

| Number of Attendees | Non-Community Organizations or Individuals | | | | Arts Events and Community Organizations | | | | | Antique, Arts&Craft Fairs | 3 Hour Community Instructional Series | | 3 Hour Comm Meetings | |
|---------------------|--|------------------------|----------|------------|---|-------------------------------|------------------|---------------|------------|---------------------------|---------------------------------------|---------------|----------------------|--------------|
| | Open to Public | | Private | | Open to Public | | | Private | | | Sat - Sun Days/Nights | Tues-Fri Days | | Weekend Days |
| | M-F Days | All Nights & Wknd Days | M-F Days | All Nights | Tues-Fri Days | Wknd Days & Tues-Thurs Nights | Fri - Sun Nights | Tues-Fri Days | All Nights | | | | | |
| 0-200 | \$1,400 | \$2,400 | \$2,800 | \$3,700 | \$100 | \$375 | \$500 | \$100 | \$1,400 | \$2,400 | \$40 | \$150 | \$100 | |
| 201-300 | \$1,400 | \$2,400 | \$3,100 | \$4,000 | \$100 | \$375 | \$500 | \$200 | \$1,700 | \$2,400 | \$80 | \$150 | \$100 | |
| 301-400 | \$1,400 | \$2,400 | \$3,400 | \$4,300 | \$100 | \$375 | \$500 | \$300 | \$2,000 | \$2,400 | NA | NA | \$100 | |

Security Deposit: \$400 payable with the first rental payment.

Additional fees:

- The dance floor can be moved from its standard location, removed or reconfigured for an additional \$175
- Events that are held on federal holidays have a \$350 surcharge
- If a renter requires extra space, the 18'x20' Farmer's Line bays can be rented for \$100 each for a day or evening - depending on availability
- Periodically, event planners need to set up prior to the scheduled start times of 9am and 5pm. If the time is available, an additional 2 hours may be purchased for set up for \$200/hour
- Thirty folding chairs are available for \$1.50 apiece
- The North Hall Plaza can be used for an additional \$800. To rent only the North Hall Plaza, the fee is 75% of the price of the North Hall for the renter/event type. Not available Sat and Sunday.

Definitions

- **Day Events:** Set-up begins no earlier than 9AM. Event sponsors have left by 5PM.
- **Night Events:** Set-up begins no earlier than 5PM. Event sponsors have left by 1AM.
- **Community Organizations:** Established non-profits for which 100% of programming goes to the DC metropolitan area including DC. The event must fit within the mission of the community organization.
- **Arts Events:** Concerts, plays, dances, art shows, performance art, etc.
- **Non-Community Organizations or Individuals:** This category includes any organization or individual that does not fit into the category of "Community Organization."
- **Open to Public:** Event is open to the general public to walk in and enjoy on the day of the event. Public events can require an entrance fee. As a requirement (and an advantage to the renter) Eastern Market facebook page to over 15,000 fans. Eastern Market must have information about the event 1 week prior in order for it to be classified as a public event.
- **Private Events:** An event that are by invitation only or that only members can attend.
- **Community Instructional Series:** These events meet the criteria outlined below:
 - Event will be open to the public (for a fee if deemed appropriate by event sponsor). All public, however, will be able to walk through the space.
 - Event Sponsor cannot serve alcohol or food and cannot be a fundraiser of any kind
 - There must be a teaching element to the event
 - These events last for a maximum of 3 hours
- **Three Hour Community Meetings:** These events meet the criteria outlined below:
 - Event sponsor is an established Capitol Hill community organization
 - Event Sponsor cannot serve alcohol or food and cannot raise funds during the event
- **Antique, Arts and Craft Fairs:**
 - No more than one arts and craft fair may be held in the North Hall per month
 - No individual/business may hold more than one arts and craft fairs in the North Hall in any 12 month timeframe
 - Event organizer must provide a resume showing his/her ability to run a professional, well-attended event. Organizer must submit a map of how vendors will be laid out, a detailed marketing plan and a loading and unloading plan. All of these must be approved prior to booking a date.

If an organization or individual in the highest priced category wants to schedule the North Hall only 10 days prior to the event, an available date can be scheduled for 50% of the set price.

Please Note:

- The North Hall Plaza cannot be used on Saturdays or Sundays.
- Eastern Market will schedule a maximum of 6 events a month that fall into the classification of evening, private event run by a non-community organization or an individual
- Private events cannot take place on Saturday or Sunday days.
- Eastern Market is not open on Mondays. Only daytime events in the \$2,400+ range may be held on Monday days.

**Prices are subject to change without notice. Revision date 4/20/11*

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