

## VILLAGE OF FRIENDSHIP HEIGHTS

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### Friendship Heights Village Center space available for private rental

A unique gallery setting—The main hall (Huntley Hall) located in the community center consists of approximately 2300 square feet (includes some furnishings). The room is enhanced by artwork, which changes monthly, a cathedral ceiling, hardwood floors, and a floor-to-ceiling window view of a beautifully landscaped park with a lighted fountain. Rental accommodations include the use of a Steinway piano, chairs, 6 'x 2-1/2' rectangle tables, card tables, and easels. Also included are two additional small classrooms, an open patio that can be tented to accommodate 75 to 100 people seated theatre-style, and a warming kitchen. 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.

Capacity of the main hall for social events: 120 to 150 people seated, 250 to 300 standing. Tables and chairs provided to seat 120 guests with some space for dancing. If seating 150, there is no room for dancing. For a meeting event we can seat 150 to 250 theatre-style.

Catering: You may supply your own caterer. A catering permit that is part of the rental contract must be completed and signed by the renter and caterer.

Rental Fees: Main hall—\$1,000 to \$1,400 for an eight hour contract, Friday, 5 p.m. to 1 a.m., Saturday/Sunday between 2 p.m. and 12:30 a.m.—contract time includes deliveries, set-up and take-down and clean-up. Caterer must have completed cleanup no later than 12:30 a.m. Staff will be present during the function and in most circumstances a security guard will be on duty. Other rates are available for a five-hour contract for meetings, etc., and when room can be divided for smaller functions. Rates are subject to change.

Parking: Limited parking on premises (approx. 15 spaces). Other parking lots nearby, walking distance to Metro, hotel, shops, and restaurants.

Restrictions: No smoking allowed in the building. Wedding ceremonies are permitted in main hall or on patio. No formal set ups are allowed in the front portico or in the public park area in front of building. Final approval by the Facilities Manager is necessary for set up, deliveries, etc.

Room dimensions: main hall (2300 square feet); classrooms (20 x 15) (21 x 16); patio (20 x 40)

Other equipment provided *at an additional cost*: large screen TV/VCR; popcorn machine with supplies, slide carousel, overhead projector, stage, and microphones. The TV/VCR, popcorn machine and stage equipment must be operated by center staff only.

Location: Two blocks north of Friendship Heights Metro Station—one block west of Wisconsin Ave.

Contact: To book an event or to inquire about rates and classroom space during our open hours, call Betty Ardizzone, Facilities Manager, at 301-656-2797 or you can e-mail: [bardizzone@friendshipheightsmd.gov](mailto:bardizzone@friendshipheightsmd.gov). You can also visit our website at: [www.friendshipheightsmd.gov](http://www.friendshipheightsmd.gov).