



## Usage Fees

- **Presidential Meeting Meal Packages:** \$25-\$55 Per Person - All Inclusive (Minimum 20 people)
- **East Room Rental Fee:** \$2,500-\$9,500 (packages also available)

## Audio Visual

The Library has a state-of-the-art audio visual system for rent. Please contact the sales office for more information.

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## Exclusive Caterers

### Anaheim White House

Contact: Amine Agamir  
Location: Anaheim  
Phone: (714) 396-6811

### Craig's Extraordinary Events

Contact: Dario Puig / Lorraine Kesseloff  
Location: Newport Beach  
Phone: (949) 515-8336

### Crème de la Crème

Contact: Jennifer Wilson  
Location: Costa Mesa  
Phone: (714) 241-1091

### Jason's Catered Events

Contact: Jason Kordas / Natalie Vishny  
Location: Santa Ana  
Phone: (714) 347-1122

### Regency Caterers by Hyatt

Contact: Alison Robbins  
Location: Irvine  
Phone: (949) 225-6644

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## Facility Use Policies & Guidelines

### Requests, Holds & Reservations

Requests for information on date availability is given as of that date and time; no guarantee can be made that a date remains open. A party may place a tentative hold on a specific date for one week. If a second party requests to book a date on hold, the original hold has the first right of refusal. The first party has 48 hours from the time the Library makes contact with them to make a deposit or the date will be released. A signed contractual agreement and 50% deposit of all fees quoted are required to confirm a reservation. The balance of all contracted fees must be paid no later than 14 days preceding the event date.

**Cancellations**

A 50% refund of deposit fees will be issued if a cancellation is made in writing at least nine months prior to the event date, and a 20% refund of the deposit if the cancellation is made at least six months prior to the event date. Cancellations made less than six months of the event date will not be refunded.

**Staffing**

The Library provides, as part of the regular rental fee for the standard seven-hour period, standard security and janitorial personnel. The Library provides a staff person from the Special Events Department as part of the rental fee. Docents can be in the exhibit galleries no later than 8:00 p.m.

**Insurance**

USER will be asked to provide the museum with a Certificate of Insurance indicating liability coverage. The Richard Nixon Library & Birthplace must be named as "additionally insured." The Library can arrange to provide the insurance certificate for the USER for an additional fee. The fee for this service is \$200. If not, the USER must provide proof of insurance as described in aforementioned paragraph.

**Audio/Visual**

The Library provides, as part of the regular rental fee the use of one podium and one microphone through the RNLB house or portable sound system. Any video or additional audio needs must be ordered through the Library's exclusive A/V company, Visual Contact. Please contact Dan Durkin at (714) 470-7388 at least 21 days prior to your event.

**Exhibit Galleries & Birthplace**

The exhibit galleries and Birthplace are available for guests to view as determined by the original contractual agreement. Library Docents will staff the exhibit galleries to answer guest questions. All exhibits must close no later than 8:00 pm. The exhibits are open during cocktail hour only. Food, drinks, video cameras and flash photography are prohibited in the exhibit galleries and Birthplace. The USER must contact the Special Events Department by the 15th of the month prior to schedule the exhibits to open for your event.

**Signage, Decorations, Entertainment & Miscellaneous**

No exterior signage is allowed at the Library without prior written approval from the Special Events Department. Decorations must be flameproof and freestanding and are subject to the approval of the Library's Special Events Department. No pyrotechnics or open flames are allowed onto the grounds of RNLB. As part of the Library's loan agreement with the The White House, no weddings/functions can take place inside the gazebo and no decorations can be placed anywhere on the gazebo.

No animals (other than service animals) are allowed on Library grounds for events.

## *Accommodations & Capacities*

	BANQUET	THEATER	RECEPTION	SQUARE FEET
White House East Room	360	500	500	4,850
East Room with adjoining Meeting Room	500	700	700	6,730
Presidential Meeting Room	120	200	200	1,880
Great Room	300	250	400	3,360
Theater	N/A	400	N/A	N/A
Garden	800 <small>Throughout</small>	450	1,000	N/A
Board Room	25	N/A	N/A	N/A