

ADA House Policies and Guidelines

The ADA House is located at 137 C Street, SE in Washington, DC – directly behind the Library of Congress and one block from the Cannon House Office Building and also the Capitol South metro.

Please note that full occupancy of the property cannot exceed 40 people for any one event.

Caterers

The caterers listed below are the approved caterers for the ADA House. Please work with one of them directly to secure food and beverage for your event. Please note all costs associated with catering and equipment rental are your responsibility. *Linens are required with all catering orders.*

Occasions Caterers (Joel Wolke)	202-454-7824	jwolke@occasionscaterers.com
Corcoran Caterers (Leslie Grimes)	301-588-9200	leslie@corcorancaterers.com
DC Taste (Jennifer Tye)	202-487-4414	jt@dctaste.com
Federal City Caterers (Cheryl Mazo)	202-408-9700	cheryl@federalcity.com

Contacts

An ADA team member is required to be present at every event at the ADA House. If access to the house is required before your start time please arrange this in advance.

Technology

Wireless internet is available throughout the house and a conference phone is available in the 2nd floor conference room.

Furniture and Decor

An ADA approved caterer may be able to provide décor items and furniture rental if needed. If another vendor is used for furniture or décor all vendors must be approved by ADA and meet the minimum insurance requirements. If existing furniture is moved based on the needs of your event it must be returned to its original location after the event. Group is responsible for ensuring existing furniture is not damaged during move.

Votive candles and pillar candles in glass hurricanes are allowed in ADA House. No other open flames are allowed.

Other Vendors

All other vendors or caterers must be approved by ADA prior to event. Vendors must produce proper forms of insurance and will adhere to all guidelines set forth by ADA.

Security

ADA does not take responsibility for any items left in the House after an event.

Cleaning and Trash Disposal

Group agrees to leave the facility in the same condition it was received. Caterers (or Group) are responsible for removing all food and beverage related trash. Caterers are responsible for removing all items (prepared food in refrigerators, serving dishes, etc.) no later than two hours after completion of the event unless prior arrangements have been made. Furniture and décor items must be removed by Group or vendor no later than two hours after completion of the event unless prior arrangements have been made. General trash should be placed in trash bins and will be removed by cleaning staff after the event.

The ADA House is a non-smoking facility.