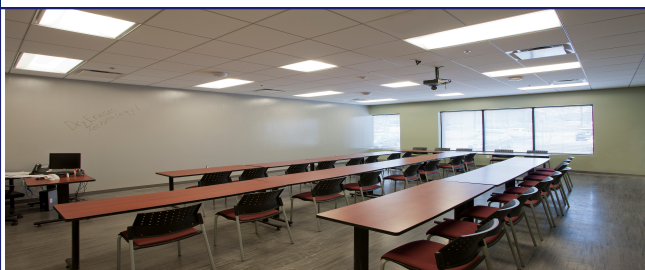




ABC of Metro Washington Training Facility and Conference Room Rentals



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



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



CONFERENCE ROOM: Seats 6 with flat screen tv 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 or several training classrooms.

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 Intercounty Connector (ICC/ MD200)**

Contact us to reserve space for your next meeting!

Info@abcmetrowashington.org
301-595-9711

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 6 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 Trust 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

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