



Frequently Asked Questions for Facility Rentals

1.) Can I call and see if my requested date is available before completing the rental request form?

Yes, you are welcome to call the Booking and Events Manager at any time with questions at 202.315.1327 or rentals@culturaldc.org. However, spaces are not held until a rental contract is in place.

2.) Is a deposit required to hold the space?

Yes. After you've submitted a rental request form, the Booking and Events Manager will send you a rental estimate. Once you've approved your estimate, a rental contract is made. Upon execution of the rental contract a 25% non refundable deposit is due to secure the space.

3.) How can I see your facilities?

Please call the Booking and Events Manager at 202.315.1327 to make an appointment.

4.) How far in advance can I book your spaces?

Both Flashpoint and Source have resident organizations that are the primary renters of our spaces. Our season is August through September of the following year. We do not open the next season calendar until late spring.

5.) Are your spaces available for non-performing arts events?

Yes, our spaces have been used for a variety of workshops, classes, screenings, and meetings as well as a variety of sized special events and fundraisers.

6.) What type of events are considered private rentals?

Examples of private rentals are birthday parties, wedding receptions, cocktail hours, holiday gatherings, or events designed to launch a product/company. We reserve the right to upon review of the rental request to determine if your event qualifies as a private rental.

7.) Do you have a piano for rent?

No, we do not have a rentable piano at either of our facilities.

8.) Is staffing included with the rental?

No. Board operators and front of house staff are not included in your rental. If you need staffing for your production or event we can provide a list of qualified technicians, production, and front-of-house staff. You are responsible for all set up, security, operation and clean up for your rental.

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9.) Do you have a lighting and/or sound system in your theatres?

Yes. Our theatres come equipped with complete lighting and sound systems. You may also bring in additional equipment for use during your event at no extra charge. We do ask that all additions are agreed in advance with the Technical Associate.

10.) Do you have a projector and/or screen available to rent?

Yes. We have a projector and screen available at both venues for an additional fee.

11.) Are the spaces handicap accessible?

Yes. We have handicap restrooms at both spaces. However, Source does not have an elevator to access rental facilities upstairs.

12.) Do I have to have liability insurance to use your space?

Yes. All rentals must have liability insurance. No exceptions.

13.) Can I split box office receipts in lieu of paying for the space?

No. We do not offer alternatives other than renting the space at the listed prices. We do offer a reduced rate for non-profit organizations, with proof of 501(c)3 status.

14.) What marketing is provided with my rental?

We will list your event with a photo, dates/times, description, links to more information and ticket purchasing, etc. on our website.

15.) Can I pay rental fees by credit card?

No, we only accept checks made out to CulturalDC.

16.) Can I sell concessions?

CulturalDC may sell concessions at ticketed events at no additional cost to the licensee.

17.) Do you have a preferred caterer?

No, we do not have a preferred caterer, but we'd be happy to make recommendations.

18.) Can I serve alcohol at my function?

You may serve alcohol only with a licensed caterer on site. Sale of alcoholic beverages may only be done by CulturalDC.

19.) Is parking available?

Neither Flashpoint nor Source has available parking for guests or rental staff. Both facilities are metro and metro bus accessible. Additionally there is hourly street parking as well as garages in both neighborhoods.

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