

Public Access Corporation of DC (DCTV)

Brooks Mansion

901 Newton Street, NE, Washington, D.C. 20017
Phone: 202-526-7007 Fax: 202-526-6646

Brooks Room Reservation

Brooks Mansion is a registered historic landmark of Washington, DC, dating back to 1840. The Brooks Room is named for the Jehiel and Ann Queen Brooks' family, who owned and occupied the original structure for nearly fifty years. It is available for rent by DC-based, non-profit and other organizations and members of DCTV in good standing, on a first-come, first-served basis, for meetings, seminars and other business gatherings when not being used by DCTV for training or other purposes.

The Brooks Room is handicapped accessible.

Event Date _____ Time _____
Day and Date Beginning and End

RENTER INFORMATION

Organization/Group Name _____

Contact Person _____ Email _____

Mailing Address _____ Zip _____

Contact person's phone _____ Fax _____

EVENT INFORMATION

Event Name (to be posted) _____

Expected number of guests: _____ (Accommodations up to 50 guests)

Special Needs (if any) _____

ROOM SET-UP: Theatre ___ Classroom ___ Conference ___ Special Arrangements ___ (See Page 3)

RATES and FEES

Reservation will be confirmed upon receipt of signed application and fees. Room rental fees are forgiven for DCTV members with a coinciding scheduled studio shoot. *Room rental fee is waived for bona fide Brookland community groups; other charges may be applied.* Brooks Mansion is a registered historic landmark of Washington, DC. We ask that The Brooks Room and facility be treated with respect.

WEEKDAYS:

- Half-day (up to 4 hours before 6 pm) \$125
- Full day (4 to 8 hours before 6 pm) \$250
- Evenings (after 6 pm/before 10 pm) \$400

WEEKENDS:

- Saturdays only (between 10 am – 6 pm) \$450

SET-UP FEES

- Set-Up Charge for Special Arrangements \$50
- Refundable Food Deposit \$200-\$500

AUDIO / VISUAL SERVICES

- Projection Screen or TV \$25
- Flat Screen TV \$45
- ___TV ___VCR ___DVD Player \$25 Each
- PA (Podium or Mic (s)) \$50
- Flip Chart \$10
- Conference call (audio), 1 or 2 outside speakers, equipment only. Fees for all calls will be billed \$50

REV: 9/29/08

- Except as provided for herein, the use of the Brooks Room and is governed by the same policies that apply to all other facilities of DCTV. They are published in the *DCTV Producer's Policy Manual*.
- **Scheduling:** All events are to be scheduled with the Office Manager. Events may be scheduled for DCTV business hours Monday – Friday, 10:00 AM to 9:00PM, and Saturdays, 10:00 AM to 5:00 PM). The room must be vacated 15 minutes before the end of the rental period to permit DCTV to set up for the next user.
- **Fees:** The Brooks Room is available to members for free when coinciding with a planned program studio shoot. (A Show Proposal form must be submitted to the Programming Department before the free reservation is approved.) Non members may rent according to the fee schedule listed above. Any check returned to DCTV for insufficient funds will incur penalties and will cancel the reservation for the event unless it is redeemed with cash or a money order within 24 hours.
- **Cancellation:** There is a \$50 charge for written cancellations received at least 72 hours before scheduled event; otherwise all prepaid fees are forfeited. Refunds will be processed in a timely manner.
- **Refreshments:** No food or beverages are allowed in the Brooks Room unless special arrangements are made and a refundable deposit of \$200 to \$1,000 in submitted to DCTV with Application. Refreshments are allowed in the Common Area/Kitchen located on the Second Floor. Alcohol beverages are prohibited. Renter is responsible for any damages to the Brooks Room and agrees to leave the Brooks Room in good condition. All trash should be bagged and disposed in the outdoor trash receptacles.
- **Parking:** Limited parking is available on the premises in a parking lot on the northeast corner of the property. No parking is permitted on the grass; please notify your guests. Overflow parking may use the driveway leading to Monroe Street, with the first car closest to Monroe Street and others lined up behind it.
- **Decorations:** Decorating is permitted. However, we do not allow attachments (scotch tape, tacks) to the walls, windows, ceiling or fixtures. Lit candles or oil lamps are prohibited.
- **Equipment:** All equipment may be loaded through the front door only under the supervision of DCTV staff.
- **Fee-Based Events:** Fee-based events are allowed with special approval from DCTV. **Different rates will apply.**

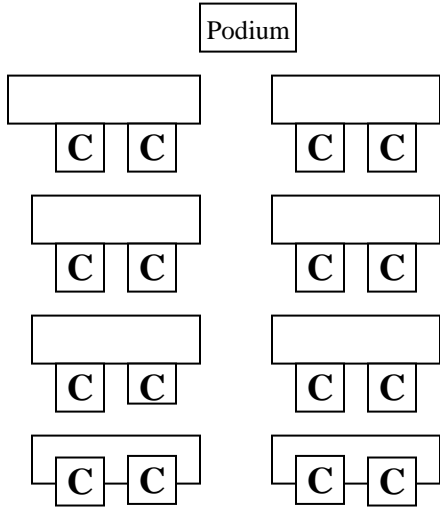
I understand the foregoing policies and procedures and agree to adhere to them and all relevant ones, namely Sections 900 and 975, in the *Producers' Policy Manual*.

Signed by: _____ Date: _____

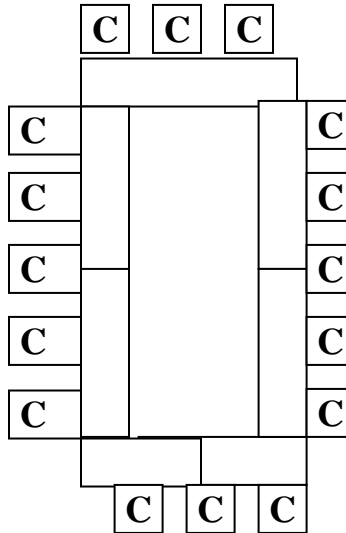
Print Name and Title _____

Room Set-ups

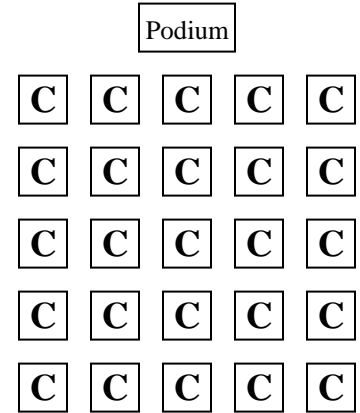
Classroom



Conference



Theatre



SPECIAL ARRANGEMENTS:

THE BROOKS ROOM

