

CONDITIONS GOVERNING THE USE OF HOUSE OF SWEDEN

1. USE OF SITE

House of Sweden is a National Treasure of the Kingdom of Sweden and has great value to its National cultural history. House of Sweden Management has the right to limit any and all activities which may be perceived to detract from the mission or reputation of House of Sweden.

The following events are **not** permitted at House of Sweden:

- a). any ceremonial or memorial event, including religious or non-religious.
- b). Wedding Ceremonies, Wedding Receptions, Rehearsal Dinners, Bridal Showers, Engagement parties, or Social Events.
- c). Events of a partisan, political or religious nature or designed to promote positions and ideas inconsistent with House of Sweden's mission.
- d). Events with admissions fees not paid directly to organization (No third party promoters)
- e). Any ticketed event opens to the general public
- f). Fund Raisers without prior approval from both House of Sweden and Embassy of Sweden
- g). Raffles or auctions without a DC permit
- h). Silent Auctions are permitted however some restrictions apply, please inquire.
- I). Product launches without prior approval from both House of Sweden and Embassy of Sweden.
- j). Press releases without prior approval from both House of Sweden and Embassy of Sweden.
- k). Any event perceived to use the brand name, Embassies or the country of Sweden as a promotional tool.
- l). Advance, promote, advocate or otherwise deal with policy/ and/or legislative initiatives than those that are House of Sweden related.
- m). Any event involving and representing another country/culture must have approval from both House of Sweden and Embassy of Sweden.
- n). Events that promote excessive consumption of alcohol.

House of Sweden Management agrees that the Renter will have exclusive use of the specific rented spaces in the Event Center on the dates and times specified in the Rental Agreement, in accordance with these Facility Policies. Renter agrees to use the rented spaces only in accordance with these Facility Policies and all applicable Federal and Local laws and regulations. Renter and its guests and vendors will have reasonable use of the entrance lobby to House of Sweden, and both elevator and stairway access to the rented spaces in the Event Center, as applicable, and caterers will also have access to and use of the Event Center kitchen. House of Sweden is home to the Embassy of Sweden and Embassy of Iceland and under no circumstances shall Renter and/or any of Renter's guests or vendors interfere with or attempt to enter the Embassy areas. The United States National Park Service owns the adjacent grass area to the south and East of House of Sweden, and it is not a part of House of Sweden or the Event Center Facilities, and all federal laws, regulations and NPS policies apply to the use of that area. Renter agrees to abide by all District of Columbia laws and regulations applicable to the use and occupancy of the rented space at House of Sweden Event Center.

HOUSE OF SWEDEN

House of Sweden, 2900 K Street NW, Washington DC 20007, Phone +1 202 536 1500, info@houseofsweden.com, www.houseofsweden.com

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A). All food and beverage must be provided by licensed and approved caterers. Events with alcohol must have a substantial amount of prepared foods.

B). a guest list with all attendee's full names, alphabetized by last name, will be required in advance submitted to House of Sweden Event Management staff and will be checked by security at the door.

C). House of Sweden has a Metal Detector that remains near the entrance, and all guests are required to go through the security process. Exceptions will be made for any medical-device person that is not able to go through the metal detector. In Addition, all bags will be searched at entrance.

D). Rooftop- House of Sweden has installed a brand new wood deck rooftop. The following regulations and rules apply: Please inquire before making any plans as we have 1 small glass elevator that is the only access point to the Rooftop.

1. Evening Events- rooftop events must end no later than 10:00pm
2. Daytime Events- limited to minimal lunches during the week and day events on weekends- please inquire before making any plans – House of Sweden manages all daytime catered events.
3. An interior back up space will be required and included in rental prices given by House of Sweden Management.
4. No tenting is permitted
5. No outside lighting companies are permitted
6. No heavily Amplified Music will be permitted
7. No dancing of any kind permitted
8. No performances or any event requiring staging or heavy AV and or lighting and sound needs
9. Only available for receptions- no seated dinners – Max capacity is 200
10. For all events inside above 200- rooftop may only be added as a viewing only area- no bars or seating or food may be set up on rooftop for those larger events- no exceptions will be made.
11. Equipment deliveries will be required to be made between 6:30am – 8:30am unless otherwise instructed by House of Sweden Management.
12. Food deliveries are limited to after 3pm only for evening events. For daytime events food is not permitted to be delivered to the rooftop from catering trucks- must go to Event Center Kitchen for staging. House of Sweden Management Team manager's daytime events with Catering.
13. Minimal tables and chairs will be permitted on Rooftop and House of Sweden will provide all tables
14. No lit bars, lounge furniture, specialty equipment will be permitted on rooftop
15. No trees or free standing items that may blow over in wind may be permitted on rooftop
16. Décor will be kept to a bare minimum as the beauty of the rooftop is our view.
17. No open flame or votive candles of any kind will be permitted on rooftop

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E). For Event Center rentals during evenings and weekends, the Renter may contract with House of Sweden Management to handle all vendors and to manage the event. House of Sweden Management maintains a list of approved vendors, from which Renter may choose. All requests for use of non-preferred vendor partners must be submitted in writing. If approval is granted, additional fees may be charged, and Renter will be held liable for Vendor.

F). All vendors must supply a current Certificate of Insurance in the amount of at least Two Million Dollars (\$2,000,000.00) prior to the event to House of Sweden Management with, additional insured parties as specified by House of Sweden Management.

G). For evening and weekend events, all guests must leave the premises within 30 minutes after the scheduled end time of the event, and under all circumstances no later than 12:30am. House of Sweden Security reserves the right to vacate all remaining event guests from the building at that time. All bars must close 20 minutes prior to event end time for all events that go past 11:00pm.

H). Amplified music, bands, DJ's and devices which emit any loud or other obtrusive sounds are only permitted to be used in the Alfred Nobel Hall. Excessive volume and/or vibration of any kind are not allowed. The determination of what constitutes excessive volume and/or vibration is subject to the sole and absolute discretion of House of Sweden Management. There will be no exceptions to this rule and any attempt to do so will result in immediate cancellation of event. A dance floor and under lay is required to rent through House of Sweden for all events with dance music. Note for all events requiring a sound check this may only occur after 5pm Monday – Friday with closed doors in Alfred Nobel.

D). The following items are not permitted at House of Sweden:

- -Fireworks, sparklers or open flames (votives permitted for sit down dinners)
- -open flame candles not in glass containers, or any cooking equipment
- -fog or dry ice machines, bubble machines, mist machines of any kind
- -Balloons
- -rose petals, feather boas, or any form of loose materials which may harm the stone and wood floors or damage the water installations
- -red wine during stand up receptions
- -energy drinks
- -any items to be placed in reflecting pools
- -dancing is not permitted in Anna Lindh
- -no items to be tossed or set on the exterior of the building

J). House of Sweden does not offer any parking. Guests or vendors are not permitted to park on 30th street. If guests park or leave vehicles on 30th street they will be subject to police removal.

K). except as set forth below, "House of Sweden" shall be listed on all printed material as the site or venue for the event. Copies of all printed material related to the event (including, but not limited to, advertising, promotion, tickets, invitations, and menus) shall be submitted to House of Sweden Management for approval prior to printing and distribution. Promotional advertising may not take place until the contract has been approved and deposits have been received. No reference of any kind whatsoever may be made to the Embassy of Sweden or Embassy of Iceland without prior written consent from the Embassy of Sweden or Embassy of Iceland.

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L). Under no circumstances may the names "House of Sweden", "Kingdom of Sweden", or "Sweden", or photographic or other depictions of the interior or exterior or logo of House of Sweden or the flag or seal of the Kingdom of Sweden be used on any printed materials, invitations, flyers, emails, photographs or any other similar documents or correspondence to promote any organization, product, service, cause or message, without specific prior approval by House of Sweden Management.

M). No signage of any sort may be posted, placed, or set on the exterior of the building or anywhere on the exterior grounds of House of Sweden or the United States National Park Service.

N). Any and all alcoholic beverages served and/or consumed in the Event Center must be provided by duly-licensed caterers, and in compliance with all laws of the District of Columbia relating to the service and consumption of alcoholic beverages at the Event Center will be the responsibility of the Renter. House of Sweden Management and/or Security will notify the police if they find any person(s) present at the Event Center under the influence of or using or possessing any illegal substance in addition to any guest who is deemed intoxicated.

O). On-site sale of tickets in connection with the purchase of beverages or other consumables at an event is permitted within the specific rented space at the Event Center. Under no circumstances are ticketing agents permitted to sell tickets to events at House of Sweden. All invitations must be handled by the Renter or sponsoring organization.

P). There are no storage facilities available for use by Renter or its guests or vendors at House of Sweden. All property and equipment belonging to the Renter or its guests or vendors must be removed immediately after the event. Any items left after the event may be discarded by House of Sweden Management as they see fit.

Q). House of Sweden is an environmentally-friendly facility, and is located adjacent to Rock Creek and to National Park Service property. Under no circumstances will the disposal of any litter, refuse or other items be permitted or tolerated in any way that harms these local surroundings or the environment. Any such acts by Renter, its guests or vendors, may result in cancellation of program and forfeiture of fees and deposits.

R) House of Sweden is a non-smoking facility, and no smoking is permitted on site except in designated exterior areas located across the street, this includes all electric or battery cigarettes.

S). The House of Sweden has a list of approved and preferred vendors. All requests for non approved and preferred vendor partners must be submitted in writing and if approval is granted additional fees will apply.

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