



WEDDING PLANNING KIT

WWW.GALLERYOONH.COM





Gallery O on H & The Secret Life of Daydreams

We're so glad that you've decided to host your wedding at Gallery O on H! We've created this packet to help you in planning your for wedding. Should you have any questions while you're planning, Feel free to reach out to events@galleryoonh.com.

Gallery O on H has partnered with local event planning company, the Secret Life of Daydreams to ensure that you have everything you need from the Gallery for your wedding. You will work with a member of the Daydreams team as you put the finishing touches on the details of your wedding.

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Planning Checklist

WHAT NEEDS TO BE COMPLETED BEFORE YOUR WEDDING



TWO MONTHS PRIOR

- Book Clavigar Security for your wedding. Contact information is in the preferred vendor list on page XXX.
- Provide the certificate of insurance (COI) to the Gallery

THREE WEEKS PRIOR

- Complete and submit the pre-event form. You can email it to events@galleryoonh.com
- Conduct the final walkthrough with your caterer, day-of coordinator, and the Gallery
- Send us a copy of the following:
 - Caterer certificate of insurance
 - Caterer alcohol license
 - Event insurance
 - Contract with Clavigar Security
 - Final space diagrams (including a rain plan)

ONE WEEK PRIOR

- Submit your final guest list to the Gallery

Recommended Vendors

OUR RECOMMENDATIONS FOR VENDORS IN D.C.



CATERERS

Main Event Caterers
www.maineventcaterers.com

Spilled Milk Caterers
www.spilledmilkcatering.com

Eat and Smile Catering
www.eatandsmilecatering.com

RSVP Catering
www.rsvpcatering.com

Well Dunn Catering
www.welldunn.com

SECURITY

This is our exclusive provider

Claviger Security, LLC
William Byrd
william@clavigersecurity.net
202.618.1280

RENTALS

Party Rentals
www.partyrentalltd.com

Sugar Plum (Tent Rental)
www.sugarplumtents.com

Something Vintage
www.somethingvintagerentals.com

BEVERAGE DELIVERY

Ace Beverage Fine Wine & Spirits
Romain Cartoux
(202)966-4444
romain@acebevdc.com
www.acebevdc.com

Daydreams Event Planning Services

IN HOUSE EVENT PLANNING COMPANY

Looking for help with planning your wedding? Daydreams is happy to offer our month of, partial planning, and full event planning services. If you're interested in receiving a proposal for our services, please reach out to Sara Patterson at sara@secretdaydreams.com. We offer a discount on our planning services to our Gallery O on H couples!

MONTH-OF COORDINATION

We will step into the process about a month before your wedding to handle the final coordination with your vendors, as well as provide support on the day of.

- Kick-off meeting
- Tie down meeting
- Final close out calls with all vendors
- Creation of a day of timeline and planning document
- Two coordinators on the day of

PARTIAL PLANNING

The perfect middle ground between full service and month of, we do the heavy lifting with several of your vendors as well as manage the event on the day of

- All planning meetings included in Month-of
- Establishment of a budget, timeline, and check list
- Complete help with three wedding vendors of your choice
- Two coordinators on the day-of

FULL SERVICE

We're with you for the full planning process and work directly with all of your vendors to make your vision come to life.

- Unlimited meetings and calls
- Budget and timeline management
- Working with all wedding vendors
- Arranging ground transportation
- Arranging room blocks at hotels for guests
- Creation of the wedding design
- Creation of a day of timeline and planning document
- Two coordinators on the day of



the
secret life of
daydreams

a creative events company
secretdaydreams.com

The Daydreams Team
Jessica & Sara

Rental Policies

A REMINDER OF THE RENTAL POLICIES AT THE GALLERY

GENERAL

- A. All events must end by 11:00pm to comply with the City sound ordinances and to allow for clean-up and closure of the site by 12:00am. All guests must exit the venue by 11:00pm.
- B. All vendors must adhere to the rules and regulations, and it is the client's responsibility to share these regulations with them.
- C. All vendors must provide a copy of their Certificate of Insurance (COI) to Gallery OonH.
- d. All event items must be delivered and removed on the same day of the event. No items may be left overnight. Deliveries and pickups must occur within the booking period.
- E. Placements of tables, tents, live music, catering equipment etc. must be approved by Venue management.
- F. Children are not permitted to wander the grounds unsupervised by an adult.
- G. Clients are required to hire a professional event planner to be onsite throughout the event.
- H. The following must be provided to Gallery OonH a minimum of three weeks prior to the event
 - i. Vendor list and contact information
 - ii. Vendor Certificates of Insurance (COIs)
 - iii. Copy of the alcohol license
 - iv. Final event floor plan (including rain plan)
 - v. Event Timeline including the vendor move-in & move-out schedule
- i. Gallery OonH must be listed as an additional insured on the renter's general liability insurance policy for the duration of the event.
- j. The renter must not disrupt neighbors and must stay under the noise maximums. Noise is not to exceed 60 dbs between 8:00am and 10:00pm, and must be below 44dB between 10:00pm and 8:00am.
- k. Smoking is prohibited anywhere inside or on the grounds of the Gallery.

CATERING

- a. CLIENT(S) may select any caterer from the Preferred Vendor List or one of their choosing. Caterers must be full-service, licensed DC caterers. No drop-off catering is allowed.
- b. Catering company is responsible for the set-up, break-down, and clean-up of the catered site.
- c. Time for setup, breakdown and clean-up must be included within the booking time.
- d. Caterers and other key vendors are required to participate in a venue walkthrough within 30 days of the event.
- e. All event waste MUST be sorted into recyclables and trash and be disposed of in the designated dumpsters at the conclusion of the event. Cardboard must be broken-down and placed in mixed recycle dumpster.

ALCOHOL

- a. Clients MUST provide their own alcohol licensing for the day. This is best accomplished with a mobile bartending company or through the caterer. A valid DC ABRA license is required to serve alcohol to your guests.
- b. No alcohol sales are allowed. Alcohol may not be served to minors.
- c. At any time, if the Venue staff deems alcohol consumption to be excessive, the staff has the authority to close down all alcohol service and/or evict inebriated guests from the premises.
- d. If alcohol is being served, food must be served as well. referred security provider.

DECORATIONS

At its core, Gallery OonH is an art gallery, so we have done most of the work for you!

- a. All decorations must be removed without leaving damage. Nothing may be hung on the walls. Be kind and leave the property as you found it.
- b. Open flames are not permitted at the venue.
- c. Clean-up related to event set-up (ie., flowers/flower detritus, packaging and any related event materials) is the responsibility to the client.
- d. Select furniture can be moved by Gallery OonH staff (this should be discussed in a walk-thru meeting).
- e. No confetti is allowed on the premises
- d. Balloons are not permitted in the Gallery

FIXED ELEMENTS (Things that don't move)

- a. Plants and objects supporting plants may NOT be moved or altered.
- b. Second floor furniture.
- c. Artwork in cannot be moved or "switched-out"

STORAGE

- a. All items must be dropped off and removed the day of your event. Storage is NOT provided.
- b. Gallery OonH is NOT liable for damage of any items left on the premises. Items NOT removed will be discarded.
- c. Gallery OonH is NOT responsible for lost or stolen items.

VALET SERVICES

Valet Services are available through an outside contractor (H Street Valet) and are NOT included in this event contract. Clients must contact H Street Valet to coordinate your required event parking (date, timeframe, and the approximate number of cars you are anticipating).

Rental Policies

A REMINDER OF THE RENTAL POLICIES AT THE GALLERY

LOAD-IN

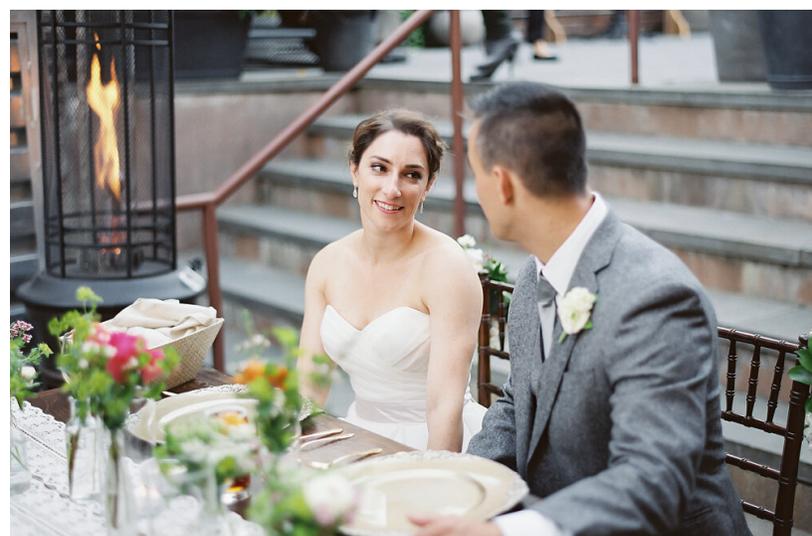
- a. Load in is through the alley entrance using the rear gate of 1354 H St NE.
- b. Delivery vehicles cannot block the alley and must be parked tight to building /fence to allow alley traffic to pass.
- c. Immediately after drop-off/load out, all vehicles MUST be moved to either a paid valet spot or to the street.

SECURITY SERVICES

Clients are required to book security services for the duration of their booking time through Gallery OonH's preferred security provider.

COURTESY PROTOCOL

- a. The Venue reserves the right to request any person or group of people acting unruly and contrary to rental regulations to leave the premises. Assistance from law enforcement agencies may be acquired if this request is not met immediately.
- b. To comply with the City sound ordinances and to respect our neighbors, music in the Courtyard must maintain a decibel level below 60 in the alleyway behind the fence. This requirement generally allows for a maximum of 70 to 80 decibels inside the Courtyard. The decibel level will be tightly monitored and enforced by the Gallery OonH staff.





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