

# HILLYER ART SPACE

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## FAQs

### **Is parking available for the venue?**

There is street parking and paid garage parking locally. The gallery does **not** provide parking.

### **Is the venue accessible by public transportation?**

Yes. The closest Metro station is Dupont Circle. The Dupont Circle North Q Street exit is less than two blocks from Hillyer.

### **Are there food preparation facilities at the venue?**

Hillyer offers a small kitchenette area with a microwave and refrigerator/freezer. Food must be prepared offsite and brought to the venue by a licensed caterer, and must be approved by the Gallery Manager.

### **Is Hillyer accessible?**

Hillyer is accessible in some areas, though guests may have difficulty accessing certain areas of the venue. Please inquire about special accommodations.

### **Is it possible to bring in outside art or decoration for the event?**

The gallery will not remove its current exhibitions under any circumstances and outside art or decoration is not permitted on the walls.

### **Do 501c3 organizations receive a discount?**

Yes. 501c3 organizations receive a 20% discount off the total venue rental fees.

### **Will a Hillyer Art Space staff member be available during the event?**

Yes. Fees include the presence of one Hillyer staff member present from setup to close to answer questions about current exhibitions and provide security for the artwork and facility.



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## Preferred and Recommended Caterers

<b>*Pinstripes Catering</b>	202.316.9113 / raecca@pinstripes.com	<a href="http://www.pinstripes.com">www.pinstripes.com</a>
<b>*RSVP Catering</b>	703.573.8700	<a href="http://www.rsvpcatering.com">www.rsvpcatering.com</a>
<b>*Windows Catering</b>	703.752.9447	<a href="http://www.catering.com">www.catering.com</a>
<b>B.Lin Catering</b>	arin@blincatering.com	<a href="http://www.blincatering.com">www.blincatering.com</a>
<b>Celebrations Catering</b>	703.450.6666	<a href="http://www.celebrationscatering.com">www.celebrationscatering.com</a>
<b>Main Event Catering</b>	703.820.2028 ext 239	<a href="http://www.maineventcaterers.com">www.maineventcaterers.com</a>
<b>Professional Bartenders and Servers</b>	301.208.0556	<a href="http://www.ProBarServ.com">www.ProBarServ.com</a>
<b>Options Caterers</b>	301.208.0556	<a href="http://www.optionscaterers.com">www.optionscaterers.com</a>

Please note that these caterers are preferred and approved by the gallery but you are more than welcome to bring in your own caterer to your event. If you do call any of the above listed caterers please mention that you found out about them from Hillyer Art Space.

\*Recommended

### Pedestals

36" tall, 20" long, 12" wide

44" tall, 28" long, 14" wide

42" tall, 12" long, 12" wide

### Tables

1 Round wooden top → 29.5" tall, 41" in diameter

1 Plastic folding rectangle → 29.5" wide, 72" long

3 Rectangle gray plastic → 29.5" wide, 59.5" long, 29.5" tall

### Chairs

37- White, plastic folding

9- Standard, metal folding

11- Large, plastic folding

\*57 chairs in total

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## Recommended Vendors

### Beverages

Ace Beverage	202.966.4444	<a href="http://www.acebevdc.com">www.acebevdc.com</a>
Cairo Wine and Liquor	202.387.3224	<a href="http://www.cairowineandliquor.net">www.cairowineandliquor.net</a>

### Floral Design

H Bloom	202.525.5931	<a href="http://www.hbloom.com">www.hbloom.com</a>
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### Furniture/Décor/Table Settings

AFR Event Furniture	301.362.4300	<a href="http://www.afrevents.com">www.afrevents.com</a>
Party Rental Ltd.	301.931.4580	<a href="http://www.partyrentalltd.com">www.partyrentalltd.com</a>
Perfect Settings	202.722.2900	<a href="http://www.perfectsettings.com">www.perfectsettings.com</a>
Select Event Rentals	301.604.2334	<a href="http://www.weparty.com">www.weparty.com</a>
Showtime Events	301.744.7469	<a href="http://www.showtimeeventsinc.com">www.showtimeeventsinc.com</a>

### Accommodations

The Normandy Hotel	202.483.1350	<a href="http://www.thenormandydc.com/">http://www.thenormandydc.com/</a>
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### Parking

Parking Panda	Link on our website	<a href="https://www.parkingpanda.com/dc-parking">https://www.parkingpanda.com/dc-parking</a>
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Z Limo	<a href="tel:202.298.7778">202.298.7778 x-10</a>	<a href="http://www.z-limo.com/">http://www.z-limo.com/</a>
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## **Venue Rental Rates**

<b>Monday - Wednesday:</b>	<b>\$1000 for first five hours</b> <b>\$200 for each additional hour</b>
<b>Thursday and Sunday:</b>	<b>\$1500 for first five hours</b> <b>\$300 for each additional hour</b>
<b>Friday and Saturday:</b>	<b>\$2000 for first five hours</b> <b>\$400 for each additional hour</b>

501(c)3 organizations receive a 20% discount on total venue rental fees

\*\* These rates include whatever set-up and clean-up time you need. Purchasing additional hours for set-up/clean-up is recommended, based on the event. \*\*

If Hillyer has to close early to the public, there are additional fees: \$150/hour for Thursday - Sunday; and \$75/hour for Monday - Wednesday.