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VILLAGE OF FRIENDSHIP HEIGHTS
4433 SOUTH PARK AVENUE
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Friendship Heights Village Center Rental Program

A unique gallery setting—The main hall (Huntley Hall) located in the community center measures approimately 2300 sq. ft. The hall is enhanced by art exhibits that change on a monthly basis, a cathedral ceiling, hardwood floors, and a floor-to-ceiling window view of a beautifully landscaped park with a lighted fountain, and an array of seasonal plants and flowers. Rental accommodations include the use of a Steinway piano, folding chairs and rectangle tables (6' x 2.5'). Also included is the use of a warming kitchen, two small classrooms, and an open patio that can be tented to accommodate approximately 75 to 100 people seated theatre-style. A minimum of two months advance notice is required to book an event in the main hall. Reservations are taken up to a maximum of 12 months.

Location: 4433 South Park Ave., Chevy Chase, MD (two blocks north of Friendship Heights Metro—one block west of Wisconsin Ave.).

Capacity: Accommodations for up to 120 people seated at tables; 250 to 300 for a standing event. Rectangle tables and chairs are provided to seat 120 guests with some space for dancing. For theater-style seating, we can accommodate approximately 225. Room dimensions: Main hall (approx. 2300 sq. ft.); Classrooms (20 x 15) and (21 x 16); Patio (20 x 40)

Rental rates and availability: The 8-hr. contract (includes 2 hrs. set up and deliveries; 4 hrs. event time; 2 hrs. clean up by caterer and delivery pick up): Residents who live outside Friendship Heights—cost is $2,200 plus a refundable security deposit of $1,000; Friendship Heights Village residents—cost is $1,500 plus a refundable security deposit. Other rates are available for smaller functions requiring use of half the hall with a divided partition. The hall is available to rent between 5 p.m. and 1 a.m. on Friday, and between 2 p.m. and 12:30 a.m. on Saturday or Sunday. Staff will be present during the rental and when determined necessary, a security guard will be assigned.

Catering: You may provide your own caterer but they must be approved by the Facilities Manager. A catering permit included in the contract must be completed and signed by both the caterer and renter.

Restrictions: No smoking is allowed in the building. Wedding ceremonies can be accommodated in the main hall or on the patio. No event set up is permitted on the front portico or in the public park in front of the building. Final approval by the Facilities Manager is required for room set-ups, equipment deliveries, etc. Additional rules and regulations are included in the contract packet.

Parking: Limited parking in the center garage (approx. 15 spaces)—entrance to garage driveway accessed from The Hills Plaza. There is free parking on Saturday or Sunday in the Courtyard by Marriott open deck lot located directly behind the hotel—enter from The Hills Plaza. There is on-street parking as available.

Friendship Heights Village Center classroom space is available to rent during Center open hours:
Classroom rentals are scheduled during center open hours when available. The center is open 7 days a week: Mon. - Thurs. 9 a.m. to 9 p.m.; Fri. 9 a.m. to 5 p.m.; Sat./Sun. 9 a.m. to 2 p.m. Classroom rates vary from $25/hr. to $50/hr. with a 2-hr. minimum. A refundable security deposit of $100 is required.
Contact: For inquiries or to schedule an appointment, call Betty Ardizzone, Facilities Manager, at 301-656-2797, or email: bardizzone@friendshipheightsmd.gov. For more details on renting, you can visit our website at www.friendshipheightsmd.gov.

(updated 4.15.16)