



Thank you for reaching out to us with regard to the possibility of hosting your event at our hotel. In order to secure the space, the hotel requests and requires, an advance deposit of \$500.00. This amount is nonrefundable, but will be applied to your final bill as a credit on the total fees.

The following are the “Space Rental Only” options we offer for our Ballroom, and Watergate room.

- A. Ballroom: \$1100.00 + 20% service fee, and 6% tax = Total: \$1399.20**  
**Watergate Room: \$795.00 + 20% Service Fee, and 6% tax = Total: \$1011.24**

- Event duration: Up to 6 hours. All noise, broadcast and music must end by midnight. Guests may stay in the room but must vacate the premises by 1:00 AM.
- Round or rectangular tables with table cloths, and skirted where necessary, including tables for buffet set-up, beverage station, and DJ table.
- All services during the event will be handled by the client.
- Hotel staff will be present to ensure the event is conducted in line with standard hotel policies.

- B. Ballroom: \$2090.00 + 20% Service Fee, and 6% tax = Total: \$2658.48**  
**Watergate Room: \$1060.00 + 20% service fee, and 6% tax = Total: \$1348.32**

- Event duration: Up to 6 hours. All noise, broadcast and music must end by midnight. Guests may stay in the room but must vacate the premise by 1:00 AM.
- Round or rectangular tables with table cloths, and skirted where necessary, including tables for buffet set-up, beverage station, and DJ table.
- Cloth napkins, silverware, chinaware, water & juice glasses
- Hotel centerpieces
- Chaffing dishes for food (Maximum 10), with Sterno
- Iced water station
- 2 hotel staff to manage the event, and keep room tidy, buss tables during meal. Hotel staff will not handle any aspect of food & beverage catered from outside the hotel.

You may bring in all food & non-alcoholic beverages, except tea/coffee. Hotel will provide tea/coffee at \$25.00 + service fee and tax, per gallon. All alcoholic beverages must be purchased from the hotel. Our Alcoholic Beverage options are available upon request.

The outside caterer must provide the hotel with copies of their business license, and properly executed insurance certificates, one week prior to the event.

**For more information please contact our Sales Office: 301-424-4940, ext. 145 or ext. 143**