Thank you for contacting the Office of Historic Alexandria. We are glad you are considering historic Lloyd House for your upcoming event.

Enclosed please find information regarding our rental program. Should you have any questions, require additional information, or wish to arrange an appointment to tour the house and garden, please do not hesitate to call me at 703-746-4554.

If you would like to explore other sites for your special occasion, please visit our website (http://alexandriava.gov/historic/info/default.aspx?id=31224) for links to other historic properties in Alexandria.

Kind regards,

Nicole Quinn
Lloyd House Rentals Coordinator
Agreement For Use of the Lloyd House/Lloyd House Garden

Section One - Applicant Information

Applicant:  
Group Name:  
Mailing Address:  
Telephone Numbers:  Day:  Evening:  
Additional Contact Names and Phone Numbers:  
E-mail Address:  

Section Two - Event Information

Requested Day or Date(s):  
Type of Activity:  
Time In:  Start Time:  Time Out:  Total Hrs.:  
Estimated Attendance:  Open to the public:  yes  no  
Admission fee:  yes  no  Price to be charged:  

Please provide event description, ticketing procedure, and referral phone number and address:

Lloyd House equipment requested (indicate quantity)*:

Chairs  8' tables  5' Round  

* All equipment is subject to availability, prior approval and applicable fees.
Description of Room Arrangement:

Vendors*:
Caterer ___________________________ Phone ________________
Florist ___________________________ Phone ________________
Rental Company ____________________ Phone ________________
Other _____________________________ Phone ________________

* Delivery times and pick-up times by vendors need to be approved by Lloyd House staff.

Section Three - Fees and Refund Policy

Security Deposit* ___________________________ Security deposit due now; refundable after event.

Rental Charges: ___________ rental fee per hour, or _______ for ________ hours.

Total charges for rental of Lloyd House and Garden: ____________________________

Other charges: ___

(deposit, rental fees, and other charges): ____________________________

Rental fee due date: ____________________________

Please make checks payable to The City of Alexandria.

*A security deposit is required to confirm a reservation. All fees are due no less than 60 days before the event. Failure to pay on time can result in forfeiture of the renter’s security deposit and/or cancellation of the event. The refund of the security deposit is processed after the renter’s event. A full refund is made when the renter has satisfactorily complied with all the terms and conditions of the agreement. Please allow 3-4 weeks to receive a refund check in the mail.

Cancellation Policy:
Security Deposit is fully refundable if event is canceled 90 days before the event.
61 - 89 days before - 50%
Less than 60 days before - No Refund
The undersigned agrees to and hereby does assume all financial responsibility for any loss or damage to Lloyd House, its property, and any other city property which is caused, in whole or in part, by any act or omission of the Renter, its employees, agents, guests, or in connection with their use of Lloyd House. The undersigned also agrees to indemnify and hold harmless the City of Alexandria and all of its agents, officers, and employees from and against all suits, actions, causes of actions, damages, claims, losses, liability and expenses resulting from and/or arising out of Renter’s use of Lloyd House and Garden and caused, in whole or part, by any act of omission of the Renter, its employees, agents, guests or licensees. The Renter has read and agrees to comply with all terms and conditions stated on this form.

x _____________________________
Renter/Representative Signature

Date _______________________

******************************************** Lloyd House Office Use ********************************************

Approved by Lloyd House representative________________________ Date ______________________

Deposit Rentar Fees Payment

<table>
<thead>
<tr>
<th>Amount</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Receipt Number</td>
<td>Receipt Number</td>
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</tbody>
</table>

Refund Information

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Amount of Security Kept On File:</td>
</tr>
</tbody>
</table>
Policies and Guidelines - Lloyd House

A. Use of the Facility

1. Lloyd House is open to the public Monday through Friday. Lloyd House is generally available for rentals on weekends, weekday evenings after 5:00 p.m. and occasionally during the weekday by special arrangement. The staff reserves the right to make certain dates and times unavailable for private rentals and to prohibit activities that would expose the 18th century building, its decorative and fine arts collections or the garden to any potential harm. Furthermore, a renter’s use of the Lloyd House shall in no way: detract or otherwise interfere with the public’s use of the Lloyd House; cause excessive noise or create excessive refuse; exceed authorized capacities; endanger the health, safety, and well being of any person, the facility, the collection and/or fixtures and furnishings. The renter agrees to comply with all written terms and conditions. Failure to comply at any time may result in the forfeiture of all or part of the security deposit.

2. Unless special arrangements have been made in advance with Lloyd House staff, rental activity may not begin earlier than 8:30 a.m. nor conclude any later than 12:00 midnight.

3. The renter is responsible for any damage to the building, its fixtures, collections, displays, and/or furnishings, and plantings in the garden that occur in connection with an event. Lloyd House staff thus reserves the right to eject anyone whose behavior endangers any person or the facility.

4. In general, rental activity is confined to the first floor of Lloyd House and garden. There are no public areas beyond the first floor.

5. Lloyd House staff is not responsible for promoting a public event. Any advertising or publicity undertaken by the renter which lists Lloyd House must be historically accurate and clearly indicate that Lloyd House is only the location for the event and not a sponsor, organizer, or affiliate of the renter or the renter’s activity.

6. A renter’s floor-plan (set-up) will be determined in advance between Lloyd House staff and the renter’s designee. Once agreed to by Lloyd House and the renter, no changes can be made without prior approval from Lloyd House. Renter shall agree to allow Lloyd House to change or alter the facility’s floor plan at any time due to facility, resource, capacity and or safety considerations.

7. Caterers, florists, rental companies, and other agents of the renter must make prior arrangement with Lloyd House to schedule the delivery, set-up, and removal of their supplies. Renters shall furnish names and phone numbers of their agents to Lloyd House. Delivery can not be made more than 4 hours before the event. All equipment, supplies, and refuse from the event must be removed immediately after the event; no overnight storage is permitted. Lloyd House is not responsible or liable for items, supplies, and /or equipment brought into the facility by the renter or the renter’s agents.

8. Street parking is extremely limited in Old Town Alexandria. All event organizers and guests are encouraged to use parking garages nearby.
B. Fees and Deposits

1. All fees and deposits are payable to the City of Alexandria.

2. A security deposit is required for any event and is due at the time the reservation is made.

3. The refund of a renter’s security deposit is processed after the renter’s event. A full refund is made when the renter has satisfactorily complied with all terms and agreements and there is no damage, injury, or excessive use in connection with an event. Please allow three to four weeks to receive a refund check by mail.

4. Cancellation of an event less than 90 days prior to the event date results in the renter’s forfeiture of the security deposit.

5. All fees are due no later than 60 days before the event. Failure to pay in full by this time may result in forfeiture of the security deposit and cancellation of the reservation.

6. Chargeable time includes a total of one full hour for the combination of set-up and clean-up. Renter agrees that a portion of the security deposit may be retained by Lloyd House if pre- and post-event activity is unreasonably excessive.

C. Restrictions

1. Applicants must be 21 years of age or older; youth functions require one adult chaperone for every 10 youths.

2. Smoking is not permitted inside the building at any time.

3. Candles may not be used in Lloyd House.

4. No glitter, confetti, rice or birdseed is allowed inside the building or in Lloyd House garden.

5. All liquids and ice shall be stored in leakproof containers or kept outside.

6. No tape, glue, tacks, nails or adhesives may be used on any part of the building.

7. Because Lloyd House is in a residential area, amplified music is not permitted. Use of a DJ is not permitted. City of Alexandria noise restrictions must be strictly adhered to.

-The renter has read and agrees to comply with Lloyd House’s terms and conditions stated on this form.

Renter/Representative Signature

Date __________________________
Rental Rates

All rentals require a refundable security deposit, which must be paid in full with the rental agreement before an event is officially booked. All rental fees must be paid in full no later than 60 days prior to the scheduled date of the event. For events booked less than two months prior to the scheduled date of the event, both deposit and rental fees will be due at the time the reservation is made. Please refer to the Lloyd House rental agreement for additional terms and conditions.

These prices include the use of Lloyd House tables and chairs.

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Civic/Non-Profit&amp; General Public</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wedding Ceremony* (Garden or Parlor Room)</td>
<td>$750 for up to 3 hours of use.</td>
</tr>
<tr>
<td></td>
<td>(No reception, food or beverages)</td>
</tr>
<tr>
<td>Wedding Reception/Dinner* (Garden &amp; Frist Floor)</td>
<td>$2300 for up to 6 hours of use; $300/hr. for each additional hour.</td>
</tr>
<tr>
<td>Wedding Ceremony &amp; Reception* (Garden &amp; First Floor)</td>
<td>$2600 for up to 9 hours of use; $300/hr. for each additional hour.</td>
</tr>
<tr>
<td>Luncheon Party/ Special Event incl. Fundraisers*</td>
<td>$1400 for up to 3 hrs. of use</td>
</tr>
<tr>
<td>Parties, Special Events incl. Fundraisers*</td>
<td>$300/hr. (Mon.-Thurs.)</td>
</tr>
<tr>
<td></td>
<td>$350/hr. (Friday, Saturday &amp; Sunday)</td>
</tr>
<tr>
<td>Meetings, Seminars &amp; Workshops** ( light refreshments permitted)</td>
<td>$100/hr. (Mon.-Fri.)</td>
</tr>
<tr>
<td></td>
<td>$150 ( Saturday &amp; Sunday)</td>
</tr>
<tr>
<td>Use of china, glassware &amp; flatware</td>
<td>$5 per setting</td>
</tr>
<tr>
<td>Use of tablecloth</td>
<td>$20 per tablecloth ( extra cost for staining tbd.)</td>
</tr>
</tbody>
</table>

*$500 security deposit is required.
** $100 security deposit is required.
This list is comprised of local caterers representing a range of prices and styles.

Alexandria Pastry Shop & Café
www.alexandriapastry.com
703-578-4144

Avalon Caterers
www.avaloncaterers.com
202-337-2000

Barretts of Alexandria
www.vegetariancatering.com
703-548-3777

BDG Design Catering
www.bdgdesigns.com
703-237-2964

Bittersweet Catering
www.bittersweetcatering.com
703-549-2708

Capitol Catering
www.capitalcatering.com
703-739-1030

Catering by Windows
www.catering.com
703-519-3500

Celebrations
www.goldgrape.com
703-948-2984

Design Cuisine
www.designcuisine.com
703-979-9400

Federal City Caterers
www.federalcity.com
202-408-9700

Main Event Caterers
www.maineventcaterers.com
703-820-2028

Matters of Taste
www.motcatering.com
703-683-6555

Much Moore Quality Catering
www.muchmoore.org
703-683-4683

Occasions Caterers
www.occasionscaterers.com
202-546-7400

Ridgewell's
www.ridgewells.com
301-652-1515

Rockland's
www.rocklands.com
703-778-8000

The Royal Restaurant
703-548-1616

The Catering Company
www.thecateringco.com
202-347-8040

Well Dunn
www.welldunn.com
202-543-7878

Calling Card Events
www.calling-card-events.com
301-395-9541
Lloyd House Caterer’s Checklist

Catering Firm: ____________________________

Catering Staff in Charge During Event: ____________ Arrival Time: ____________

Lloyd House Staff in Charge During Event: ____________ Departure Time: ______

Responsibilities of Caterer Prior to Departure

Sweep kitchen and North Parlor room floors

Pick up all glasses, bar debris and trash from the garden

Dispose of all ice on brick area, not on grass

All rented equipment has been removed from premises

All trash must be bagged and placed in outside trashcans;
excess trash must be removed from premises

Tabletops and kitchen surfaces wiped clean and
cleared of all debris

All floral decorations in house and garden are removed

Note any damage:

__________________________________________  ________________________________________
Signature of Caterer                           Signature of Lloyd House Staff
Lloyd House
Suggested Musicians

City of Alexandria noise restrictions and ordinances must be strictly adhered to. Music in the garden is permitted between the hours of 10 a.m. and 10 p.m. This is non-negotiable.

Alexandria Symphony (703) 845-8005
String Quartet/Trio, Flute Trio
Harp, Piano, Woodwind Quintet

Mark Albert and Eric Tanner
Guitarists (703) 451-0875

Martini Red (703) 243-4159
James Key, Mandolin

Marty Taylor (410) 235-4537
Flute, cello, base, harp, etc.

Mary Price (301) 229-2043
Chamber Music

Arlington Chamber Trio (703) 892-6334
Debbie Kempf

Astrid Walscot-Stapp (301) 947-8595
Harpist

Baroque Artists (301) 336-1122
Harp, Violin, Woodwind Quintet

Stereo Strings (703) 397-7400
Offers a wide range of services from strolling musicians to chamber ensembles

Bialek’s Music (301) 340-6206
Agency featuring a wide variety of music

Miles Stiebel Musical Entertainment (703) 620-5554
Entertainment agency offering all styles of music

Emme St. James and her Jazz Gentlemen (804) 241-6156
Piano, Vocals, Organ (keyboard)
Period attire available

Serenata Ensemble (703) 573-8776
Tim Zenobia - String Trio

Stereo Strings (703) 397-7400
Offers a wide range of services from strolling musicians to chamber ensembles

Halley Schoenberg (240) 381-3510
Jazz Ensembles

Shannon Bryant Starke (703) 978-7239
Piano, Vocals, Organ (keyboard)
Period attire available

James Pinkerton (703) 407-9268
Harpist

Serenata Ensemble (703) 573-8776
Tim Zenobia - String Trio

Laura O’Kelly (703) 369-6094
Traditional Celtic Music

Stereo Strings (703) 397-7400
Offers a wide range of services from strolling musicians to chamber ensembles

Madison Ensembles (703) 527-6124
Patricia Ann Smith, Violinist

Serenata Ensemble (703) 573-8776
Tim Zenobia - String Trio

Marion McInuf (703) 698-8637
String Trio

Stereo Strings (703) 397-7400
Offers a wide range of services from strolling musicians to chamber ensembles

Joe Nelson & KC Hatton (703) 731-5951
Classical Duo/
Jazz Acoustic Guitar

Serenata Ensemble (703) 573-8776
Tim Zenobia - String Trio

Joe Nelson & KC Hatton (703) 731-5951
Classical Duo/
Jazz Acoustic Guitar

joedannelson@aol.com

Rod Tompkins Music (703) 768-6448
Jazz, Swing, & Variety

Erin M. Flynn (717)725-1781
Violin, Piano,
Hammered Dulcimer
www.erin-flynn.com
Lloyd House & Garden
Music Policy

Music in the garden is permitted between the hours of 10 a.m. and 10 p.m. only. Performances by dance bands or DJ’s are not permitted. Musicians who are permitted to perform here are those who are familiar with the City of Alexandria’s noise control restrictions and are respectful of Lloyd House rules and regulations governing their performance. All musicians must be reviewed and approved by the facilities coordinator prior to any event. Throughout each event, Lloyd House staff continuously monitor the musicians to ensure that an appropriate volume level is maintained. Any musician(s) not complying with these rules and guidelines will be asked to cease their performance.

Current rules and guidelines governing the use of music in the Lloyd House garden are as follows:

Strolling musicians, quartets and small combos are easily accommodated in the garden. Lightly amplified music is permitted, but only with the approval of the Lloyd House Facilities Coordinator. Dance bands are not permitted. Use of a DJ is not permitted. City of Alexandria noise restrictions must be strictly adhered to. Lloyd House staff will actively monitor the volume level. Both the renter and the musician must agree that the volume will be immediately lowered upon the request of Lloyd House staff. No music will be permitted prior to 10 a.m. or after 10 p.m.

As a certain amount of amplification is required to hear the sound of a keyboard, guitar and wind instruments such as clarinet, lightly amplified music is permitted. A single vocalist is permitted to accompany musicians for no more than 50 percent of the total performance period.
Lloyd House
220 North Washington Street
Alexandria, Virginia 22314
703-746-4554

Directions

Lloyd House is located at 220 North Washington Street, in Old Town Alexandria, Virginia. This Georgian style home is one of five remaining in the City, and is situated at the corner of Washington and Queen Streets.

From Virginia:
Take exit 177B from Interstate 95/495 (you will see signs for Old Town Alexandria and Gadsby’s Tavern). This exit will put you on US Highway 1 traveling north. Continue north past Duke, Prince and King Streets to Queen Street. Turn right on Queen Street. Follow Queen Street to its intersection with Washington Street. Lloyd House will be on your right, before you cross through the traffic signal.

From Maryland:
Take Interstate 95/495 South. After crossing the Woodrow Wilson Bridge, take the first exit. This exit will put you on US Highway 1 traveling north. Continue north past Duke, Prince and King Streets to Queen Street. Turn right on Queen Street. Follow Queen Street to its intersection with Washington Street. Lloyd House will be on your right, before you cross through the traffic signal.

From Washington, D.C.:
Take the George Washington Parkway south to Alexandria. The Parkway becomes Washington Street as you approach the residential area of Old Town. Follow Washington Street to Queen Street. Lloyd House will be on your right, at the intersection of Washington and Queen Streets.

Parking Suggestions

Public parking, without a two or three hour time limit, is available on weekends and after 5:00 p.m. on weekdays, along North Washington Street and on the residential streets. The two and three hour parking limit areas are clearly marked by signs throughout Old Town; restrictions vary by area.
A History of Lloyd House

Constructed around 1796-1797, Lloyd House is one of the best examples of Alexandria’s late eighteenth-century Georgian style, and one of five buildings of the Georgian style remaining in the city. Lloyd House is particularly important to the streetscape of Washington Street, part of the George Washington Memorial Parkway. It is assumed that the house was built by John Wise who owned the land and also built and operated the City Hotel (Gadsby’s Tavern) around the same time. There are many similarities between the two buildings.

The building is also historically significant due to the number of prominent people who lived there. Occupied initially by John Wise, it was then leased to Charles Lee, younger brother of Henry “Light-Horse Harry” Lee. Charles Lee served in the presidential administrations of George Washington and John Adams as Attorney General and was appointed to a position as a federal judge during the last hours of Adams’ administration. Lee returned to private law practice, serving as counsel for the plaintiffs in the landmark Supreme Court case, Marbury vs Madison. He later participated with the defense in the impeachment trial of Justice Samuel Chase and the treason trial of Aaron Burr.

Jacob Hoffman purchased the house and its nearly half acre lot in 1810 and soon became engaged in an extremely profitable enterprise – the refining of sugar. The production of sugar was profitable for a very brief time, and by 1825 the house and its garden were sold to Elizabeth Hooe.

In 1826 Hooe invited Benjamin Hallowell, a Quaker educator and tutor of Robert E. Lee, to move his school to the site. The school was quickly a success in terms of the numbers of students who were educated there, but Hallowell was deeply in debt. He later converted the sugar refinery and tobacco warehouse on the adjacent property to a residence and dormitory for his boarding school, and Lloyd House was sold again. Hallowell continued his school until 1842 in another location, ultimately employing a total of 29 teachers during his career in Alexandria. Hallowell educated hundreds of children and presented scientific lectures to their parents, often at The Lyceum, which he founded in 1839.

John Lloyd bought the house at auction and took possession of his new home in December 1833. Lloyd was a successful dry goods merchant and soon began investing extensively in real estate. His wife, Anne Harriotte Lee, was a first cousin of Robert E. Lee and frequently entertained Lee in the house. The Lloyd family owned the home until 1918.
The next occupants were William Albert Smoot, Jr. and his descendants. Smoot, a lumber dealer, served as Mayor of the City under the first city manager form of government. He also served as a member of the Virginia House of Delegates. The Smoot family owned Lloyd House until 1942.

During the World War II, 52 members of the Navy Women’s Reserve (WAVES) occupied the house while they were employed at the Naval Torpedo Station on Union Street. After the war it continued to house female civilians; it was reportedly popular with military and government personnel and stewardesses from National Airport-based Capital Airlines.

By 1956 the House was slated for demolition until Wyoming geologist Robert Valentine New read about the possible loss and purchased the property. The Historic Alexandria Foundation secured the money to buy out the demolition contract. New began a renovation in 1960 and used it for his offices. Later he proposed the Lloyd House Center, a nine-story office building.

By 1966 the City of Alexandria had determined that it was necessary to try to save the building and purchase it from Robert New. The Alexandria Historical Restoration and Preservation Commission, founded in 1962, took on the project of raising funds for the purchase of the building and for its subsequent rehabilitation. Funding came from various sources, including the Hoge Foundation, federal, state and local governments, and private donations.

The restored Lloyd House was then leased to the Alexandria Library for historical collections. The collections were available to the public at this location until 1999, when they were moved to the Barrett Library across the street.

The most recent restoration, completed in 2003, included corrective repair to structural supports in the floors and walls, wall plastering, painting, floor refinishing and systems upgrades. In addition to City funds, the support for the project came from the Commonwealth of Virginia’s Department of Historic Resources and the Save America’s Treasures Historic Preservation Fund.

The Alexandria Historical Restoration and Preservation Commission leased Lloyd House to the City for use by the Office of Historic Alexandria for its administrative offices. It is also used for public meetings of boards and commissions, and the garden and public rooms on the first floor are available for private parties and receptions.
A Collection of Photos and Sketches of Lloyd House
Front of Lloyd House in the 1990s (above), in the late 19th century (below left) and in a recent sketch (below right).
Current views of the Hallway looking east (above left) and west (above right), in a recent sketch (below left) and from the early 20th century looking west (below right).
Current views of the North Parlor looking northeast (right) and looking west (below).

Historical image (left) and recent floor plan looking north (above).
Current views of rear of house and garden (above), use of the garden by WAVES in the 1940s (below left) and the southwest corner showing a sleep-in porch dating to around 1920 (below right).