NORTH HALL AT EASTERN MARKET FAQs

What is the maximum capacity in the North Hall?

Our max is 325 standing guests (400 guests with outdoor space added).
20 – guests seated at 6ft rounds of ten without a dance floor.
180 – guests seated at 6ft rounds of ten with a modified dance floor.

Please note that capacity is associated with event set-up; the numbers above may vary based on set-up.

What is the parking situation at Eastern Market?

There is metered street parking ($2.00 per hour, max of 2 hours). Event hosts will be allocated three (3) spaces in the loading area, adjacent to the North Hall. The customer parking spaces directly behind the food market are available for parking once the market is closed. Hours of availability are:

a. 6 P.M. and later from Tuesday-Friday
b. 6 P.M. and later on Saturday
c. 5 P.M. and later on Sunday

Colonial Parking located at 649 C Street SE is a surface lot. Colonial also operates an underground lot in same vicinity.

What does the rental fee include?

The public event rental fee includes use of the interior North Hall and the Catering Kitchen. For an additional fee, public events can add Catering Plaza and additional outdoor rental space. The private event rental fee includes access to the interior North Hall, the Catering Kitchen, and Catering Plaza. Additional charges vary depending on additional space needs. See price sheet for details.

Is catering provided?

No, catering is not provided. Please refer to our Recommended Vendors' List. Vendors do not have to be selected from our list; however, they must meet the requirements outlined in our terms and provisions.

The Permittee is required to ensure food vendors/food trucks comply with facility terms and provisions.

Food vendors must use the alley side doors only.

Food vendors must provide the following documentation:

1) Proof of general liability insurance in the amount of One Million Dollars ($1,000,000) per occurrence naming District of Columbia as an additional insured;

2) District of Columbia Department of Consumer and Regulatory Affairs Caterers License; or,

3) Applicable state issued caterers license.

Food trucks must provide the following documentation:

1) Proof of general liability insurance in the amount of One Million Dollars ($1,000,000) per occurrence naming District of Columbia as an additional insured;

2) District of Columbia Department of Consumer and Regulatory Affairs Vendor Business License;

3) District of Columbia Department of Health Mobile Vending Health Vending Certificate; and

4) District of Columbia Fire and Emergency Medical Service Department Fire Prevention Division Propane Use: Vending-Mobile Permit

All documentation above must be submitted to northhall.coordinator@dc.gov at least 45 days prior to the first day of the scheduled event. If the permit application is received for an event occurring less than 45 days from the application date, then all documentation must be submitted with the permit application. No Food Vendor/Food Truck will be allowed to operate without proper documentation.

Permittee's catering supervisor must be present from the moment deliveries and staff begins to arrive to ensure the orderly movement of cars, trucks, equipment and to supervise personnel.

The loading space adjacent to the North Hall is seventy (70) feet long. Cars and trucks must complete their loading procedures quickly and efficiently. At no time may a car or truck double park or block the alley.

The Market Manager reserves the right to review and approve the choice of caterer in order to assure that they are capable of working safely on the Premises and are aware of the limitations on the Premises.

How do I secure a date?

Dates are secured by submitting the North Hall at Eastern Market rental application and a check or money order of at least half of the rental fee and the full security deposit (if possible, please submit two separate checks/money orders for the rental fee and security deposit). The remainder of the fees must be paid at least 120 days prior to the event.

When will the security deposit be returned?

If all obligations of the Agreement have been satisfied, your security deposit will be refunded within sixty (60) days following the event.

Do you have a non-profit discount?

Public Arts Events, Public Events Hosted by Military Affiliates, DC Charter Schools, Community Organizations, and Events Hosted by DC Government Agencies are charged a discounted rate for the North Hall (check price schedule for fees and additional requirements for discount qualification).

Will the North Hall hold a date while I am still making my final decisions?

Dates cannot be held without submission of the completed Eastern Market North Hall Rental Permit and payment of the security deposit and at least half the rental fee.

What is the alcohol policy?

In order to serve alcohol, the Permittee or caterer must obtain a temporary ABC license or a catering liquor license. The Permittee or an approved ABC manager must be present during the entire event. A copy of the license must be submitted to the District seven (7) days prior to the event. All events serving alcohol must provide guests with a food option at no additional costs to those attending the event.

Are tables and chairs included?

Tables and chairs are not included. Renters must provide their own table and chairs. All rentals/equipment must be removed from the venue at the end of the rental time block.

How many restrooms do you have?

Eastern Market has separate public restrooms for men and women:
Women's room: Seven (7) stalls
Men's room: Three (3) stalls, three (3) urinals

Is there a fee for an early set-up time?

Yes, early set-up is $250 per hour. This fee is subject to change. Please consult the price schedule for details.

What form of payment do you take?

Cashier's check, checks and money orders, made payable to DC Treasurer.

What is the cancellation policy?

- Permittee may reschedule a date at no charge if Permittee contacts the Market Manager 60 full calendar days in advance of the event.
- Cancellations made 60 full calendar days or more in advance of event shall receive a refund of 75% of rental fee and forfeiture of the entire security deposit.
- Cancellations made between 14 and 59 full calendar days in advance of event shall receive a refund of 50% of the rental fee for the entire event and forfeiture of the entire security deposit.
- Cancellations made less than 14 full calendar days prior to the event will forfeit the entire rental fee for the entire event and the entire security deposit.
- Events scheduled for multiple days shall be viewed as one event, counted from the first day of the event for cancellation notice and refund purposes. Example: Notice for cancellation of a three (3) day event (Monday, Tuesday, and Wednesday) would be calculated by counting the full calendar days starting from date notice is received to the first date of the event (Monday, in this example.) The Permittee would be refunded half of the total cost of the three (3) day event

rental, if notice was received between 14 and 59 full calendar days before the Monday that the event was scheduled to begin.
- Cancellation of two (2) consecutive re-occurring event dates will result in the entire forfeiture of any future secured event dates and those dates will be made available to any other interested party.

All cancellations must be in writing via email to northhall.coordinator@dc.gov. The date and time that the cancellation email is received by the District of Columbia shall be the determining date and time for calculation of the rental fee refund in accordance with the cancellation policy above.

May I have amplified music at my event?

Because the Premises is located within a residential area, the Permittee and its Agents shall ensure that noise levels do not disrupt neighbors, in accordance with the following guidelines:

- On the North Hall Plaza, entertainment must end no later than 9:00 p.m.
- In the building, entertainment must end no later than 12:00 a.m.
- The windows must remain closed and shades drawn when music is played. Doors must not be propped open when music is played. Only caterers may use alley-side doors; however, they must not be propped open.
- Please see noise regulations pursuant to D.C. Municipal Regulations Title 20- Chapter 27 - Noise Control. See especially 20 DCMR §2701 - Maximum Sound Levels.

What if vendors stay over scheduled broken down/broom clean time?

If the event extends beyond the end time stated in the Permit, any otherwise refundable deposit shall be reduced by $200 for each additional half hour and the Permittee acknowledges that any amount not satisfied by the security deposit shall be immediately due and payable.

Is there a place for the wedding party to change or get dressed?

There is not. Please see our Recommended Vendors' List for several nearby hotel options.

What are the closet metro stations?

The closest metro station is Eastern Market Metro station on the Orange, Blue and Silver lines.

Are fans/heaters/ air conditioners available?

The North Hall is centrally heated and cooled.

Are decorations allowed in the North Hall?

- Decorations must be set up and taken down in the allotted occupancy time. The area must be cleaned and any trash removed at the end of the event.

- Decorations are permitted; however, Eastern Market is a historic building, so tacking, taping, nailing, and tying to any surfaces is not allowed without Market Manager's prior written authorization.
- Sparklers and any other fireworks are strictly prohibited.
- Only LED candles are allowed. No open flames are permitted.
- Helium filled balloons are prohibited.
- Confetti-type items that are difficult to clean up such as rice, birdseed, flower petals, or streamers are not permitted. The Market Manager has sole discretion regarding the approval of certain permitted items.
- Any rental items Permittee brings or has delivered are Permittee's sole responsibility. Permittee is responsible to set up and take down all rental items. Permittee shall arrange to have all rental items picked up during the breakdown time of the event. The District is not responsible for loss, theft or damage to rental items.

Can we have a band? A DJ?

Yes, but they will need to comply with Eastern Market's noise policy. Because the Premises is located within a residential area, the Permittee and its Agents shall ensure that noise levels do not disrupt neighbors, in accordance with the following guidelines:

- On the North Hall Plaza, entertainment must end no later than 9:00 p.m.
- In the building, entertainment must end no later than 12:00 a.m.
- The windows must remain closed and shades drawn when music is played. Doors must not be propped open when music is played. Only caterers may use alley-side doors; however, they must not be propped open.
- Please see noise regulations pursuant to D.C. Municipal Regulations Title 20- Chapter 27 - Noise Control. See especially 20 DCMR §2701 - Maximum Sound Levels.

Is smoking allowed on the Premises?

Smoking is prohibited on the Premises. Smoking is also prohibited 20 feet from the building and in any tented areas that may be set up as part of the event.

If it is a public event, what is the maximum fee that can be charged to attendees?

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.

Is liability insurance required for special events?

All Permittees shall obtain, at Permittee's sole cost and expense, a special event or commercial general liability insurance policy covering the event in the amount of One Million Dollars ($1,000,000.00) (or such higher amount as may be required by the District) of general liability coverage, including bodily injury and property damage coverage, and such policy shall name the District of Columbia as an additional insured.

Coverage shall begin the first day of the event, and for multi-day events, coverage shall extend to all days of the event, and such insurance shall insure against the liability of the District of Columbia, its employees, agents and other authorized representatives, arising out of or in connection with Permittee's use of the Premises.

Permittee shall submit the certificate of insurance from the insurer showing that Permittee has insurance in the amount and type specified above to northhall.coordinator@dc.gov **at least 45 days prior to the first day of the scheduled event**. If the permit application is received for an event occurring less than 45 days from the application date, then the certificate must be submitted with the permit application.

Is the venue ADA accessible?

Yes, the North Hall entrance located off North Hall Plaza on the corner of North Carolina Ave. and 7th St. SE is accessible.

What is the earliest we can set-up for an evening event?

During the week, for an additional fee, early set-up can occur between 12:00noon-5:00pm. On weekends, for an additional fee, event set-up can begin as early 3:00pm. Rentals of outdoor space during the weekend cannot begin earlier than 5:30pm in the winter (mid-November-March) and 6:30pm in the summer (mid-March-mid-November).

What is the height from the floor to the rafters?

The ceilings are 50 feet.

What is the height from the wall sconces to the rafters?

The height from the wall scones to the rafters is approximately 25 feet.

What are the rental categories?

- Events Hosted by Individuals and Non-Community Organizations (Public Events)
- Events Hosted by Individuals and Non-Community Organizations (Private Events)
- Public Arts Events
- Public Events Hosted by Military Affiliates, DC Charter Schools, and Community Organizations
- Events Hosted by DC Government Agencies
- Public Arts Event
- Public Events- Arts & Craft Fairs

How do I check date availability?

You may check the web calendar on our webpage.

All bookings are on a first come, first served basis. We do not hold any dates. To reserve a date, half of the total fees for the event, plus the full security deposit and a completed application are due at the

time of booking. Please confirm date and time availability with Nicole Aiken, North Hall Coordinator, prior to submitting an application and payment. All Thursday and First Saturday event inquiries should be directed to Nicole Aiken at nicole.aiken@dc.gov or by phone at 202-345-2861. Refer to our application, terms and provisions, and price sheet for additional information.

Does the North Hall at Eastern Market assist with event promotion and advertisement?

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.

Can rental hours be extended?

No, exterior entertainment must end by 9pm. Interior entertainment must end by 12am. There is an additional $200 fine for events that last longer than 1am for each additional half hour.

The Permittee shall remove all equipment, tents, etc. by or before the scheduled end time indicated on the Permit. **Any items left on the Premises after the scheduled end time shall incur a storage fee of $400.00 per day**. Eastern Market shall not be responsible for any property left on Premises. Failure to adhere to the terms of removal of property from the Premises will result in a reduction from the security deposit.

Can I store decorations and event items prior to a scheduled event date?

No, usage of the interior North Hall Premises is only permitted during the times provided for the event.

What are the bays used for and what's the pricing for them?

Bays are an outdoor rental options, priced $100 per bay. They are 200 square feet of covered outdoor space configured with electrical outlets, used for receptions, lounges, and more.