



### Location

21 D Street, SE, Washington, D.C. 20003

The Innovation House is located on D Street, SE between South Capitol Street, SE and New Jersey Avenue, SE.

### Parking

There are four legal parking spots available behind the house. The driveway to access the parking spaces is off South Capitol Street. During the events, the caterers will generally need to use these parking spots. Please check with Innovation House Team on parking availability before your event.

### Promotion

Please refer to the space as the “CTA Innovation House” and use #CTAInnovationHouse in all promotional materials.

## Event Planning and Logistics

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### Scheduling

Please contact Innovation House Team with a detailed description of your event to check availability for the Innovation House. Do not begin arranging the event until they have confirmed the townhouse is available.

### Contacts

A member of the GLA team must be present at every Innovation House event. Please work with Innovation House Team to arrange a walk-through of the space and/or let the Innovation House team know if your caterer know your caterer need access to the townhouse prior to your event.

### GLA Contacts - Innovation House Team

<u>NAME</u>	<u>PHONE</u>	<u>EMAIL</u>
<b>Kelsey Kelly</b>	703-447-5642	kkelly@CTA.tech
<b>Nikki Bainum-Ramirez</b>	949-400-2837	nramirez@CTA.tech

### Caterers

The caterers listed below are familiar with our space. Please work with one of them directly to secure food, beverages and other items (tables, chairs, linens, additional lighting, décor, etc.) for your event. Each of these caterers can provide tables, chairs, linens, flowers and additional décor. Please note that all costs associated with catering and equipment rental are your responsibility unless negotiated in advance. Your team or catering must be responsible for the clean-up following the event.

<u>CATERER</u>	<u>CONTACT</u>	<u>PHONE</u>	<u>EMAIL</u>
<b>Corcoran Caterers</b>	Leslie Grimes	301-588-9200	leslie@corcorancaterers.com
<b>Revive Events &amp; Catering</b>	Charese John	202-667-1212	Charesejohn@revive-dc.com
<b>Susan Gage Caterers</b>	Amber Compton	301-839-6900 x256	acompton@susangage.com



### **Event Equipment and Furniture**

The CTA Innovation House has a limited amount of event equipment and furniture on site for use at your event. These items include three high top cocktail tables, two beverage tubs, four six-foot event tables, three round tables, 84 audience chairs and 30 chairs. If you require more equipment than what is available at the townhouse, you may rent them from your caterer. Please note you must secure your own linens and ice for your event since we do not supply them. Furniture may be moved but must be moved back to the original location at the close of your event.

### **AV**

The Innovation House is equipped with nine televisions that have the capability of displaying presentations and signage for your event. Music can be played throughout the house, and we have wireless microphone capabilities. Please work with Innovation House Team ahead of time for your AV needs.

### **Internet**

Wireless internet is available; login and password are below:

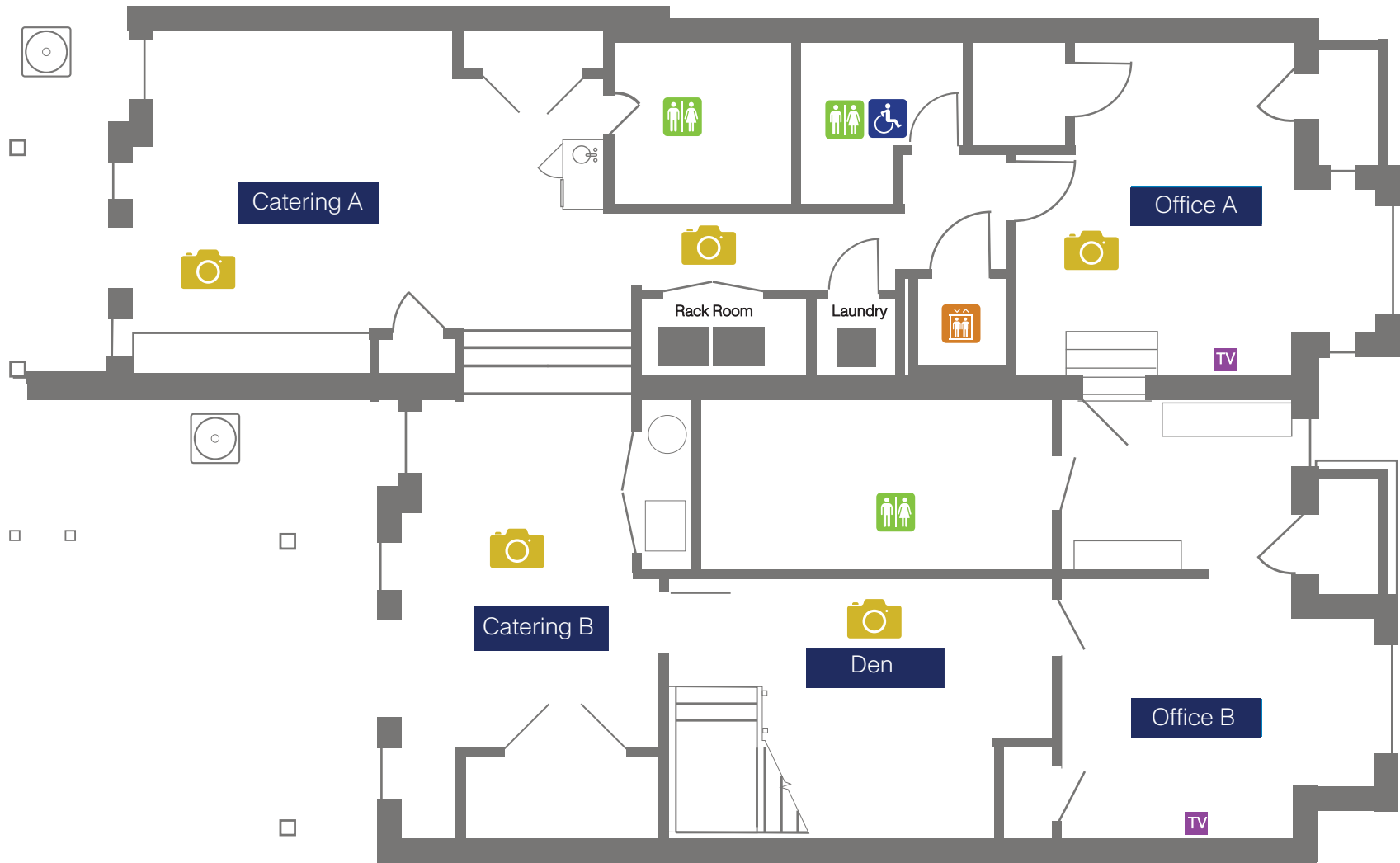
**Wifi: CTAGuest; Password: ctaguest**

### **Rooftop**

When using the rooftop, you are responsible for wiping down the uncovered furniture prior to the event. When the event concludes, you must then cover the furniture and make sure the heat lamps are turned off.

### **Trash Disposal and Cleaning**

Caterers are responsible for placing trash in the containers at the back of the townhouse. If they are full, leave trash bags next to the containers. Caterers are responsible for removing all items from the event (tables, linens, other rentals, prepared food in refrigerators, etc.) after completion of the event or at a date and time to be determined in advance.



# Basement LEVEL

Level Capacity: 45



# LEVEL 2

Level Capacity: 70



# LEVEL 3

Level Capacity: 70



