

## VILLAGE OF FRIENDSHIP HEIGHTS

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### **Friendship Heights Village Center main hall available for rental when Center is closed to public**

**A unique gallery setting**—The main hall (Huntley Hall) located in the community center consists of approximately 2300 square feet (includes some furnishing). The room is enhanced by artwork that 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, rectangle tables (6' x 2.5'), card tables, and easels. Also included is a standard size warming kitchen, two additional small classrooms, and an open patio that can be tented to accommodate approximately 100 people seated theatre-style, and more if standing. 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 of the main hall:** 120 to 150 people seated at tables, 250 to 300 standing. Tables and chairs are provided to seat 120 guests with some space for dancing. When seating 150 at round tables, there is no room for dancing. For theatre-style seating, we can accommodate 250 to 300.

**Room dimensions:** Main hall (approximately 2300 sq. ft.); Classrooms (20 x 15) & (20 x 40); Patio (20 x 40)

**Rental rates and available times:** \$2,200 for an 8-hr. contract for non-residents of the Village. A security deposit of \$1,000 is required. Other rates are available for Village residents and for smaller functions requiring use of half the hall. Rental hours for use of the hall are scheduled after the Center is closed to the public on Friday, 5 p.m. to 1 a.m., Saturday or Sunday, between 2 p.m. and 12:30 a.m. Contract time includes deliveries, set-up and take-down and clean-up. Staff will be present during the event and when determined necessary, a security guard will be assigned.

**Parking:** Limited parking in the Center garage (approximately 15 spaces). On-street parking as available and nearby paid parking facilities.

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

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

### **Friendship Heights Village Center classroom space available to rent during Center open hours**

Classroom rentals are scheduled during Center open hours when not being used for programs. 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 security deposit of \$100 is required.

**Contact:** For inquiries or to schedule an appointment, call Betty Ardizzone, Facilities Manager, at 301-656-2797 or e-mail: [bardizzone@friendshipheightsmd.gov](mailto:bardizzone@friendshipheightsmd.gov). You can visit our web site at [www.friendshipheightsmd.gov](http://www.friendshipheightsmd.gov).