

Fort Belvoir Officers' Club

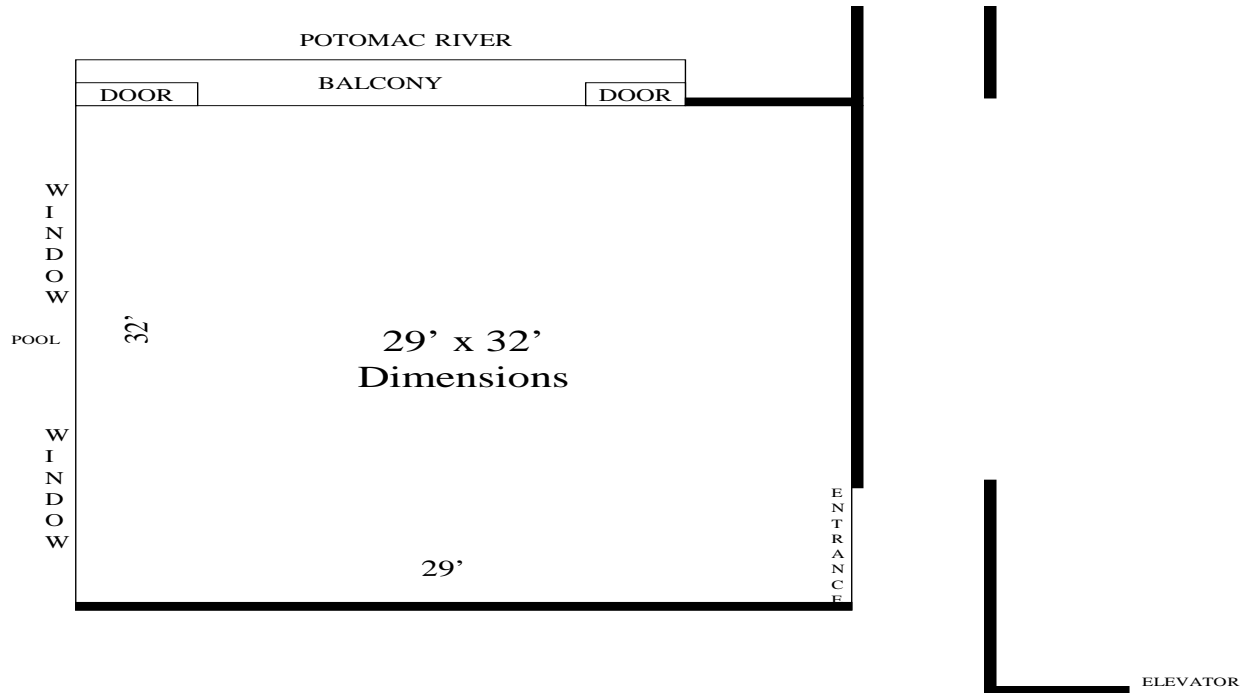
ON THE POTOMAC



Conference Packages

For more information, please contact:
Catering Office
703.780.0930 ext. 600, 609 or 610

Yorktown Room



Room Fees

Full Day ~ 08:00- 16:30 hrs. \$700.00 (8 hours)

Room with Complimentary AM Refreshments included ~ \$1,100.00

Half-day ~ 08:00 - 12:00 hrs. \$350.00 (4 hours)

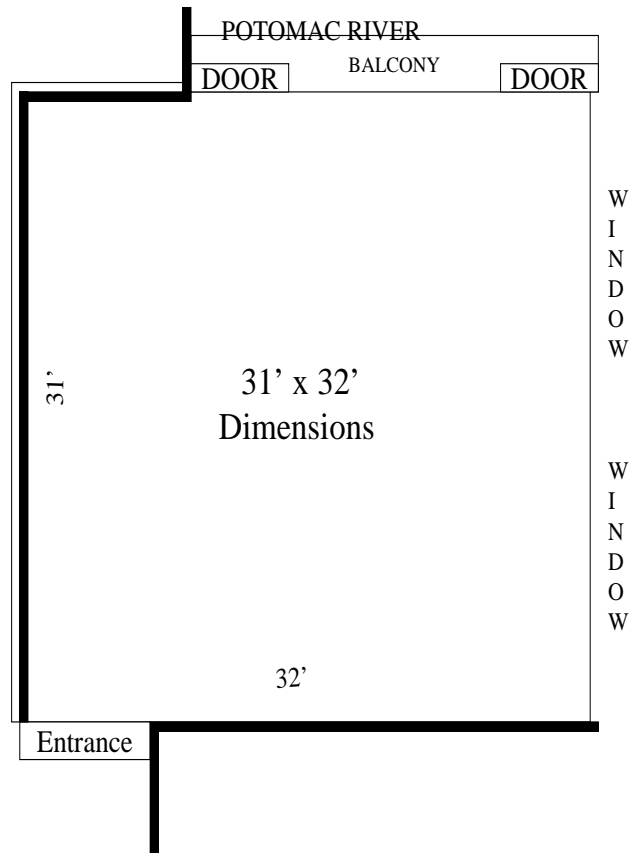
Room Specifications

Seated with 8 person round tables	60 Guests
Classroom Style Meeting	40 Guests
Theater Style Meeting.....	75 Guests
U-Shape	30 Guests

Complimentary AM Refreshments (2 hour duration) : Assorted Pastries, Fresh Fruit Platter, Orange Juice, Regular Coffee, Decaffeinated Coffee, Hot Tea Selection, & water display, Microphone and podium, Screen, Lapel, Cordless Microphone, Extension cord.

Additional hours are \$150.00 per hour

Alexandria Room



Room Fees

Full Day ~ 08:00- 16:30 hrs. \$700.00 (8 hours)

Room with Complimentary AM Refreshments included ~ \$1100.00

Half-day ~ 08:00- 12:00 hrs. \$350.00 (4 hours)

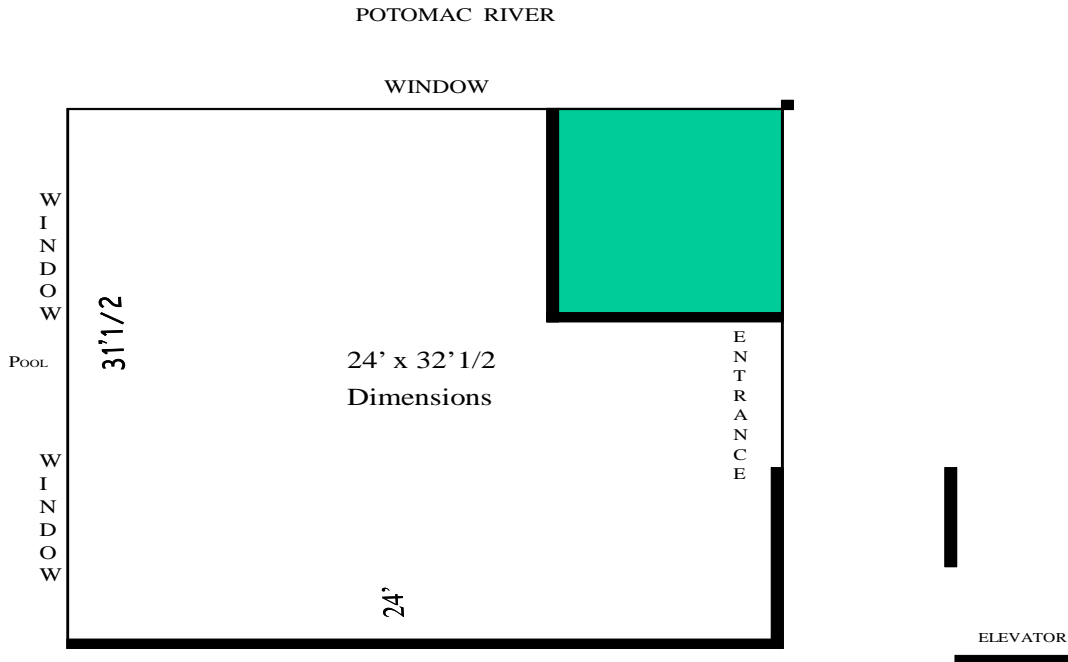
Room Specifications

Seated with 8 person round tables	60 Guest
Classroom Style Meeting	40 Guest
Theater Style Meeting.....	75 Guest
U-Shape	30 Guest

Complimentary AM Refreshment (2 hour duration) : Assorted Pastries, Fresh Fruit Platter, Orange Juice, Regular Coffee, Decaffeinated Coffee, Hot Tea Selection, & water display, Microphone and podium, Screen, Lapel, Cordless Microphone, Extension cord.

Additional hours are \$150.00 per hour

Valley Forge Room



Room Fees

Full Day ~ 08:00 – 16:30 hrs. \$700.00 (8 hours)

Room with Complimentary AM Refreshments included ~ \$1100.00

Half-day ~ 08:00 -12:00 hrs. \$350.00 (4 hours)

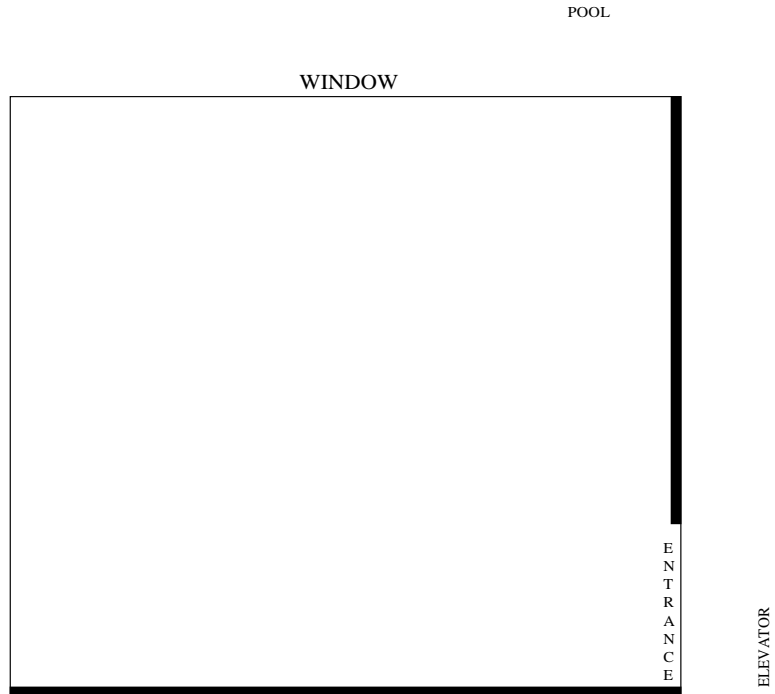
Room Specifications

Seated with 8 person round tables	60 Guests
Classroom Style Meeting	40 Guests
Theater Style Meeting.....	75 Guests
U-Shape	30 Guests

Complimentary AM Refreshment (2 hour duration) : Assorted Pastries, Fresh Fruit Platter, Orange Juice, Regular Coffee, Decaffeinated Coffee, Hot Tea Selection, & water display, Microphone and podium, Screen, Lapel, Cordless Microphone, Extension cord.

Additional hours are \$150.00 per hour

JEFFERSON ROOM



Room Fees

Full Day ~ 08:00 -16:30 hrs. \$700.00 **(8 hours)**

Room with Complimentary AM Refreshments included ~ \$1100.00

Half-day ~ 08:00 -12:00 hrs. \$350.00 **(4 hours)**

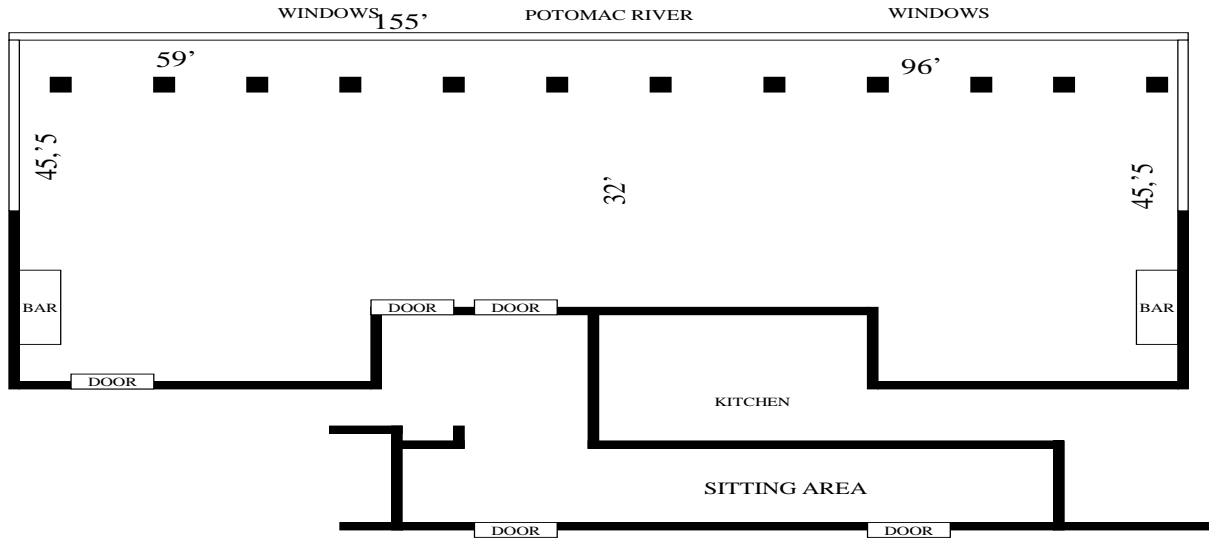
Room Specifications

Seated with 8 person round tables	50 Guest
Classroom Style Meeting	40 Guest
Theater Style Meeting.....	75 Guest
U-Shape	30 Guest

Complimentary AM Refreshments (2 hour duration) : Assorted Pastries, Fresh Fruit Platter, Orange Juice, Regular Coffee, Decaffeinated Coffee, Hot Tea Selection, & water display, Microphone and podium, Screen, Lapel, Cordless Microphone, Extension cord.

Additional hours are \$150.00 per hour

Belvoir Ballroom



DIMENSIONS
Belvoir Room: 45,'5 x 155'
1/3 Belvoir Room: 45,'5 x 59'
2/3 Belvoir Room: 45,'5 x 96'

CASTLE ROOM

Room Fees

Full Day ~ 08:00- 16:30 hrs. \$2,500.00 (8 hours)

Full Day Room with Complimentary AM Refreshments included ~ \$3,500.00

Half Day Whole Room 08:00 – 12:00 hrs. ~ \$1,250.00 (4 hours)

Up to 150 guests

Full Day 1/3 Room Rental ~ 08:00 – 16:30 hrs. \$1,000.00 (8 hours)

Full Day Room with Complimentary AM Refreshments ~ \$1,500.00

Half Day 1/3 Room Rental ~ 08:00 – 12:00 hrs. \$500.00 (4 hours)

Up to 80 people

Full Day 2/3 Room Rental ~ 08:00 – 16:30 hrs. \$ 1,500.00 (8 hours)

Full Day Room with Complimentary AM Refreshments included ~ \$2,300.00

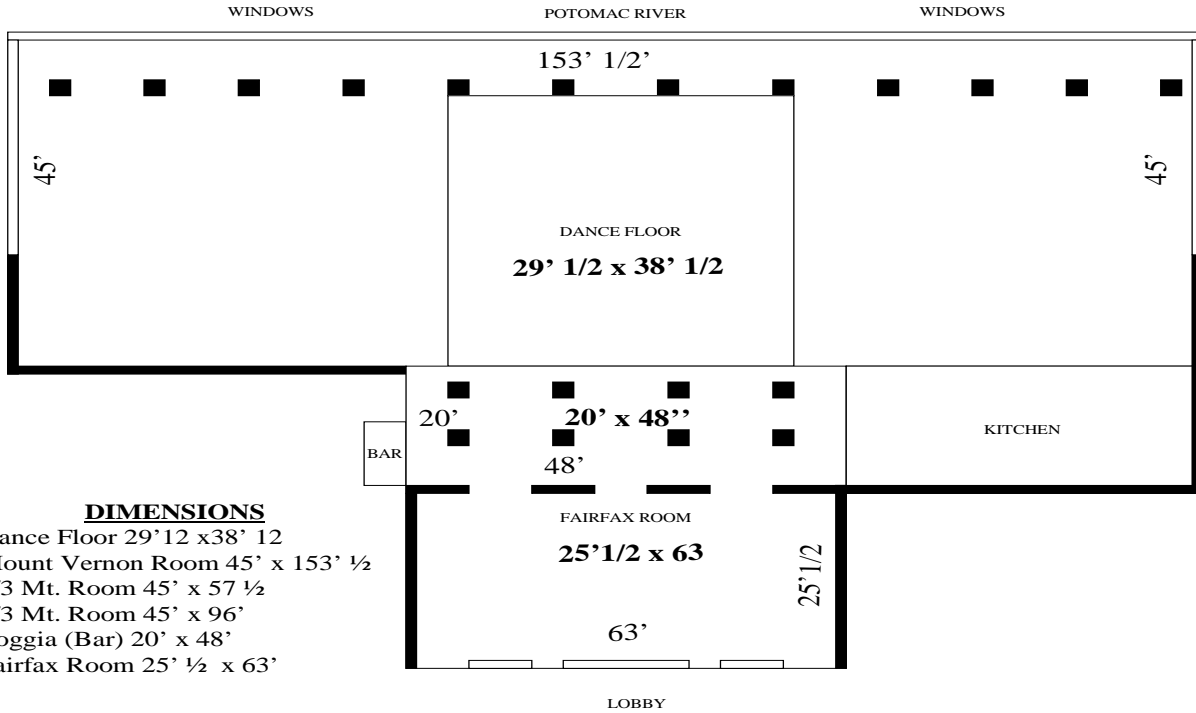
Half Day 2/3 Room Rental 08:00 – 12:00 hrs. \$750.00 (4 hours)

Up to 100 people

Room Specifications

Seated with 8 person round tables350 Guests
 Classroom Style Meeting150 Guests
 Theater Style Meeting..... 250 Guests
 U-Shape80 Guests

Mt. Vernon Ballroom



- DIMENSIONS**
 Dance Floor 29'12 x38' 12
 Mount Vernon Room 45' x 153' 1/2
 1/3 Mt. Room 45' x 57 1/2
 2/3 Mt. Room 45' x 96'
 Loggia (Bar) 20' x 48'
 Fairfax Room 25' 1/2 x 63'

Room Fees

Full Day ~ 08:00- 16:30 hrs. \$2,500.00 (8 hours)

Full Day Room with Complimentary AM Refreshments included ~ \$3,500.00

Half Day Whole Room 08:00 – 12:00 hrs. ~ \$1,250.00(4 hours)

Up to 150 guests

Full Day 1/3 Room Rental ~ 08:00 – 16:30 hrs. \$ 1,000.00 (8 hours)

Full Day Room with Complimentary AM Refreshments ~ \$1,500.00

Half Day 1/3 Room Rental ~ 08:00 – 12:00 hrs. \$500.00(4 hours)

Up to 80 people

Full Day 2/3 Room Rental ~ 08:00 – 16:30 hrs. \$1,500.00 (8 hours)

Full Day Room with Complimentary AM Refreshments included ~ \$2,300.00

Half Day 2/3 Room Rental 08:00 – 12:00 hrs. \$750.00(4 hours)

Up to 100 people

Room Specifications

- Seated with 8 person round tables350 Guests
 Classroom Style Meeting150 Guests
 Theater Style Meeting..... 250 Guests
 U-Shape80 Guests

Room fee includes the following:

- Free WIFI connection
- LCD Projector & Screen
- Room Set-Up to specifications
- Podium and Microphone

Additional Rental Items:

- \$150 each Additional Hour
- \$35 Flip Chart Rental to include Markers & Paper

Am Refreshments ~ \$7.95 Per-Person

- Assorted Pastries
- Fresh Fruit Platter
- Orange Juice
- Coffee
- Water

Pm Refreshments ~ \$7.95 Per-Person

- Assorted Cookies
- Granola Bars
- Coffee
- Assorted Sodas
- Water