

ATTACHMENT A

LIBRARY OF CONGRESS SPECIAL EVENT CONTRACTOR REQUIREMENTS

CATERERS, OTHER VENDORS, SUPPLIERS AND AGENTS

The Library of Congress has final approval in the selection of all vendors, suppliers and agents for all special events. Please note that all approvals, arrangements and access to the Library of Congress for caterers and all other vendors are coordinated through the Library of Congress Public Programs Services Office.

The Library of Congress Capitol Hill campus includes the Thomas Jefferson Building (“Jefferson Building”) and James Madison Memorial Building (“Madison Building”).

The Library of Congress encourages caterers to participate in food donation programs.

The Sponsor and the Sponsor’s vendors, suppliers and other agents are responsible for operating by the Library of Congress requirements listed in this document:

A. LIABILITY

1. **Insurance** - Prior to the event the Public Programs Services Office must have evidence of the following limits of insurance, which may be provided by a Certificate of Insurance.
 - a. Commercial General Liability -- \$1,000,000 per occurrence, and including coverage for products liability and contractual liability.
 - b. Liquor Liability coverage -- \$1,000,000.
 - c. Automobile Liability coverage -- \$1,000,000 per accident for bodily injury and property damage.
 - d. Workers Compensation -- statutory limits.
2. **Responsibility** - The Library of Congress is not responsible to the Sponsor or its vendors, suppliers or agents for any missing items.

B. DELIVERIES

1. **Freight Screening Process For All Deliveries To The Library Of Congress-**
All trucks, cars and vans with deliveries to the Library of Congress Capitol Hill campus will be required to complete the United States Capitol Police (USCP) offsite screening process. At least three working days prior to the delivery date, truck and driver information must be submitted to Public Programs Services and the USCP. Inspection procedures to include station hours and locations will be provided by Public Program Services staff.
2. **Hours** - Public Programs Services Office will establish hours of delivery and pickup based on the nature of each event.
3. **Supervision** – The Sponsor or their agent is required to provide supervision during all load-in and load-out activities, including that of all vendors, suppliers and agents of the Sponsor. No deliveries will be allowed without Sponsor oversight. Public Programs staff will also oversee load-in, set-up and load-out. Any damage to the buildings -especially floors and walls in the historic Thomas Jefferson Building - will be documented and repair costs charged to the Sponsor. Event sponsors are held liable for all damages to the facility as stated in the Special Events Agreement for Use of Library Facilities.
4. **Freight Access** –*Jefferson Building* loading dock accessed via 2nd Street, SE
Madison Building loading dock accessed via "C" Street, SE

-Alternative loading areas may be designated by the Public Programs Services Office as necessary.

-The Sponsor is responsible for providing the Public Programs Services Office with a list of all vendors, supplier and agent vehicles making deliveries and pick-ups for the event (i.e., caterers, subcontractors, florists, beverage suppliers, etc.). This list must include approximate times of delivery and pick-up and be submitted to the Public Programs Services Office at least one week prior to the event in order to facilitate the offsite inspection process and access to the buildings.

5. **Receiving** – The Sponsor or its vendors, suppliers and other agents must be available to receive and sign for all deliveries. The Library of Congress will not receive or accept deliveries. Vendors must provide staff during the entire delivery/pickup period. Extreme caution must be exercised when bringing supplies or materials into the Library. Specifically, no tables, boxes or other objects are to touch walls, exhibit cases or pieces of furniture. No tables may be rolled on non-carpeted floors. Vertical table carriers are available if needed. Floor protection must be used in all storage areas. Carpet, felt or Masonite must be used. Plastic and tarps are not considered floor protection. Any tables, décor items or objects placed on the gold medallion in the center of the Great Hall, 1st floor, Jefferson Building must have floor protection. Felt, cardboard, Masonite or other protective material must be placed underneath the object. Plastic and tarps are not considered floor protection.

6. **Elevators- *Jefferson Building*** - As designated by the Public Programs Services Office. An LOC elevator operator will man the service elevator. Vendors must follow instructions given by the elevator operator.

Madison Building - Freight elevator from loading dock must be used.

7. **Equipment** - Vendors should provide all hand trucks and flatbeds needed for transporting food and equipment. Carts and rolling cases used in the Library of Congress must be fitted with rubber wheels to eliminate floor damage. The Sponsor is responsible for providing all furniture and equipment needed to service an event. Round tables MAY NOT be rolled unless the floor is carpeted. All event equipment, such as tables, chairs, and other décor items, must have rubber, felt or plastic covered feet or bottoms when in direct contact with the marble floors. No table longer than 6' is permitted to be used in the Jefferson Building without special permission from the Public Programs Services Office.

8. **Parking** - Vehicles must be unloaded and removed from the premises. Parking is not available on site.

9. **Storage - *Jefferson Building*** – Limited storage is available in areas designated by the Public Programs Services Office and must be screened from view. Floor protection must be used in all storage areas. Carpet, felt or Masonite must be used; plastic and tarps are not considered floor protection.
Madison Building - There is no storage space available.
 - The Library of Congress assumes no responsibility for security or safety of stored goods
 - All equipment must be removed from the Library of Congress immediately following the event.

C. SET-UP

1. **Bars** – Set up of bars in the Great Hall may not begin before 5:00 pm or when the building closes to the public. No glasses, ice, alcohol or any other type of beverage may be visible prior to 5:00pm. Protective mats or plastic must be placed under and around the bar to protect the floor.
2. **Electricity/Stoves** - Special electrical requirements must be submitted to the Public Programs Services Office two weeks prior to a scheduled event. Only electric stoves whose wiring is grounded (no propane or bottled gas) may be used for cooking. Sterno is permitted for warming. Only three Sterno per Cresscore is permitted in the Jefferson Building outside of the cellar.
3. **Timing** - Delivery and set-up times should be arranged through the Public Programs Services Office and will be based on the number of guests, Library hours of operation, and complexity of event.
4. **Kitchen covering** - The floors of areas used for kitchens and staging should be completely covered with carpet, felt or Masonite sheet for floor protection. Plastic or tarps may be placed on top for spill protection only. The floor under and behind all bars must be covered in plastic. All tables, food carriers, and other equipment must be placed at least six inches from walls. No cooking may take place outside of catering kitchens; warming or holding with Sterno is allowed with the caveat that no more than 3 Sterno per Cresscore are permitted outside the cellar level of the Jefferson Building.

5. **Flames** - Votive candles and Sterno may be used during events. Unprotected taper candles and open flames (such as with flambé) are not permitted.
6. **Trash** - All trash must be enclosed in plastic bags and removed from the Library premises. The Library is not responsible for removal of trash generated by the event.
7. **Oversight** - A Public Programs staff member will be onsite to ensure adherence to contractor regulations and act as the liaison between vendors and Library staff.
8. **Buildings** -
 - a. No materials, objects, or equipment belonging to the Library may be used unless authorized by the Public Programs Services management staff. Any such authorized items must be returned to their original location.
 - b. Caterers, contractors and subcontractors are allowed only in designated areas.
 - c. Caterers are to remove everything they have brought into the buildings. All materials and equipment must be removed on the day of the event.
9. **Securing Cords** – All power, audio, visual, or other cords must be secured to prevent tripping hazards. Securing of cords may be by mats, gaff tape, or other methods approved by the Public Programs Services Management staff.
 - a. Tape – ONLY gaff tape of the appropriate color may be used. No other tapes may be used unless approved by the Public Programs Services Office.

D. FOOD AND BEVERAGE

1. **Menus** - Most food and beverage are permissible in the Library of Congress. A menu must be submitted in advance to the Public Programs Services Office.
2. **Red Wine** – Red wine is allowed for sit down dinners only. Service of red wine at receptions or any standup event is PROHIBITED.
3. **Service** –A ratio of at least 1 service person per 25 guests for events is required.
4. **Bartenders** – Only professional bartenders may tend bar at the Library of Congress.
5. **Cash Bars** - Cash bars are not permitted.
6. **No Smoking Policy** - Smoking is **NOT** permitted inside the Library of Congress.

E. KITCHEN PROCEDURES

1. Caterers must leave the kitchen clean and organized.
2. All cooking for events in the Jefferson Building must take place in the cellar kitchen or other areas designated by Public Programs Services.
3. Food and debris must be removed from all sinks and sinks must be wiped dry.
4. All counters must be wiped clean.
5. Refrigerators and freezers must be wiped clean and left empty. No food or ice may be left without the permission of Public Programs Services.
6. The grill and stove must be thoroughly cleaned. Grill cleaning supplies are provided.
The oven must be wiped clean. Notify the Public Programs Manager if a spill necessitates a complete oven cleaning.
7. Floors must be swept and mopped. Brooms and mops are provided.
8. Caterers must remove (in closed garbage bags) all trash generated by the event.

F. VIDEOTAPING/PHOTOGRAPHY (SEO)

1. On-site videotaping and photography may be used for archival and non-commercial corporate and institutional purposes. Except as otherwise provided herein, the Library of Congress does not authorize the use of its name or images to promote or advertise products or services of Sponsors, vendors or other parties.
2. Permission for on-site videotaping and photography must be obtained prior to the event from the Special Events Officer.

G. AUDIO VISUAL

1. Arrangements for audiovisual support must be coordinated through the Public Programs Services Office.
2. Equipment provided by contractors should be delivered, stored and removed under the guidance and time frame of the Public Programs Services Office.

H. DECOR

1. Events requiring banners, large displays, backdrops, tents, or professional decorator services must be coordinated with Public Programs Services Office at least two weeks prior to the event. No items can be adhered to the building in any way.

I. ENTERTAINMENT

All forms of entertainment must be approved by the Library of Congress.