

Lloyd House

220 North Washington Street

Alexandria, Virginia 22314

703-746-4554

703-838-6451/fax

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.

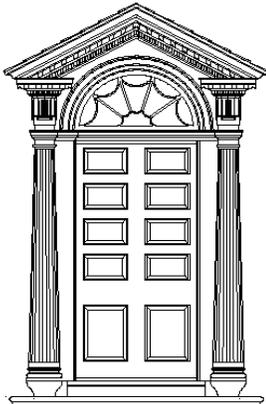
If you would like to explore other sites for your special occasion, please visit our website (<http://alexandriava.gov/historic/info/default.aspx?id=31224>) for links to other historic properties in Alexandria.

Kind regards,

Nicole Quinn

Nicole Quinn

Lloyd House Rentals Coordinator



Lloyd House
 220 North Washington Street
 Alexandria, Virginia 22314
 703-746-4554/Fax 703-838-6451

Owned by the Alexandria Historical Restoration & Preservation Commission

Operated by the City of Alexandria, Office of Historic Alexandria

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: _____

_____ Total Dollar Amount Due

(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

Amount _____
Date _____
Receipt Number _____

Rental Fees Payment

Amount _____
Date _____
Receipt Number _____

Refund Information

Amount _____
Date _____
Amount of Security Kept On File: _____



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 a 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 _____



**Lloyd House
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Alexandria, Virginia 22314**

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.

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

*\$500 security deposit is required.

** \$100 security deposit is required.

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Suggested Caterer List

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.bdqdesigns.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	Mark Albert and Eric Tanner	
String Quartet/Trio, Flute Trio		Guitarists	(703) 451-0875
Harp, Piano, Woodwind Quintet			
Arlington Chamber Trio	(703) 892-6334	Martini Red	(703) 243-4159
Debbie Kempf		James Key, Mandolin	
Astrid Walschot-Stapp	(301) 947-8595	Marty Taylor	(410) 235-4537
Harpist		Flute, cello, base, harp, etc.	
Baroque Artists	(301) 336-1122	Mary Price	(301) 229-2043
Harpsichord Flute, Cello		Chamber Music	
Bialek's Music	(301) 340-6206	Miles Stiebel Musical Entertainment	
Agency featuring a wide variety of music		Entertainment agency offering all styles of music	(703) 620-5554
Elizabeth Blakeslee	(703) 533-9132	Serenata Ensemble	(703) 573-8776
Harpist		Tim Zenobia - String Trio	
Emme St. James and her	(804) 241-6156	Shannon Bryant Starke	(703) 978-7239
Jazz Gentlemen		Piano, Vocals, Organ (keyboard)	
		Period attire available	
Halley Schoenberg	(240) 381-3510	Stereo Strings	(703) 379-7400
Jazz Ensembles		Offers a wide range of services from strolling musicians to chamber ensembles	
James Pinkerton	(703) 407-9268	Strolling Strings Associates	(800) 293-6713
Harpist		Rose Marie Cioppola	(301) 292-2929
Laura O'Kelly	(703) 369-6094	Rod Tompkins Music	(703) 768-6448
Traditional Celtic Music		Jazz, Swing, & Variety	
Madison Ensembles	(703) 527-6124	Erin M. Flynn	(717) 725-1781
Patricia Ann Smith, Violinist		Violin, Piano,	
Marion McInuf	(703) 698-8637	Hammered Dulcimer	
String Trio		www.erin-flynn.com	
Joe Nelson & KC Hatton	(703) 731-5951		
Classical Duo/	(703) 587-4768		
Jazz Acoustic Guitar			
joedannelson@aol.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.

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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:

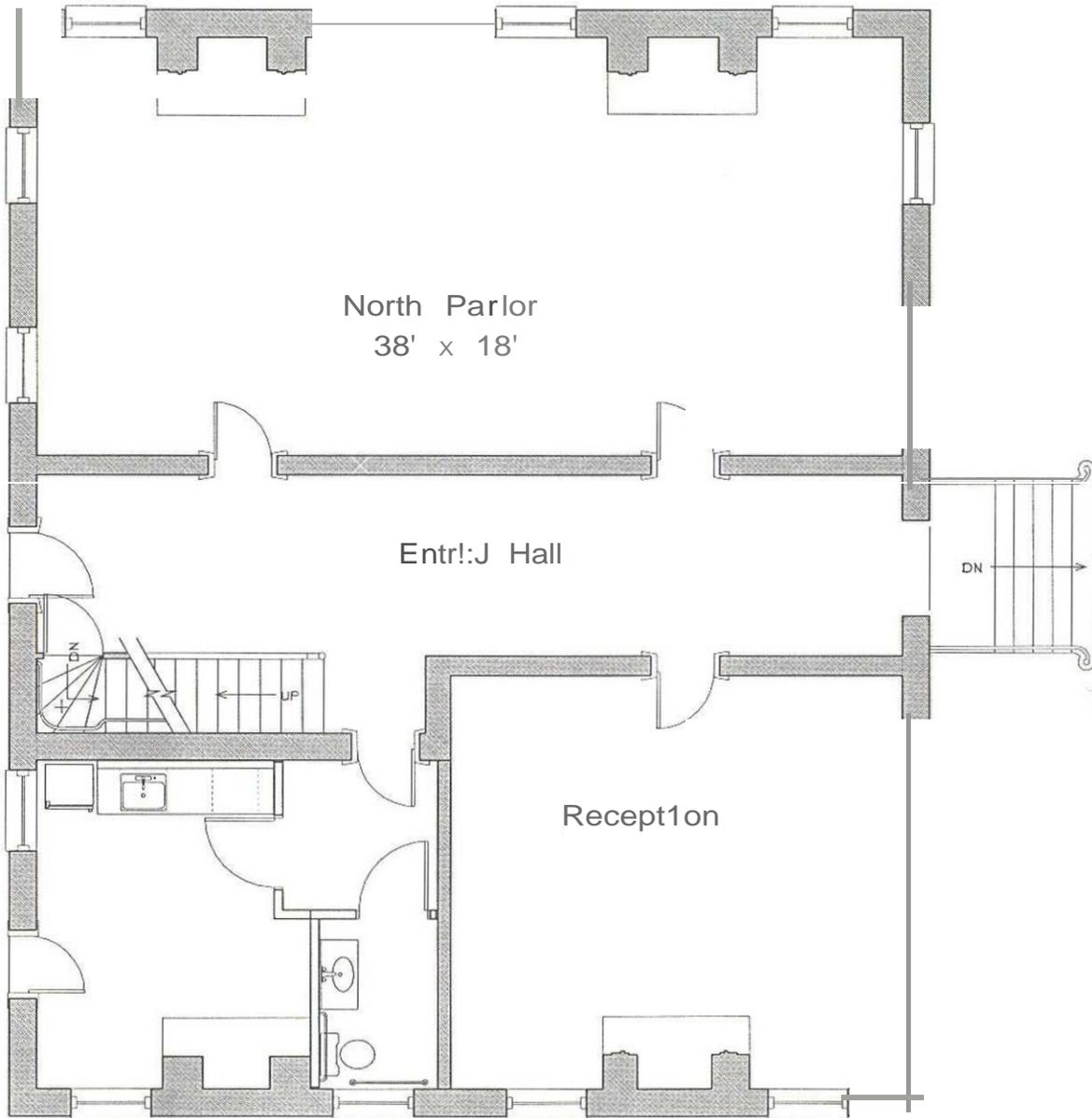
Take Interstate 95/495 South. After crossing the Woodrow Wilson Bridge, take the first exit. This exit will put you on US Highway 1 traveling north. Continue north past Duke, Prince and King Streets to Queen Street. Turn right on Queen Street. Follow Queen Street to its intersection with Washington Street. 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.



FIRST FLOOR PLAN

N
EB

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.

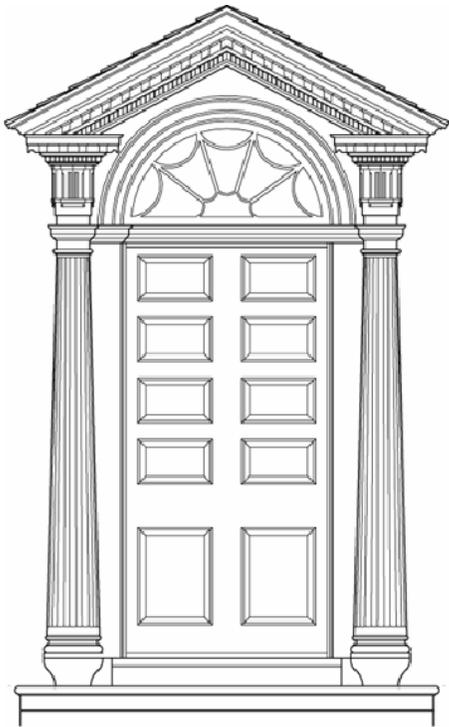
The restored Lloyd House was then leased to the Alexandria Library for historical collections. The collections were available to the public at this location until 1999, when they were moved to the Barrett Library across the street.

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.



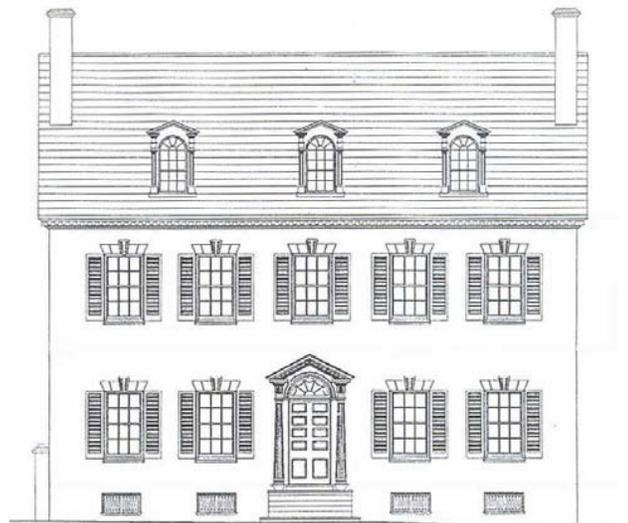
A Collection of
Photos and Sketches
of Lloyd House



Front



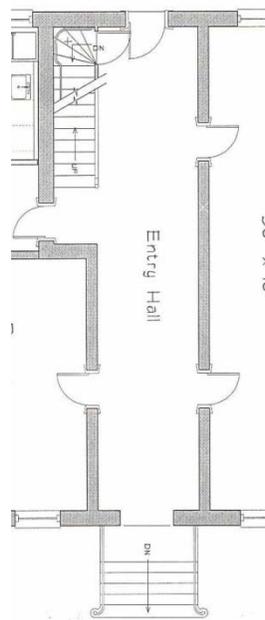
Front of Lloyd House in the 1990s (above), in the late 19th century (below left) and in a recent sketch (below right).



Hallway

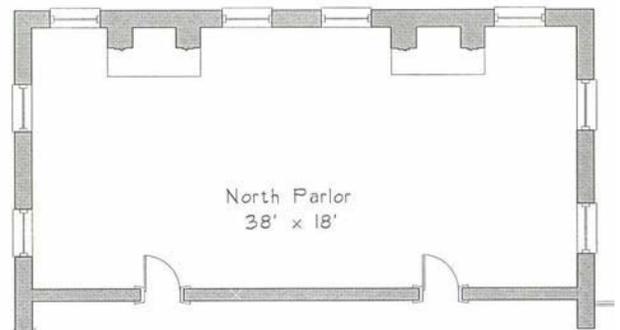


Current views of the Hallway looking east (above left) and west (above right), in a recent sketch (below left) and from the early 20th century looking west (below right).



North Parlor

Current views of the North Parlor looking northeast (right) and looking west (below).



Historical image (left) and recent floor plan looking north (above).

Back/Garden



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).

