

NATIONAL MUSEUM OF THE AMERICAN INDIAN
GUIDELINES FOR SPECIAL EVENT VENDORS

The National Museum of the American Indian has final approval in the selection of the vendors for each event. The NMAI Special Events Coordinator is the point of contact for all approvals, arrangements, and building access.

Every event held in the Museum will be preceded by a walk-through with the Special Events Coordinator, Facilities Manager, caterer, client and all necessary event service providers at least two weeks prior to the event date. A special events memorandum will be distributed at least one week prior to the event and will contain details resulting from discussions at the walk-through.

Catering

Liability Insurance: Any caterer working within the National Museum of the American Indian must have a current insurance certificate on file with the Smithsonian Institution that names the Smithsonian Institution as an Additional Insured for use of the facilities and meets the following insurance limits. The original certificate must be received by the Special Events Coordinator no later than one week prior to the event date.

- Commercial General Liability – \$1,000,000 per occurrence, including coverage for products liability and contractual liability.
- Liquor Liability coverage – \$1,000,000.
- Automobile Liability Coverage – \$1,000,000 per accident for bodily injury and property damage.
- Workers Compensation – statutory limits.

Indemnification and Hold Harmless Provisions: The catering firm must agree to indemnify and hold harmless the United States Government and the Smithsonian Institution and its museums from any and all claims, liability, costs and expenses arising from any negligent act or omission on the part of the catering firm, its agents or employees, associated with the use of the SI facility including injury to guests, Institution employees, and catering firm employees or agents. A signed certificate to this effect must be provided to the NMAI by the catering firm.

Liquor

No red wine, tomato juice, cranberry juice, etc. may be served in the Museum.

All liquor must be delivered immediately before the event and removed from the Museum premises immediately following the event. The NMAI will not store beverages.

Professional waiters must serve alcoholic beverages. Cash bars are not permitted.

Electrical Requirements

All catering electrical needs for stoves, coffee makers, etc., must be coordinated with the Special Events Coordinator prior to the event. Depending on the electrical needs, a Smithsonian electrician may be required during the event. This requirement will be determined by the Museum's Special Events Office in coordination with the caterer.

No propane or butane may be used for warming or cooking of food in the Museum.

Sterno may be used for food warming.

Kitchen Area

The floors of the designated kitchen staging area in the Museum must be covered by plastic to protect the floors. Plastic floor covering must also be put down behind bar areas.

Pipe and drape, as opposed to screens must be used for the 1st floor kitchen area.

Caterer must mop prep areas as well as the areas around bars and buffets.

Flames

Votive candles and sterno may be used during events. Locations for all food stations using sterno must be approved in advance by the Special Events Coordinator.

Taper candles and open flames (such as flambé and stir frying) may not be used in the Museum.

Matches may not be used to light votives or sterno; fire starters are permitted.

Food and Beverages

Most foods and beverages are permitted. Red wine and red juices are prohibited.

The Special Events Office has the right to review and approve the final menu.

Food service is restricted to the Potomac, Mitsitam Café, 3rd and 4th floor overlooks, conference rooms, Patrons Lounge and any areas deemed appropriate by the Special Events Coordinator.

Passed hors d'oeuvres and bars are permitted on the 3rd and 4th floor overlooks; buffets are not permitted.

Food or beverages may not be served or carried into the collections or restoration areas.

Trash

All trash related to catering services must be removed by the caterer from the premises immediately following the event.

Deliveries

All vendor deliveries for special events must be coordinated through the Special Events Coordinator prior to the event date.

Deliveries must be made via the loading dock.

Due to the lack of storage space at the Museum, all equipment for a special event must be delivered immediately preceding set-up for the event and removed immediately after the event.

Caterers and other vendors should provide their own hand trucks and dollies or delivering food and equipment. The wheels should be rubber to prevent floor damage.

Set-Up

Set-up times are to be arranged with the Special Events Coordinator. The standard time for set-up in the Potomac is 5:30 p.m., however, this may be reviewed on a case-by-case basis depending on the Museum's schedule and visitation.

Hook-up for electrical stoves need to be arranged in advance. The Green Room is equipped with electrical outlets (120 Watts). Sterno may be used in warming ovens only. Propane may not be used.

The floors in of the areas in the building to be used for kitchen, staging areas, or bars must be covered with plastic.

All tables and chairs to be placed in the Potomac must to have felt tips on their feet to protect the wood flooring.

Drop tables and staff need to be placed at the elevators, at gallery entrances and Museum Shop to collect all food and beverages prior to guests entering the area. A generous number of staff and drop tables need to be incorporated into the plan for each event, in order to protect the floors, artifacts and furniture of the Museum.

Clean-Up

The caterer is responsible for cleaning-up all trash from the event. Garbage must be removed immediately following the event.

The caterer is responsible for mopping prep spaces and the areas around bars and buffets.

Liquid or solid refuse should not be dumped into the sinks.

Large quantities of ice may not be left in the sinks.

All equipment must be removed immediately following the event.

Audio-Visual

Arrangements for basic audio-visual support can be made through the Museum.

Florist

All flowers, equipment and debris must be removed from the Museum by the florist at the conclusion of the event. No seed pods, bark or dead wood may be used in floral arrangements.

Décor/Lighting

As the NMAI is a museum dedicated to the preservation, study, and exhibition of the life, languages, literature, history, and arts of Native Americans, the Special Events Coordinator has final approval décor ensure special events in the Museum appropriately reflect Native cultures.

The Museum reserves the right to have any design element not approved in advance removed for the event.

All sound, lighting and staging companies must obtain prior approval from the Special Events Coordinator.

A copy of the current certificate of insurance must be received one week prior to the event. Companies are required to carry no less than \$10,000 damage insurance per event.

No decoration, structure, equipment or banner may be affixed to any portion of the building. Artifacts may not be moved, draped or covered.

All power, cables, or cords must be securely taped with gaffers tape. All tape must be removed immediately following the event.

Proposed Entertainment

Proposed entertainment must be cleared with the Special Events Coordinator.

Videotaping/Photography

Videotaping and photography may be used for archival and non-commercial corporate and institutional purposes. Permission for on-site videotaping and photography must be obtained in advance from the Special Events Coordinator.