

# *Fort Belvoir Officers' Club*

## *Conference Rooms*

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### **Yorktown Room**

#### **Room Fees**

Full Day: \$700 (8 hours) Room with Complimentary AM Refreshments included - \$1100

Half-day: \$350 (4 hours) Room with Complimentary AM Refreshments included - \$750

#### **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, Power Strips  
*Price rate reflects an 8 hour period. Any additional hours are \$300.00 per hour*

Due to Fire Safety codes the above guest counts **CAN-NOT** be exceeded.

### **Alexandria Room**

#### **Room Fees**

Full Day: \$700 (8 hours) Room with Complimentary AM Refreshments included - \$1100

Half-day: \$350 (4 hours) Room with Complimentary AM Refreshments included - \$750

#### **Room Specifications**

Seated with 8 person round tables (60 Guests)

Classroom Style Meeting (40 Guests)

Theater Style Meeting (75 Guests)

U-Shape (40 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, Power Strips  
*Price rate reflects an 8 hour period. Any additional hours are \$300.00 per hour*

Due to Fire Safety codes the above guest counts cannot be exceeded.

## Valley Forge Room

### Room Fees

Full Day: \$700 (8 hours), Room with Complimentary AM Refreshments included - \$1100

Half-day: \$350 (4 hours), Room with Complimentary AM Refreshments included - \$750

### 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, Power Strips  
*Price rate reflects an 8 hour period. Any additional hours are \$300.00 per hour*

Due to Fire Safety codes the above guest counts **CAN-NOT** be exceeded.

## JEFFERSON ROOM

### Room Fees

Full Day: \$700 (**8 hours**), Room with Complimentary AM Refreshments included - \$1100

Half-day: \$350 (**4 hours**), Room with Complimentary AM Refreshments included - \$750

### Room Specifications

Seated with 8 person round tables (50 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, Power Strips  
*Price rate reflects an 8 hour period. Any additional hours are \$300.00 per hour*

Due to Fire Safety codes the above guest counts cannot be exceeded.

## **Belvoir Ballroom**

### **Room Fees**

Half Day 1/3 Room Rental \$675 (4 hours)

Full Day 1/3 Room Rental \$1,350 (8 hours), any additional hour is \$300

Full Day 1/3 Room with Complimentary AM Refreshments \$2,000

*Up to 100 people*

Half Day 2/3 Room Rental \$675 (4 hours)

Full Day 2/3 Room Rental \$1,350 (8 hours), any additional hour is \$300

Full Day 2/3 Room with Complimentary AM Refreshments included \$2,000

*Up to 100 people*

Half Day Whole Room \$1,250 (4 hours)

Full Day Whole Room \$2500 (8 hours)

Full Day Room with Complimentary AM Refreshments included \$3,500

### **Room Specifications**

Seated with 8 person round tables (350 Guests)

Classroom Style Meeting (100 Guests)

Theater Style Meeting (350 Guests)

U-Shape (80 Guests)

Due to Fire Safety codes the above guest counts cannot be exceeded.

**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, Power Strips  
*Price rate reflects an 8 hour period. Any additional hours are \$300.00 per hour*

**PM Refreshment** \$7.95 per person

Assorted Cookies, Granola Bars, Coffee, Assorted Sodas

### **Half Day Package includes the following:**

Screen & Room Set-Up to specifications

### **Full Day Packages includes the following:**

Free WIFI connection, LCD Projector & Screen, Room Set-Up to specifications

### **Additional Rental Items:**

\$300 Room Rental each Additional Hour

\$175 LCD Rental

\$35 Flip Chart Rental to include Markers & Paper

## **Mt. Vernon Ballroom**

### **Room Fees**

Half Day 1/3 Room Rental \$675 (4 hours)

Full Day 1/3 Room Rental \$1,350 (8 hours), any additional hour is \$300

Full Day 1/3 Room with Complimentary AM Refreshments \$2,000

*Up to 100 people*

Half Day 2/3 Room Rental \$675 (4 hours)

Full Day 2/3 Room Rental \$1,350 (8 hours), any additional hour is \$300

Full Day 2/3 Room with Complimentary AM Refreshments included \$2,000

*Up to 100 people*

Half Day Whole Room \$1,250 (4 hours)

Full Day Whole Room \$2500 (8 hours)

Full Day Room with Complimentary AM Refreshments included \$3,500

### **Room Specifications**

Seated with 8 person round tables (350 Guests)

Classroom Style Meeting (100 Guests)

Theater Style Meeting (350 Guests)

U-Shape (80 Guests)

Due to Fire Safety codes the above guest counts cannot be exceeded.

**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, Power Strips  
*Price rate reflects an 8 hour period. Any additional hours are \$300.00 per hour*

**PM Refreshment** \$7.95 per person

Assorted Cookies, Granola Bars, Coffee, Assorted Sodas

### **Half Day Package includes the following:**

Screen & Room Set-Up to specifications

### **Full Day Packages includes the following:**

Free WIFI connection, LCD Projector & Screen, Room Set-Up to specifications

### **Additional Rental Items:**

\$300 Room Rental each Additional Hour

\$175 LCD Rental

\$35 Flip Chart Rental to include Markers & Paper