September 10, 2002

Shaughn West
Humberto Gonzalez
Toutorsky Mansion
1720 16th Street
Washington, DC 2009

RECEIVED
D.C. OFFICE OF ZONING
2002 SEP 10 PM 1:57

Board of Zoning
441 Fourth Street, N. W.
Suite 210
Washington, DC 20001

Re: BZA Case No. 16823, Toutorsky Mansion

Members of the BZA:

In accordance with the BZA 's request at the August 6th hearing on the above-referenced case, we are submitting the following attached materials herewith and hand delivering the same today to all parties in the case:

TRANSPORTATION PLAN

- Included is an outline of the proposed Transportation Plan indicating how we will handle parking for B & B guests, for events and for other circumstances. It is followed with particular examples regarding the parking plan. (Attachments A through F) Please note that there is a definite emphasis on steering our guests toward various forms of public transportation. It is also important to note that as we're able to put the plan to use, we will make every attempt to improve it wherever possible. We will of course remain consistent with our object, which is to run an exemplary business and to be good neighbors in every sense of the word.

Thank you for your continues consideration of this matter.

Sincerely,

Shaughn West

Shaughn West
Assistant Manager
Toutorsky Mansion

BZA
Case No. 16823
Exhibit No. 81

Board of Zoning Adjustment
District of Columbia
CASE NO.16823
EXHIBIT NO.81

Enclosures

cc. BZA
DDOT
Ellen McCarthy/David McGettigan, OP
Vince Micone, ANC 2B
Harriet B. Hubbard, Party
James G Hill, Party
Leslie Jadin, Party
Margot Polivy, Party

TRANSPORTATION PLAN OUTLINE

1. Valet parking (Attachment A)
    - Letter from Atlantic Valet + **Links
    - Map of area showing proximity to Atlantic
    - Statement on how we will handle the flow of parking to and from Atlantic
    - Sample of confirmation letter + linked to ***TRANSPORTATION**
    - Letter from Atlantic, sent as first reply to request for information on parking—this is how they would normally handle parking for anyone else in the neighborhood that might contact them for an event.

2. Floor plan of carriage house/garage with both horizontal and vertical dimensions (Attachment B)
    - Site Plan
    - Custom maps from the Planning Dept

3. ***TRANSPORTATION** information to be on our **future** web site (Attachment C)
    - ***Travel Inside DC** – **Links and ***MAPS AND *TOURIST INFORMATION**
        1. Metro + **Links
        2. Taxi information + **Links and ***MAPS**
        3. Old Town Trolley + **Links
    - ***Transportation into DC**
        1. Airports
        2. Ground Transportation Links
        3. Driving directions from Airports + ***MAPS**
        4. Amtrak and Marc Train + **Links and ***MAPS**
        5. Driving Directions + **Links and ***MAPS**
    - ***Driving Directions into DC** – linked to ***MAPS**
    - ***Parking/Arrival Directions** - linked to ***MAPS**

4. Events (Attachment D)
    - Parking for Events
    - Sample e-mail to guests
    - Sample of parking for a 100 guest wedding
    - Letter from 2 caterers who will be on our short, preferred vendor list
    - Portion of Vendor Requirements (List of expectations given to every caterer) related to parking

5. Deliveries (Attachment E)

6. Employees (Attachment F)

***BOLD CAPITALS** indicate sections on our **future** web site; **bold typing** indicates sub-headings.
** Links to other web sites

ATTACHMENT A

Atlantic Services Group

Atlantic Valet • Atlantic Parking • Atlantic Transportation
2175 K Street, NW, Suite 120
Washington, DC 20037
Voice: (202) 466-5050
Fax: (202) 466-7194
Web: atlanticservicesgroup.com

Humberto Gonzalez
Tutt, Taylor and Rankin
1755 S Street, NW
Washington, DC 20009
Attn. Ms. Shaughn West

August 19, 2002

Dear Shaughn:

The following shall serve as a confirmation of the services to be provided by Atlantic Parking.

1. Special Event Parking - All guests will be directed to park at the pre-arranged Atlantic Parking garage located at 1776 Massachusetts Avenue, NW. A garage attendant will be on duty to direct your special event guests into the garage. A shuttle van (provided for by Atlantic) will be utilized to transport the guests from the garage to the Mansion and back again at the end of the evening. It is our understanding that you will host functions ranging from 25-110 guests. The number of cars generated from this range of guests can easily be accommodated in our garage.

2. Overnight/weekend guest parking - The Atlantic parking garage located at 1776 Massachusetts Avenue, NW can easily accommodate the parking for these overnight guests. The Mansion will be issued a garage access card* that will allow Toutorsky staff the ability to access the garage during after hours. If guests are directed to park in the garage directly (during regular hours of operation), the guest will be transported to the Mansion by an Atlantic shuttle vehicle.

Atlantic will invoice each special event as they take place and shall invoice all other parking on a monthly basis.

*The Toutorsky Mansion will be issued one (1) garage access card to be used for after hour ingress and egress for the garage. These cards are monitored and tracked for volume of use.

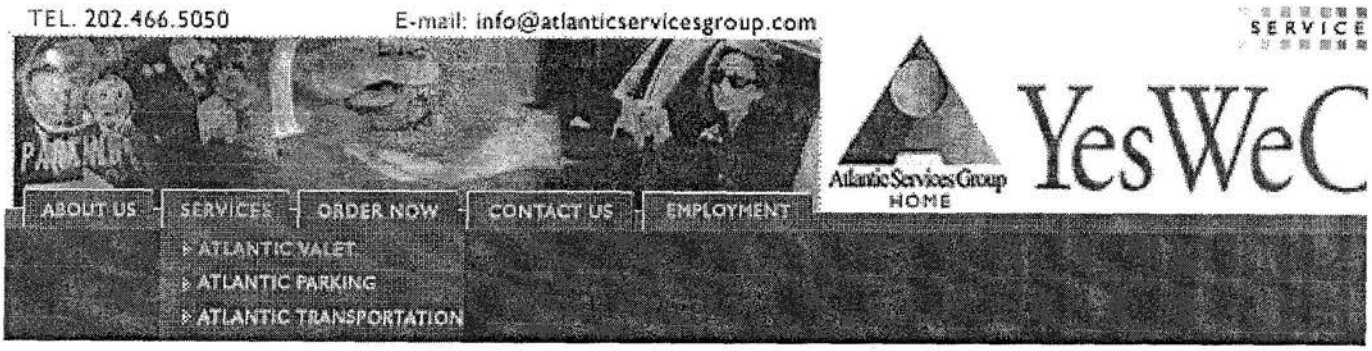
We thank you for calling on Atlantic Parking and look forward to working with you to resolve your parking issues.

Sincerely,

ATLANTIC PARKING

Martin Janis
CEO

TEL. 202.466.5050 E-mail: info@atlanticservicesgroup.com



Atlantic Valet

We believe that "first impressions make the difference." The first and last contact your guests have is with your valet parking service. It is critical that this experience is positive. For this reason alone, you must demand the very best in valet services.



Since 1981, Atlantic Valet has built an impeccable reputation for delivering quality service. Whether you are hosting a small private reception at your home or you are hosting 3,000 clients for a grand opening, Atlantic will provide you and your guests with the very best in services.

Here's how we do it:

Event Logistics and Design
With nearly 20 years of experience in developing valet parking solutions, an Atlantic representative will visit the event site and create a parking plan which will best meet the event's requirements. Our team is well trained in creating additional space in very efficient and cost effective ways. If you have a parking issue in your neighborhood/ location, Atlantic will study all alternatives and provide you with the most effective solution.

Training
This is of the utmost importance in supporting our service maxim that 'first impressions make the difference'. In order to ensure courteous, safe and efficient valet parking service, each of our employees must complete the Atlantic Valet training program which includes a road test to train safe driving techniques as well as classroom training where our manuals and operations video provide each employee with a sound understanding of our service maxims: safe driving; courtesy; appearance and efficiency.

Courtesy
All Atlantic Valet employees are trained to be professional and courteous at all times. Whether we are helping a guest out of their car or assisting with umbrellas during inclement weather, Atlantic's parking and supervisory staff will strive to make the guest's/patron's parking experience positive.

Appearance
Atlantic Valet employees are required to adhere to professional uniform policy. You will always find our staff properly attired in a neat and clean uniform wearing a name tag and a smile. Our Supervisors and Managers enforce this policy without exception.

Security
In hiring Atlantic to manage your parking services (whether it is for a special event, restaurant, hotel or club), your guests/patrons will realize an additional sense of security and safety. Rather than searching the neighborhood streets or garages for parking, allow our staff to valet your guests/patrons cars right from your front door.

Comfort and Ease

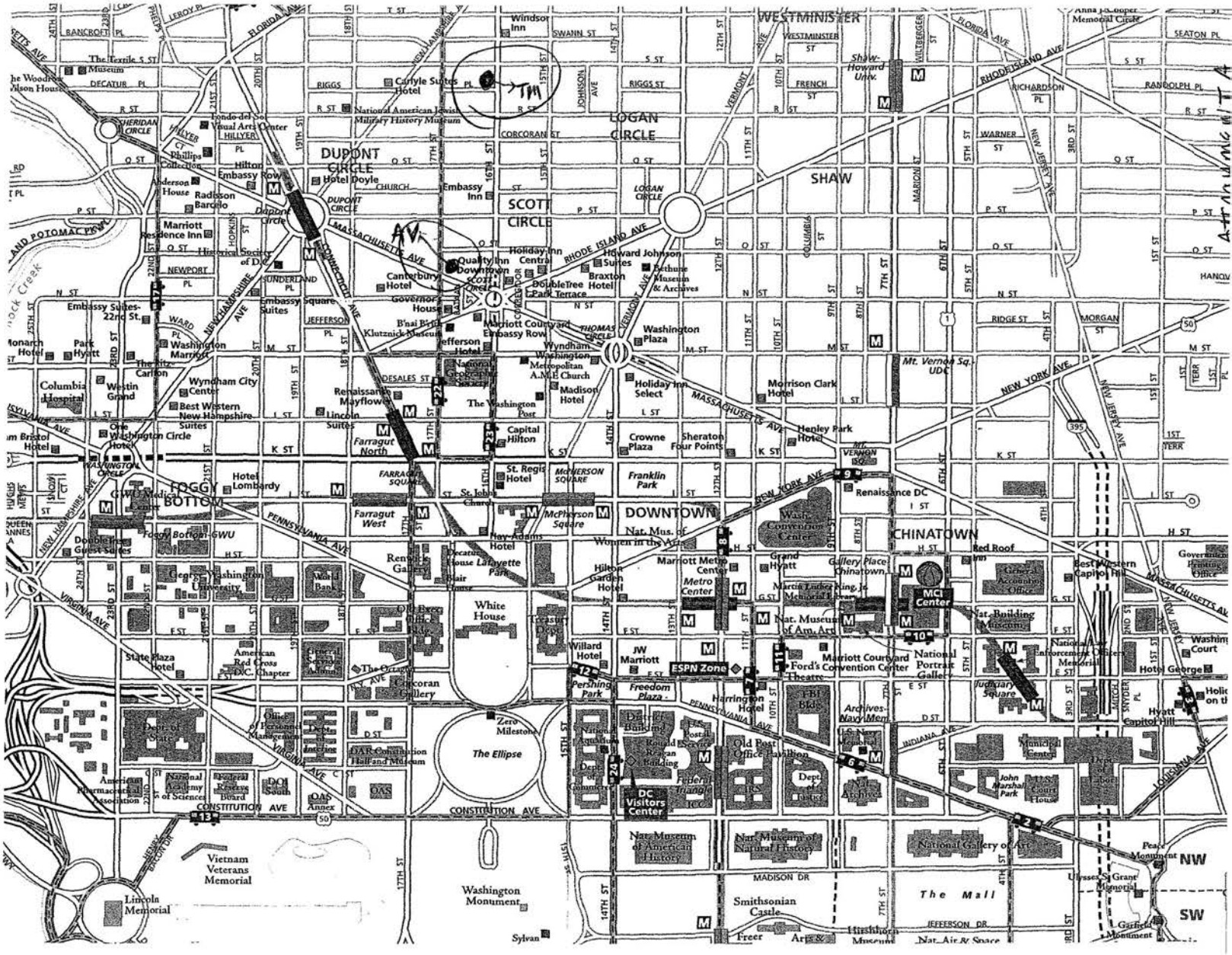
Comfort and Ease
Our valet services will provide each of your guests with peace of mind knowing that an Atlantic Valet employee will safely and expeditiously park and retrieve their car, relieving them of the pressure that will result from searching for a parking space. Please allow us the opportunity to reduce your parking headaches.

Value Added Touch
No matter how easy or difficult your parking situation may be, Atlantic will add that special touch for your very special event. This added service will most certainly make your guests/patrons feel special.

Order Atlantic Valet Services

How Are We Doing? Click here for a services survey.

email: info@atlanticservicesgroup.com © Copyright 2000 Atlantic S


DUPONT CIRCLE
LOGAN CIRCLE
SCOTT CIRCLE
SHAW
FOGGY BOTTOM
DOWNTOWN
CHINATOWN
WESTMINSTER
Windsor Inn
Carlyle Suites Hotel
National American Jewish Military History Museum
Hilton Embassy Row
Radisson Barcelo
Embassy Inn
Quality Inn Downtown
Holiday Inn Central
Howard Johnson Suites
DoubleTree Park Terrace
Braxton Hotel
Canterbury Hotel
Governor's House
Marriott Courtyard Embassy Row
Wyndham Washington
Washington Plaza
Embassy Suites-22nd St.
Embassy Suites
Park Hyatt
Washington Marriott
Wyndham City Center
Best Western New Hampshire Suites
Columbia Hospital
Westin Grand
Lincoln Suites
Renaissance Mayflower
Madison Hotel
Holiday Inn Select
Morrison Clark Hotel
Henley Park Hotel
Capital Hilton
St. Regis Hotel
Crowne Plaza
Sheraton Four Points
Renaissance DC
Hotel Lombardy
Hay-Adams Hotel
Decatur House
Lafayette Park
Blair House
White House
Hilton Garden Hotel
Marriott Metro Center
Grand Hyatt
Gallery Place Chinatown
Red Roof Inn
Best Western Capitol Hill
Willard Hotel
JW Marriott
ESPN Zone
Harrington Hotel
Marriott Courtyard Convention Center
Ford's Convention Center
Hotel George
Hyatt Capitol Hill
Zero Milestone
The Ellipse
Old Post Office Pavilion
DC Visitors Center
Vietnam Veterans Memorial
Lincoln Memorial
Washington Monument
Nat. Museum of American History
Nat. Museum of Natural History
National Gallery of Art
Smithsonian Castle
The Mall
Pershing Park
Freedom Plaza
Mt. Vernon Sq. UDC
Judiciary Square
Archives-Navy Mem.
Shaw-Howard Univ.
Mt. Vernon Sq.
MCI Center
Constitution Ave
Pennsylvania Ave
New York Ave
Massachusetts Ave
Rhode Island Ave
Florida Ave
NW
SW

Valet Parking

Every reservation we take will include conversation in regard to parking. Is it needed? If so, we will explain how we handle the off-site parking. This will be done in detail. They will be advised that a map and parking information will be included with their confirmation letter (usually e-mailed) and that the information is also on our web site.

We will also get arrival time information. This will help us coordinate use of our staff. After guests arrive at the Toutorsky Mansion, we will have a staff person take the car to Atlantic Valet and in most cases walk back. Atlantic valet parks all cars that arrive at their garage. If the guest wishes to drive his or her own car to the garage, we will do whatever is appropriate to the circumstance. Options may include, the guest walking back to the Mansion, the guest going from the garage to another destination, taking a taxi back or being followed and picked up in Mr. Gonzalez's car. You'll also note on the letter from Atlantic that they can transport guests back to the Mansion in their van.

We will also have approximate departure times prior to a guest leaving. This will allow us to coordinate the transfer of cars to and from Atlantic. For instance, a staff person would take the last vehicle to arrive at the Mansion each day, to the garage and return in the first car to leave in the morning. The first car to depart will be parked in our garage over night. The arrivals and departures will have a non-intrusive flow throughout the day that we will be able to coordinate.

For example:

On a given Monday we have 2 arrivals who will be driving, one at 4:00pm and another at 7:00pm with one departure on Tuesday morning at 8:30am. We would take the 7:00pm car to the garage and bring back the departing car. It would be parked in the garage overnight, ready for the 8:30 departure.

ATTACHMENT A

August 20, 2002
Jack Smith
223 N. Worthington Ave
Kentfield, CA 94941

Dear Jack,

Thank you for your reservation, we're sure you'll enjoy the historic atmosphere, quiet ambiance and many amenities of The Toutorsky Mansion. We're happy to help you with transportation arrangements from local airports, Amtrak or Marc Train. Please contact us or visit our web site at www.toutorskymansion.com, should you need any additional information to maximize your stay in DC.

Parking is by advance reservation only. If you are driving and have not reserved parking, please contact us at 202-777-1111. If you have reserved parking, please be certain to bring your driving and arrival information, which will follow your confirmation letter or visit our web site.

Arrival Date:	**Friday, April 10, 2003**
Departure Date:	**Tuesday, April 14, 2003**
Assigned To:	**The Italian Suite**
# of Nights:	**4**
# of People:	**2**
Quoted Price	**$1375.00**
Total with Tax:	**$1520.07**

Check-in is from 3:00p.m. thru 10p.m. daily. If you are arriving after 10p.m please be sure to let us know so that we can arrange a late check-in for you. Checkout is 11a.m. A 50% deposit is required to reserve a room. The balance is due upon arrival. Deposits will be refunded only if changes or cancellations are made 14 days prior to your arrival date.

If you have any additional questions or concerns, please don't hesitate to contact us at 1-800-777-1111. We look forward to your visit.

Best regards,

Shaughn West
Assistant Manager

ATTACHMENT A

Attachment A

Tourtorsky Mansion
Ms. Shaughn West
1720 16th Street, NW
Washington, DC 20008

August 7, 2002

Dear Shaughn:

As a follow up to our conversation, the following shall outline Atlantic's plan for valet parking for special events as well as an overflow parking plan for your overnight patron's (when your on-site parking is full). As a full service parking and transportation company, Atlantic Services Group can accommodate all your parking and shuttle needs.

1. Valet Parking/Special Event Parking - It is our understanding that you will host functions ranging from 25-110 guests. Our valet breakdown is as follows (all fees based on a four hour minimum*):
    a. Up to 25 guests - 2 valets plus a supervisor. The fee is $297.00. Guest vehicles will be parked in all available nearby Street spaces.
    b. 26-50 guests - 3 valets plus a supervisor. The fee is $421.00. Guest vehicles will be parked in all available Street spaces.
    c. Over 50 guests, valet is not recommended as a result of the difficulty in parking more than 25 cars in the area. Here, we recommend directing all guests to park directly at an off-site parking garage. Atlantic currently operates a garage at 1776 Massachusetts Avenue, NW. The anticipated special event per car fee is $5.00 per car (weekdays after 6:00PM and weekends) and $10.00 per car (Mon - Fri 7:00 AM - 6:00 PM). Additionally, there is an additional $20 per hour fee for opening and staffing the garage during all hours when the garage is regularly closed. This additional fee will be determined (if it is necessary) in advance of each special event.

2. Overnight/weekend guest parking - This is set aside for overflow parking of overnight guests. Anticipated to be a handful of cars each week. The fee for these cars is as follows:

    a. 6:00 PM - 7:00 AM - $5.00 (An honor system may be required in accounting for these vehicles)

*If special event valet parking is used on a regular basis, a 20% discount will be applied to each invoice.

b. Vehicles staying past 7:00 AM will be charged on a 24 hour fee basis ($15.00 per car)

The Toutorsky Mansion will be issued one (1) garage access card to be used for after hour ingress and egress for the garage. These cards are monitored and tracked for volume of use. It is our understanding the Mansion will utilize their own vehicle to shuttle guests to and from the garage as needed.

Atlantic will invoice each special event as they take place and shall invoice all other parking on a monthly basis.

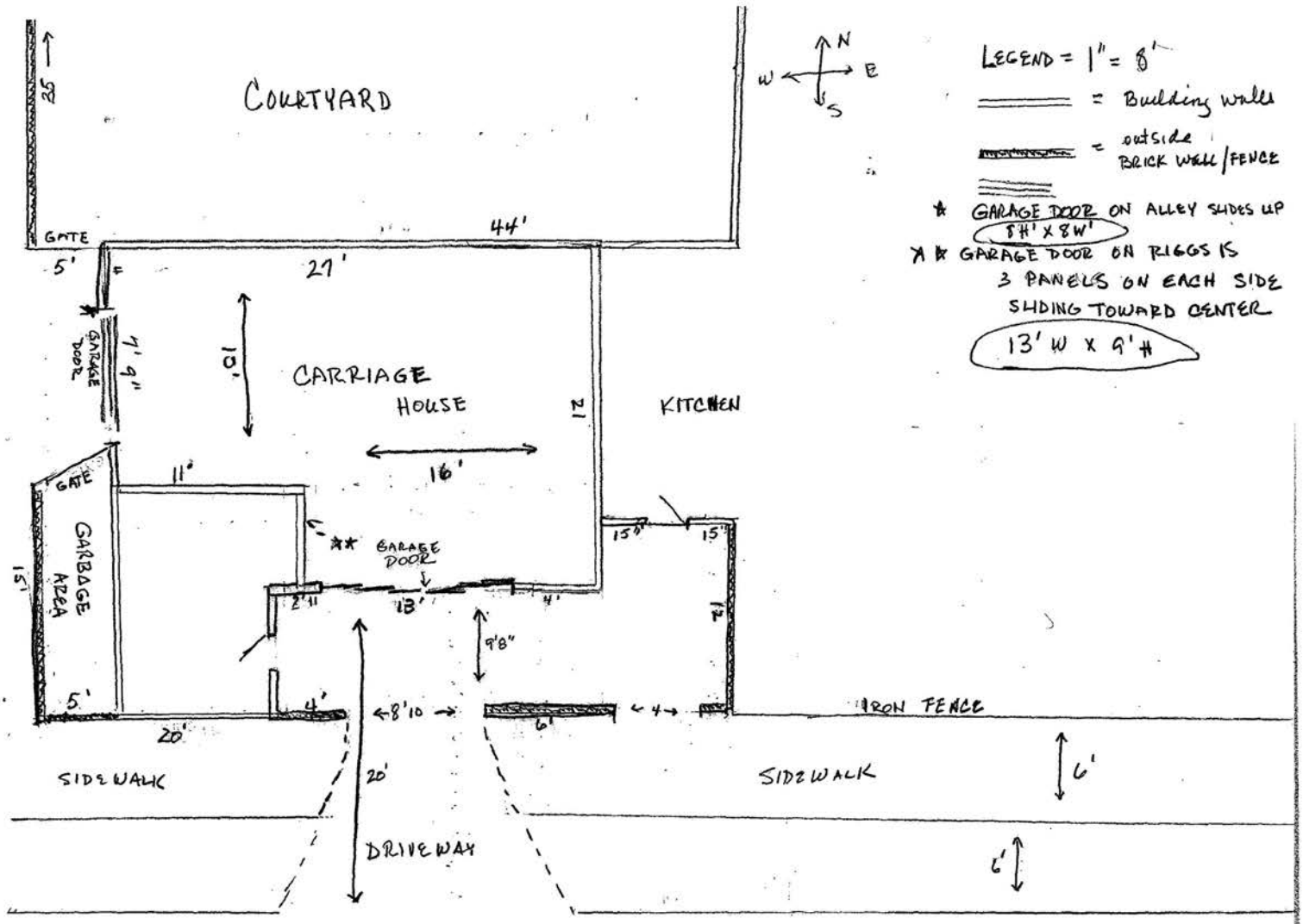
We thank you for calling on Atlantic Services Group and look forward to working with you to resolve your parking issues.

Sincerely,

ATLANTIC SERVICES GROUP, INC.

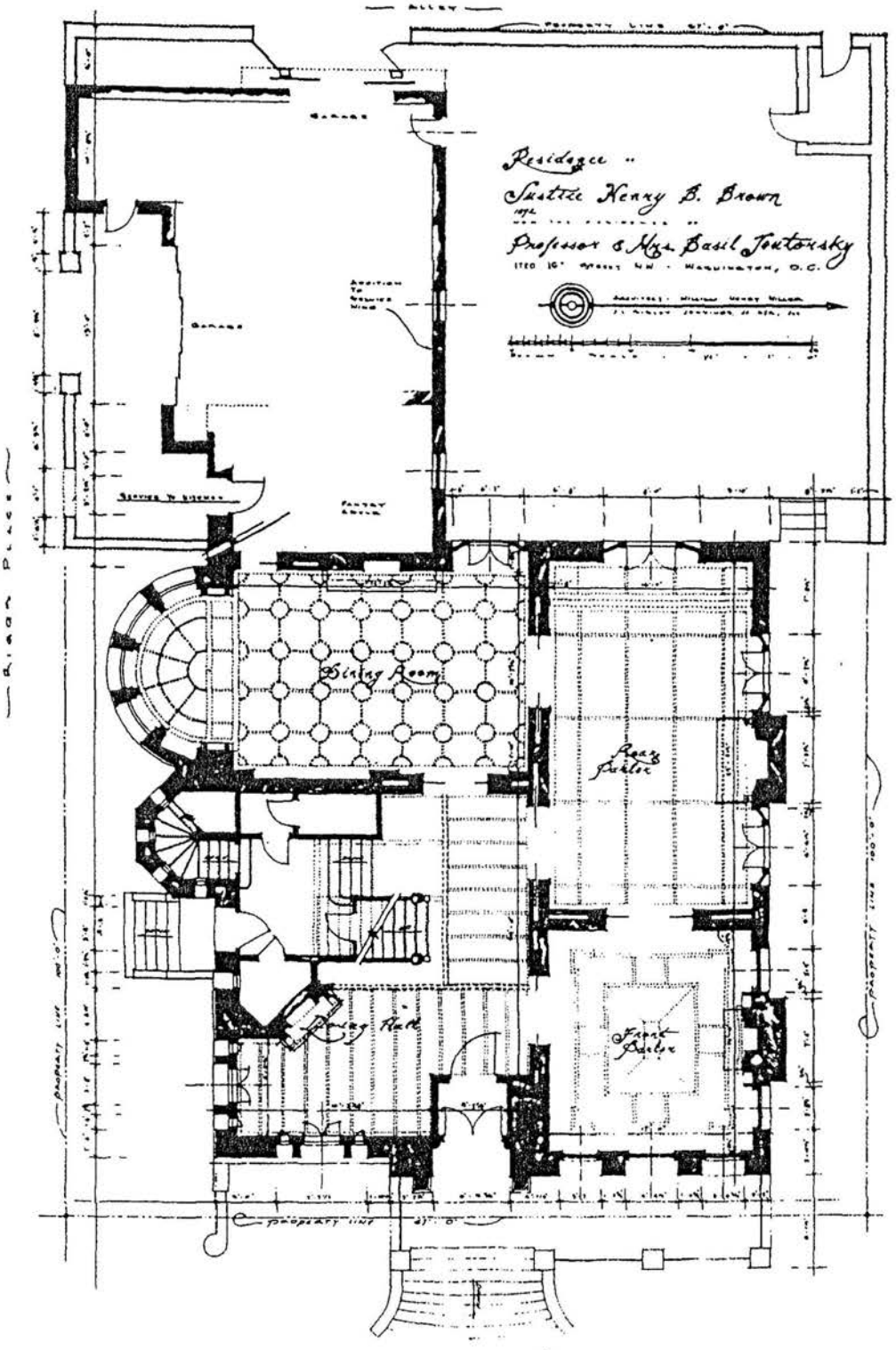
Martin Janis
CEO

ALLEY



RIGGS PLACE

ATTACHMENT B



First floor plan

SITE PLAN

ATTACHMENT B

DISTRICT OF COLUMBIA GOVERNMENT
OFFICE OF THE SURVEYOR

Washington, D.C., 4-18, 2001

Plat for Building Permit of SQ-178 LOT 800

Scale: 1 inch = 20 feet Recorded in Book A&T Page TRACING

Receipt No. 3160

Furnished to: LUCINDA

Surveyor, D.C.

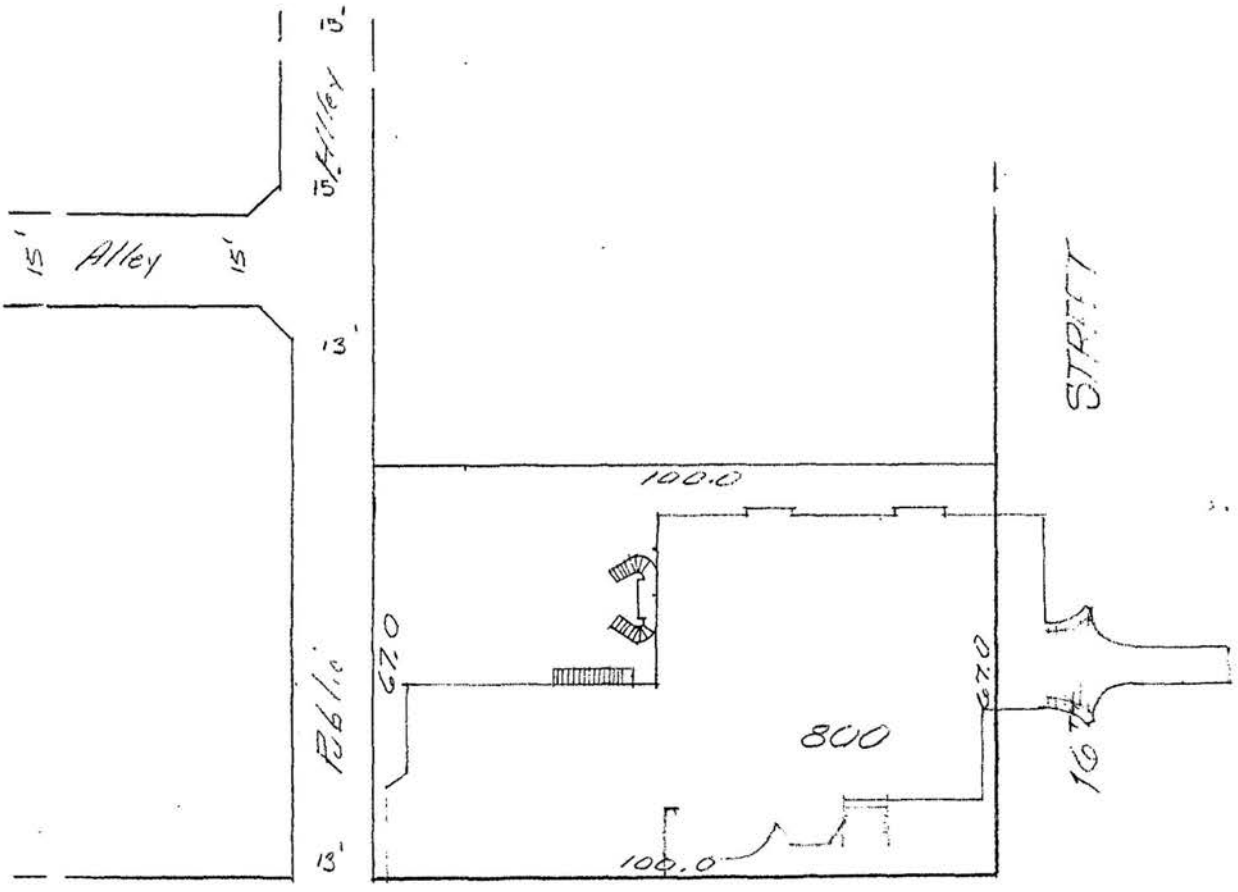
By: DA

I hereby certify that all existing improvements shown hereon, are completely dimensioned, and are correctly platted; that all proposed buildings or construction, or parts thereof, including covered porches, are correctly dimensioned and platted and agree with plans accompanying the application; that the foundation plans as shown hereon is drawn, and dimensioned accurately to the same scale as the property lines shown on this plat; and that by reason of the proposed improvements to be erected as shown hereon the size of any adjoining lot or premises is not decreased to an area less than is required by the Zoning Regulations for light and ventilation; and it is further certified and agreed that accessible parking area where required by the Zoning Regulations will be reserved in accordance with the Zoning Regulations, and that this area has been correctly drawn and dimensioned hereon. It is further agreed that the elevation of the accessible parking area with respect to the Highway Department approved curb and alley grade will not result in a rate of grade along centerline of driveway at any point on private property in excess of 20% for single-family dwellings or flats, or in excess of 12% at any point for other buildings. (The policy of the Highway Department permits a maximum driveway grade of 12% across the public parking and the private restricted property.)

Date: 05/04/01

(Signature of owner or his authorized agent)

NOTE: Data shown for Assessment and Taxation Lots or Parcels are in accordance with the records of the Department of Finance and Revenue, Assessment Administration, and do not necessarily agree with deed description.

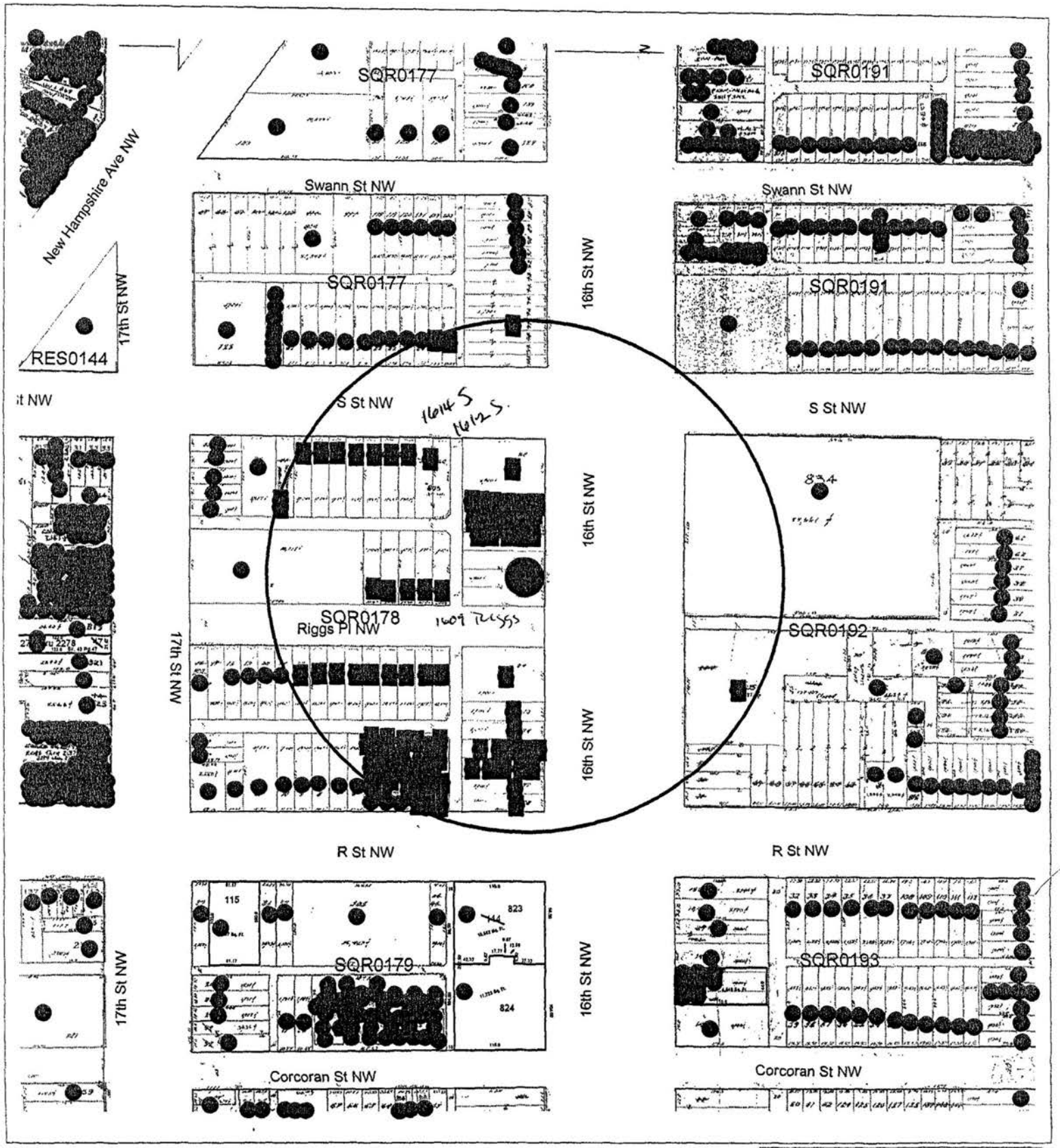


RIGGS PLACE

ATTACHMENT B

Wash...ngton, D.C. Office c. Tax and Revenue

Properties within a 200 foot radius.



Creation Date: Mon Oct 01 11:15:51 2001

Note: Data Contained in this map is the most current available.

● Selected Property
■ Property within radius

ATTACHMENT R

TRAVEL INSIDE DC

Once you arrive, Washington, DC is one of the easiest cities to navigate and a wonderful city to tour using various forms of public transportation. We have one of the safest, cleanest and most efficient Metrorail systems in the country. The Dupont Circle Metro station is seven short blocks away. DC's many attractions and neighborhoods are easily accessible by Metro.

One of the best ways to experience Washington is on foot. Many of DC's residential neighborhoods are filled with interesting historic architecture. There are numerous things to see and do, including visiting the inspiring monuments and museums found on the National Mall as well as the intimate museums, world-class theatres and splendid gardens, squares and circles throughout the District. There are numerous walking tours available.

Taxi service is readily available and economical in Washington. Our taxis operate on a zone, rather than a meter system. Each taxi is required by law to post all rates in an easily read location. The rate within one zone during non-peak hours is $5.00; during peak hours the rate increases $1.00. The base rate for two zones is $6.90. There is an additional $1.50 for each additional passenger. Since we are in zone one and the remaining zones radiate outward like spokes in a wheel, the most frequented destinations, such as the Mall, the Smithsonian, the White House, most other government buildings and museums and the downtown are within two zones.

There are several ways to tour DC. One of the best is on Old Town Trolley. With a daily fare, you can be picked up at any one of many convenient locations, get off at any of the other stops and spend as much time as you would like. It is then possible to return to the trolley and proceed to the next location.

We do not recommend travel within the city by car, since public forms of transportation are far easier to negotiate and in most cases less expensive. As is true with most urban areas, traffic flow is often unpredictable and parking is not always readily available except in public or commercial garages, which are often comparable to taxi fare, without the convenience.

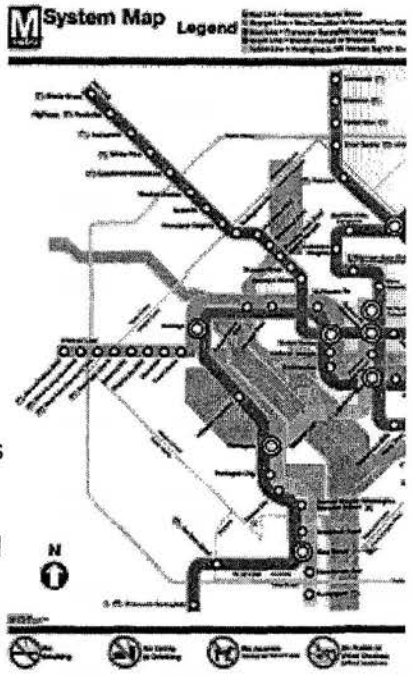
ATTACHMENT C

WASHINGTON DC THE AMERICAN EXPERIENCE

METRORAIL & METROBUS

Metrorail and Metrobus provide the safest, cleanest and most efficient way of getting around Washington, DC and the metropolitan suburbs. Five rail lines and an extensive bus system connect the District with the Maryland and Virginia suburbs. Train lines are named for colors: Red, yellow, blue, green, and orange. Station entrances are marked by brown pylons, capped with the letter "M" and colored stripes indicate which lines are available.

Click on the map below for information about the Wa Metro system.



Route maps are posted at each station and inside each subway car. Metrorail opens 5:30 a.m. weekdays and 8 a.m. on weekends. It closes at midnight Sunday to Thursday. On Friday and Saturday nights, it stays open until 2 a.m. Each train displays the name of its farthest destination. Base subway fare is $1.10 and increases during rush hour and for longer trips. Rail farecards can be purchased at vending machines located inside the stations. Farecards are inserted into the turnstile gates to enter and exit subway platforms. The fare is automatically deducted each time you exit a station. To continue your trip by Metrobus, obtain a transfer at your originating station before boarding the train. Buses travel to Georgetown and other areas not serviced by the subway.

To obtain schedules for connecting Metrobus service, locations of Metro sales offices, and other public transportation information, call Washington Metropolitan Area Transit Authority at (202) 637-7000. For bulk fares and/or bonus offers on farecards for large groups, call (202) 962-1326.

www.metroopensdoors.com

ATTACHMENT C

Washington, DC Convention and Tourism Corporation
1212 New York Avenue, NW, Suite 600, Washington, DC 20005 TEL.202.789.7000 FAX 202

ATTACHMENT C

Thanks for using Metro.

It's clean, modern, safe and easy to use. No wonder Metro is considered the nation's finest transit system. This guide tells you how to use Metro, and the map on the inside will help you find your way around the Nation's Capital.

Metrorail fares

- ***Each passenger needs a farecard to enter and exit.*** (Up to two children under 5 may travel free with a paying customer.)
- Fares are based on when and how far you ride. Pay regular fares weekdays 5:30-9:30 a.m. and 3-7 p.m. Pay reduced fares at all other times.
- Large maps in each station show fares and travel times. Please see the station manager if you have any questions.
- Farecard machines are in every station. Bring small bills because there are no change machines in the stations and farecard machines only provide up to $5 in change (in coins). Some machines accept credit and debit cards.

One Day Passes

- Get one day of unlimited Metrorail rides with a $5 One Day Pass. Buy it at a Passes/Farecards machine in Metro stations. ***Use it after 9:30 a.m. until closing on weekdays***, and all day on weekends and federal holidays.
- Get a day of unlimited Metrobus rides with a $2.50 Regional One Day Pass. Buy it from the bus driver. Use it on any regular Metrobus and most other local bus systems in the area.

Neighborhood maps

Free maps are available at each station manager's booth to help you find nearby points of interest.

Hours of service

Open:	5:30 a.m. Mon.-Fri.	8 a.m. Sat.-Sun.
Close:	midnight Sun.-Thurs.	2 a.m. Fri.-Sat. nights

Last train times vary. When traveling late at night, please check the last train times posted in stations so you do not miss the last train.

Travel tips

- Earn a 10% bonus when buying a Metrorail farecard for $20 or more.
- Buy a roundtrip farecard to avoid lines at farecard machines after events.
- If possible, avoid riding Metro between 4 and 6 p.m. weekdays.
- During high tourist season, use other downtown Metro stations besides Smithsonian station.

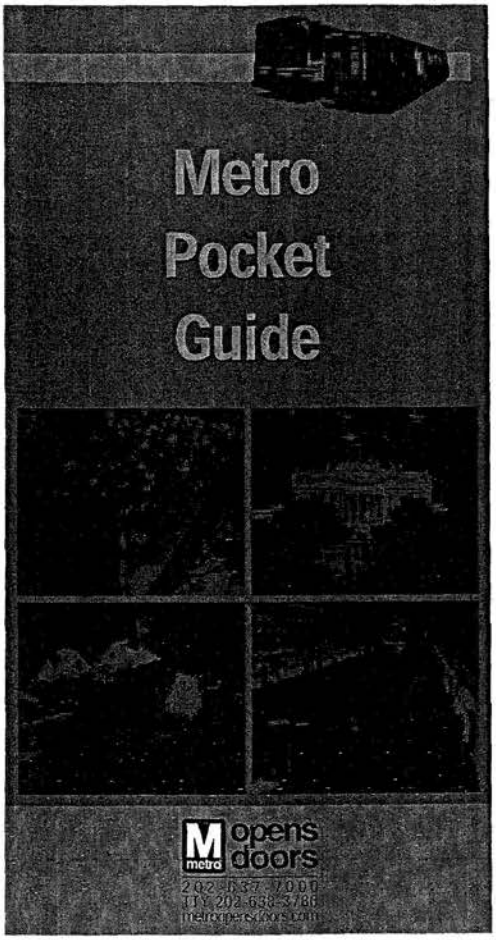
Getting to and from the airport

Ronald Reagan Washingon National Airport: take the Yellow or Blue Line.

Dulles: take the Orange Line to West Falls Church-VTU/UVA station and take the Washington Flyer shuttle (runs every 30 minutes) to the airport. Or take Metrobus 5A (runs every hour) from L'Enfant or Rosslyn stations or the Herndon-Monroe Park and Ride lot.

BWI: take the Green Line to Greenbelt Metrorail station and take Metrobus express route B30 to the airport. The shuttle runs every 40 minutes between 6 a.m. and 10 p.m.

Plan your Metro trip online with The RideGuide at metroopensdoors.com.



POINTS OF INTEREST

Air & Space Museum	●●●●	L'Enfant Plaza
Arlington House (Custis-Lee Mansion)	●	Arlington Cemetery
Arlington Cemetery	●	Arlington Cemetery
Arlington County Visitors' Center	●●	Pentagon City
Bethune Museum Archives	●●	McPherson Sq
Botanic Gardens	●●	Federal Center SW
Bureau of Engraving & Printing	●●	Smithsonian
Capitol Building	●●	Capitol South
Capital Children's Museum	●	Union Station
Chinatown	●●●	Gallery Pl-Chinatown
Constitution Hall	●●	Farragut West
Convention Center	●●●	Metro Center
Corcoran Gallery	●●	Farragut West
D.C. Armory	●●	Stadium-Armory
Federal Bureau of Investigation	●●●	Metro Center
Folger Shakespeare Library	●●	Capitol South
Freer Gallery	●●	Smithsonian
Hirshhorn Museum	●●●●	L'Enfant Plaza
Holocaust Museum	●●	Smithsonian
House Where Lincoln Died	●●●	Metro Center
Iwo Jima Memorial	●●	Rosslyn
Library of Congress	●●	Capitol South
Lincoln Memorial	●●	Foggy Bottom-GWU
Lisner Auditorium	●●	Foggy Bottom-GWU
Martin Luther King Jr. Library	●●●	Gallery Pl-Chinatown
Masonic Temple	●●	King Street
MCI Center	●●●	Gallery Pl-Chinatown
Nat'l Academy of Sciences	●●	Foggy Bottom-GWU
National Aquarium	●●	Federal Triangle
National Archives	●●	Archives-Navy Mem'l
Nat'l Building Museum	●	Judiciary Sq
Nat'l Gallery of Art	●●	Archives-Navy Mem'l
Nat'l Geographic Society	●	Farragut North
Nat'l Institutes of Health	●	Medical Center
Nat'l Museum of African Art	●●	Smithsonian
Nat'l Museum of American Art[1]	●●●	Gallery Pl-Chinatown
Nat'l Museum of Women in the Arts	●●●	Metro Center
National Portrait Gallery[1]	●●●	Gallery Pl-Chinatown
National Postal Museum	●	Union Station
Nat'l Presbyterian Center	●	Tenleytown-AU
National Shrine of the Immaculate Conception	●	Brookland-CUA
National Zoo	●	Woodley Park-Zoo
Phillips Gallery	●	Dupont Circle
Renwick Gallery	●●	Farragut West
RFK Stadium	●●	Stadium-Armory
Ronald Reagan Washington National Airport	●●	Ronald Reagan Washington National Airport
Sackler Gallery	●●	Smithsonian
Smithsonian Castle	●●	Smithsonian
State Department	●●	Foggy Bottom-GWU
Supreme Court	●●	Capitol South
Textile Museum	●	Dupont Circle
Vietnam Veterans Memorials	●●	Foggy Bottom-GWU
Washington Monument	●●	Smithsonian
White House and Visitor Center	●●	Federal Triangle
Woodrow Wilson House	●	Dupont Circle

COLLEGES AND UNIVERSITIES

American Univ.[1]	●	Tenleytown-AU
Catholic Univ. of America	●	Brookland-CUA
Columbia Union Coll.	●	Takoma
George Mason Univ.	●	Vienna/Fairfax-GMU and Virginia Sq-GMU
George Washington Univ.	●●	Foggy Bottom-GWU
Howard Univ.	●	Shaw-Howard Univ
Marymount Univ.	●	Ballston-MU
Southeastern Univ.	●	Waterfront-SEU
Univ. of the District of Columbia	●	Van Ness-UDC
Univ. of Maryland[2]	●	College Park-U of Md
Va. Tech./UVA No. Virginia Center	●	West Falls Church-VT/UVA

SHOPPING

Ballston Common	●	Ballston-MU
Congressional Plaza	●	Twinbrook
Connecticut Avenue	●	Farragut North
City Place	●	Silver Spring
Crystal City Underground	●●	Crystal City
Downtown	●●●	Metro Center
Fashion Centre	●●	Pentagon City
L'Enfant Plaza	●●●●	L'Enfant Plaza
Mazza Gallerie/Chevy Chase Pavilion/Chevy Chase	●	Friendship Heights
Old Post Office Pavilion	●●	Federal Triangle
Prince George's Plaza	●	Prince George's Plaza
Shops at National Place	●●●	Metro Center
Shops at Union Station	●	Union Station
Waterside Mall	●	Waterfront-SEU
Wheaton Plaza	●	Wheaton
White Flint	●	White Flint

THEATERS

American Theatre Project	●	Anacostia
Arena Stage	●	Waterfront-SEU
Discovery Theatre	●●	Smithsonian
Folger Theatre	●●	Capitol South
Ford's Theatre	●●●	Metro Center
Kennedy Center[3]	●●	Foggy Bottom-GWU
Lincoln Theatre	●	U Street-Cardozo
National Theater	●●●	Metro Center
Shakespeare Theater	●●	Archives-Navy Mem'l
Source Theatre	●	U Street-Cardozo
Studio Theatre	●	Dupont Circle
Warner Theatre	●●●	Metro Center
Wolf Trap[4]	●	West Falls Church-VT/UVA
Woolly Mammoth Theatre Co	●	Dupont Circle

[1] Closed for renovations. Reopens 2003.
[2] University-operated shuttle between station and campus.
[3] Kennedy Center shuttle between station and Center.
[4] Wolf Trap shuttle between station and park during season.

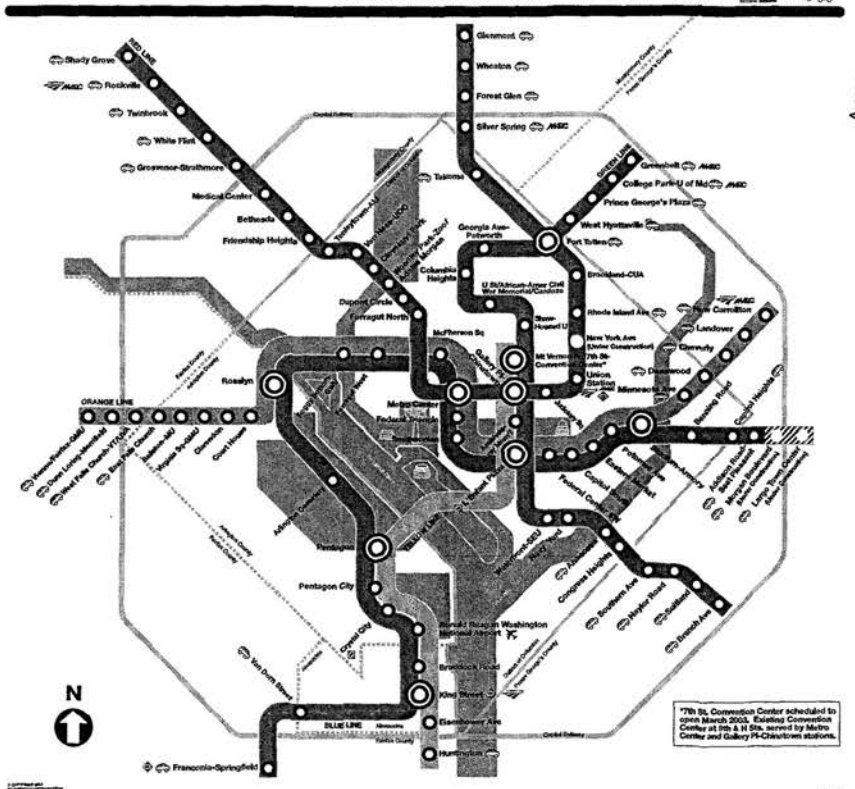
4/02

System Map

Legend

- Red Line • Glenmont to Shady Grove
- Orange Line • New Carrollton to Vienna/Fairfax-GMU
- Blue Line • Franconia-Springfield to Largo Town Center
- Green Line • Branch Avenue to Greenbelt
- Yellow Line • Huntington to Mt Vernon Sq/7th St-Convention Center

Station Entrance Only · Transfer Station · Commuter Rail · Parking

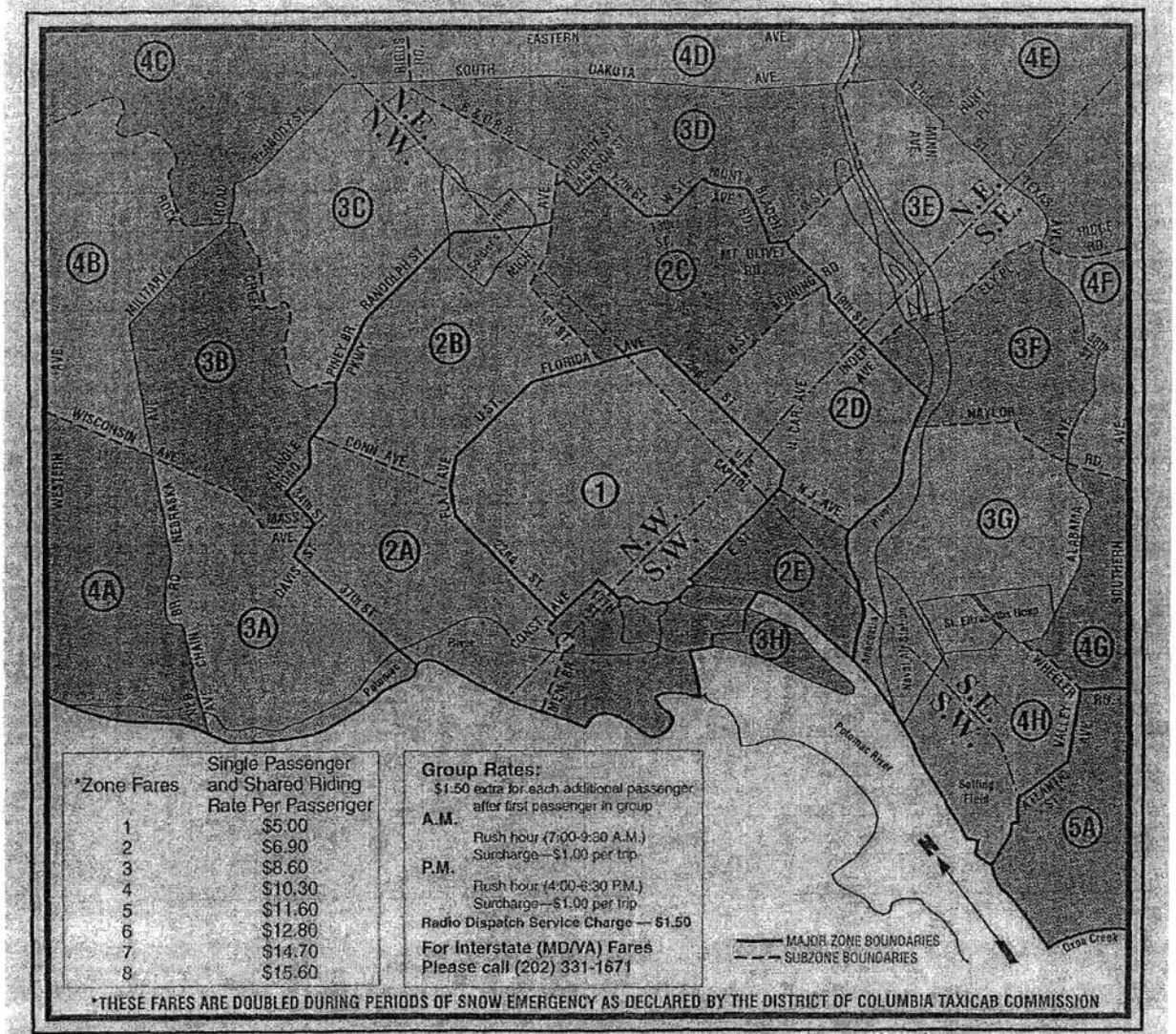


*7th St. Convention Center scheduled to open March 2003. Existing Convention Center at 7th & H Sts. served by Metro Center and Gallery Pl-Chinatown stations.

No Smoking · No Eating or Drinking · No Animals (except service animals) · No Audio or Video Devices (without earphones) · No Litter or Spitting · No Dangerous or Flammable Items

D.C. TAG NO.

TAXICAB ZONE MAP



*Zone Fares	Single Passenger and Shared Riding Rate Per Passenger
1	$5.00
2	$6.90
3	$8.60
4	$10.30
5	$11.60
6	$12.80
7	$14.70
8	$15.60

Group Rates:
$1.50 extra for each additional passenger after first passenger in group

A.M.
Rush hour (7:00-9:30 A.M.)
Surcharge—$1.00 per trip

P.M.
Rush hour (4:00-6:30 P.M.)
Surcharge—$1.00 per trip

Radio Dispatch Service Charge — $1.50

For Interstate (MD/VA) Fares Please call (202) 331-1671

MAJOR ZONE BOUNDARIES
SUBZONE BOUNDARIES

*THESE FARES ARE DOUBLED DURING PERIODS OF SNOW EMERGENCY AS DECLARED BY THE DISTRICT OF COLUMBIA TAXICAB COMMISSION

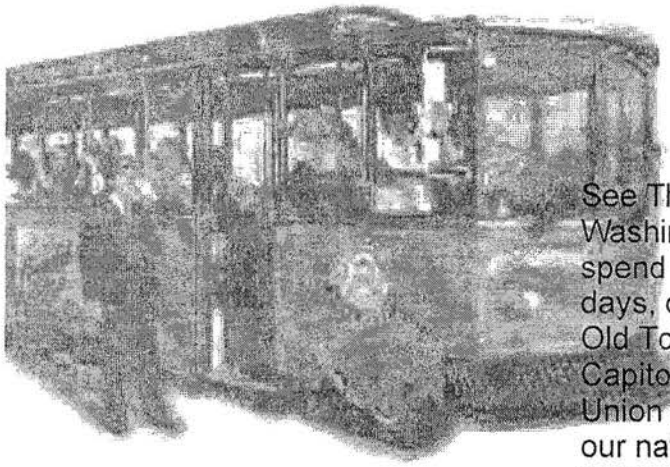
FARES EFFECTIVE MAY 25, 2001

(202) 645-6018

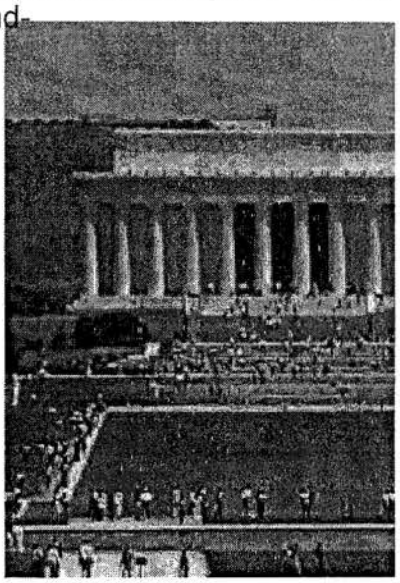
PLEASE NOTE:
DISCRIMINATION IN THE PROVISION OF TAXICAB SERVICE IS AGAINST THE LAW.

ATTACHMENT C

W Old Town Trolley Tou ashingtor



See The Best℠ of Washington D.C. on the Old Town Washington DC has so much to offer the visitor that y spend weeks trying to see it all. But you probably only days, or even a few hours - so make the most of your Old Town Trolley. You will see the beautiful buildings Capitol, such as the White House, U.S. Capitol, Natio Union Station, and Library of Congress. You will hear our nation was created, the tragedy of Lincoln's assas Ford's Theater, the burning of the capital during the W and the marches of Dr. Martin Luther King, Jr. You wil Washington's must see-and-dos such as the museums of the Smithsonian Institution, the Holocaust Museum, the unique restaurants and boutiques of Georgetown and the Vietnam Veterans Memorial. Colorful anecdotes, humorous stories and historical information are combined into a fast moving two-hour narrative that will both entertain and educate! Why guess what Washington has to offer when you can see it all on the Old Town Trolley. Don't Washington... Relive it!®



See the Best...
For Less!
Click here for discount tickets

Download Brochure
PDF file approx. 1.5mb.

Boarding Locations
- Union Station
- Capitol Arboretum
- Old Post Office Pavilion
- Grand Hyatt
- Fords Theater
- J.W. Marriott
- Hotel Washington
- Capitol Hilton
- Mayflower Hotel
- Dupont Circle
- National Zoo
- National Cathedral
- Georgetown
- Lincoln Memorial (Catch the free
- shuttle to the Arlington National Cemetery)
- Smithsonian Museums
- Air and Space Museum
- Capitol Hill

Contact Us

Employment Information

Tour at your own pace! Old Town Trolley Tours® allows you to get off at any of our convenient stops (close to all attractions). When you are ready, just reboard and it's on with the tour. Spend as much time as you like as you make one complete loop. You will see and can visit...

- US Capitol
- Washington
- Lincoln Me
- Ford's Thea
- Smithsonia
- Union Stati
- Jefferson M
- Arlington C
- National Ar

National Ar
- FBI Buildin
- Korean Me
- Vietnam Me
- Embassy R
- National Ca
- Georgetow
- The Whiteh

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...and much, much more!

ATTACHMENT a

Washington DC Ground Transportation

BWI Express Metro Bus

BWI Express Metro bus service between BWI and the Greenbelt metro station began in November 2001. The service will provide a direct connection between BWI and the Greenbelt Metro Station. The bus service will be offered seven days a week with approximately 40-minute intervals in both directions.

At 6 a.m., the first bus will meet the first Metro train in Greenbelt and bring passengers to BWI. The first bus will leave BWI at 8 a.m. headed for Greenbelt. The last bus from BWI will leave at 10:50 p.m. arriving at Greenbelt in time to meet the last Metro train to Washington. The bus service will have a direct, nonstop route along the Baltimore/Washington Parkway (295) to Interstate 195. Round-trip fare is $3.15.

BWI Express/Metro buses will serve two stops, one at the lower level International Pier and the other is the BWI Business District light rail station. Southbound buses will leave the BWI Business District stop, loop through the airport to the International Pier (lower level) and out Interstate-195 to the BWI Parkway to the Greenbelt Metro Station.

A route map and schedule is available now on Metro's website, www.wmata.com

BWI Supershuttle

Thanks to SuperShuttle, getting to and from BWI is easier than ever.

SuperShuttle's door to door service is available to and from most homes, offices, or

Train Service

For fast and easy transportation to and from BWI Airport, why not take the train? Frequent shuttle bus service is provided by MARC (commuter service) and Amtrak between the Airport terminal and BWI's own rail station. For general information, call the service providers at the numbers listed. Also, click here for a quick-time virtual tour of the Amtrak station. Or, click on the underlined names to view online schedules and fare information.

BWI Rail Station :
(410) 672-6167
Amtrak :
1-800-USA-RAIL
MARC :
1-800-325-RAIL

Amtrak Train Service

MTA MARC Trains

- MTA MARC Schedules
- MTA MARC Fares Scroll Down After Clicking

Click here for Washington DC Metro Rail Information

Please note, schedules may change, and BWI takes no responsibility for the accuracy of these schedules.

Limo Service

Operated by: Private Car

For reservations call,
410-519-0000 in Baltimore
or **301-912-0000 / 202-737-2600**
in the Washington area.

Taxi Service

Operated by: Airport Taxi Management

For information,
call **410-859-1100**

Taxi service from BWI to any destination is available on the lower level near each exit. Please note that this service is available from BWI only. For cab service to BWI, please consult your local cab company.
Estimated rate--flat rates are illegal*:

Washington DC	**$ 55**
Dulles Airport	
National Airport	**$ 90**
Silver Spring	**$ 65**
	$ 62

*rate slightly higher for 6 people

Group Riding Policy:
One or more persons approaching the dispatcher or cab driver as a single unit requesting taxi service is considered a single fare. A single fare, as above, but going to different locations shall ride on a continuous meter with the last person(s) to disembark paying the total metered rate. Separate fares, independent of one another, requesting taxi service to same location or vicinity is allowable if the first fare consents to the group ride. Each fare would then pay at their destination the metered rate less 20%.

All rates and schedules subject to change.

ATTACHMENT C

hotels in the Washington D.C. area, and most locations in Montgomery and Prince George's Counties, as well as Northern Virginia.

Service from BWI departs within 60 minutes of your request.

To arrange service to BWI, reservations must be made at least 24 hours in advance by calling **1-800-BLUE-VAN (1-800-258-3826)**.

Rates range from $26 to $32 each way; additional passengers $8 each way.

Express Service fare is $24 one-way, and $40 round trip per person.

Children under age 6 years old will ride free.

Executive limousine/sedan service directly to and from BWI Airport to any location. Call or arrange for immediate service at our Airport counter located on the lower level. To guarantee car availability upon your arrival, call for reservations. Your flight status will be tracked for early arrival or delay. Flat rates per car for up to 4 people*:

Washington DC	**$ 70**
Rockville	**$ 65**
National Airport	**$ 79**
Silver Spring	**$ 52**

*rate slightly higher for 6 people

Rates Subject to Change

Car Rentals

BWI is served by eight major car-rental companies. Please refer to the list below. You may click on any underlined text to contact those companies that offer more information on-line.

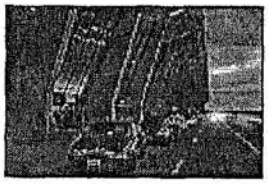
Avis*	Hertz*
410-859-1680	410-850-7400
800-331-1212	800-654-3131
Alamo	National
410-850-5011	410-859-8860
800-327-9633	800-328-4567
Budget	Thrifty
410-859-0850	410-859-1136
800-527-0700	800-367-2277
Dollar*	
410-684-3316	
800-800-4000	

*Provides cars with hand controls

ATTACHMENT 2

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

Transportation Options to and from Washington Dulles International Airport



Directions

Washington Dulles International Airport is convenient to the entire Metropolitan Washington Region. For more information about getting to and from Washington Dulles, including parking information, please refer to these resources...

Driving
Parking
Washington Flyer Coach Service
Other Washington Flyer Services
Metrorail
Metrobus
Rental Cars
Limousine Service
Taxicabs
Hotel/Motel Shuttles
Disabled-Accessible Courtesy Service
Greyhound Airport Service
Terminal Map PDF (1 page, 37KB)
Loding Info

Ground Transportation Curbside and Pedestrian Walkway Changes
Parking Lot Shuttle Buses and other Ground Transportation buses and vans will change the pick up locations on the ground level. Click here for a map detailing the curbside traffic detours.

The Ground Transportation Curbs and the vehicle lanes for those services, located immediately in front of the Main Terminal on the ground level, will be shifted due to construction of the Pedestrian Connector between the new Parking Garage and the Main Terminal.

Ground Transportation services available on the new outer curb include: Rental Car Buses, Parking Lot Buses, Super Shuttle Vans, Hotel Vans, and Metro Bus.

The inner curb and lanes will be solely for Washington Flyer Taxi Service.

The Washington Flyer Coach Service pick up location will be on the Arrivals Level at Door #4. Other ground transportation services that will also be located on the Arrivals Level are: Greyhound Bus and Charter Buses.

Pedestrian walkways to the Terminal will also change to allow for construction of the Pedestrian Connector.

Doorways 3, 4 and 5, located in the center of the Main Terminal on the Ground Transportation Level, will close to accommodate this construction of the Pedestrian Connector, and access to and from the Main Terminal will be provided through Doorways 1 and 2 at the west end of the Main Terminal and Doorways 6 and 7 at the east end of the Main Terminal.

Driving
Directions to Washington Dulles International Airport are available. For exact door-to-door directions, go to www.mapquest.com and click on Driving Directions. Under Advanced Options be sure to select Airports and enter "Washington DC" in either the Destination or Starting Location boxes.

Washington Flyer Services
The Washington Flyer Ground Transportation services include the Flyer Coach and the Washington Flyer Taxi.

Washington Flyer Taxi



Washington Flyer Taxicabs serve Dulles International Airport exclusively with 24-hour service to and from the airport. Taxicab Dispatchers are on duty 24 hours a day at the East and West ramps on the lower level of the Main Terminal. Wheelchair mini buses only accommodate 1 chaired or disabled passenger and 3 additional non-chaired passengers. Smoking and non-smoking vehicles are available by request.

For information or to arrange transportation for your return trip, call 703-661 -6655.

ATTACHMENT C

Taxicabs accept American Express, Diners Club, MasterCard, Discover Card, and Visa, and provide transportation at metered rates to any destination in metropolitan Washington. Approximate one way fares to Washington, DC, range from $44 to $50. A chart listing approximate taxi rates from Dulles International Airport can also be viewed.

Questions or comments about our parking, taxicab service or other ground transportation are appreciated. Send them to the Airports Authority at IAD Ground.Transportation. You may also send your comments to the Washington Dulles International Airport Taxicab Advisory Panel.

Washington Flyer Coach Service



Operated by the Metropolitan Washington Airports Authority, the Washington Flyer Coach Service provides a convenient link between Washington Dulles and the West Falls Church Metrorail station. All coaches are disabled-accessible. Go to www.washfly.com for schedules and price information. FAQ's

Tickets

Washington Dulles International Airport: Tickets for the Flyer Coach can be purchased at Washington Dulles at the Ground Transportation Centers located on the Lower Level in the Main Terminal or at the podium located inside the vestibule of Door 4 on the Arrivals Level. You can board the bus at Dulles from the Main Terminal at Door 4 located on the Arrivals Level.

West Falls Church Metrorail Station: When departing from the West Falls Church Metrorail station, you may purchase tickets on arrival at Washington Dulles.

For additional information, please call us toll-free at (888) WASHFLY, visit our web site at www.washfly.com, or e-mail us at Flyer.Coach.

Parking

For information about parking at Washington Dulles, contact Aerolink Parking at 703-572-4500 or 703-572-4580. You may also view a complete listing of parking lot facilities, costs, and maps available at Washington Dulles International Airport.

Metrorail

The Washington Flyer Coach Service provides direct transportation between Dulles and Metrorail, the region's rapid-transit system. Washington Coach Service is available every 30 minutes to link the West Falls Church (VA) Metrorail Station and the Airport. Metrorail farecards may be purchased from machines located at the rail station. For Metrorail information, call (202) 637-7000; TDD (202) 638-3780.

A map of the Metrorail Transit Lines is available, or visit the Metrorail web site for complete fare, schedule, and passenger information.

Rental Cars

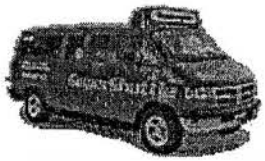
Information screens and courtesy telephones are located on the Lower Level of the Main Terminal in the Ground Transportation Centers. Rental car check-in facilities are open 24 hours a day; you may also view a list of car rental companies available at the airport. Rental car patrons are transported to the rental car agencies via shuttle buses. From Baggage Claim (lower) Level, go down any ramp, and proceed out the building to the second curbside.

Hotel/Motel Shuttles

Hotel/Motel courtesy transportation can be arranged by using the phone hook-ups attached to the hotel courtesy boards on the Baggage Claim Level. To meet the hotel shuttle, proceed from the Baggage Claim level down a ramp and out the building to curbside.

ATTACHMENT C

Disabled-Accessible Courtesy Service
Courtesy service is available 24 hours a day, 7 days a week, between parking lots and the Main Terminal. Service may be requested by using Customer Assistance Call Boxes near selected shuttle bus stops in Economy and Daily 2 parking lots.

SuperShuttle

Door-to-Door Shared Ride Van. SuperShuttle's door-to-door service is available to the Flyer Coach stops, as well as Union Station. SuperShuttle stops are clearly identified on the Ground Transportation Level roadway outside the Main Terminal at Washington Dulles.

Shuttles operate on a shared ride-on demand basis. For information, call 1-800-BLUEVAN.

Metrobus
Public bus service is available at the West Falls Church Metrorail Station to areas not served by Metrorail. Washington Flyer Coach Service is available every 30 minutes, linking the West Falls Church (VA) Metrorail station and the Airport. For Metrobus information, call (202) 638-3780; TDD (202) 638-3780.

There is also an express bus service offered by the Washington Metropolitan Area Transit Authority operating from downtown Washington, D.C. to Washington Dulles Airport and along the Dulles Corridor.

Limousine Service
Stretch limousine and executive-class sedans are available with advance reservations through private vendors. Prices start at approximately $42 for downtown Washington and suburban Maryland destinations. Consult the Yellow Pages for listings.

Greyhound Airport Service

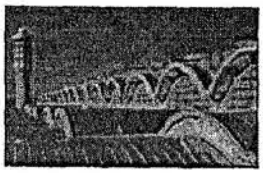
Greyhound connects the airport to multiple locations in Virginia (Warrenton, Culpepper, Charlottesville, Lynchburg, Roanoke, Winchester, and Harrisonburg with connecting service to Richmond, Harrisburg, Baltimore, Philadelphia, and New York). Greyhound has instituted a new toll-free number for travelers using its airport service. The number 888- BUS-N-FLY provides schedule information and reservations, which are recommended but not required.

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ATTACHMENT C

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

Transportation Options at Ronald Reagan Washington National Airport



Visit Directions to National Airport if you are driving to the airport.

Driving

Parking

The Washington Flyer Coach Service

Other Washington Flyer Services

Metrorail

Metrobus

Rental Cars

Limousine Service

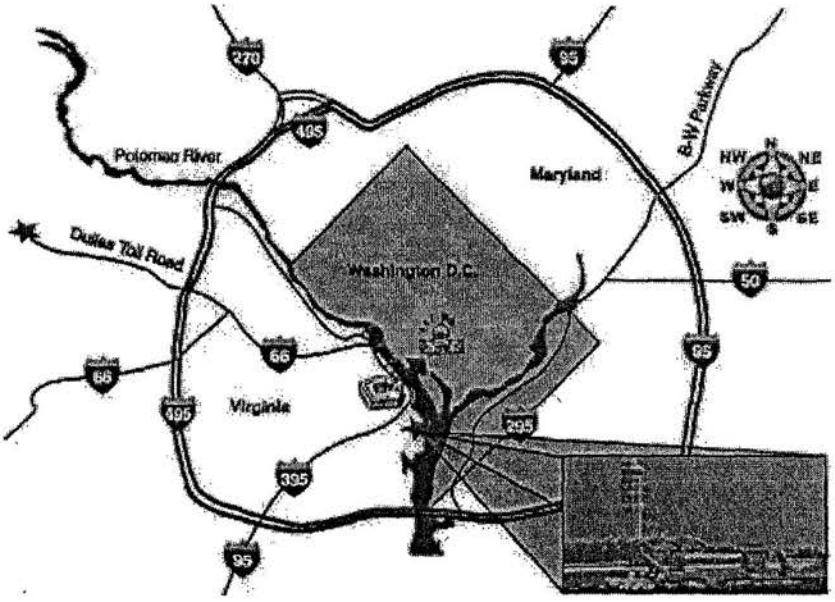
Taxicabs

Other Locations

Terminal Map

Lodging Info

Ronald Reagan Washington National Airport is convenient to the entire Metropolitan Washington Region. With its own stop on Washington's world-class subway, Metrorail, National is a short ride from any station on the Metrorail system. Downtown Washington, DC, is also convenient, just a short metrorail or taxi-ride away! For more information, refer to the list below.



Driving:
Directions to Ronald Reagan Washington National Airport are available. For exact door-to-door directions, go to www.mapquest.com and click on Driving Directions. Under Advanced Options be sure to select Airports and enter "Washington DC" in either the Destination or Starting Location boxes.

Parking:
For information about parking at Ronald Reagan Washington National Airport, contact Aerolink Parking at 703-417-4300 or 703-417-4301.

Washington Flyer Services



The Washington Flyer Ground Transportation services include the Flyer Coach and the Washington Flyer Taxi.

Washington Flyer Coach Service



The W. Flyer Bus has discontinued operations between W, National and W. Dulles

Tickets
Dulles International: Tickets can be purchased at the Washington Flyer Coach Ground Transportation Centers located on the lower level in the Main Terminal at Dulles (east and west ends of the building); or at the ticket booth located at location 2D on the lower level roadway.

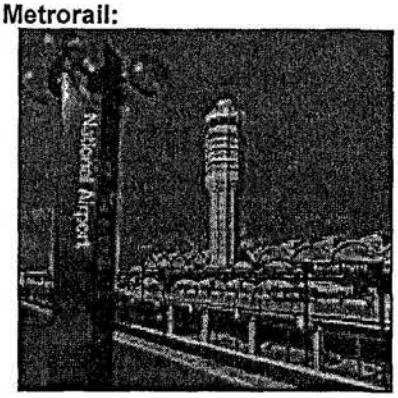
ATTACHMENT C

West Falls Church Metrorail Station: When departing from the West Falls Church Metrorail station, you may purchase tickets on arrival at Washington Dulles. For additional information, please call us toll-free at (888) WASHFLY.

A schedule of Washington Flyer Coach rates, locations and times is available at www.washfly.com; and brochures are distributed at the Ground Transportation Centers at both Airports. For more information, contact us at 1-888-WASHFLY.

Shuttles operate on a shared ride-on demand basis. For information, call 1-800-BLUEVAN.

Metrorail:



Metrorail, the region's rapid transit system stops adjacent to Terminals B and C. Metrorail fare cards may be purchased from machines at either of two Farecard plazas located on Level 2 near pedestrian bridges that lead into and out of Terminals B and C. A third Farecard plaza for disabled and other passengers using elevators, is under the Metrorail platform, midway between the north and south mezzanines.

Upon exiting Metrorail's National Airport stop, passengers will see the pedestrian walkway that takes them into the airport terminal's concourse, or middle level, where the jet gates are located. Moving walkways accelerate the walk across the pedestrian bridge linking Metrorail to Terminals B and C.

Shuttle buses run between Metrorail and Terminal A, where Alaska Airlines, ATA, Midway Air Lines and Northwest Airlines continue to operate. From the Metrorail stop, follow signs to "Shuttle to Terminal A" bus stops on Level G (Ground) of Garages B and C.

For Metrorail information, call (202) 637-7000; TDD (202) 638-3780. Or visit www.wmata.com for comprehensive information online.

A map of the Metrorail Transit Lines is also available.

Taxicabs:
Washington, DC, Virginia and Maryland taxicabs are available at the exits of each terminal. Dispatchers are available at the exits to assist passengers. A chart of approximate taxi rates from national airport is available.

SuperShuttle's door-to-door service is available to the Flyer Coach stops, as well as Union Station. SuperShuttle stops are clearly identified on the Ground Transportation Level roadway outside the Main Terminal at Washington Dulles.



Metrobus:
The Metrobus stop is located at the base of the Metrorail station. Public bus service is available to areas not served by Metrorail. For Metrobus information, call (202) 637-7000; TDD (202) 638-3780.

Rental Cars:
Located in Parking Garage A, on airport the rental cars are accessible via Courtesy Airport Shuttles. Hours: 6 a.m. - 11 p.m. daily. A listing of rental car companies at National Airport is available for your convenience.

Limousine Service:
Stretch limousine and executive-class sedans are available with advance reservations

ATTACHMENT C

through private vendors. Prices start at approximately $42 for downtown Washington and suburban Maryland destinations. Consult the Yellow Pages for listings.

Other Locations
If you're trying to get to or from locations outside the Metropolitan Washington area that are not accessible by Metrorail, SuperShuttle, or Washington Flyer Coach or Taxi, you have several options.

- From many points, Richmond, VA, for example, take the train (Amtrak) to either Union Station in downtown Washington, DC, or Alexandria, VA, and from there take Metrorail to National Airport.
- Take a Greyhound bus to or from Union Station and transfer to Metrorail.
- From Fredericksburg, VA, you can take Amtrak to Alexandria, VA, and transfer to Metrorail. You can also take the Greyhound bus from Fredericksburg to Springfield. The Springfield Greyhound station is adjacent to the Franconia/Springfield Metrorail station on the Blue Line, which takes you directly to National Airport
- Check your local Yellow Pages for transportation services to National Airport.

IAD | DCA | Schedules | Employment | Contracting
MWAA Home | Search | FAQ's | Contact Us

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ATTACHMENT C

Washington Flyer Schedule
Effective Date: July 15, 2001

- Dulles to Metro Station- Weekdays
- Dulles to Metro Station- Weekends & Holidays

Washington Dulles to West Falls Church Metro
Weekdays

Dulles to Metro Station		Metro Station to Dulles	
Departing	**Arriving**	**Departing**	**Arriving**
5:45am	6:10am	6:15am	6:40am
6:15am	6:40am	6:45am	7:10am
6:45am	7:10am	7:15am	7:40am
7:15am	7:40am	7:45am	8:10am
7:45am	8:10am	8:15am	8:40am
8:15am	8:40am	8:45am	9:10am
8:45am	9:10am	9:15am	9:40am
9:15am	9:40am	9:45am	10:10am
9:45am	10:10am	10:15am	10:40am
10:15am	10:40am	10:45am	11:10am
10:45am	11:10am	11:15am	11:40am
11:15am	11:40am	11:45am	12:10pm
11:45am	12:10pm	12:15pm	12:40pm
12:15pm	12:40pm	12:45pm	1:10pm
12:45pm	1:10pm	1:15pm	1:40pm
1:15pm	1:40pm	1:45pm	2:10pm
1:45pm	2:10pm	2:15pm	2:40pm
2:15pm	2:40pm	2:45pm	3:10pm
2:45pm	3:10pm	3:15pm	3:40pm
3:15pm	3:40pm	3:45pm	4:10pm
3:45pm	4:10pm	4:15pm	4:40pm
4:15pm	4:40pm	4:45pm	5:10pm

ATTACHMENT C

5:15pm	5:40pm	5:45pm	6:10pm
5:45pm	6:10pm	6:15pm	6:40pm
6:15pm	7:40pm	6:45pm	7:10pm
6:45pm	7:10pm	7:15pm	7:40pm
7:15pm	7:40pm	7:45pm	8:10pm
7:45pm	8:10pm	8:15pm	8:40pm
8:15pm	8:40pm	8:45pm	9:10pm
8:45pm	9:10pm	9:15pm	9:40pm
9:15pm	9:40pm	9:45pm	10:10pm
9:45pm	10:10pm	10:15pm	10:40pm
10:15pm	10:40pm	10:45pm	11:10pm

Washington Dulles to West Falls Church Metro
Weekends & Holidays

Dulles to Metro Station		Metro Station to Dulles	
Departing	**Arriving**	**Departing**	**Arriving**
7:45am	8:10am	8:15am	8:40am
8:15am	8:40am	8:45am	9:10am
8:45am	9:10am	9:15am	9:40am
9:15am	9:40am	9:45am	10:10am
9:45am	10:10am	10:15am	10:40am
10:15am	10:40am	10:45am	11:10am
10:45am	11:10am	11:15am	11:40am
11:15am	11:40am	11:45am	12:10pm
11:45am	12:10pm	12:15pm	12:40am
12:15pm	12:40am	12:45pm	1:10pm
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3:15pm	3:40pm	3:45pm	4:10pm
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5:15pm	5:40pm	5:45pm	6:10pm
5:45pm	6:10pm	6:15pm	6:40pm

ATTACHMENT C

6:45pm	7:10pm	7:15pm	7:40pm
7:15pm	7:40pm	7:45pm	8:10pm
7:45pm	8:10pm	8:15pm	8:40pm
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8:45pm	9:10pm	9:15pm	9:40pm
9:15pm	9:40pm	9:45pm	10:10pm
9:45pm	10:10pm	10:15pm	10:40pm
10:15pm	10:40pm	10:45pm	11:10pm

$8 one-way, $14 roundtrip

The Washington Flyer Coach Service at 1-888-WASHFLY (927-4359)

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LINK
1760 Reston Parkway, Suite 513
Reston, VA 22090-3303
(703) 435-5465 voice
(703) 318-0817 fax

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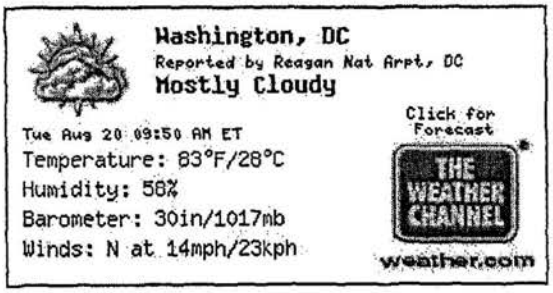
SuperShuttle® Transportation Systems

SuperShuttle Washington, DC
2605 S. Clark St.- Arlington, VA 22202



Reservations

Reservations	800-BLUE VAN (258-3826)
Group Sales, Charters & Conventions	703-416-7873
Local Office	703-416-7873
Fax	703-416-0729





To The Airport

From your home, office or hotel...
Call the local reservation number.

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...to give us 24 hr. advance notice.
Or ask the hotel concierge to arrange for your pick-up.

Upon Arrival At Airport

From the Airport

Reagan National - Upon arrival proceed to the outside curb and contact the SuperShuttle representative. After hours, call 1-800-258-3826 and press 1 for dispatch or 2 for reservations, which will transfer you to dispatch.

Washington Dulles - Collect your baggage and follow signs for ground transportation leading you directly to the SuperShuttle boarding area located on lower level, outside at curb 1D or 1F. There will be a uniformed Guest Service Representative who will assist with baggage and boarding. After 12:00am call 703-416-7884.

Approximate Fares To/From Dulles International Airport

- From all downtown Washington, DC Hotels $ 22 - 1st person & $ 10 each additional

All fares should be considered approximate & from a general area.
All fares are subject to change without notice - call to confirm.

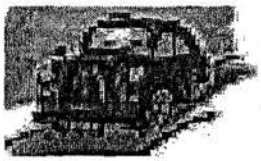
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Contact customer s
Toll Free : 1-866-CA
1-866-22

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Washington DC Airport Shuttle

Your trip - Zipcode 20010 to / from Dulles Airport - will cost $ 40

We accept cash and all major credit cards (personal checks are not accepted).

Each adult passenger is allowed two pieces of check-in luggage, additional bags are $2.00 per pie
To reserve online click here Online Reservation or call 1-866-225-5743 (Monday - Friday, 9:00 AM to

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To obtain a price quote please choose the airport - BWI, Dulles, Reagan National - and your location in Northern Virginia, Washington DC or Maryland (Select a ZipCode), and enter the other information requested below.

Dulles Intl. | 20008 : WASHINGTON

Number of Passengers (including Children Under 12) 2

Number of Children Under 12 0

Is your pick-up time between 10:00 PM and 6:00 AM ? Yes ○ No ◉

Submit

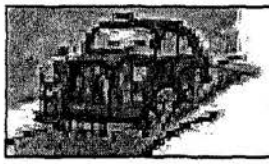
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Washington DC Airport Shuttle



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Serving the Washington DC area with 24 hours 7 days shuttle service to BWI, Dulles and Reagan National Airports. We provide door-to-door service with no more than two pick-ups.

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E-mail us Online Reservation

To request a pick-up you can use our online reservation system - we do not require credit card info online. The system is simple AND you get $2.00 off when you reserve online. You can also reser calling 1-866-225-5743 during office hours, 8:00 AM to 8:00 PM, Monday through Saturday

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DRIVING DIRECTIONS
FROM WASHINGTON AREA AIRPORTS

BALTIMORE-WASHINGTON INTERNATIONAL AIRPORT:

Follow signs to **I-95 South** to the **Capital Beltway/I-495 West**. Exit at **exit 31, Georgia Avenue** and proceed approximately ½ mile and turn right at the sign marked **"Washington-16th Street"**. Go 7 miles to **Riggs Place**, which is one block past S Street, and turn right. **All parking is by advance reservation only, please click on PARKING for map and instructions.**

RONALD REAGAN WASHINGTON NATIONAL AIRPORT:

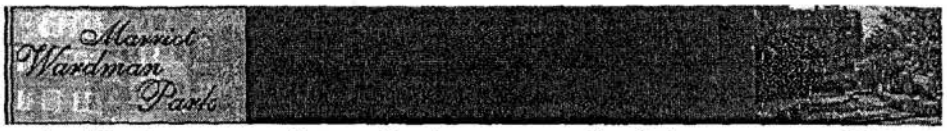
Exit the airport onto **George Washington Memorial Parkway** toward Washington. Follow signs for **I-395 North** which will take you over the 14th Street Bridge; stay to your left. Proceed on 14th Street through the downtown. At **R Street** turn left, go two blocks and turn right onto **16th Street**. Turn left at the first block, which is **Riggs Place. All parking is by advance reservation only, please click on PARKING for map and instructions.**

WASHINGTON DULLES INTERNATIONAL AIRPORT:

Follow signs for **Route 28 South** to the **Dulles Toll Road East** toward Washington and merge into **I-66 East**. Cross the Roosevelt Memorial Bridge and exit onto **Constitution Avenue**. Follow Constitution Avenue to **18th Street** and turn left. 18th Street will take you through the downtown area. Turn right on **S Street** and right on **16th Street**. Turn right at the first block, which is **Riggs Place. All parking is by advance reservation only, please click on PARKING for map and instructions.**

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From Amtrak to local Maryland Commuter Rail, Virginia Railway Express and theMetro Subway System. This guide points to Trains and Subways in the Washington DC Metropolitan area. During Holidays make sure to purchase your tickets several months in advance.

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· Metrorail (65)

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Locators and More... If you have further questions or comments for Amtrak, please call us at 1-800-USA-RAIL, e-mail us atamtrak_p@ix.netcom.com
[illegible] clicks since 24Sep-1998

Maryland Rail Commuter (MARC) **top site**
Providing Service to Baltimore, MD and Washington Automated telephone information:
800-325-RAIL (800-325-7245)
(touch-tone phones only, all others dial this number and stay on the line for a MARC representative to answer) Parlor Car Reservations,``Group Travel: 410-859-7420
``Comments, complaints, commendations, suggestions:``410-333-2354
``Wheelchair Access Information: 410-859-7420
``TDD: 410-539-3497 Washington, DC
2[illegible] clicks since 27-Jul-1998

CommuterDirect.com
Order tickets, tokens, and passes online for Metro bus and rail, MARC and VRE commuter rail, and the Dash, OmniRide, and ART bus systems. Order one time or have your order automatically renewed every month or pass period. Links to a wealth of transit information on CommuterPage.com.
2[illegible] clicks since 4Apr-2000

Train Brain
Train Information for Virginia
4[illegible] clicks since 27Jul-1998

Traintimes
Real-time information for Amtrak and MARC trains from DC's Union Station
[illegible] clicks since 29Jun-1999

Virginia Railway Express
VRE provides``commuter rail service from the Northern Virginia suburbs to Alexandria, Crystal City and downtown``Washington, D.C. ``1500 King Street``Suite 202``Alexandria, Virginia 22314``Phone: (703) 684-1001, or Fax:

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8/19/2002

WASHINGT

Our nation's capital captures the American Experience and invites you to walk in the footsteps of this country's leaders. Walk along the National Mall, travel through Washington's culturally rich neighborhoods and explore the world-renowned museums and theaters.



Click here for local weather

STATION INFORMATION

Washington (WAS)

Address
50 Massachusetts Ave. N.E.
Washington, DC 20002

Services
- Staffed Station
- Quik-Trak ticket machine
- Checked Baggage Service
- Help with baggage
- Enclosed Waiting Area
- Restrooms
- Payphones
- ATM
- Paid Short Term Parking
- Paid Long Term Parking
- Restaurants, Food Court

Accessibility
Fully accessible to persons using wheelchairs

Trains Serving this Station

Acela Express
Acela Regional
Metroliner
Capitol Limited
Cardinal
Carolinian and Piedmont
Crescent
NortheastDirect
Silver Service
Vermonter
Twilight Shoreliner

Area Destinations

Washington, DC

Local Transportation

Taxi service available

Washington Metropolitan Area Transit Authority
(202) 637-7000
WMATA Website



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9/6/2002

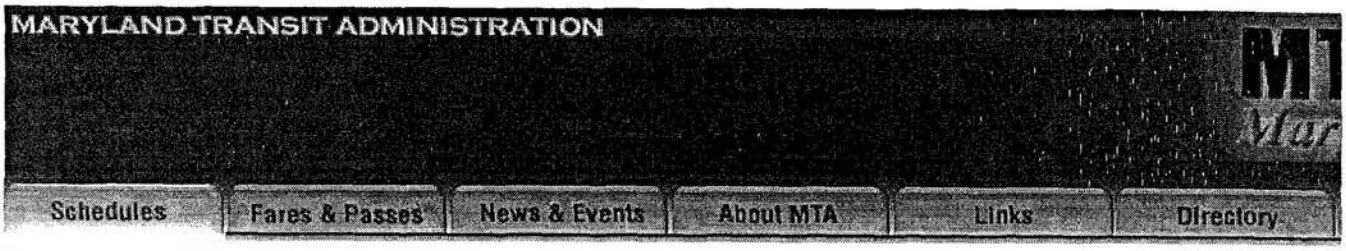
- Students
- Seniors
- Veterans
- Children

- Amtrak Vacations
- Air Rail
- Rail Passes
- Rail Sale

- Hertz
- Continental
- Icelandair
- AAA

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- **MARC**
- **Local Bus**
- **Commuter Bus**
- **Light Rail**
- **Metro Subway**
- **Neighborhood Shuttle Service**
- **Holidays**

Welcome to the Schedules Listings.

Select the Mode of Transportation you wish to use. (For Regular Baltimore Bus or Commuter Bus Route Number to view the Timetable). To view the entire Baltimore System Map, click here.

Select Light Rail, Metro Subway, or MARC to view rail schedules.

Fare Information for all MTA service, including pass sales locations, and Pass Sales On-li included under "Fares."

The Timetables in pdf format are scaleable replicas of the paper public timetables, and i the route. You can view the schedules using the complimentary Adobe Acrobat, included Use the tool bar to enlarge, move or reduce the scaleable timetable as desired.

Read down for departure times and across for arrival times at your destination or transf subtract time from the major intersection or station closest to your destination. Read all footnotes for information regarding special routes, destinations, or special service.

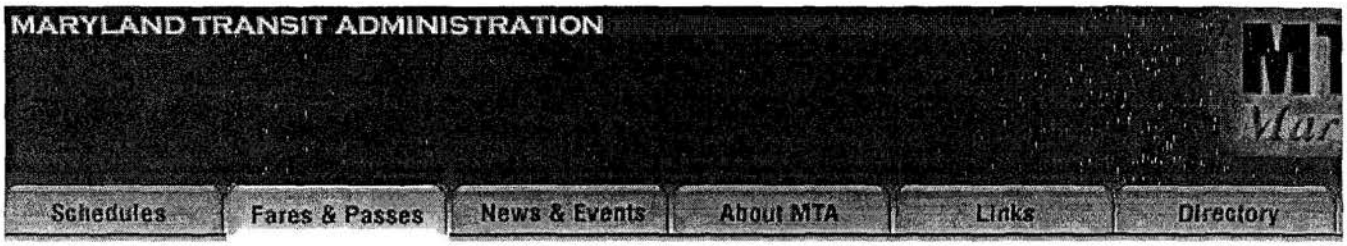
Timetables are available in an alternate format upon request. For Transit Information and Assistan 539-5000. TTY for people who are hearing or speech impaired, please call 410-539-3497 Toll Free

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Home | Schedules | Fares & Passes | News & Events | About MTA | Links | Directory | Se

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ATTACHMENT C



- Fare Options
- Pass Sales Outlets
- Online Pass Sales
- Marc Rail Tickets
- Commuter Choice Maryland/Metrochek
- Transit Link
- College Pass
- MARC Student Advantage

BASIC FARE INFORMATION

Baltimore Buses, (Express Bus +$0.35 per trip) Light Rail, or Metro Subwa

- One-way fare $1.35, or 1 token (Tokens 10 for $13.00)
- Day Passes, which entitle you to unlimited rides on Baltimore Buses, Light Rail, or Metr $3.00
- Weekly Passes for Baltimore Buses, Light Rail, or Metro Subway are $14.00
- Monthly Passes (Regular) for Baltimore Buses, Light Rail, or Metro Subway are $54.00
- Senior/Disability (MTA Photo ID Required) Full Fare one way $0.45

Paratransit (Full Fare $1.55)

School Program (Students in participating schools) Full Fare one way $0.9

On Buses - use exact one-way fare on, or purchase passes from the Operator Metro vending machines are located inside each Metro Station. Choose the type of fare you purchase, insert your money, and take ticket(s) which are dispensed. Use one ticket the faregate array, and hold your second ticket to exit at your destination station.

Light Rail Ticket vending machines located at each stop accept change and $1 and $ the type of fare you wish to purchase, insert your money, and wait for your tickets a dispensed through the drop slot.

Commuter Buses

	Zone 1	Zone 2	Zone 3	Zone 4
One-way Full Fare	$2.35	$2.85	$3.35	$3.85
Day Pass	$5.00	$6.00	$7.00	$8.00
One-way Senior/Disability	$1.45	$1.95	$2.45	$8.00
Monthly Pass* (Nos. 120 through 420 only)	$80.00	$97.00	$114.00	$131.00

- 10-Trip Commuter Passes also available at 6 St. Paul Street Transit Store
- *Add $50 to your Monthly Commuter Bus Pass to purchase Commuter Bus Transit Link entitles you to unlimited WMATA MetroRail rides all month. (a $50 savings over a Metr pass.
- Regular MTA Monthly passes are accepted on MTA commuter bus lines No. 120 throug zone charges range from $1.00 (zone 1) to $2.50 (zone 4). Tokens are accepted on N and 210 only.
- Senior/Disability Fare Eligibility Requirements - valid MTA photo ID, Washington Metro Transit Authority (WMATA) photo ID, or out of state proof of age, upon boarding.
- Children's Fares - two children under the age of six (6) travel free with a full fare-payin children pay full fare.

ATTACHMENT C
9/6/2002

- Student Fare discounts are not available on commuter bus services
- Day Passes may be purchased from the bus operator. Exact Fare is required. Day pass connect with other MTA service in Baltimore, Montgomery County Ride-On buses and Metrobuses in Maryland.

MARC Train

Fares vary based upon your point of departure to your destination in Maryland, West Washington D. C. areas.

[Penn Fare Chart | Brunswick/Camden Fare Chart]

Add value to your MARC pass with a MetroRail Transit Link Card. (WMATA)

MARC weekly and monthly ticket holders may ride MTA Local bus, Metro Subway, Lig Montgomery County RIDE-ON, or WMATA MetroBus routes within Maryland, at no ad MARC Tickets may be purchased with cash or address imprinted check (with photo I. MARC ticket office. One-way and two-trip tickets may be purchased on the trains, wit penalty, if no ticket agent is available.

Senior citizens (age 65 and over) people with disabilities, and Medicare cardholders a reduced fares (proof of age may be requested aboard train).

Passes for Light Rail, Metro Subway and Bus can be purchased at the MTA Transit St St. Paul Street. You may also call 410-454-7039, or 1-877-271-0117 to purchase by credit card.

Purchase passes for all services from our "On-Line Transit Pass Store," or select a loc from "Pass Sales Outlets."

ATTACHMENT C

DRIVING DIRECTIONS

FROM BALTIMORE, I-95 AND POINTS NORTH:

Take **I-95 south** to the **Capital Beltway/I-495**. Go to **exit 31, Georgia Avenue**. Take Georgia Avenue South for approximately ½ mile. Turn right at the sign marked **"Washington—16th Street**. Follow Georgia Avenue for 7 miles. Turn right onto **Riggs Place**, which is one block past S Street. **All parking is by advance reservation only, click on PARKING for map and instructions.**

FROM PENNSYLVANIA TURNPIKE, I-70, I-270 POINTS NORTH AND WEST:

Follow **I-70 to I-270** toward Washington. Merge onto **I-495 East** toward Silver Spring, exit onto **Route 185 South,** which is Connecticut Avenue. Follow Connecticut Avenue approximately 5 miles to **S Street,** is at the bottom of the hill just past the Washington Hilton. Turn left and follow S Street ? blocks. Turn right onto **16th Street** and turn right at the next block, which is **Riggs Place. All parking is by advance reservation only, click on PARKING for map and instructions.**

FROM VIRGINIA, I-66, ROUTE 66, U.S. ROUTE 50 AND POINTS WEST

Cross the **Theodore Roosevelt Memorial Bridge** and follow signs to **Constitution Avenue**. Follow Constitution 6 blocks and take a left onto **18th Street, N. W**. Follow 18th Street all the way through downtown. Turn right at **R Street** and then right onto **16th Street,** go one block and turn right on **Riggs Place**. **All parking is by advance reservation only, click on PARKING for map and instructions.**

FROM ANNAPOLIS, U. S. ROUTE 50 AND THE EASTERN SHORE:

Follow **U. S. Route 50** toward Washington, DC. Route 50 will become **New York Avenue**. Follow New York Avenue until you get to **Florida Avenue**, there is a FedEx warehouse at the intersection. Take a right onto Florida and a left on **R Street**. At **16th Street** turn right, go one block and turn left onto **Riggs Place**. **All parking is by advance reservation only, click on PARKING for map and instructions.**

FROM RICHMOND, I-95, I-395 AND POINTS SOUTH:

Take **I-95 North to I-395 North** toward Washington. Follow I-395 over the 14th Street Bridge, stay to your left. Follow 14th Street, which is U. S. Route 1, through Downtown DC. Continue north to **R Street** and turn left. Go one block and turn left onto **Riggs Place**. **All parking is by advance reservation only, please click on PARKING for instructions.**

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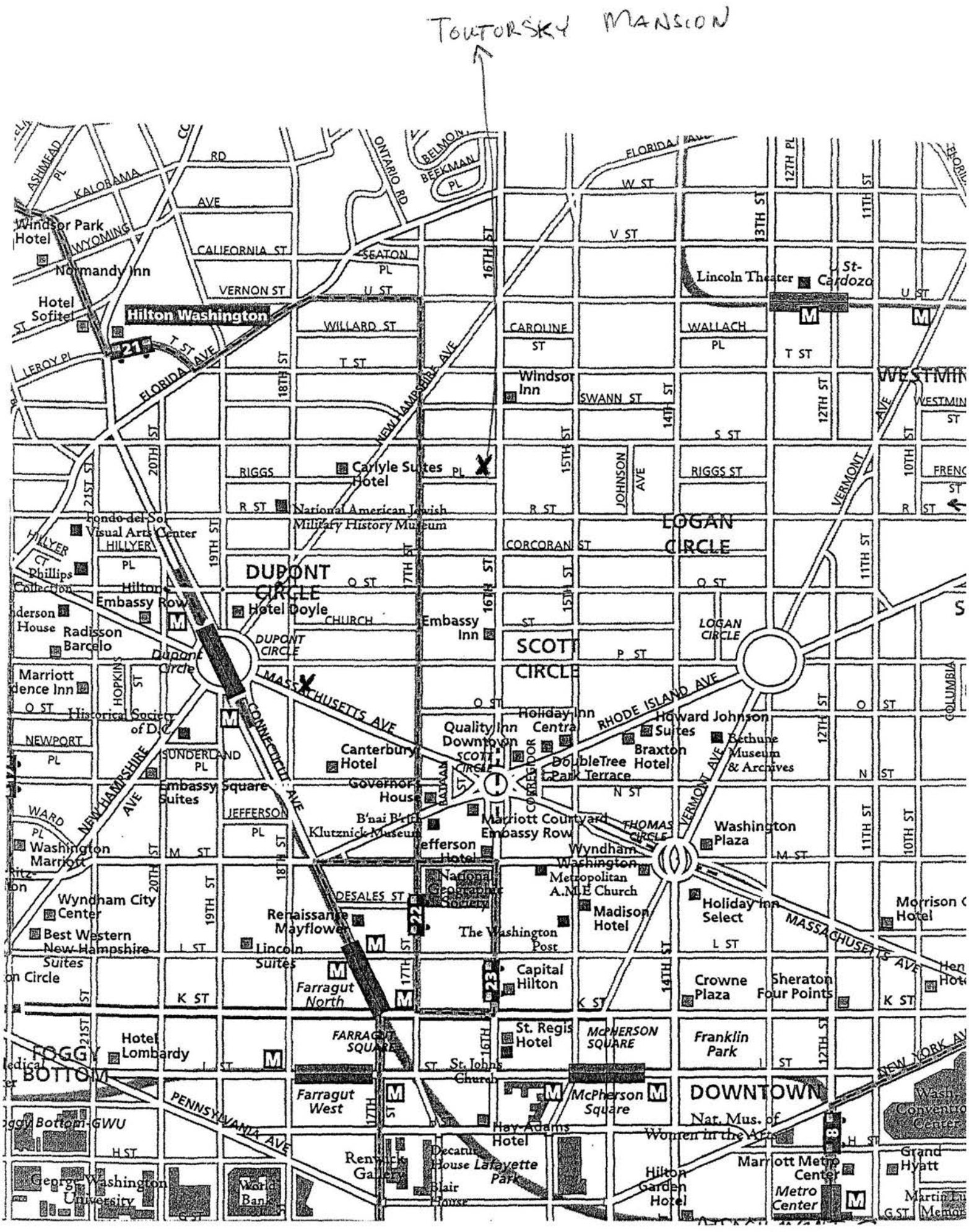
PARKING

As you turn into Riggs Place, you will see the Toutorsky Mansion located immediately on your right on the corner of 16th Street and Riggs Place. Turn into the first driveway on the right and pull forward into the garage. Please be sure to pull forward far enough not to block the sidewalk.

After you get out of your car, proceed to the second side door entrance, back toward 16th Street and ring the bell. After you've checked in we will send a staff person to collect your luggage and valet park your car. There is no onsite parking at the Toutorsky Mansion, however, we do have offsite parking arranged at a nearby commercial garage. There is no fee in addition to your room rate for parking when you leave your car in the garage from the time you arrive until your final departure.

If you do need to use your car during your visit, the garage will charge you their normal rate for that particular day. For example, if you arrive on Tuesday, use your car on Thursday, and depart on Saturday, the garage will charge you for parking on Thursday only.

ATTACHMENT C


TOUTORSKY MANSION
Windsor Park Hotel
Normandy Inn
Hotel Sofitel
Hilton Washington
Lincoln Theater
St-Cardozo
Windsor Inn
Carlyle Suites Hotel
National American Jewish Military History Museum
Hondo del Sol Visual Arts Center
Phillips Collection
Hilton Embassy Row
Hotel Doyle
Radisson Barcelo
Embassy Inn
LOGAN CIRCLE
DUPONT CIRCLE
SCOTT CIRCLE
Dupont Circle
Historical Society of D.C.
Quality Inn Downtown
Holiday Inn Central
Howard Johnson Suites
Bethune Museum & Archives
Canterbury Hotel
DoubleTree Park Terrace
Braxton Hotel
Embassy Square Suites
Governor's House
B'nai B'rith Klutznick Museum
Marriott Courtyard Embassy Row
Jefferson Hotel
Washington Plaza
Wyndham Washington
Metropolitan A.M.E Church
Wyndham City Center
Best Western New Hampshire Suites
Renaissance Mayflower
The Washington Post
Madison Hotel
Holiday Inn Select
Lincoln Suites
Capital Hilton
Crowne Plaza
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Farragut North
Farragut West
FARRAGUT SQUARE
McPHERSON SQUARE
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Hotel Lombardy
FOGGY BOTTOM
McPherson Square
DOWNTOWN
Nat. Mus. of Women in the Arts
Hay-Adams Hotel
Decatur House
Lafayette Park
Blair House
Renwick Gallery
George Washington University
World Bank
Hilton Garden Hotel
Marriott Metro Center
Grand Hyatt
Metro Center
Wash. Convention Center
Morrison Hotel
Hen Hotel
Martin Luther King Memorial
Foggy Bottom-GWU
WESTMINSTER
FRENCH
CALIFORNIA ST
VERNON ST
WILLARD ST
CAROLINE ST
WALLACH PL
SWANN ST
RIGGS
RIGGS ST
CORCORAN ST
CHURCH
NEWPORT PL
SUNDERLAND PL
JEFFERSON PL
WARD PL
HILLYER PL
LEROY PL
SEATON PL
BELMONT
BEEKMAN PL
ASHMEAD PL
FLORIDA AVE
KALORAMA AVE
WYOMING
ONTARIO RD
NEW HAMPSHIRE AVE
MASSACHUSETTS AVE
CONNECTICUT AVE
RHODE ISLAND AVE
VERMONT AVE
PENNSYLVANIA AVE
NEW YORK AVE
DESALES ST
THOMAS CIRCLE
BATAAN CORRIDOR
SCOTT CIRCLE
HOPKINS
COLUMBIA
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W ST
Ritz-Carlton
Marriott Residence Inn
Hilton
Embassy Row
Hotel Doyle
Embassy Inn
Holiday Inn Central
Howard Johnson Suites
Bethune Museum & Archives
Quality Inn Downtown
Canterbury Hotel
DoubleTree Park Terrace
Braxton Hotel
Embassy Square Suites
Governor's House
B'nai B'rith Klutznick Museum
Marriott Courtyard Embassy Row
Jefferson Hotel
Washington Plaza
Wyndham Washington
Metropolitan A.M.E Church
Wyndham City Center
Best Western New Hampshire Suites
Renaissance Mayflower
The Washington Post
Madison Hotel
Holiday Inn Select
Lincoln Suites
Capital Hilton
Crowne Plaza
Sheraton Four Points
Farragut North
Farragut West
St. Regis Hotel
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Hotel Lombardy
McPherson Square
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Hay-Adams Hotel
Decatur House
Lafayette Park
Blair House
Renwick Gallery
George Washington University
World Bank
Hilton Garden Hotel
Marriott Metro Center
Grand Hyatt
Metro Center
Wash. Convention Center
Morrison Hotel
Martin Luther King Memorial
Foggy Bottom-GWU

PARKING FOR EVENTS

WEB SITE INFORMATION

There is no on site parking available at The Toutorsky Mansion. We are located in a residential neighborhood with a strictly enforced 2-hour ticketing policy. Parking for all of your guests will be provided at a nearby garage. An appropriate number of parking spaces, based on the size of your wedding, will be included in your event fee. Shuttle service from the garage will bring your guests to the Mansion and return them to their cars.

Together we will determine your individual needs and include details specific to your event in instructions we will provide your guests. We will either e-mail or mail this information for you. We believe your guests will find this method of parking to be far superior to trying to locate parking on their own. We do ask you to encourage your guests to car-pool or take public transportation whenever possible.

SAMPLE E-MAIL TO EVENT GUEST

Dear John and Mary,

I know Chad and Katherine are looking forward to having you join them for their wedding celebration in April. It's a beautiful time of year and a perfect time for new beginnings. We're excited that they've chosen the Toutorsky Mansion for this happy occasion.

Since there is no onsite or street parking available at the Mansion, for your convenience, we have arranged parking at a nearby commercial parking garage, located at Massachusetts Avenue and 18th Street in northwest Washington. Please see the e-mail attachment for your map or visit our web site at www.toutorskymansion.com. We will supply the garage with a guest list. When you arrive, identify yourself as a guest of the Smith/Jones wedding and there will be no charge. A van will depart the garage to bring you to the Toutorsky Mansion, approximately every ten minutes, beginning at 1:20pm until 2:15. The same process will work in reverse from 4:00pm until 6:00pm to return you to your car. Please let me know in advance if your plans change and you decide not to drive.

If you have any questions or if I can be of any further service, please don't hesitate to contact me.

Best regards,

Shaughn West
Event Coordinator
The Toutorsky Mansion
E-mail: shaughn@toutorskymansion.com
Phone: 202-777-1111 / Fax: 202-777-3333

This sample e-mail would change somewhat depending on the number of guests or type of event. It is also important to note that during weddings in particular or large events in general that event guests will already occupy most or all of our rooms. In most cases they will have arrived the day before the event and will not depart until the following

ATTACHMENT D

morning or later. Most weddings will average between 50 and 75 guests; many will be under 50. Few will be over 75. Non-wedding events will tend to be smaller.

SAMPLE PARKING FOR A WEDDING

This is a sample of an afternoon wedding with one hundred guests. The event would begin at 1:30, the ceremony would be around 2 and it would be over at approximately 5:30. We would estimate the breakdown in terms of transportation for a wedding of 100 to be approximately as follows:

- 10% to 20% of the total number of people would be staying in the house with approximately 80% arriving by plane and taxi.
    - 20 guests-2 with cars, parked the day before
- If we cannot accommodate all of the out of town guests who require overnight lodging, we would typically contact one of the other B & B's or hotels close by and arrange to have them all stay in the same place. We would have the shuttle deliver them to the Mansion or some of them might walk. This number would range around 12 to 20%.
    - 13 guests, 8 in shuttle 5 walking
- 15% to 25% of the out of town guests will stay with family or friends in the area and arrive together.
    - 1 family of 3, with 2 houseguests, 1 family of 2, with a family of four as houseguests, a couple with 1 houseguest for a total of 14 in 3 cars
- 15% to 25% would take public transportation
    - 6 by metro, 2 by bus and 6 in 3 taxis =16 guests
- A small number, 5 to 15% might live in the immediate area and walk. This is more common than you might think, simply because a majority of our events will be booked by people who live close enough to be familiar with the Mansion through word of mouth.
    - 7 guests
- The remainder 25% to 35% would go directly to the garage, with anywhere between 1 to 6 people in each car.
    - 3 cars with 1 person, 5 cars with 2 people, 3 cars with 3 people, 2 cars with 4 people for a total of 30 guests

In this sample, we would have 14 cars at Atlantic with 4 to 6 arriving shuttle trips. The approximate timetable would be as follows:

- 12:30 pick up anyone at garage or other B & B who is in the wedding party or family photos, this would be pre-arranged.
- 1:20 begin taking guests arriving at Atlantic garage and remaining at other B & B to the Mansion.
- 4pm to 6pm take guests back to their cars.
- All loading and unloading of guests from the van would take place within our garage area, it would not block either the street or the sidewalk.

ATTACHMENT D

August 31, 2002

SUSAN GAGE
CATERERS

Shaughn West
c/oThe Toutorski Mansion
1720 16th Street NW
Washington, DC 20009

Dear Shaughn,

It has been a pleasure meeting with you and discussing the catering possibilities at Toutorski Mansion. Indeed, this is a very remarkable and handsome property.

Regarding the delivery of catering into the premises, we do not predict longer than half an hour to unload and one half to one hour to load out. As you stated, you would be providing the chairs and tables, as well as some of the china. These items are the bulkiest, which would cut down on delivery time substantially. Typically, we could use a van to deliver for standing parties of up to 100 people and seated functions of up to 50 people. For functions larger than these, we could use either two vans or a 16 foot truck.

We look forward to seeing the completed renovation of this unique venue.

Sincerely,

Joseph Carpenter

ATTACHMENT D

7411 Livingston Road ■ Oxon Hill, MD 20745 ■ 301 839 6900 ■ Fax 301 839 4348



The CATERING
COMPANY *of*
WASHINGTON

September 9, 2002

Dear Shaughn,

In response to your request for a statement involving logistics for unloading and loading for special events at the Toutorsky Mansion, I hope you find the following information useful. With the assumption that the number of guests will not exceed one hundred, the delivery of glassware, china, linens and silverware will require one van. The load in time should be approximately fifteen minutes and can occur during the day at any requested time. The delivery of food, which must occur approximately two hours before the event, will also require one van and fifteen minutes to unload. The van can then be removed from your property and parked elsewhere.

Conclusively, the loading procedure for an event space of this size is fairly incidental and should not create a problem for your neighbors.

If you need further information, please let me know.

Sincerely,

Elizabeth Petty

Elizabeth Petty

ATTACHMENT D

1341 I Street, NW Washington, DC 20005 Telephone (202) 347-8040 Fax (202) 347-8749 www.thecateringco.com

VENDOR REQUIREMENTS

ARRIVAL

You must contact the event supervisor, at least one week prior to any event, in order to coordinate your arrival time.

UNLOADING

You must pull into the garage space on Riggs Place to unload. Please be far enough forward not to block the sidewalk with either your van or any equipment being unloaded. Access into the house will be through the side entrance, up a short flight of steps into the kitchen area on the Riggs Street side or through the courtyard into the dining room. It is important that you do not double park, block the sidewalk, block the alley or in any other way inconvenience our neighbors.

PARKING

As you know, we are in a residential neighborhood with limited parking at best. Out of consideration for our neighbors, you will be required to unload and take your van to the nearby commercial garage at 18th Street and Massachusetts Ave. We will give you parking instructions. We will provide a reasonable number of spaces, based on the size of the event at the same garage, which is a few block away. We will also need a complete list of employees if they must drive to work for each Mansion event. The employee's name will need to be on a list at the garage. We will be running a shuttle service for event guests beginning approximately ½ hour to an hour prior to the start time, depending on the event. Your employees are welcome to use the shuttle during the scheduled times, however, guests will be given priority. Please encourage your employees to arrive by public transportation whenever possible. We greatly appreciate your strict adherence to this policy.

TRASH

You must remove all trash generated by the event.

ATTACHMENT D

DELIVERIES

Pastry will be the only thing delivered on a regular basis. The pastries are **always** delivered between 5:00am and 7:00am. The delivery person will be instructed not to block access to either the bus stop on 16th Street, Riggs Place or the alley in the rear.

All laundry will be done on the premises. The only possible exception would be if we experience equipment failure. This would obviously constitute an "emergency" for us and would be resolved in an expedient manner.

ATTACHMENT E

EMPLOYEES

Every employee will be encouraged to take public transportation to work. When appropriate, the employee will be given Metrochek, which has built in incentives. We will give preference to equally qualified applicants who live in the neighborhood.

If an employee needs to drive either on a regular basis or occasionally, they will be required to park at Atlantic Valet. The cost to the employee will be negotiated on an individual basis, but will not exceed the rate paid to the garage by the Toutorsky Mansion.

ATTACHMENT F