

**THE JOHN F. KENNEDY CENTER FOR THE PERFORMING ARTS
CAMPUS RENTALS EVENT SUPPORT SERVICES RIDER**

PROMOTIONAL MATERIALS – IMPORTANT, Please read!

Licensee may not advertise until a fully executed Event License Contract from the Kennedy Center has been executed and Licensee has made all required fee payments.

Renters must provide a review of copy of any materials in which the Kennedy Center's name is to appear for approval prior to distribution. This includes press releases, save-the-date cards, invitations, letters of invitation, promotional materials, brochures, etc.. An invitation style guide is available to assist in the draft of these materials. The following language must be included somewhere on any invitations and all printed materials:

"This event is a privilege of the Kennedy Center."

USHERS

In order to keep your event private, the Kennedy Center will hire ushers to stand at either entrance to your event to help direct your guests. Prices are based on the needs for your event. Ushers will be billed Post-Event/Performance.

INSURANCE

You may provide a certificate of insurance inclusive of the limits included in the Event License Contract and naming the Kennedy Center as additionally insured, OR purchase coverage or certificate of insurance through GatherGuard. Please see the additional information in Exhibit A in the Events Contract.

PAYMENT

Events require a 50% Initial Deposit payment of the full venue license fee, paid at time of signing the contract. Payment can be sent via Wire Transfer or written to "The Kennedy Center" by check. 30 days prior to the event date, the remaining balance of the venue license fee will be due to the Kennedy Center. An amount of 5% of the total license fee will be non-refundable, and retained for any reason of cancellation. All additional event costs will be presented post-event, through final settlement within 30 days of your event date.

CANCELLATION

If Licensee cancels the External Event, a portion of the License Fee may be refundable according to the following schedule: up to fifteen (15) days of the first date of the scheduled External Event, Kennedy Center will refund to Licensee any portion paid over the amount of the Initial Deposit set forth in in the contract, (up to fifty percent (50%) of the total License Fee). Between eight (8) and fourteen days (14) of the scheduled External Event, Kennedy Center shall refund to Licensee twenty-five (25%) of the total License Fee paid or due hereunder. No refunds shall be issued of any portion of the License Fee if Licensee cancels the External Event within (7) days of the Contract date and under no circumstances shall the Non-Refundable Deposit be returned to Licensee.

RECORDING/LIVESTREAM

“Recording” includes video and audio recording; there is no fee for use of photographs taken at an event. There are fees associated with capture of content other than archival and press recordings according to the limits listed in the Recording Fees Rate Sheet (provided separately.)

The Kennedy Center does not provide recordings of any kind; all users must supply engineer and equipment to record events. These fees do not include any additional union labor required and will need to be coordinated with Kennedy Center Production Department. If your event has a recording or livestream component, it is important to disclose those details as an additional agreement and fees may be required.

WIFI

Public Wi-Fi is available and included with your space rental. A dedicated Wi-Fi network is available at an additional cost. Dedicated network Speed: 1gb external connection and Wi-Fi will give you about 300mb to 1gb based on distance to access point. Your Network Name and Password are customizable based on the following parameters:

Network Name: One word, can have a hyphen, no special characters. (Ex. Kennedy-Center)

Password: One word, no special characters

INCLEMENT WEATHER POLICY

In case of inclement weather, if the Center must cancel performances, rental events at the Kennedy Center will be canceled as well. Should this happen, your Event Manager will work closely with you to reschedule the event. If your event has an outdoor component, a decision will be made by the Kennedy Center Safety and Security team at least 24 hours in advance.

TENTING

All tented components require approval from the Kennedy Center Campus Rentals, Production, and Safety and Security Departments. There is no preferred vendor for Tenting Structures, but the Kennedy Center has previously worked with US Event Structures. They are familiar with the way our venue is managed, and can be a great resource for your tenting and structure needs.

MERCHANDISE SALES / CONCESSIONS

All merchandise (concession) sales must be arranged through Retail Operations at RetailOperations@Kennedy-Center.org. The Retail Operations Office must receive your completed information no later than two (2) weeks prior to your event. If your organization sells the merchandise then you receive 80% of the sales and the Kennedy Center retains 20%.

MUSICIANS

Should your event require the services of local musicians, the members of the Kennedy Center's Opera House Orchestra or National Symphony Orchestra may be available to perform. For more information, please contact your event manager for more information.

Accessibility Services for People with Disabilities

The Kennedy Center welcomes guests with disabilities. For more information about accessibility services at the Kennedy Center, please contact the Accessibility Office at (202) 416-8727 or access@kennedy-center.org. Information is also available online at www.kennedy-center.org/accessibility.

When the provision of a service requires killing and/or removing seats, the Kennedy Center will not compensate the Renter for the loss of ticket revenue for those locations.

For all sign language-interpreted, captioned, or audio-described performances or events there will be additional labor production charges at the standard applicable rates. Service provider fees will be billed to the Renter. Estimated costs will be provided by the Accessibility Office in accordance with established rates based upon the length and complexity of the event.

Sensory-Friendly Performances

Should the Renter wish to offer a sensory-friendly performance with modifications to accommodate patrons with autism or other sensory sensitivities, adjustments and accommodations will be coordinated with the Accessibility Office and appropriate language will be included in all marketing materials.

Other Accessibility Requests

In the event that a patron requests an accommodation not outlined in this agreement, the Accessibility Office will coordinate the accommodation and the Kennedy Center will notify the Renter of any applicable costs. The Renter agrees to abide by the Center's established policies, procedures, and practices to accommodate all patrons with disabilities.

BOX OFFICE INFORMATION FOR TICKETED EVENTS

All patrons must have a ticket for all events at the Kennedy Center, including free events, and all tickets must be printed by the Kennedy Center union Box Office. No 3rd Party tickets are allowed. Please fill out the Event Information Form and return it to the Campus Rentals Office with the License Contract and deposit. The Campus Rentals Office will work with the Box Office to set up your event. Once your event is set-up, you may contact the Box Office directly if you have any questions.

BOX OFFICE ON-SALE DATE

The Box Office on-sale date is necessary before the Box Office can set up your event. The Campus Rentals Office will need the Event Information Form returned with the License Contract and deposit. On sale date will require 30 days prior to your selected date to ensure set-up and receive the required approvals.

TICKET PRICES AND DISCOUNT INFORMATION

Ticket Prices

Ticket pricing is completely up to the Licensee. **There is a 25¢ per ticket charge for each ticket printed**, which will be reflected on the Box Office statement and deducted from your ticket income. The Box Office statement will accompany the final settlement. Please indicate on the Event Information Form your ticket pricing and ticket holds.

Group Sales

The Kennedy Center Group Sales Office can accept group sales contracts for 20 or more people on behalf of your event for a commission of 10%, if you would like to offer Group Sales. You may offer a 10% - 35% discount for groups. The Group Sales Office can be reached at (202) 416-8400 or (800) 444-1324 or by fax (202) 416-8421.

Specially Priced Ticket (SPT) Program

The Kennedy Center's Specially Priced Ticket (SPT) program offers half-price tickets in person at the Box Office only. Patrons can call (202) 467-4600 to check availability.

TICKET COMMISSIONS

The fee for printing tickets will be 25¢ per ticket. Licensee will be charged a 4% commission on all ticket sales through the Kennedy Center Box Office ordered by phone or through the website. There are no fees for in-person sales. There is a 10% commission on all Group Sales.

SALES REPORT

A sales report for your event may be obtained no more than once a day by emailing your rental manager. There may be a charge for certain reports. The report will include sales information up to the end of business the day prior. The Theater Manager may provide the same information on the day of your event.

ADVERTISING AND PUBLICITY

IMPORTANT! PLEASE READ. VIOLATIONS MAY RESULT IN CANCELLATION

Licensee may not advertise or sell tickets for this event until a fully executed License Contract from the Kennedy Center has been executed and Licensee has made all required fee payments.

Licensee can have their event listed in the Kennedy Center Magazine calendar listings for a charge of \$100 for paid events and \$25 for free events. See Event Information Form.

Absolutely no corporate logos may be used on printed materials. A corporation may be listed in the same font and type size as the rest of the printed material.

Placement and development of advertising is the sole responsibility of the Licensee. Any and all publicity, promotional, advertising, and/or printed materials in any way related to the Licensed Use, r even

