

## Frequently Asked Questions and Tips for a Better Event at the Center for Education and The Barns at Wolf Trap

We hope these suggestions will help you and your guests to have a memorable and successful event!

### **What are the rental fees and how much time do they permit?**

The rental fees for reception and meeting spaces in the Center for Education and The Barns at Wolf Trap are based on the total number of hours the space is used – events longer in duration, or requiring more set-up and breakdown time, are subject to an increase in the rental fee.

Weekday rental fees for the Center for Education and The Barns at Wolf Trap are based on full (4+ hours) or half (0-4 hours) day usage. Evening and weekend rental fees start with an eight-hour rental period, assuming two hours for load-in and setup time, four hours of total guest/event time, and one hour for breakdown and load-out.

### **What does the rental fee include?**

Rental fees include the use of the facility, available in-house tables and chairs, and onsite kitchen access at The Barns. Onsite kitchen access is available at the Center for Education only with the use of Wolf Trap Catering.

### **What time can events begin and end?**

Load-in may not start before 7am and all events must conclude by 11pm (excluding load-out time) for facilities at the Center for Education and The Barns at Wolf Trap.

### **What are the capacities of each of the facilities?**

Capacities for all of our facilities are outlined in the [Corporate Rental Facilities Guide](#).

### **How do I secure a facility and date for booking?**

A facility may be held for up to two weeks and holds must be requested in writing. If a facility is on hold and another inquiry is received, you will have up to three business days to confirm your booking. To secure a space, a rental agreement must be signed and returned with a 50% rental fee deposit, along with a Certificate of Insurance for a company.

### **Do you offer discounts for nonprofit organizations?**

As a nonprofit organization itself, Wolf Trap Foundation does not offer discounts for external nonprofit organizations. Wolf Trap is America's only National Park for the Performing Arts and plays a valuable leadership role in both the local and national performing arts communities. Through a wide range of renowned arts and education programs, Wolf Trap enhances our nation's cultural life and ensures that the arts remain accessible and affordable to the broadest possible audience.

### **Is the Filene Center available to rent?**

The Filene Center stage at Wolf Trap National Park was built for the sole purpose of presenting performances booked and presented by Wolf Trap Foundation. It is **not** available for rental.

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**Do you offer event parking?**

Rentals of facilities at the Center for Education and The Barns at Wolf Trap include the complimentary use of the Center for Education parking lot. This lot holds up to a maximum of 274 vehicles.

**Am I required to use a specific caterer for my event?**

Wolf Trap requires the use of a caterer listed on our [Preferred Vendor List](#). Clients are not permitted to bring in their own food, beverage, or alcohol. Our approved list includes a wide range of caterers to suit every need and budget. Caterers on our approved list also have a thorough understanding of Wolf Trap's rules and regulations and are very comfortable working in our facilities.

**Can I bring in my own alcohol?**

All bar and beverage services must be provided by Wolf Trap Catering. There are many [bar and beverage packages](#) available to suit every need and budget. No outside liquor is permitted.

**Am I required to use other vendors (photographers, florists, entertainment companies) listed on your preferred list?**

With the exception of caterers (as noted above), you may work with any vendor of your choosing for your event. We ask that third party vendors schedule a site visit at least two weeks prior to the event to go over facility rules and regulations. We also require all third party vendors to provide a Certificate of Insurance or that they are covered under your company's policy.

**Am I able to have live music at my event?**

Absolutely. As with other third party vendors, all entertainment vendors – bands, DJs, musicians – must have a Certificate of Insurance or be covered under your company's policy. We require that entertainers and musicians provide all equipment, sound, and electrical needs at least two weeks in advance and follow our facility rules and regulations.

**Can my group attend a performance after our event?**

If you are interested in attending a performance after your event at The Barns during the winter/spring season, please contact our Group Sales office at 703.255.1851 or [groupsales@wolftrap.org](mailto:groupsales@wolftrap.org) to coordinate ticket purchases. A group ticket purchase of 20-49 in-house tickets to select single discounted performances receives a 10% discount and a purchase of 50 or more in-house tickets receives a 20% discount when purchasing in advance through group sales.

**Facility Addresses**

Be sure to specify which Wolf Trap facility your event is being hosted at and include the appropriate address on invitations and promotional materials. Event attendees who simply program a device by searching for "Wolf Trap" may not reach the correct destination. Feel free to use the map and directions listed on [wolftrap.org](http://wolftrap.org) to share with guests!

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The Barns at Wolf Trap: 1635 Trap Road | Vienna, VA 22182

Center for Education at Wolf Trap: 1645 Trap Road | Vienna, VA 22182