

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 total property cannot exceed 40 people for any one event.

Caterers

Linens are required with all catering orders. 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. If you need to use a caterer that is not listed below, please let us know *before* you set up your food and beverage.

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.

Payment

Groups will be invoiced for payment following each event. Checks should be made payable to the American Dental Association. Credit cards are also accepted, by completing the credit portion of the invoice. Both payment options must be returned directly to the remit address shown on the invoice.

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.

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. Each group is responsible for cleaning up and removing all trash from the property. Trash bins are located in the rear alleyway of the property. 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.

The ADA House is a non-smoking facility.