



# ABC of Metro Washington Training Facility and Conference Room Rentals



## ABC Members—hold your next meeting with us!



**CLASSROOMS:** 6 classrooms for 32 attendees, 1 classroom for 70. All with ceiling mounted projectors and free WiFi

ABC of Metro Washington provides a wide variety of spaces for your next training or business meeting. Choose from two meeting spaces that seat up to 20 people or several training classrooms that can host up to 70 trainees.

In addition, the facility has:

- ✓ FREE WiFi, projectors and screens
- ✓ FREE off-street parking
- ✓ Low, member-only rental fees:
  - Half-day (1-4 hours) \$200
  - Full-day (4+ -8 hours) \$400
- ✓ A convenient location near I-95, Route 1 and the ICC



**BOARD ROOM:** Seats 20 with leather chairs, free WiFi, ceiling mounted projector and screen

**Contact us to reserve space for your next meeting!**

Info@abcmetrowashington.org  
301-595-9711



**CONFERENCE ROOM:** Seats 11 with flat screen tv and free WiFi

ABC of Metro Washington  
6901 Muirkirk Meadows Drive Suite F  
Beltsville, MD 20705



# FACILITY RENTAL AGREEMENT



## Company Information

Contact Name \_\_\_\_\_ On-Site Event Contact \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Email \_\_\_\_\_

## Event Specifications

The facility is available for use Monday - Friday from 8:30am until 4:30pm.  
 Preferred Date #1 \_\_\_\_\_ Preferred Date #2 \_\_\_\_\_ Preferred Date #3 \_\_\_\_\_  
 Half-day program (\$200 for 1-4 hours)       Full-day program (\$400 for 4+-8 hours)  
 Start time: \_\_\_\_\_ End time: \_\_\_\_\_

## Meeting Space Selection

- Board Room.** Seats 20 with leather chairs, free WiFi, ceiling mounted projector and screen
- Conference Room.** Seats 11 with flat screen tv and free WiFi
- Large Classroom.** Seats 70 and features ceiling mounted projectors, A/V equipment and free WiFi
- Classrooms.** Each of the 6 classrooms seats 32 and feature ceiling mounted projectors, A/V equipment and free WiFi  
 # of classrooms needed: \_\_\_\_\_
- Lab space.** Contact the office for details.

**Purpose of Meeting:** \_\_\_\_\_

Contracting companies may elect to use an outside caterer to bring in refreshments or meals. Set-up and clean-up are the full responsibility of the contracting company.

**ABC Metro Washington and ABC CraftMasters Training are not responsible for outside vender equipment, material or vehicles.**

## Payment Information

MasterCard    Visa    Amex  
 Card # \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Name on card \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**Authorized Company Representative**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**Associated Builders and Contractors of Metro Washington**