

**EASTERN MARKET COMMUNITY ADVISORY COMMITTEE
REGULAR MEETING
NOVEMBER 30, 2022**

MINUTES

Attendance: Mike Bowers (for Bill Glasgow); Chuck Burger, Chair; Anita Jefferson; Jackie Krieger; Tom Kuchenberg, Treasurer; and Susan Oursler, Vice Chair. Monte Edwards, Secretary, and Brian Pate arrived after the meeting began.

The regular meeting of the Eastern Market Community Advisory Committee (EMCAC) was held on Wednesday, November 30, 2022, at 7:00 P.M., in person and via Zoom. The Chair called the meeting to order at 7:02 P.M.

Approval of the Agenda

Mr. Kuchenberg moved that the agenda be approved. The motion was adopted.

Approval of the Minutes

The minutes of September 28, 2022, and October 26, 2022, were approved.

Report of the Treasurer

Mr. Kuchenberg, Treasurer, reported that there has been no new activity and the balance remains \$1,110.

Report of the Chair

Subcommittee on Emergency Response. The Chair moved that a subcommittee, co-chaired by Ms. Oursler and Krieger, be created to develop recommendations for an Eastern Market emergency response plan, with an initial report at the January 2023 meeting. The motion was adopted.

Recognition of Donna Scheeder. Ms. Oursler moved that Donna Scheeder be memorialized with a plaque at Eastern Market. The motion was adopted.

Organization of Committees and Membership Expansion. The Chair reported that he is consulting with EMCAC members on the type and purpose of committees needed to carry out EMCAC's mission. The Chair moved that he be authorized to seek candidates for a currently vacant position on EMCAC. The motion was adopted.

Leases. Mr. Kuchenberg reported that he is investigating the status of the leases and the desirability of leases.

EMCAC 501(c)(3)/Enterprise Fund. By unanimous consent, it was agreed that the Chair and Mr. Kuchenberg continue to investigate the feasibility of raising funds as a 501(c)(3) entity.

Natatorium. The Chair reported that there is interest in the business community to gather ideas for the renovation and use of the natatorium, and it is expected that a letter will be circulated.

Report of the Market Manager

Nicole Aiken, the North Hall Coordinator, gave a presentation on North Hall costs, revenues, and pricing, which is attached to these minutes along with Barry Margeson's written report of the Market Manager. Mr. Margeson agreed to provide further financial information regarding sustainable energy and collect updated data on admission of attendees to Boogie Babies events.

Report of the Tenants Council

Anita Jefferson, Chair of the Tenants Council, presented written reports for the months of October and November, which are attached.

Report of the Subcommittee on Capital Improvements

Monte Edwards, Chair of the Subcommittee on Capital Improvements, reported that he prepared a report regarding the emergency response plans, which is attached to these minutes.

Report of the Subcommittee on Market Operations

Mr. Kuchenberg, Chair of the Subcommittee on Market Operations, reported that he is interested in streamlining procedures for payment from the \$5,000 appropriation to EMCAC.

Adjournment

The meeting adjourned at 9:12 P.M.

Monte Edwards, Secretary



North Hall at Eastern Market Pricing

Barry Margeson & Nicole Aiken – Eastern Market/Portfolio Division

Pre-COVID Revenues



- FY18: \$300,790
- FY19: \$265,586
- FY20:\$0

FY21 REVENUES: \$39,142.50



Name	Status	Date	Day	Hours	Start Time	End Time	Deposit	Actual	Grand Total	Amount Due
2020 Presidential General Election Set-up	CLOSED	11/2/2020	Monday	6	8:00 AM	2:00 PM		\$0.00	\$0.00	\$0.00
Election Day	CLOSED	11/3/2020	Tuesday	17	6:00 AM	11:00 PM		\$0.00	\$0.00	\$0.00
2020 Presidential General Election Tear Down	CLOSED	11/4/2020	Wednesday	6	8:00 AM	2:00 PM		\$0.00	\$0.00	\$0.00
Film Production - Rabiye	CLOSED	4/13/2021	Tuesday	4	12:00 PM	4:00 PM	\$500.00	\$3,410.00	\$3,410.00	\$0.00
Duval-Stanecki Wedding	DEFINITE	8/14/2021	Saturday	10	3:00 PM	1:00 AM	\$500.00	\$6,075.00	\$6,575.00	\$0.00
Talley-Meadows Wedding	DEFINITE	9/11/2021	Saturday	10	3:00 PM	1:00 AM	\$500.00	\$5,535.00	\$6,035.00	\$0.00
Center Stage Welcome Back	DEFINITE	9/21/2021	Tuesday	9	12:00 PM	9:00 PM	\$500.00	\$5,565.00	\$6,065.00	\$2,782.50
Dining with Duchenne	DEFINITE	9/22/2021	Wednesday	13	7:00 AM	1:00 AM	\$500.00	\$8,635.00	\$9,135.00	\$0.00
DMDC21 Affiliate Night Dinner	DEFINITE	9/23/2021	Thursday	6.5	3:00 PM	9:30 PM	\$500.00	\$4,640.00	\$5,140.00	\$0.00
Grand Total				81.5			\$3,000.00	\$33,860.00	\$36,360.00	\$2,782.50

FY22 REVENUES: \$176,800



Event Name	Event Date	Grand Total
Orchard-Seider Wedding (Reschedule)	10/8/2021	\$6,165.00
Establishing Roots	10/13/2021	\$1,325.00
Boswell/Miller Wedding	10/16/2021	\$6,375.00
Brew Across America	10/20/2021	\$6,365.00
Devour by WARR Dance Co.	10/22/2021	\$675.00
COWPIE	10/23/2021	\$3,700.00
Passion City Church Community Group	10/26/2021	\$675.00
Congressional Women's Softball Game Reception	10/27/2021	\$6,300.00
Aerobic Fitness	10/29/2021	\$50.00
Halloween	10/29/2021	\$500.00
CHRS House Expo	10/30/2021	\$875.00
Pumpkin Bash	11/3/2021	\$6,835.00
Aerobic Fitness - November 2021	11/12/2021	\$50.00
ClearPath Holiday Party	12/2/2021	\$5,565.00
Devour by WARR Dance Co.	12/12/2021	\$675.00
Aerobic Fitness - January 2022	1/5/2022	\$150.00
Aerobic Fitness	1/7/2022	
Aerobic Fitness	1/21/2022	
Aerobic Fitness - February 2022	2/4/2022	\$100.00
Aerobic Fitness	2/25/2022	
Aerobic Fitness - March 2022	3/9/2022	\$50.00
California State Society Ahhhscar Night	3/16/2022	\$5,465.00
Post-Match Celebration	3/18/2022	\$2,500.00
Basis DC Public School Auction and Gala Community Fundraiser	4/2/2022	\$875.00
Toyota Cocktail Reception A/V Load-in	4/5/2022	
Toyota Cocktail Reception	4/6/2022	\$12,800.00
Devour by WARR Dance Co.	4/23/2022	\$875.00
The Literary Hill BookFest	5/1/2022	\$1,200.00
2022 Senior Prom - Richard Wright PCS	5/6/2022	\$1,000.00
Maury at the Market	5/7/2022	\$2,175.00
Louisiana Crawfest 2022	5/11/2022	\$5,930.00
DMDC21 Affiliate Night Dinner	5/12/2022	\$5,240.00
Binuya-Cullen Wedding Reception	5/20/2022	\$5,275.00
Kramer Middle School Prom	5/21/2022	\$1,375.00

Wine & Spirits Wholesalers of America Toast to Congress	5/25/2022	\$7,710.00
DC Rawhides Country Dancing	5/28/2022	\$7,150.00
Passion City Church Community Group	6/7/2022	\$3,900.00
Richard Wright Schools Presents "Sundresses, Stogies and Sneakers" Set-up	6/10/2022	
Richard Wright Schools Presents "Sundresses, Stogies and Sneakers"	6/11/2022	\$3,300.00
Passion City Church Community Group	6/14/2022	
Summer Solstice Event	6/16/2022	\$5,850.00
Aerobic Fitness - June 2022	6/17/2022	\$150.00
Wahl-Mendez Wedding	6/18/2022	\$6,275.00
Mayoral Primary Election Set-up	6/19/2022	
Mayoral Primary Election Day	6/21/2022	
Mayoral Primary Election Pick-up	6/22/2022	
Taste of Europe	6/23/2022	\$5,350.00
Aerobic Fitness	6/24/2022	
DC Rawhides Country Dancing	6/25/2022	
Passion City Church Community Group	6/28/2022	
Aerobic Fitness	6/29/2022	
Aerobic Fitness - July 2022	7/1/2022	\$450.00
Aerobic Fitness	7/6/2022	
Aerobic Fitness	7/8/2022	
DC Rawhides Country Dancing	7/9/2022	
Aerobic Fitness	7/13/2022	
Aerobic Fitness	7/15/2022	
Aerobic Fitness	7/20/2022	
Aerobic Fitness	7/22/2022	
DC Rawhides Country Dancing	7/23/2022	
Aerobic Fitness	7/27/2022	
Aerobic Fitness	7/29/2022	
DC Rawhides Country Dancing	8/6/2022	
Rustin	8/12/2022	\$12,500.00
DC Rawhides Country Dancing	8/20/2022	
DC Rawhides Country Dancing	9/10/2022	
Dining Away DuChenne	9/13/2022	\$8,460.00
ECU Reception (Reschedule)	9/19/2022	\$6,115.00
Puppet Show Tuesdays	9/20/2022	\$150.00
DC Rawhides Country Dancing	9/24/2022	
The Power of Fresh (TENTING)	9/26/2022	
The Power of Fresh	9/27/2022	\$10,900.00
2022 Monster Mash Pumpkin Bash	9/29/2022	\$7,400.00
		\$176,800.00

FY23 REVENUES: \$109,790 (to date)



Status	Name	Date	Grand Total	Amount Due
Closed	Valerio-Esene Post Merger Party	10/1/2022	\$6,100.00	\$0.00
	Puppet Show Tuesdays - October 2022	10/4/2022	\$600.00	\$0.00
	Boogie Thursdays - October 2022	10/6/2022	\$400.00	\$0.00
	Kira Lerner & Alex Kimmelman Wedding	10/8/2022	\$6,975.00	\$0.00
	Puppet Show Tuesdays	10/11/2022		
	Establishing Roots	10/12/2022	\$1,150.00	\$0.00
	Boogie Thursdays	10/13/2022		
	DC Rawhides Country Dancing	10/15/2022	\$9,800.00	\$0.00
	Puppet Show Tuesdays	10/18/2022		
	Boogie Thursdays	10/20/2022		
	COWPIE	10/22/2022	\$3,475.00	\$0.00
	Puppet Show Tuesdays	10/25/2022		
	Boogie Thursday	10/27/2022		
	Halloween 2022	10/28/2022	\$500.00	\$0.00
	CHRS House Expo 2022	10/29/2022	\$700.00	\$0.00
	Halloween Fashion Ball	10/29/2022	\$2,900.00	\$0.00
	Puppet Show Tuesdays - November 2022	11/1/2022	\$450.00	\$0.00
	StorySong Wednesdays - November 2022	11/2/2022	\$300.00	\$0.00
	School Without Walls High School Homecoming Dance	11/4/2022	\$1,550.00	\$0.00
	Marilyn Pendlyshok & Alvara Vega Wedding	11/5/2022	\$5,535.00	\$0.00
	Mayoral General Election Set-up	11/7/2022		
	Mayoral General Election Day	11/8/2022		
	Mayoral General Election Pick-up	11/9/2022		
	Boogie Thursdays - November 2022	11/10/2022	\$200.00	\$0.00
	Aerobic Fitness - November 2022	11/11/2022	\$50.00	\$0.00
	Puppet Show Tuesdays	11/15/2022		
	StorySong Wednesday	11/16/2022		
	Boogie Thursdays	11/17/2022		
	DC Rawhides Country Dancing	11/19/2022		
	Puppet Show Tuesdays	11/29/2022		
Total			\$40,685.00	\$0.00

[North Hall Public Calendar](#)

FY23 REVENUES: \$131,090 (total anticipated as of today)

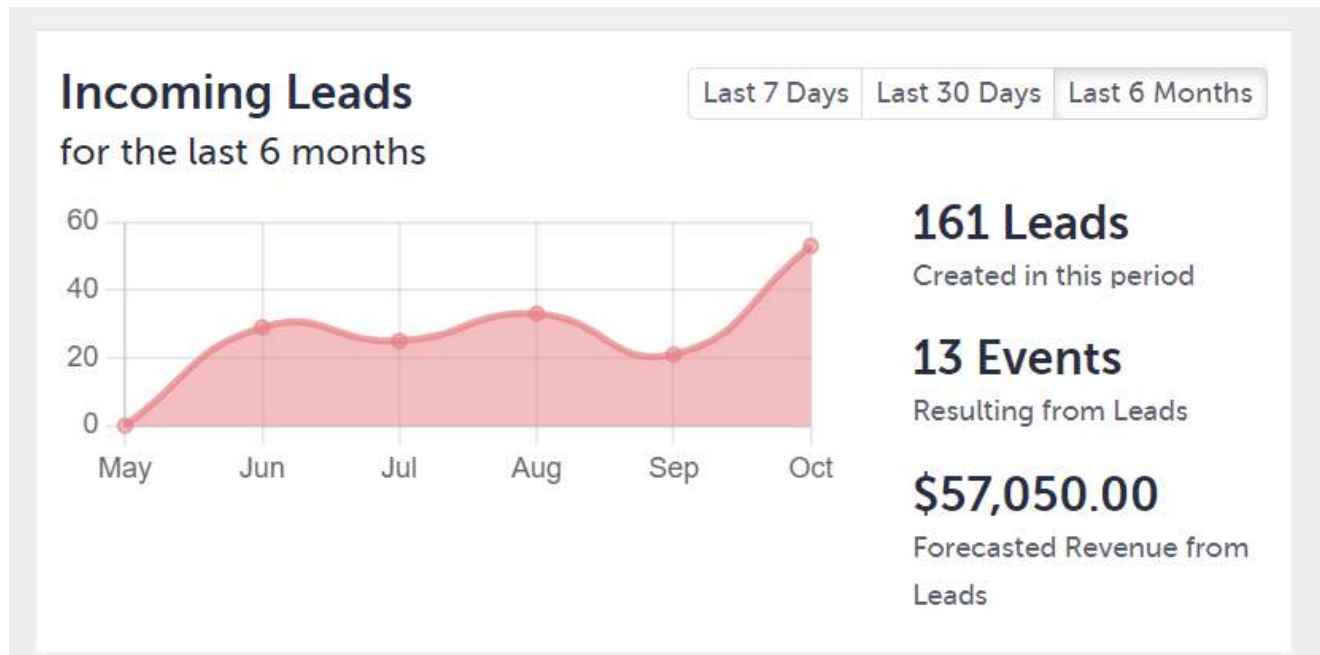


Status	Name	Date	Grand Total	Amount Due
Definite	StorySong Wednesday	11/30/2022		
	Boogie Thursdays - December 2022	12/1/2022	\$500.00	\$0.00
	DC Rawhides Country Dancing	12/3/2022		
	Flipping the Narrative - A 2GI Celebration of Disabled Founders	12/6/2022	\$5,600.00	\$0.00
	American Defense International	12/7/2022	\$6,155.00	\$800.00
	Boogie Thursdays	12/8/2022		
	FFAR Welcome Reception	12/8/2022	\$5,350.00	\$0.00
	Puppet Show Tuesdays - December 2022	12/13/2022	\$300.00	\$0.00
	StorySong Wednesdays - December 2022	12/14/2022	\$200.00	\$0.00
	Boogie Thursday	12/15/2022		
	Frost	12/17/2022	\$1,450.00	\$250.00
	Puppet Show Tuesdays	12/20/2022		
	StorySong Wednesday	12/21/2022		
	Boogie Thursdays	12/22/2022		
	Wedding Reception Crookston-Kim Wedding Reception	12/28/2022	\$3,300.00	\$0.00
	Boogie Thursdays	12/29/2022		
	DC Rawhides Country Dancing	1/14/2023		
	DC Rawhides Country Dancing	1/28/2023		
	USIREXpo 2022	1/31/2023	\$6,100.00	(\$250.00)
	Celebration of Women and Girls in Rugby - Women's Rugby World Cup Kickoff	2/3/2023	\$1,000.00	\$0.00
	DC Rawhides Country Dancing	2/11/2023		
	DC Rawhides Country Dancing	2/25/2023		
	DC Rawhides Country Dancing	3/11/2023		
	DC Rawhides Country Dancing	3/24/2023		
	Maury at the Market 2023	3/25/2023	\$2,100.00	\$800.00
	Basis DC Supernova Auction and Gala	3/31/2023	\$1,000.00	\$0.00
	Capital Art Book Fair	4/1/2023	\$2,800.00	\$975.00
	Capital Art Book Fair	4/2/2023		
	DC Rawhides Country Dancing	4/8/2023		
	DC Rawhides Country Dancing	4/22/2023		
	Toyota Cocktail Reception A/V Set-up	4/25/2023	\$16,100.00	\$7,800.00
	Toyota Cocktail Reception	4/26/2023		
	SWS Prom & Auction	4/29/2023	\$1,700.00	\$500.00
	Richard Wright Prom	5/5/2023	\$1,700.00	\$100.00
	Tim & Katy's Wedding Reception	5/6/2023	\$6,400.00	\$2,900.00
	McCutcheon-Trepicchio Wedding	5/19/2023	\$5,775.00	\$2,637.50
	DC Rawhides Country Dancing	5/20/2023		
	Friedrichs-Jacobs Wedding	5/28/2023	\$6,375.00	\$2,937.50
	DC Rawhides Country Dancing	6/3/2023		
	Sundresses, Sneakers, & Stogies (SET-UP)	6/9/2023		
	Sundresses, Sneakers, & Stogies	6/10/2023	\$4,200.00	\$1,850.00
	DC Rawhides Country Dancing	6/17/2023		
Total			\$78,105.00	\$21,300.00

*\$9,000 SDEPO reduced

*\$21,300 owed for an anticipated FY23 revenues of \$131,090

Inquiries



North Hall Price Sheet



ATTACHMENT B: NORTH HALL PRICE SCHEDULE May 13, 2022

Event Hosted by Individual and Non-Community Organization					Public Arts Event • Public Event Hosted by Military Affiliates, DC Charter Schools, Community Organization, or • Event Hosted by DC Government Agencies		Public Event - Arts & Craft Fairs and Fashion Shows
Public Events		Private Events					
Days	Nights	Mon-Fri Days	Sun-Fri Nights	Sat Night	Sun, Tues-Fri	Sat	Sat or Sun Nights
\$1,500.00	\$2,500.00	\$2,800.00	\$4,600.00	\$5,400.00	\$500.00	\$700.00	\$2,400.00

Definitions:

Day and Night Events:

- Day event set up begins no earlier than 9:00am, event sponsor has left by 5:00pm. Night event set-up begins no earlier than 5:00pm, event sponsor has left by 1:00am.
- Set-up before noon will be charged a full day rental.

Community Organizations:

- Established DC based non-profits with annual revenues not exceeding \$1,000,000 (as filed to the IRS and reported on Guidestar.com) for which 100% of programming stays within the District of Columbia. Applicants must provide proof that they are a 501 (c)(3) organization. All community events are, by nature, open to the public.

Arts Events:

- Concerts, plays, dances, and art shows for local performance art.

Public Events:

- Meetings, tastings, fundraisers, receptions, etc. Open to the public. Fashion shows do not fall under this category. See Arts & Craft Fairs and Fashion Shows for additional information.

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:

- Open to the general public to walk in and enjoy on the day of the event. Public events can require an entrance fee of no more than \$30. As a requirement, Eastern Market posts public events to the North Hall's public website calendar, in the Center Hall of the market and/or to the Facebook/Instagram pages.
- Eastern Market must have information about the event during booking in order for it to be classified as a public event.
- These events are not typically invitation only (birthdays, weddings, etc.)

Private Events:

- An event that does not fit the "Open to Public" definition. For example, an event that is by invitation only or that only members can attend.

Arts & Craft Fairs and Fashion Shows:

- No more than one arts and craft fair or fashion show may be held in the North Hall per month. No individual/business may hold more than one fair or fashion show in any 12 month timeframe.
- Organizers must provide a resume showing his/her ability to run a professional event, a space map, a detailed marketing plan, and a loading plan that are subject to approval.

Please Note:

- A separate security deposit of \$500.00 is due with your initial payment for the event.
- For an additional fee, event set-up can begin as early as required, based upon availability.
- On weekends, for an additional fee, event set-up can begin at 3pm.
- Rentals of outdoor space during the weekend cannot begin earlier than 6:00pm in the winter and 6:30pm in summer.
- "Summer hours" correspond to the period from the beginning of daylight savings time in the spring to the end of daylight savings time in the fall.
- "Winter hours" correspond to the period from the end of daylight savings time in the fall until the beginning of daylight savings time in the spring.
- Eastern Market is not open on Mondays. Only events in the \$2,400+ range may be held on Mondays.

Additional Pricing:

Tues-Fri Hourly Public Events (7:00am - 12:00noon)	Mon-Fri Hourly Private Events (7:00am - 2:00pm)	Early Set-up 12:00noon - 5:00pm (weekdays), 3:00pm-6:00pm (weekends)	Public Event Use of Catering Plaza	North Hall Plaza	Bays
\$50.00 per hour	\$400.00 per hour	\$250.00 per hour	\$500.00	\$800.00	\$100.00 each
Excessive Trash/ Dumpster Use		Fine for Events that Last Longer than 1am	Storage Fee for Left Items	Fine for Blocking the Alley	
\$200.00		\$200.00 for each additional half hour	\$400.00 per day	\$50.00 per occurrence	

Money Orders, Cashier's Checks, or Checks, made payable to DC Treasurer.

Prices are subject to change without notice and are not negotiable. Revision date May 13, 2022.

North Hall Costs



Variable

- **Assistant North Hall Coordinator: \$24.30 per hour** – average four (4) hours per day/weekend event
 - Cost per event: \$97.20
- **Janitorial Services (R&R): \$34.47 per hour (paid by FMD)** – average ten (10) hours per event
 - Cost per event: \$344.70

Fixed

- **North Hall Coordinator (Salary + Fringe): \$120,477.75**
- **HVAC (Electrical) Costs: \$73,025.85** is Electricity budget for FY22 for whole market.
 - North Hall uses 25% of that; about \$18,256

North Hall Break-Even



Equation:

$$• \quad \$0 = \underbrace{x*(y)}_{\text{Revenues}} - \underbrace{(x*\$34.47*10 + x*\$24.30*4)}_{\text{Variable Cost}} - \underbrace{\$120,477.75 - \$18,256}_{\text{Fixed Cost}}$$

• Notes:

- x = Number of events
- y = Price of event being considered

Event Type	Avg Rev for Event Type	# of Events	Total Revenues	Break-Even Point	
Private	\$5,000	31	\$155,000	\$37,475.10	
Public/Non-Community	\$2,500	68	\$170,000	\$36,124.80	
Public	\$600	68	\$40,800	\$(93,075.20)	Never

St. Francis Hall



ST. FRANCIS HALL

AT THE FRANCISCAN MONASTERY

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ABOUT US

WELCOME TO ST. FRANCIS HALL

Just when you (and your guests) think you've seen all the Washington, DC area has to offer in event spaces, our hidden gem sparkles with a distinctive old-world, romantic feel. Nestled in the quiet and quiet residential neighborhood of Brookland and adjacent to the stunningly beautiful Franciscan Monastery, St. Francis Hall offers a rare combination of classic beauty and modern amenities. Soaring ceilings, open wood beams, and arched windows flood the space with rich warmth to create an ambiance like none other. With space for up to 225 guests, free and ample parking, and generous amenities, the secret that is St. Francis Hall can't last forever.

Let us provide an unforgettable backdrop for your celebration or special event.

St. Francis Hall is a ministry of the Franciscan Custody of the Holy Land, a province of the Order of Friars Minor, a Roman Catholic religious order. Proceeds from the rental of St. Francis Hall are used to support the work of the Friars in Washington, DC and surrounding communities, as well as the mission of the Friars in the Holy Land.

Accommodates
up to 225 guests.

Free & ample
parking

St. Francis Hall Pricing



ST. FRANCIS HALL

AT THE FRANCISCAN MONASTERY

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RENTAL RATES

All rentals include 8 hours of event time
(5 hours of event time, 2 hours for set up, 1 hour for clean up).

Additional time can be rented for \$600 per hour.

Rates include tables, chairs, beautiful overhead and decorative lighting,
use of our audio/visual equipment including sound system,
microphones & large projection screen.

Reservations are confirmed with a signed contract,
50% of the rental fee plus a refundable \$750 security deposit.

Please inquire about discounted rates
for Catholic organizations, non-profits and short notice rentals.
We are also able to reduce the rental fee by \$2000 for events
taking place in December, January and February.

Fridays - \$7,000

Saturdays - \$10,000

Sundays - \$7,000

Weekdays - Please inquire

Holiday Weekends - \$1000 increase

(Holiday weekends include Memorial Day, 4th of July, Labor Day and Columbus Day.)

Powerhouse



Capacity

Ground Floor: 236 Guests
Second Floor: 206 Guests
Total: 442 Guests

Floor Area

Ground Floor: 3,724 GSF
Second Floor: 2,415 GSF
Total: 6,139 GSF



- 2 story venue with over 6,000 square feet of event space
- Second floor mezzanine balcony
- Fully renovated to include top-of-the-line restrooms and a catering prep kitchen
- State-of-the-art sound system with audio inputs throughout the space
- Fully wired for easy event lighting installation
- Located between the Georgetown Waterfront Park and the famous
- Large, outdoor courtyard
- Walking distance from world class hotels

Powerhouse Pricing



Rental Rates

All bookings are for 12 hour rentals

Booking Rates

Special Event and Holiday Weekends: **\$14,000.00**

Friday, Saturday, Sundays: **\$12,000.00**

Weekday Evenings: **\$8,000.00**

Weekdays: **\$5,000.00**

Additional hours available for \$300 per hour

Rental rate discounted 15% for non-profits

\$2,000 refundable security deposit required

Event Hours

Hours of events, including load in and load out, must fall between

8:00AM and 12:00AM

Access outside this window will be charged at \$400 per hour and must be pre-approved

Security

Security personnel are required for all events from beginning of load in to the end of load out

2 security personnel required for less than 100 guests

3 security personnel required for 100 to 200 guests

4 security personnel required for over 200 guests

Security charge to be added to contract

Security personnel will be booked by Powerhouse at a rate of **\$30 per hour per personnel**

Required Fixed Costs

Mandatory **\$300** cleaning fee

50% deposit to hold date, remaining 50% due **10 days prior** to event

Contract must be signed at least 10 days prior to event

Booking rates subject to change

Hill Center



FEATURES & AMENITIES

- Equipped with extensive pandemic health and safety regulations to keep guests safe during your event.
- Micro-event options available!
- Natural light from 8-foot windows in an exquisitely restored historic Civil War-era building recognized by “Save America’s Treasures”
- Modern amenities, including free Wi-Fi, built-in sound system, screens, projectors, and air conditioning
- Flexible spaces for groups ranging from 10-250, including light-filled breakout rooms
- Beautifully landscaped gardens, perfect for an outdoor event
- Knowledgeable on-site staff
- Green, environmentally friendly building
- Freedom to choose your own caterer
- Located on Capitol Hill, one block from the Eastern Market Metro convenient to Reagan National Airport, The Wharf, Navy Yard, and Nats Park.
- Hill Center is an arts and culture non-profit organization and features a rotating exhibit of artwork by regional artists

Hill Center Pricing



CELEBRATIONS & PARTIES

PACKAGES BEGIN AT \$349

Host your party or celebration at Hill Center so **you don't have to host at home!**

Indoor and **outdoor** spaces available

Our **Parties & Celebrations Party Packages** feature options for up to 60 guests, perfect for **birthday parties, wedding or baby showers**, and more!

Up to 250 in a standing reception for a **family reunion, bar or bat mitzvah, formal or prom**

WEDDINGS

PACKAGES BEGIN AT \$2800

Equipped with **extensive pandemic health and safety regulations** to keep guests safe during your event

Micro-wedding options available!

Beautiful gardens for an outdoor wedding ceremony or reception

Modern amenities, including **Wi-Fi**, built in **sound system** and **AC**

Packages include **eight hours** of set-up and tear down

Freedom to **choose your own licensed caterer**

Ask us about hosting your Rehearsal Dinner or Wedding Shower!

Hill Center Pricing (cont'd)



Pricing Sheet 2020 Indoor Spaces

MICROWEDDINGS

Up to 20 Guests

Outdoor Garden Event: \$2,800

Includes indoor backup space, basic linens, two wedding suites, beverage manager, standard items from Wedding Package, but limited to 5 hours of rental time (inclusive of setup and cleanup time)

Expecting more than 20 guests? Upgrade your backup space to historic Lincoln Hall for \$500

SECOND FLOOR	Sunday - Friday	Saturday
Entire Second Floor (includes all spaces listed below)		
Half Day	\$1,575	\$2,025
Full Day	\$2,025	\$3,505
Evening Only	\$2,025	\$3,505
Abraham Lincoln Hall		
Half Day	\$1,025	\$1,575
Full Day	\$1,575	\$2,025
Evening Only	\$1,575	\$2,025
John Philip Sousa Hall & Mathew Brady Gallery		
Half Day	\$725	\$1,025
Full Day	\$1,025	\$1,335
Evening Only	\$1,025	
Sister Beatrice Hall & Constantino Brumidi Gallery		
Half Day	\$625	\$825
Full Day	\$825	\$1,025
Evening Only	\$825	
Half Day (8am - Noon or 1pm - 5pm)		
Full Day (8am - 5pm)		
Evening (6pm - 11pm)		



Sam Kittner Photography

921 Pennsylvania Avenue SE
Washington, DC 20003
202-499-6439 | hillcenterdc.org



FIRST FLOOR	Sunday - Friday	Saturday
FIRST FLOOR (available after 5 pm Monday-Friday)		
Entire First Floor (includes all spaces listed below)		
Half Day	\$1,025	\$1,575
Full Day	\$1,575	\$2,025
Evening Only	\$1,575	\$2,025
East Wing (Drummond Hall, Haines & Jacobs Rooms)		
Half Day	\$825	\$1,335
Full Day	\$1,335	\$1,755
Evening Only	\$1,335	\$1,755
Benjamin Drummond Hall		
Half Day	\$725	\$1,025
Full Day	\$1,025	\$1,335
Evening Only	\$1,025	
Elizabeth Haines Room or Walt Whitman Art Room		
Half Day	\$525	\$625
Full Day	\$625	\$825
Evening Only	\$625	
Harriet Jacobs Room or Benjamin Henry Latrobe Board Room (4 hour block)		
	\$345	\$425
GROUND FLOOR		
Annie Etheridge Hooks	\$345	\$425
Demonstration Kitchen (4 hour block)		
Music Room (4 hour block)	\$225	\$285

Hill Center Pricing (cont'd)



HILL CENTER
at the OLD NAVAL HOSPITAL

Pricing Sheet 2020 Outdoor & Combined Spaces

OUTDOOR SPACES	Sunday - Friday	Saturday
All Outdoor Spaces <i>(includes all spaces listed below)</i>		
Half Day	\$1,855	\$3,405
Full Day	\$3,405	\$4,745
Evening Only	\$3,405	\$4,745
East Garden		
Half Day	\$825	\$1,645
Full Day	\$1,645	\$2,065
Evening Only	\$1,645	\$2,065
West Plaza		
Half Day	\$725	\$1,445
Full Day	\$1,445	\$2,065
Evening Only	\$1,445	\$2,065

NOTE: Indoor backup space must be rented with Outdoor Spaces unless areas are tented.
Tents must be installed by Hill Center's approved vendors.



Event Photography of North America Corporation



COMBINED SPACES	Sunday - Friday	Saturday
Entire Building <i>(includes Ground, First & Second Floors)</i>		
Evening Only	\$9,265	\$12,975
Entire Campus <i>(includes All Outdoor Spaces, Ground, First & Second Floors)</i>		
Evening Only	\$12,975	\$15,445

Naval Lodge



Features/Amenities:

-Wi-Fi –Public

Transportation -Parking after 7pm

Restrooms -Projector -Screens -Audio Equipment -1
Breakout room

This is the perfect space for: -Receptions -Galleries -
Private Events -Weddings -Showers

In the early 1800s the Navy Yard was one of the largest employers in the city and for nearly the next 100 years the Lodge was mainly composed of craftsmen and workers from the Navy Yard and the market nearby. In 1893, Naval Lodge bought the current location and built its current building. Once the building was completed in 1895, it became a center of Masonic and community activity on Capitol Hill and Southeast Washington. Today it is the oldest Masonic building in the District that is still used for Masonic purposes.

Naval Lodge Pricing



Pricing: \$300/hour

Capacity:

Standing:190

Seated:100-150

Availability: Friday-Monday

MLK Library



Auditorium

From live performances, to lectures, to film screenings, this state-of-the art theater is ready to hold your standing ovations. Pre-function event space is available.

Auditorium (Capacity: 291)

Seated dinner in pre-function area (Capacity: 190)

The Great Hall (*Friday and Saturday nights only*)

History abounds in this large, flexible space designed to make a grand impression. One of the larger event venues in the city, it makes the perfect setting for seated galas, expos, rehearsal dinners, parties and more.

Seated dinner (Capacity: 540)

Seated dinner with stage (Capacity: 420)

5th Floor Event Space & Rooftop

Feel inspired by greatness on the top floor of MLK. With views of bustling downtown, this versatile space boasts a spacious rooftop terrace. Featuring flexible walls, this space can be configured to accommodate a variety of event needs.

Seated dinner, no stage (Capacity: 150)

Seated dinner with stage (Capacity: 120)

Theatre seating (Capacity: 128)

Classroom seating (Capacity 108)

MLK Library Pricing



5th FLOOR EVENT SPACE | Sunday – Saturday from 8:00 AM – 11:00 PM

The Rooftop Terrace is included in the rental rate for events after 6:00 PM and otherwise outside of the Library's normal operating hours.

Regular Rate Monday – Friday | 8:00 AM - 5:00 PM

- Corporations and Individuals: \$5,750
- Nonprofits, Associations, and Government Agencies: \$4,500
- Each additional hour over 6 hours:
 - o Corporations and Individuals: \$950
 - o Nonprofits, Associations, and Government Agencies: \$750

Peak Rate Monday – Friday | 5:00 PM - 11:00 PM Saturday – Sunday | 9:00 AM - 11:00 PM

- Corporations and Individuals: \$6,250
- Nonprofits, Associations, and Government Agencies: \$5,000
- Each additional hour over 6 hours:
 - o Corporations and Individuals: \$1,000
 - o Nonprofits, Associations, and Government Agencies: \$800

MLK Library Pricing (cont'd)



GREAT HALL | Friday, Saturday, Sunday from 5:30 PM – 11:00 PM

This room is available to rent exclusively outside the Library's operating hours. Extra set-up time will be permitted on a case-by-case basis.

Friday – Sunday | 7:00 PM - 11:00 PM

- Corporations and Individuals: \$8,500
- Nonprofits, Associations, and Government Agencies: \$6,500
- Each additional hour over 6 hours:
 - o Corporations and Individuals: \$1,400
 - o Nonprofits, Associations, and Government Agencies: \$1,050

AUDITORIUM | Sunday – Saturday from 8:00 AM – 11:00 PM

This room requires additional A/V support.

Sunday – Saturday | 8:00 AM - 11:00 PM

- Corporations and Individuals: \$2,000
- Nonprofits, Associations, and Government Agencies: \$1,400
- Each additional hour over 6 hours:
 - o Corporations and Individuals: \$300
 - o Nonprofits, Associations, and Government Agencies: \$200

MLK Library Pricing (cont'd)



ADDITIONAL FEES

Event Overtime | \$500 penalty + Hourly Rate Overtime penalty fee for how long the event occurs outside the contracted time frame. If the event begins before or runs over the contracted time, the client will be subject to the penalty and the per hour rental rate for the room. Hourly rates and fees are rounded up to the hour.

Event Cancellation Deposit is non-refundable. See event rental policy for additional details.

Meeting Room (For 4-hour rental) \$500
(Corporate) In the Conference Center \$300
(Non-Profit) \$150 (Alliance)

Additional Security (Incurred if more than one security officer is needed)
\$60/hour per officer
\$75/hour per officer (Official Holidays).

Additional Facilities/Custodial Services (Incurred if more than one porter is needed)
\$35/hour per porter
\$42/hour per porter (Official Holidays).

Additional Engineering Services
\$48/hour
\$55/hour (Official Holidays)

Audio/Visual Technician
\$75/hour per technician Includes the use of basic audio/visual
\$90/hour per technician (Weekends and Holidays) equipment.

MLK Library Pricing (cont'd)



	PEAK (5 to 11 PM)		OFF-PEAK/DAY	
Space	Base Rate	Extra Hours	Base Rate	Extra Hours
5th Floor Event Space & Rooftop Terrace	up to 6 hours		up to 6 hours	
Alliance Partner	\$3,000.00	\$500.00	\$2,500.00	\$400.00
Great Hall	up to 6 hours		only rentable Fri/Sat/Sun evenings	
Alliance Partner	\$6,500.00	\$1,050.00		
Auditorium	up to 6 hours		pricing is the same	
Alliance Partner	\$500.00	\$75.00		
Conference Center	up to 4 hours		pricing is the same	
Alliance Partner	\$150.00	\$30.00		

Updates



- TripleSeat (event management system)
- Market Research
 - Competitor Site Visits
 - Hill Center
 - MLK Library
 - Powerhouse
 - St. Francis Hall
 - Potential Advertising
 - Yelp
 - Wedding Wire
- Marketing
 - Unique Venue
- No Fashions Shows (as of October 2022)
- No Dance Floor (as of May 2022)
- Community Events
 - DC Rawhides Country Dancing
 - SoFar (pending review)
 - FeverUp (pending review)
- Weekly Programming for Children
 - Puppet Show Tuesdays
 - SingSong Wednesday
 - Boogie Thursdays



Discussion



Connect with DGS!



Contact: DGS@dc.gov



Facebook: www.facebook.com/dcdg



Twitter: www.twitter.com/dcdg



Instagram: www.instagram.com/dcdg



Eastern Market Manager's Report to the EMCAC

November 30, 2022

Eastern Market Finances:

Last year's revenues:

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Grand Total
300 Block	\$ 7,009	\$ 7,152	\$ 4,168			\$ 2,370	\$ 7,408	\$ 5,669	\$ 6,534	\$ 6,534	\$ 8,010	\$ 7,931	\$ 62,785
Application Fees	\$ 70	\$ 105		\$ 35		\$ 35	\$ 245	\$ 245	\$ 140		\$ 35	\$ 105	\$ 1,015
ATMs		\$ 2,348	\$ 1,455		\$ 1,626				\$ 4,182	\$ 1,309	\$ 1,162	\$ 1,436	\$ 13,519
Flea Market		\$ 6,100	\$ 3,050			\$ 3,050			\$ 12,200		\$ 6,100		\$ 30,500
North Hall	\$ 8,475	\$ 600	\$ 2,013	\$ 4,922	\$ 27,815	\$ 53,045	\$ 14,778	\$ 5,275	\$ 13,478	\$ 3,725	\$ 5,875	\$ 26,260	\$ 166,260
Outdoor Vendors	\$ 17,176	\$ 13,748	\$ 10,127	\$ 2,703	\$ 4,050	\$ 7,051	\$ 11,789	\$ 12,736	\$ 11,744	\$ 15,088	\$ 11,840	\$ 10,861	\$ 128,913
South Hall		\$ 40,606	\$ 18,361	\$ 26,663	\$ 22,175	\$ 21,881			\$ 66,781	\$ 22,260	\$ 20,665	\$ 23,856	\$ 263,248
Tuesday Farmers	\$ 198	\$ 50	\$ 114	\$ 208		\$ 120		\$ 110	\$ 170	\$ 370	\$ 168	\$ 80	\$ 1,588
Weekend Farmers	\$ 10,000	\$ 8,984	\$ 6,756	\$ 2,334	\$ 4,641	\$ 6,438	\$ 7,489	\$ 6,806	\$ 9,198	\$ 8,936	\$ 8,600	\$ 6,352	\$ 86,534
Grand Total	\$ 42,928	\$ 79,693	\$ 46,044	\$ 36,864	\$ 60,307	\$ 93,990	\$ 41,709	\$ 30,841	\$ 124,426	\$ 58,222	\$ 62,455	\$ 76,881	\$ 754,361

Budget: 798,177.02

Budget for FY23:

Description	FY23 Budget
Water	\$ 87,624
Gas	\$ 12,961
Electric	\$ 69,229
Sustainable Energy	\$ 14,201
Waste Management	\$ 62,390
Personnel	\$ 467,301
Support Staff	\$ 44,213
Direct Voucher for EMCAC Office Support - Per legislated requirement	\$ 5,000
Merchant Services MOU with OCFO, Office of Finance and Treasury	\$ 2,793
Marketing (Pcard)	\$ 21,080
Maintenance and Repairs (Pcard)	\$ 7,000
Sewage Ejection Pit	\$ 4,385
Total	\$ 798,177

Description	Unbudgeted
Snow	\$ 5,000
Janitorial	\$ 200,278
Extermination	\$ 12,207
Total	\$ 217,485

Total Projected Operational Costs of EM	\$ 1,015,662
--	---------------------

Leases

Since the execution of the Calomiris lease, no news.

Operations:

Outdoor Market:

Eastern High School will be at the market this weekend with value added products and we're discussing their regular attendance as a farmer with produce in the spring.

Tuesday farmer is now selling produce a la carte.

Eastern Market Crepes is now selling burritos and tacos.

North Hall:

Nicole will present re revenues, costs, pricing, etc.

Security Update:

Attempted theft. Reviewing the motion detectors for the market and will likely replace them. No news on whether the perpetrator was arrested.

Music:

We have created four busker locations and will begin orientation sessions for buskers (new and old).

Marketspread:

No update as of now.

Parking:

Consistent usage of Trader Joe's on weekends.

Capital Improvements

HVAC:

Chiller will arrive in February. This will not delay the project.


Interior and Exterior Construction Projects

The Solicitation was sent out. Key dates below:

- ✓ Nov 14: Issue Date
- ✓ Nov 21: Pre-proposal Conference (7 potential bidders + Monte, Jackie, Barry, Hares – construction lead)
- ✓ Nov 28: Due date for questions
- Dec 7: Proposals due


Marketing

Holidays: Calendar is below



Eastern Market Holiday Schedule

Holiday Trees for sale from 8am-7pm						
Mon	Tues	Wed	Thurs	Fri	Sat	Sun
5 Closed	6 Indoor Mkt: 8am-6pm Farmers Mkt: 12-5pm	7 Indoor Mkt: 8am-6pm	8 Indoor Mkt: 8am-6pm Santa's Mailbox All Day	9 Indoor Mkt: 8am-6pm Santa's Mailbox All Day	10 Both Markets: Std Hours Santa's Mailbox All Day Yeti 12-2pm	11 Both Markets: Std Hours Santa's Mailbox All Day
12 Closed	13 Indoor Mkt: 8am-6pm Farmers Mkt: 12-5pm Santa's Mailbox All Day	14 Indoor Mkt: 8am-6pm Food & Crafts Mkt: 9am-5pm Santa's Mailbox All Day	15 Indoor Mkt: 8am-6pm Food & Crafts Mkt: 9am-5pm Santa's Mailbox All Day	16 Indoor Mkt: 8am-6pm Food & Crafts Mkt: 9am-5pm	17 Both Markets: Std Hours Caroling Marathon 10am-4pm Santa in the North Hall 11-1pm Yeti 1-3pm	18 Both Markets: Std Hours Santa in the North Hall 11-1pm Yeti 1-3pm
19 Closed	20 Indoor Mkt: 8am-6pm Farmers Mkt: 12-5pm	21 Indoor Mkt: 8am-6pm Food & Crafts Mkt: 9am-5pm	22 Indoor Mkt: 8am-6pm Food & Crafts Mkt: 9am-5pm	23 Indoor Mkt: 8am-6pm Food & Crafts Mkt: 9am-5pm Holiday Kid Songs 10:30-11:30am	24 Christmas Eve - Both Markets Open (May close a bit early)	25 Christmas Day - Closed
26 Closed	27 Indoor Mkt: 8am-6pm Farmers Mkt: 12-5pm	28 Indoor Mkt: 8am-6pm Food & Crafts Mkt: 9am-5pm	29 Indoor Mkt: 8am-6pm Food & Crafts Mkt: 9am-5pm	30 Indoor Mkt: 8am-6pm Food & Crafts Mkt: 9am-5pm	31 New Year's Eve Both Markets Open (May close a bit early)	1 New Year's Day - Closed

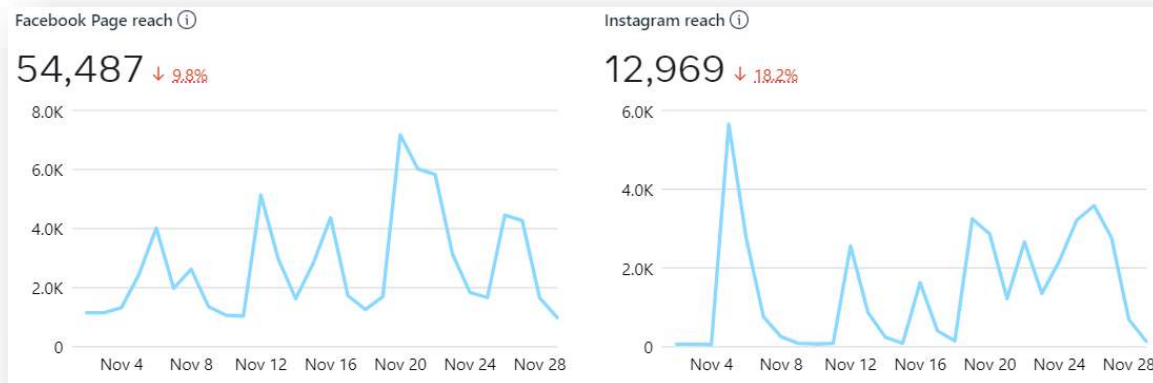


150th Anniversary:

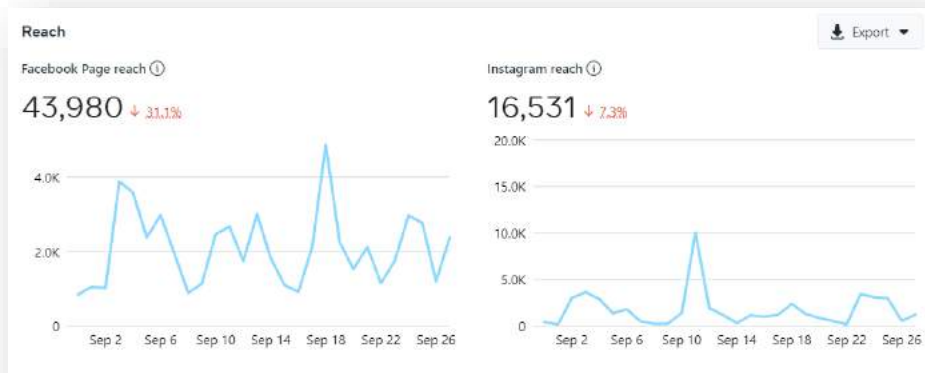
- Logo will be done by a graphic designer we've worked with in the past. When we have three options, we'll send out to you. Holiday season too much to get banners done before the new year. We'll tee that up for the beginning of the year.

- Eastern Market Main Street will be in charge of the Champagne toast and Cherry Blossom festivities;
- Kidsinger Jim will be writing a song for the 150th anniversary;
- We're reaching out about a beer being named for the 150th;
- Reached out to the authors of the book on the history of EM and they are interested in releasing.

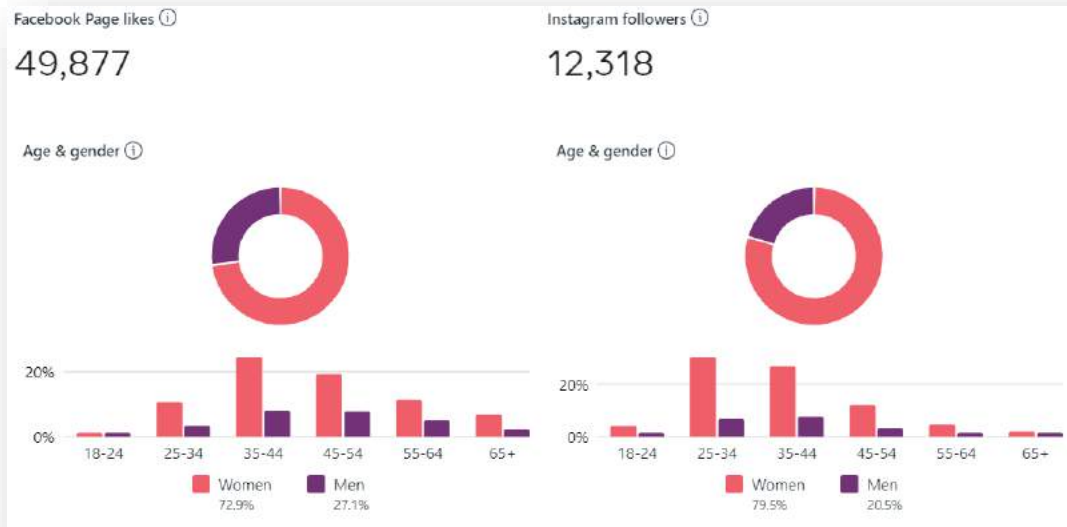
Reach for each over the last 28 days:



September as reference:



Followers in June: 11,105 Insta and 49,128 fb



Strategic Plan

We continue to focus on:

- Outdoor vendor process improvements: Load-in, load-out, vendor acceptance process & turnaround time and autopayment;
- Capital improvements;
- 150th Anniversary.

Eastern Market Main Street

Holly Days will begin soon including the Caroling Marathon!

Thank you's

- Nicole Aiken – Thanks for joining us!
- Nelkin Rincon Cubilete – Unsung hero of our Janitorial contracting company

October 2022 Tenants Council Agenda

Handicapped/ADA issues:

- We would like an update for the repair of the handicap door alley side

Barry: This has been done

Clearances for handicapped: (wheel chairs, walkers, elderly w canes, crutches, blind people with canes, strollers and hospital bed (only one so far)

- These customers should be able to shop safely and easily. **Why are we still talking about this since 2010???** This is NOT an issue of vendor set up and letting vendors creep outside of their space markings because management doesn't want to police spaces. What it IS is 1. The implied clearance by having ADA accessibility, 2. The law. Both ADA as well as the legislation requiring 5 feet of clearance for public safety. But it is also just good business practice.
 - set-up in special spaces like FL 23, 22, 22.5, BW 12 and 15. Compliance should be more consistent as non-compliance effects clearance at farmer's shed poles and at handicap ramps to handicap doors.



- As it gets into colder months and less farmers under shed it becomes more important to stick to having stands arranged to allow customers to walk into stand and not have tables set directly on the red line. This forces customers to use walk space as shopping space. Communication of this and monitoring of this is important to change habits and for those who wait to be told not to do it.

- This is also important on days when it rains so customers can walk under shed amongst stalls and not be forced out into rain around those standing at a stall.
- Barry and Anita can brainstorm how to add more specifics to the newest Attachment A rules and regulations wording to achieve this.

Merchant Concerns:

- Also ask the market manager to provide an update on repairs to service elevator

Barry: Money has been loaded

- the
Large "Open" and "Entrance" signs. Market looks closed (even before it gets dark).
Publish and promote hours of operation more. Flags in the poles that say we are open.

Barry: There is some \$ for this for all four doors at least Tuesday thru Friday. Weekend gets tricky due to tents on Broadway.

- Management needs to place cones on weekends so people stop using the rear drive entrance as a "pickup zone" ... driveway blocked for long periods on our busiest days...(why isn't there yellow striping or signage delineating entrance?)

Barry: Barry and Richard/seafood and Mike look at what the real issue is because it is unclear.

Application Advisory Review Committee- Sola

Sola to meet with Barry/Katrina to discuss the process, however The AARC is a separate subcommittee of the EMCAC and they are charged with making recommendations to Management on new vendor applications. The AARC will work on revising their score sheets to be used, to make them easier to use and shorter.

TC and AARC has requested a more comprehensive product list/database from management. While what is in Market Spread is easy to pull a report on, we feel it is time for our selection of new vendors to be far more sophisticated than in the past. IT should be noted that what is in Market Spread is self reported. What we are requesting should be based on Management walking around to verify what is listed is in fact the products being sold. Additionally, we feel it necessary to know for example if we have 5 vendors selling purses/bags how are they similar and how are they different. Some may be handmade by the local artist, some may be Ethno specific, Some may be leather, some are woven baskets etc. This means that when a new vendor proposes selling bags/purses they are not immediately rejected but scored on their application and if noted that this type of bags and purses are different in appearance as well as construction, possibly having an interesting origin, they might be a good addition to the market product mix. Also, Management can accept vendors with similar products for different days like only Saturday for one and only Sunday for another.

Market Spread/payment processing change- Barry

Please just present to us all the changes you will be making to policy and procedures, rules, and regulations as I am sure you have a well-thought-out plan. TC can ask questions based on your presentation.

Barry: can arrange for a Market Spread rep to present to Market Operations joint TC meeting as this is far more than just accepting payments.

Issues from last TC not Addressed

- Sunday issues with set up on space N9 Barry: Changes have been made to allow Farmer to exit
-
- letting vendors onto the street after 4:30 and not making them get out of car to move cones in active traffic area at North Carolina. Barry: There will be DGS team member there until 5:30
-
- Marketing meeting scheduled/ holiday planning? Barry: Had one another one scheduled. Will announce.
- Announcement of holiday extra hours and in marketspread? Barry: will happen in next few weeks There was discussion on how many week days prior to Xmas eve will be allowed to keep the outside looking inviting and full. One possible Friday night extended hours market in conjunction with EMMS? And the weekend sidewalk market WILL be scheduled as usual for Saturday December 24th with full restrooms access and DGS management on site.

Men's Restroom issue:

Barry: will investigate putting toilets on ground to stabilize, however they are currently wobbly but not a danger.

Ongoing vendor issue:

- Any reason why space N3 is only space entitled to have 4-6 feet of space on either side of them? Those set up in N4 and N2 have been told they are not allowed to touch tents.

Barry: will investigate

TC has suggested Management team have a punch list of items to check/observe/ keep an eye on throughout the day. For example: bathroom stall maintenance check list so housekeeping can not only know to check for repair needs regularly but they can be quickly reported and a request for repair put in quickly. Like when several stalls are locked from inside and unusable. Is this a repair or has some child crawled under the door? It cause lines of waiting people. When door locks get broken, etc. additionally, for the outside sidewalk market, a check of how stalls are set up like only 7 feet out on Broadway because they do not pay the full 10x10 fee. Clearance at the farmer's shed poles, A frames in the walkway etc. People are more likely to comply when they know you are paying attention.

NOVEMBER TENANTS COUNCIL MEETING

Eastern Market Break in

Update on market break in through door near dumpster broke window went to mkt lunch took but dropped tommy's register drawer. **Alarm went off. Monitored by But doesn't trip any response from police.** "monitored" so wait to be seen. Doors old, better secure. Chains on door were just pulled together not locked. They broke one bolt at bottom. Concern for repeat. More cameras what should be addressed immediately and what can be addressed in long term with capital improvements. Hsema homeland security emergency management administration. **What are they charged with/contract PSD,MPD. Is there a service level contract w hsema on what to monitor and when to respond. Psd owns the cameras what is their response requirements.**

report on marketing for holidays (schedule of events, advertising, social media plan etc)
days for extra outdoor vendors going into market spread and announced when?

No marketing meeting in Oct.
Hours are set to post after thanksgiving
Friday night markets 16 & 23
Outdoor vending week b4 xmas
Week after thxvgv info will go out for sign up
Rate set 22 for half bay or bway

TC requested and still waiting for full marketing plan for holidays from Market Mgr

shop small what effort will we be making social media posts beginning Monday nothing at the market
DSLBD social media link to emms website

Recap: Eastern Market lost in the mix.

posting holiday hours thru new years. inclusive of both indoors and outdoors not only in hours but in wording so it is clear to customers i.e. indoor closed but outdoor market arts, crafts and food open

vs **MARKET CLOSED** outdoor open

christmas tree layout and displaced vendors info/map and communication w them barry has the discussed details. **Changes well received by Xmas tree vendor**

date of scheduled meeting with market spread, TC, and Market Operations. We do not have meetings in December. This should be virtual and not an in person meeting so all can attend. First of year. This meeting will focus on processes of Market Spread, service level agreements w DGS and Market Spread etc, but must also include inquiries of Oct. TC meeting regarding Market Policy and Procedures that were not answered.

rest rooms: Ladies is again running out of paper towels frequently. TC suggested that if you want NH events to include weddings, a Bride has to know their wedding party will not be using a nasty bathroom. You will never know why you were not chosen as a venue so best to always have best foot forward.

plans for how to do maps after December/lower 7th regarding lower attendance in winter, weather shifts etc. Let's plan for what we can and have a process people can rely on rather than addressing each week as it comes.

winter rates beginning first weekend of January and announced to encourage a fuller market. Let's not wait to announce it till it is asked for.

Report to EMCAC Concerning Emergency Response Plans

Response Concerning 2022 Emergency Plan

On July 12 the Market Manager proposed an Emergency Response Plan/Template for Eastern Market and asked for feedback from EMCAC that could be included in training and would then later put into the updated version.

The Market Manager received negative responses from EMCAC. My November 13 response explained that the “Plan/Template” appears to be cobbled together from some general plan, rather than designed to address the needs of the Market. It addresses “employees and “contractors” and I did not see any mention of “Vendors” or “Customers.” Rather than being focused on the Market It appears directed to multi-story office-type setting. For example, see page 5 of the Plan/Template (copied below):

A. When Evacuating the Building – Do not Run! Walk quickly to the Safest Exit!

Upon activation of the building emergency alarm, the following procedures apply to all employees and contractors:

- Stop all work immediately; terminate all telephone calls and meetings.
 - Close all file cabinets and drawers to ensure clear and unobstructed passageways.
 - Proceed promptly down the right side of the stairwell in an orderly fashion to the nearest safe exit as directed by your assigned BERT member (Appendix B).
 - Do Not go to the parking garage or attempt to retrieve your vehicle unless instructed to do so by an authorized BERT member or an Emergency Personnel official.
- DO NOT
USE ELEVATORS
Only use the safest stairwells

The first instance where the 2022 Plan/Template has relevance to Eastern Market is at page 8 where Rumsey Aquatic Center/Turtle Park is designated as the central assembly area where “employees and visitors” should assemble. But the purpose of that assembly area assumes a list of “employees and visitors” so that “officials know everyone’s whereabouts” - how would a list of customers and visitors of the Market ever exist?

Communication of an emergency is addressed at page 15 and relies primarily on fire bells and flashing strobe lights. An intercom system to warn people "throughout the building" is described. There is no mention of a public address system of the type we have requested in the current Eastern Market budget that would be capable of notifying people in the building, under the Farmers’ Line Shed, in the Rumsey Plaza, Vendors on 7th Street and elsewhere outside.

Recently, the Market Manager provided a copy of the prior version of the plan: “Eastern Market Emergency Response Plan” dated January 29, 2013. The 2013 Plan differs substantially from the July Plan/Template - it is focused on Eastern Market, the Market operations, the Market staff, Merchants, Vendors, customers and public. However, it is a 2013 Plan and reflects 2013 conditions and needs to be updated.

Response and Recommended Updates to the 2013 Plan

The 2013 Eastern Market Emergency Response Plan states (p. 1) that it was created in response to District of Columbia Risk Management Program Building Emergency Response Team (BERT) to ensure safe evacuation of employees, merchants, vendors customers and visitors from the building and the surrounding vending area in event of emergency in the event of fire, bomb threat, car or motor vehicle used as a weapon, gunman as well as weather-related threats and power outages. Or, as the Plan states at page 8 “any incident or event emanating from within or from outside of the Market area that impacts the normal operations of the Market.” The 2013 Emergency Response Plan has not been implemented.

Annual Drills and Record Keeping

Several organizations are involved in accomplishing that emergency response plan. Page 3 specifies the Plan functions in coordination with the “District Response Plan”, and is subject to annual review by the “Risk Assessment and Control Committee (RACC)” under the direction of the “Agency Risk Management Representative (ARMR)”. These organizations are not familiar to EMCAC, and EMCAC should be provided further description of these organizations, their roles and the results of their annual reviews.

A similar concern is page 5 of the Plan that requires that the fire safety and evacuation plans be reviewed and updated annually. Apparently, that has not been done. The evacuation plan needs to be updated because page 23 specifies an evacuation assembly¹ areas that has been renamed (Port City Java is now 7th St. Hill Café) or no longer exist (Hine School).

Another feature is that pages 6 and 35 of the Plan require that emergency evacuation drills be conducted annually. While that is an important requirement, apparently this has not been done, since the Plan has not been implemented.² Another requirement at page 7 is that “Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter.”

1

Port City Java Corner	7 th Street vendors in spaces 7th St 6 to 16; Vendors under the awning in spaces 6a to 11b; Vendors against the Market in spaces BW 8 to 13; Merchants: Market Poultry, Blue Iris Flowers, Market Lunch;
Hine School	7 th Street vendors in spaces 7th St 17 to 30; Merchants: Fine Sweet Shop, Capitol Hill Produce, Capitol Hill Poultry, Bowers Cheese, Calomiris;

² Not only are such drills required, but Page 47-50 require that “records shall be maintained of required emergency evacuation drills.”

Signage and Directions for the Public

Page 40 of the Plan requires an evacuation map with evacuation directions be designed and provided to each of the permanent Market Merchants and placed in strategic locations where vendors and customers gather. Evacuation maps including evacuation directions are to be posted so that they will be used in the event of a required evacuation showing route and assembly point(s).

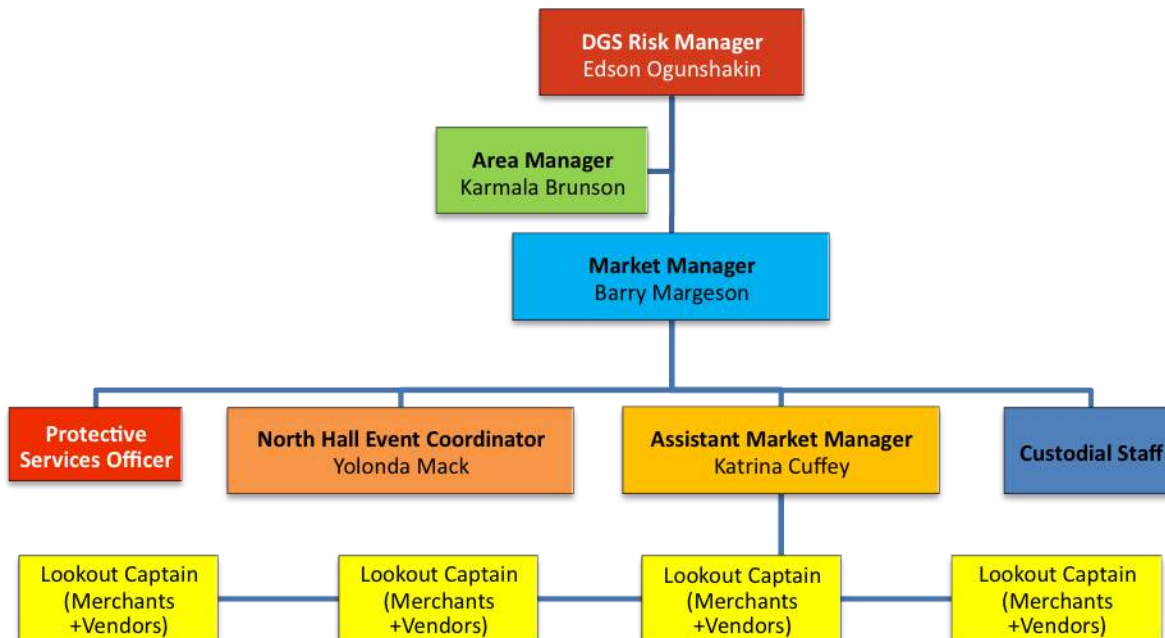
EMCAC recommends this can be accomplished without the need to implement the 2013 Plan.

What about access from the basement? The stairway is difficult to navigate - can the door to the Pottery Studio be opened for emergency access to the street? Can the stairwell leading to the alley be used?

What about access from the second floor of the Center Hall (e.g., the mechanical room). Can the circular stairs to the alley be used?

Decision-Making Hierarchy

Below is a diagram from page 17 of the Plan designating DGS employees and support staff that have responsibility for the safe operation of Eastern Market from the janitorial staff up to the DGS Risk Manager.



Are the names of the people in these position current?

Page 18 of the Plan states that “Communication is the key to effective emergency response. Communication must be two-way: an incident at the Market must be reported up the chain

of command to the DGS Risk Manager, while warnings of potential threats must be passed down to staff who are on duty.”

Preferred Means of Reporting Emergencies – Public Address System

Page 19 states:” The Market does not have a public address system so a Bullhorn will be used to notify permanent merchants and vendors while walkie-talkies will be used to notify Lookout Captains.”³ Fortunately, the current budget provides for a public address system that can provide notifications to the North Hall, the South Hall, both sections of the Farmers’ Line Shed and the surrounding areas. EMCAC suggests that the system be designed to provide separate notification inside the building and outside, and thus can be used to notify outside vendors when it’s time to disassemble their vending areas. The existing intercom speakers in the basement, the upper areas of the Center Hall and the office above the South Hall need to be integrated to the new public address system.

The public address system needs to be available at all times, even in the event of a power outage. To accomplish this, EMCAC recommends a central battery backup (Li-Ion?)⁴ for the public address system.

Another concern is emergency lighting in the event of a power outage. There are emergency lighting units that contain battery backup, but they are large and visually inappropriate for the Market.⁵ EMCAC recommends that wiring for an emergency lighting system be installed at the same time the speakers for the public address system are wired, and be connected to the same central backup battery.

Defense Against Car or Motor Vehicle used as a Weapon – Bollards

The 2013 Plan was designed before it was decided to install bollards to protect the exceptionally large crowds of vendors, customers and pedestrians from vehicular traffic during market days. That “protection” is currently accomplished utilizing a physical barrier (vehicles as blocking mechanism) and visible line of demarcation (safety cones and cross bars). There are periodic gaps and the vehicles detract from the surrounding aesthetics. In addition, if a blocking vehicle is rammed by a threat vehicle, it has the potential to create a secondary explosive effect. Blocking vehicles can also be breached by the threat vehicle

³ Plan, page 18: “The diagram also includes the establishment of a new line of defense that involves outside vendors serving as Lookout Captains at strategic positions along the perimeter of the Market area on weekends. Enlisting the assistance of vendors to monitor the area provides vendors with a tangible stake in ensuring the safety of their business and customers while providing DGS will additional trained human resources should they be needed in an emergency.

⁴ <https://2nsystems.com/pros-cons-lithium-ion-batteries-ups-systems/>

⁵ <https://www.warehouse-lighting.com/products/chicago-approved-2-led-lamp-heads-steel-emergency-unit-120-277v>

ramming two blocking vehicles where they are bumper to bumper. Bollards can protect from traffic/attack while maintaining the visual aesthetics of the existing streetscape.

But bollards raise concerns about emergency access. In the event of a fire at the Market, who will lower the bollards to afford access to emergency vehicles? What about ambulance access to the MedStar facility opposite the Market? Will it be necessary to provide an emergency key, similar to what is on elevators, for access by emergency responders?

Involvement of EMCAC

Page 36 requires the establishment of an Emergency Planning Subcommittee.⁶ The establishment of such a subcommittee would appear to be a necessary first-step in before approval or implementation of the Emergency Response Plan. The subcommittee would first evaluate the recommendations and proposed updates contained in this report. The subcommittee would include a “subject matter expert” for guidance. Should that expert be a D.C employed or an outside contractor?

Once that review is completed, the subcommittee’s evaluation should be provided to EMCAC and EMCAC’s comments on that evaluation would be reported to DGS who will then activate the Emergency Response Plan.

⁶ Page 36 of the Plan states:

“An Emergency Planning Subcommittee will be formed consisting of Eastern Market management, staff, vendors and a subject matter expert for guidance. It will be a committee established within the existing structure of the Eastern Market Community Advisory Committee (EMCAC). The subcommittee will meet at least once per year to review the emergency response plan, and to make recommendations for additional mitigation efforts. The composition of the committee should include representatives of market management and staff, merchants, vendors, and customers. Recommendations made by the committee will be documented by the committee and submitted to the EMCAC.”