

# Pension Commissioner's Suite: Fact Sheet and User Guidelines



The National Building Museum is pleased to offer complimentary use of the Pension Commissioner's (PC) Suite as a benefit to Museum supporters and donors at designated levels. This benefit presents a unique opportunity to host an event in the elegant, historic space of this Washington landmark, while supporting the Museum as it provides high-quality exhibitions and educational programming.

## Background

Once the private office of the Pension Commissioner, the PC Suite consists of three rooms with large windows and vaulted ceilings reaching a central height of 22 feet. The anteroom of the Suite is the only room in the Museum where the original decorative ceiling paint has survived. The other unusual feature of the Suite is the large, open-hearth fireplace on the south wall of the center room.

## Accommodation

The PC Suite can accommodate up to 150 guests for a standing reception, and as many as 200 guests if the connecting balcony is used. The center room measures 26' x 32' (832 square feet), and the anteroom measures 26' x 37' (962 square feet.) For seated dinners, five round tables of up to ten guests each can be set up in the center room and up to six round tables can be accommodated in the anteroom.

## Operational Service Fees

Events that include food, or require the building to open before or after business hours create additional cleaning and personnel charges for the Museum. The Museum asks that these expenses, as well as costs incurred in fulfilling special requests to open exhibition galleries and additional entrances, be paid by the organization or person using the facilities. The current fees are as follows:

Cleaning	\$100
Engineer	\$135 (for 3-hour period)
Gallery Representatives	\$36 (per Gallery Representative for 2-hour period) <i>(note: some exhibitions require multiple Gallery Representatives)</i>
Security Guards	\$140 (per Guard for 3-hour period)

## Property Care and Cleaning

All equipment and decorations must be removed immediately following the event, or each evening of a multi-day event. The user of the space is responsible for disposing of all trash and refuse, and for leaving the area clean, tidy, and as close as possible to how it was found.

No item can be affixed to, or leaned against, the walls of the PC Suite at any time. No glassware can be placed on the balcony ledge, and no food or beverage is allowed in the gallery spaces. The Museum asks for the user's cooperation in maintaining the appearance of this historic building.





### **Parking**

During office hours, parking in the Museum's lot is for permit holders only. A limited number of temporary parking permits *may* be made available upon advance request.

### **Accessibility**

Access for individuals with disabilities is available at both the G Street and 4<sup>th</sup> Street entrances.



### **Smoking**

Smoking is not permitted anywhere within the National Building Museum.

### **Equipment**

The Museum is not able to provide furnishings to those using the PC Suite. All services must be secured through a caterer or other outside contractors. Caterers may set up their staging area in the last and smallest room of the Suite, which has access to a kitchenette. The Museum requires that all caterers be insured.



By advance request only, the Museum is able to provide a podium and easels for the donor's use during their event, as well as signage indicating the location of the PC Suite. Requests for these items must be made with the Director of Development Events.

The Museum highly recommends that each user schedule a walk-through of the PC Suite with the Director of Development Events prior to their event to discuss event flow, and to fully review user needs and expectations.

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