

## Holiday Inn National Airport/Crystal City

2650 Richmond Hwy, Arlington, VA 22202  
HINationalAirport.com | T: (703) 684-7200



### About Us

The Holiday Inn National Airport/Crystal City is the ideal venue to host weddings, social functions and family events year-round in the heart of Arlington, VA. Our hotel features:

- Seating capacity for up to 180 guests with dance floor or up to 200 guests without dance floor
- Discounted Room Rates for your guests
- \$15 Event Parking
- Complimentary Wi-Fi



### Venue Rental Includes:

- 8 hours of use including set-up, event time, and cleanup
- Selection of house banquet tables, chairs, and linens
- Additional tables for DJ, cake, gifts, etc.
- Complimentary guest room the night of your event
- Items available for rent at an additional charge including dance floor, staging, podiums, chair covers, and audio-visual equipment
- One banquet server per 50 guests to refresh waters and bus tables
- Chafing dishes, serving bowls, tongs and serving spoons for buffet

#### Venue Rental Rates

	Monday - Thursday*	Friday / Sunday	Saturday
Peak Season Apr-Jun, Sep-Oct	\$2,000	\$3,000	\$3,500
Off-Peak Season Jan-Mar, Jul-Aug, Nov-Dec	\$1,500	\$2,000	\$2,500
Additional Hours	N/A	\$300	\$350

The above rates are for the The Shenandoah Ballroom only. Please contact the hotel for rates on other event spaces. Prices are for 8-hour rental including setup, event time, and cleanup (\*Mon-Thu includes 6 hours of rental after 5 pm). Rates are subject to applicable service charge and tax.

\$1,000 deposit due at time of reservation, 50% payment due 3 months before event, final balance due 14 days before event.

## Meeting Space Capacity Chart

ROOM	SQ. FT.	DIMENSIONS	CEILING	BANQUET	RECEPTION
SHENANDOAH	3,468	68' x 51'	11'	250	250
SHENANDOAH I + II	1,734	34' x 51'	11'	100	100
SHENANDOAH III	640	20' x 32'	11'	40	30
SHENANDOAH IV	832	26' x 32'	11'	50	60
SHENANDOAH III + IV	1,632	51' x 32'	11'	108	100
EISENHOWER	855	45' x 19'	9'	84	90
COMMONWEALTH	494	26' x 19'	8'	-	-



### Rules & Regulations

- Group must use a licensed and insured caterer.
- Caterer will be provided a work table and one hot box. Kitchen access is not permitted.
- Beverage service provided through the hotel. Outside beverages, including alcohol, is not permitted.

For full list of rules & regulations, visit [www.HINationalAirport.com/Weddings-Special-Events](http://www.HINationalAirport.com/Weddings-Special-Events)