

EVENTS MENU

Listed prices are **base rates** for each space and include one hour of use, which covers setup and breakdown time. Additional time will be charged by the hour at the rate specific to each venue.

SOUTH GALLERY **\$300**

Located next to the West Gallery and off of Memorial Hall, this 334-square-foot space is filled with natural light and comes with modular tables, chairs, and a 98" wall-mounted screen. It's the perfect space for a meeting, presentation, small luncheon, or workshop.

Max. seated capacity: 20

*Additional time: \$150/hour
\$150 F&B fee (if applicable)*

NORTH GALLERY **\$300**

This 500-square-foot space features our DC Hall of History exhibit, including a 40-foot backlit timeline of important moments in DC's history. The North Gallery is a unique backdrop for a meeting, luncheon, or other small gathering. **Max. capacity: 20**

*Additional time: \$150/hour
\$150 F&B fee (if applicable)*

WEST GALLERY **\$400**

The West Gallery offers a distinctive setting for events—right inside our *Class Action* exhibit. This space is our best option for larger meetings, presentations, programs, or other gatherings. **Max. capacity: 75**

*Additional time: \$200/hour
\$200 F&B fee (if applicable)*



KIPLINGER RESEARCH LIBRARY **\$400**

Bathed in natural light from a skylight and surrounded by historic books and atlases, the front of our special collections library offers an ideal setting for large meetings, presentations, lectures, or workshops.

Max. capacity: 100

*Additional time: \$200/hour
\$200 F&B fee (if applicable)*



MEMORIAL HALL **\$1,000**

Experience the full beauty of the Carnegie Library's Beaux-Arts architecture and abundant natural light in Memorial Hall. This elegant space is ideal for cocktail parties, receptions, luncheons, and other large gatherings. Your rental includes full, exclusive use of Memorial Hall, with optional access to all galleries and the Kiplinger Research Library during your event.

Max. capacity: 200

*Additional time: \$1,000/hour
\$1,000 F&B fee (if applicable)*

Food and beverages for events in these spaces will be served in Memorial Hall or the South Gallery and may not be consumed within the event space itself.



AMENITIES

Central location near all Metro lines

Driveway + loading dock with lift

Two wireless mics + speaker

Clear acrylic podium

Projector + 113" screen

98" wall-mounted screen

10 folding tables

Seating for 10–150 (varies by setup)

Day + evening availability

Flexible setup times

Restrooms with diaper changing stations

Public elevator

High-speed WiFi

Make it a
COMBO!

Looking for a DC History Center tour or curated experience for your group?
Ask us about our **TOURS & EXPERIENCES MENU!**

**DC
HISTORY
CENTER**

801 K Street NW,
Washington, DC 20001
202-516-1363

events@dchistory.org

THINGS TO KNOW

RATES AND BOOKING

- The events menu is for reference only. **Our staff will provide a custom quote** based on your individual event needs.
- Fees associated with events and experiences are not considered tax deductible.
- Reservations for events in Memorial Hall must be booked at least **20 days** in advance.
- A deposit equal to one half of the entire fee is required for use of the space at time of booking. If payment is not received within 3 business days of the when the proposal is signed, the reservation hold will be canceled.
- Full payment must be received 7 days prior to the scheduled visit or the visit will be canceled.
- Rates include at least one event supervisor. Additional event supervisors will be provided for larger events.
- Nonprofits receive a 10% discount on all space use and curated experiences.

CATERING AND OTHER DETAILS

- The DC History Center extends the use of its spaces and experiences to partners, allied organizations, and groups that align with our values. We reserve the right to decline events that do not meet these criteria.
- Events may be held between 10 am and 8 pm, Monday through Saturday, and between 10 am and 6 pm on Sundays, with some flexibility allowed for setup and breakdown.
- Catering is permitted, but food and drink are not allowed in the West Gallery or Kiplinger Research Library. Setup can be arranged in Memorial Hall or the North/South Gallery. A list of recommended caterers is available upon request.
- The DC History Center offers up to ten tablecloths for events, available for an additional fee.
- A Certificate of Insurance is required for catered events where alcohol is served, naming DC History Center, EventsDC, and Apple as additional insured with a minimum of \$1,000,000 of liability coverage.
- Please be aware the spaces are part of an open floorplan and sound from the Apple Store does travel up to Memorial Hall.
- The DC History Center is handicap accessible.