



# HIGHPOINT

AT 1333 NEW HAMPSHIRE



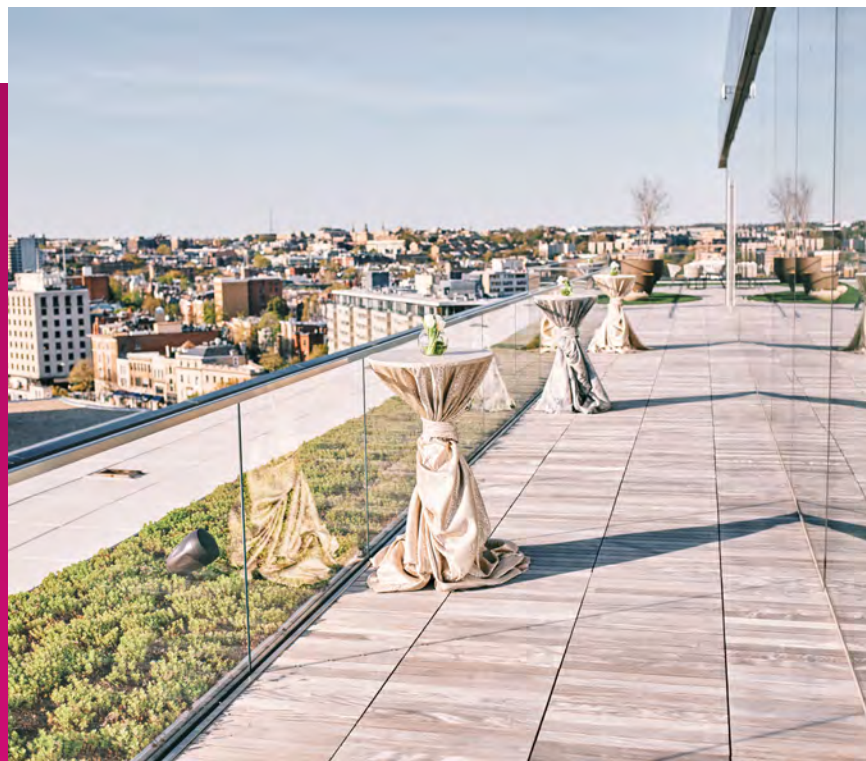
Within the 6,000+ square foot rooftop indoor space and covered terrace, we can comfortably accommodate a seated dinner up to 200 (*150 maximum for indoors only*) or a standing reception up to 250.



Additionally, there is a 2,800 square foot open air rooftop terrace that can be incorporated into your event.

The HighPoint event space includes lounge furniture and can be customized with endless potential for your ceremony, reception, or life celebration.

The following pages represent examples of how to use the space, however we invite you to tailor the floor plan to your event needs.



# Wedding Layout Scenario #1

## Ceremony & Reception

160 Guests, Indoor/Outdoor



# Wedding Layout Scenario #2

## Ceremony & Reception

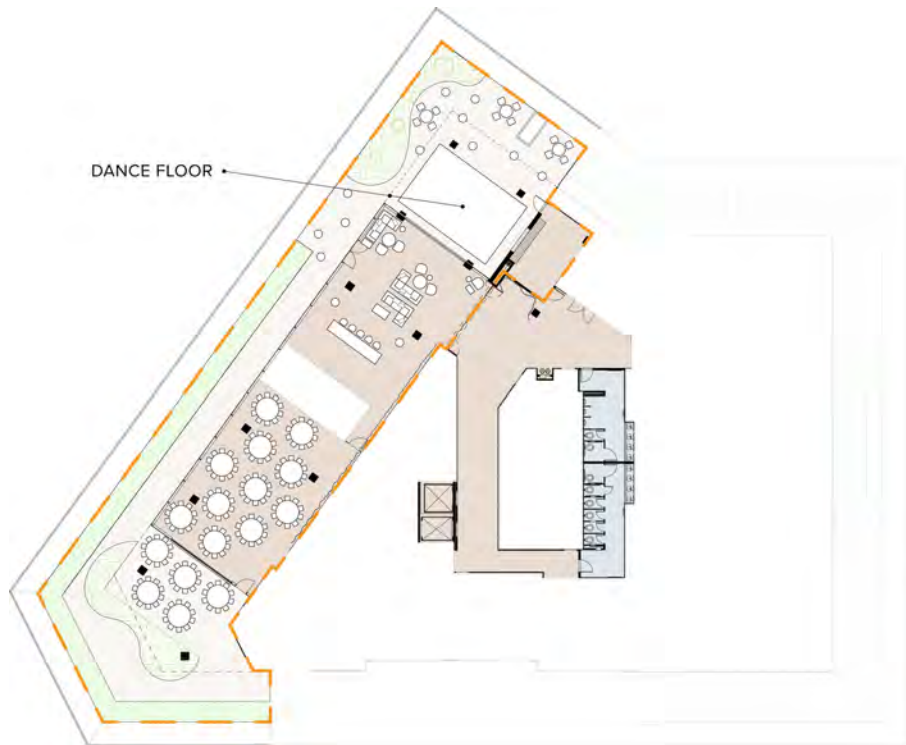
160 Guests, Indoor/Outdoor



# Wedding Layout Scenario #3

## Reception Only

160 Guests, Indoor/Outdoor



- OPEN AIR SPACE
- INDOOR SPACE
- BATHROOMS

# Wedding Layout Scenario #4

## Reception Only

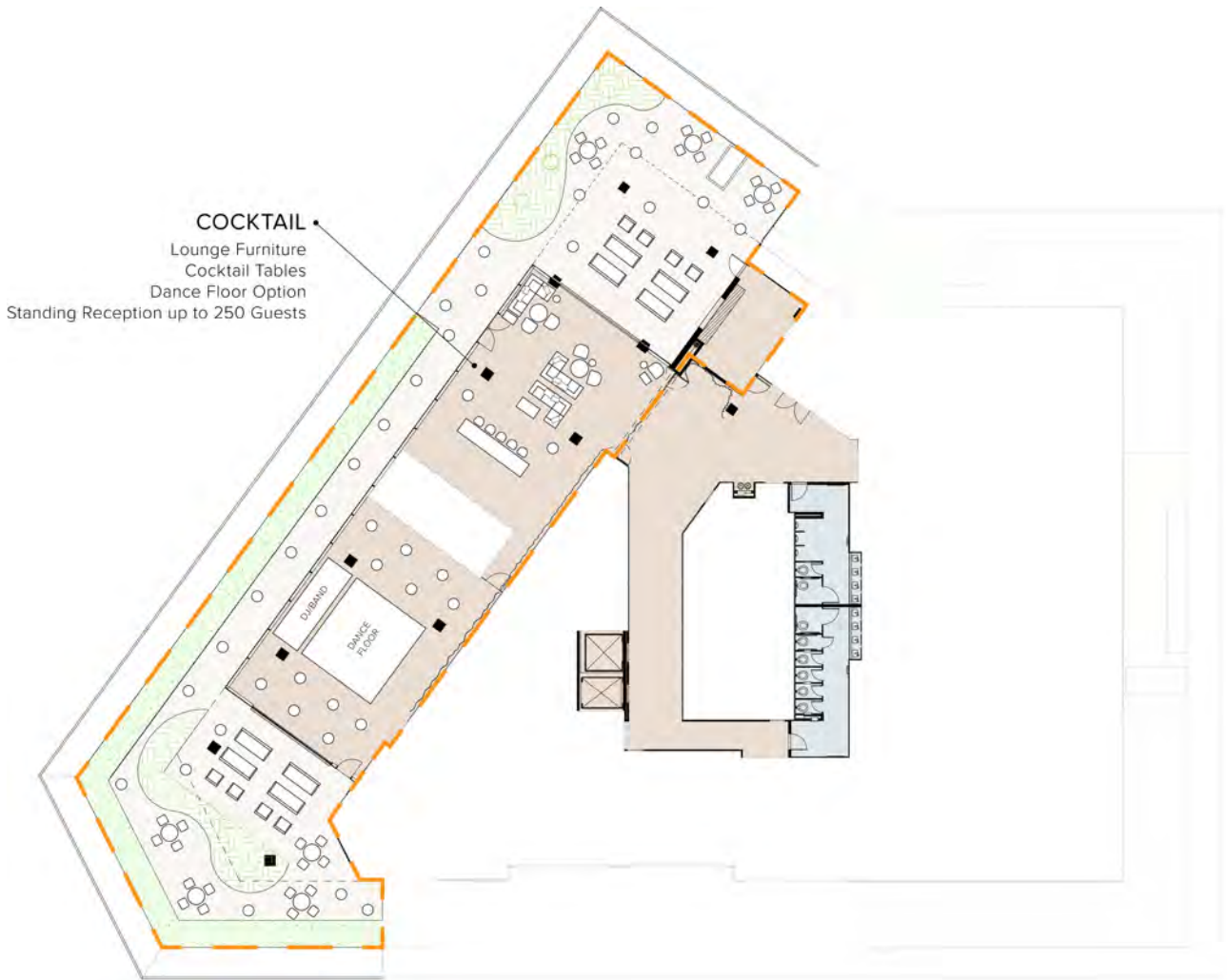
160 Guests, Indoor/Outdoor



# Cocktail Layout Scenario

## Standing Reception

250 Guests, Indoor/Outdoor







# VENUE RENTAL FEES

## HIGH SEASON

\$15,000

*Including April, May, June, September, October and holiday weekends*

## OFF PEAK

\$12,500

*Including January, February, March, July, August, November and December*

### Standard Rental Fees Include:

- Over 8,800 square feet of private rooftop event space, including lounge and outdoor furniture
- An 8-hour rental period to include set-up and breakdown
- Staffing including venue liaison, on-site security, building engineer, and cleaning staff

## DEPOSIT

A non-refundable deposit of \$2,500 and a \$1,000 refundable damage deposit is due at contract signing to secure your date. A fee schedule for additional payments is included in your contract.



## PARKING & VALET

Guests are welcome to use the on-site parking garage at 1333 New Hampshire Avenue NW, on a first-come-first-serve basis.

Weekends offer a flat rate of \$13/day on Saturdays and Sundays. Valet parking can be arranged with our parking provider, Colonial Parking, starting at \$30 per hour per attendant. Pricing is subject to change.

HighPoint at 1333 New Hampshire is conveniently located directly across the street from the Dupont Circle Metro Station.



## VENDORS & SUPPLIERS

HighPoint partners with many vendors to help to realize your vision. Some of our favorites include:



Outside vendors are welcome upon satisfying licensing and insurance requirements. Vendors hired to provide any goods or services during your event are required to provide an indemnification agreement and proof of insurance/certificate of insurance at least 30 days prior to the event. All vendors to be utilized during the event are subject to HighPoint's approval.

## **EVENT STAFF**

On-site staff includes building security, an engineer, and cleaning staff. It is highly recommended that you hire a day-of coordinator for your event needs.

## **SCHEDULE OF EVENTS**

The standard venue rental is an 8-hour block of time (including set-up and breakdown). If your event should require additional hours, please refer to the HighPoint events team for additional fees. All events must end no later than 12:00AM with breakdown complete by 1:00AM.

## **FURNITURE**

The venue rental includes indoor and outdoor lounge furniture. Any furniture not needed for your event can be removed by the HighPoint Event Team. Any additional furniture, such as banquet tables and chairs, will need to be arranged through your coordinator.

## **VENUE SETUP & DIAGRAM**

At least 2 weeks prior to event, a venue floor plan/diagram must be submitted to the HighPoint Event Team for approval. Upon review and signature of the diagram, the set-up requirements will be considered final. Any significant changes to the set-up requirements may be assessed a change fee of \$250 - \$1,000. This set-up fee is not a penalty, but a fee to cover the costs of labor and staffing involved to implement the change.

## **GUEST COUNT**

Your final guest count is due 72 business hours prior to the event.

## **MEETING**

Client is to receive one scheduled meeting with the HighPoint Events Team within 60 days prior to the event.

## **CATERING & ALCOHOL REGULATIONS**

Client shall obtain contract directly from caterer. All alcohol arrangements need to be coordinated directly through the caterer. Bar and serving staff to be provided by the caterer.



## **NOISE ORDINANCE**

Per DC guidelines, noise not to exceed 60 dB. Both DJ and bands are permitted.

## **SIGNAGE**

Limited signage may be permitted in the building elevator lobby but must be approved by the HighPoint team 1 week prior to the event. Signage must be professionally executed and no larger than 24 inches wide and 36 inches high.

## **SECURITY**

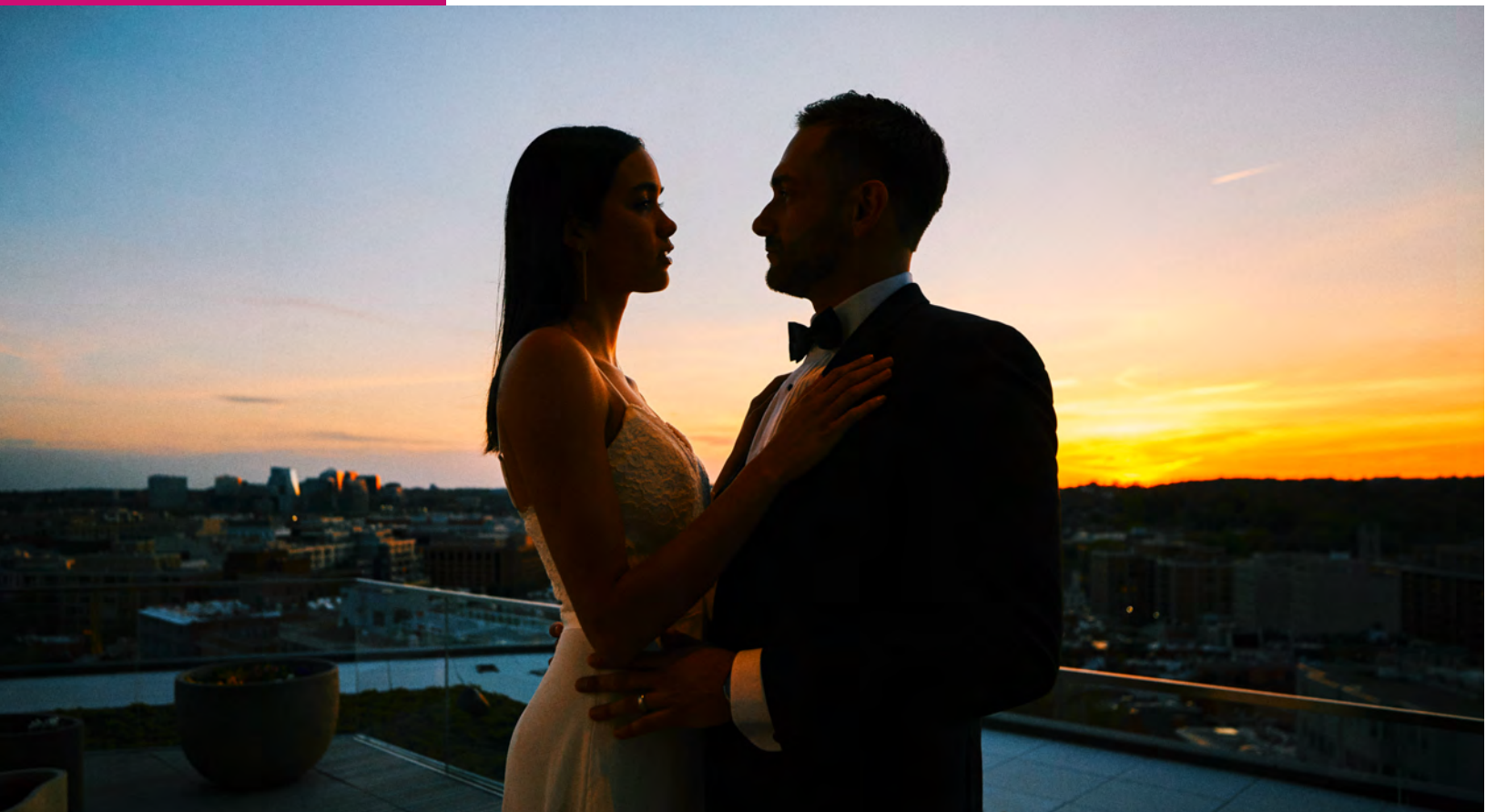
HighPoint cannot ensure the security of items left unattended in venue. If Client requires additional security with respect to such items or for any other reason, Client may, in their discretion, utilize their own security personnel or request that the building assist in making these arrangements. All security personnel to be utilized during the event are subject to HighPoint's approval.

## **FREIGHT ELEVATOR**

Requests to use the freight elevators need to be coordinated in advance with the HighPoint events team. A building employee will operate the freight elevator.

## **CANCELLATIONS**

Deposits at signing are non-refundable and will be forfeited for any cancelled events. Events cancelled less than 6 months prior to the event are responsible for 50% of the venue fee. Events cancelled less than 30 days prior to the event are responsible for 100% of the venue fee.



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## CONTACT US

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