50 percent of the total estimated costs is required. Total estimated charges include estimated catering and audiovisual, facility, and equipment rental. You will be invoiced for the balance of the event costs, and payment terms are net 30 days.

Catering Catering for all events in the AIA Headquarters during business hours, 8:00 a.m.–5:00 p.m., Monday through Friday, is handled by the AIA's catering staff. You must submit your request for catering to the AIA Event Planner at least five business days before your event and your final, guaranteed head-count *forty-eight hours* before the event. You have the option to choose outside caterers from an AIA-approved list for evening and weekend events.

Deliveries and Shipments We will accept conference materials no earlier than two days before your event. Packages should be addressed to: The American Institute of Architects, Attention: Rebecca Joly, 1735 New York Avenue, NW, Washington, DC 20006-5292.

Liquor Call the AIA Inhouse Meetings department to coordinate liquor service.

Building Security and Maintenance Events after 5pm and on weekends require additional security at a cost of \$25 per hour (4-hour minimum). Security is required one half hour before your event begins and until the facility is cleared of all guests. The cost of cleaning services for weekend events is \$250. The AIA will not assume any responsibility for damage or loss of articles.

Services for Person(s) with Disabilities The AIA Headquarters building is in full compliance with the Americans with Disabilities Act. You must notify the AIA as soon as possible, but no later than one (1) week before your event, of special equipment or setups required to accommodate the needs of attendees with disabilities. The AIA agrees to furnish equipment in its standard inventory at no cost. Any additional equipment or personnel required to accommodate person(s) with disabilities will be provided at your expense.

Exhibit Removal The fee for temporary removal of any art or freestanding exhibition during your event is \$250. Please check with the AIA Meeting and Event Planner to review the AIA Headquarters exhibition schedule.

Damages The AIA does not permit anything to be attached in any way to its walls, ceiling, or balcony without prior approval of the AIA Inhouse Meetings department and building management. You agree to be responsible for any damage to the building caused by your guests, invitees, or subcontractors and to pay any fees charged for damages. Such fees are assessed according to the extent of the damage and, in most cases, are charged against your credit card.

Cancellation You may cancel your application without penalty *up to 30 business days* prior to the reservation date by sending a *written notice of cancellation, via fax or email*, to the AIA Event Planner. If you cancel after this deadline, you are obligated to pay 100 percent of the room rental and 50 percent of the estimated catering and audiovisual costs. The AIA's performance of this contract is subject to cancellations in whole or in part because of: "Acts of God," war, terrorist acts, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities, act of building management, emergency, or unanticipated occurrence making it inadvisable, illegal, or impossible to provide the facilities or hold the event. In the event of such an unlikely occurrence, this agreement may be terminated by the AIA, upon return of your deposit, without further liability.

Indemnification You agree to indemnify and hold harmless the AIA from any claim or damage (including attorney's fees and expenses of legal proceedings) the AIA may sustain in connection with your event by reason of the act, omission, or negligence of any person associated with the event or whose presence at AIA Headquarters is attributable to the event.

Release Except to the extent you, your guests, or your invitees may experience personal injury or incur property damage as a direct result of gross negligence or intentional misconduct by the AIA, you release the AIA and its officers, directors, members, employees, contractors, and agents from all liabilities, claims, demands, and causes of action that you (or a third party) might have as a result of any personal injury or property damage.

Limits on Liability In no case shall the AIA or its officers, directors, members, employees, contractors, or agents be liable for any incidental, indirect, consequential, special, or punitive damages that you (or a third party) might be able to claim in connection with injury or damage resulting from your event or any person's presence at the AIA Headquarters.

Complete Agreement The terms and conditions in this document constitute the complete agreement between you and the AIA with respect to your event. They supersede any prior agreements, representations, or statements with respect to your event or the use of the AIA Headquarters. No other oral or written agreement shall alter any provision of this agreement unless both you and the AIA so agree in writing.

Compliance with Laws You, your guests, and your invitees will comply fully with all applicable laws and regulations in the conduct of your event and in your use of facilities at the AIA Headquarters.

Changed Circumstances The AIA retains the right to terminate your event if changed circumstances (e.g., your initiation of bankruptcy proceedings) reasonably suggest that you will be unable to fulfill your obligations under this agreement.

Signatures I have read this application and accept all of its terms.

Organization

Signature

Date

Authorized representative (print name)

Telephone

Facsimile

E-mail

Method of Payment

American Express MasterCard Visa Check (payable to the AIA)

Card number

Exp. date

Cardholder (print name)

Signature (required)

Date

AIA authorized signature (required)

A final bill with all accrued charges, less deposit, will be sent after the function.