

THE NATIONAL PRESS CLUB

EVENT SPACE RENTAL FEES, CAPACITIES & ROOM SPECS

Rental Fees include all of the following at no additional charge:

Setup and breakdown of standard furniture in the configuration of your choice (rounds, classroom, banquet, cocktail, theatre, etc.); skirted registration tables & easels for signage outside each room; choice of standard linens (blue, white or cream); front desk staff to assist guests to/from your event; on-site Banquet Manager to oversee your event and assist with special requests; standard housekeeping services for cleanup; all flatware/silverware/setups for catering if applicable.

Event Space	Rental Fee	Reception	Banquet	Theater	Classroom	Dimensions	Ceiling	Square Feet
Ballroom (full space incl. balconies)	\$3,500	700	414	525	252	98' x 47'	18'	4,500
Ballroom - Midsection	\$3,500	350	234	250	150	63' x 47'	18'	2,900
Ballroom - East & West Side Rooms (each)	(included)	60	72	60	48	17' x 47'	7'6"	800
Ballroom - East & West Balconies (each)	(included)	50	27	50	N/A	42' x 11'	8'	450
Holeman Lounge	\$1,500	200	120	150	80	39' x 47'	8'/18'	1,825
First Amendment Lounge	\$1,300	150	100	100	80	39' x 37'	8'/18'	1,425
Fourth Estate	\$1,300	100	90	65	65	55' x 20'	9'	1,200
Conference Rooms (Murrow-White-Lisagor)	\$1,150	150	144	150	77	58' x 28'	9'	1,675
Murrow Room	\$550	50	45	50	24	19' x 28'	9'	525
Lisagor Room	\$550	50	45	50	24	19' x 31'	9'	600
Zenger Room	\$550	50	45	50	24	19' x 29'	9'	550
Winners Room	\$550	60	40	30	20	34' x 14'	9'	450
Bloomberg Room	\$550	45	44	40	24	20' x 22'	7'9"	450
Broadcast Center Studio A	\$875	50	-	40	24	19' x 31'	12'	575
Broadcast Center Studio B	\$550	30	-	20	24	17' x 25'	12'	425
Broadcast Center Studio C	\$550	-	-	12	8	12' x 17'	8'6"	200
Broadcast Center Conference Room	\$475	20	12	15	15	12' x 17'	8'6"	200

Room capacities are approximate; may be slightly less depending on specific room setup and configuration

The National Press Club does not require food & beverage minimums to book event space. Additionally, during the months of January, February, March, July, August & December, room rental fees are reduced when certain levels of food & beverage are purchased, as follows:

Event Space	Reduced Rental	Food/Beverage Purchases	Reduced Rental	Food/Beverage Purchases
Ballroom	\$2,500	\$5,000	\$1,500	\$10,000
Holeman Lounge	\$980	\$3,000	\$490	\$5,000
First Amendment Lounge	\$850	\$3,000	\$425	\$5,000
Fourth Estate	\$850	\$2,500	\$425	\$4,500
Conference Rooms (Murrow-White-Lisagor)	\$500	\$2,000	\$250	\$4,000
Murrow Room	\$250	\$1,000	\$125	\$1,500
White Room	\$250	\$1,000	\$125	\$1,500
Lisagor Room	\$250	\$1,000	\$125	\$1,500
Zenger Room	\$250	\$1,000	\$125	\$1,500
Winners Room	\$250	\$1,000	\$125	\$1,500
Bloomberg Room	\$250	\$1,000	\$125	\$1,500

Room rental reductions are based on food and beverage revenue only, before tax and service charges and apply to the room(s) where the food and beverage are being served during that time period.

HOURS

- The National Press Club rents event facilities during three time periods each day:
 - **Morning (8-11am) Afternoon (12-5pm) Evening (6-11pm)**
- Rental fees listed above are *per one (1) time period*.
- Events beginning prior to 8:00am or concluding after 11:00pm may be subject to an additional labor fee.
- Flexibility for times may apply to mid-afternoon and evening time periods at the Club's discretion.
- For events on a Sunday or Holiday, a minimum in food & beverage may be required, excluding tax & gratuity.