



The Washington Post  
**CONFERENCE CENTER  
AND TERRACE**

Nothing sets the tone for a successful event like the perfect venue. For those looking for a flexible, affordable location in the heart of Washington, D.C., look no further than The Washington Post Conference Center and Terrace.

Located inside the historic Washington Post building, the Conference Center offers a first-class venue to host meetings, conferences, receptions and exhibits in one of the most accessible areas in the city. With in-house audio-visual equipment and event management services included in your rental, the multiple meeting spaces and services available at The Washington Post Conference Center and Terrace are sure to fit your needs.

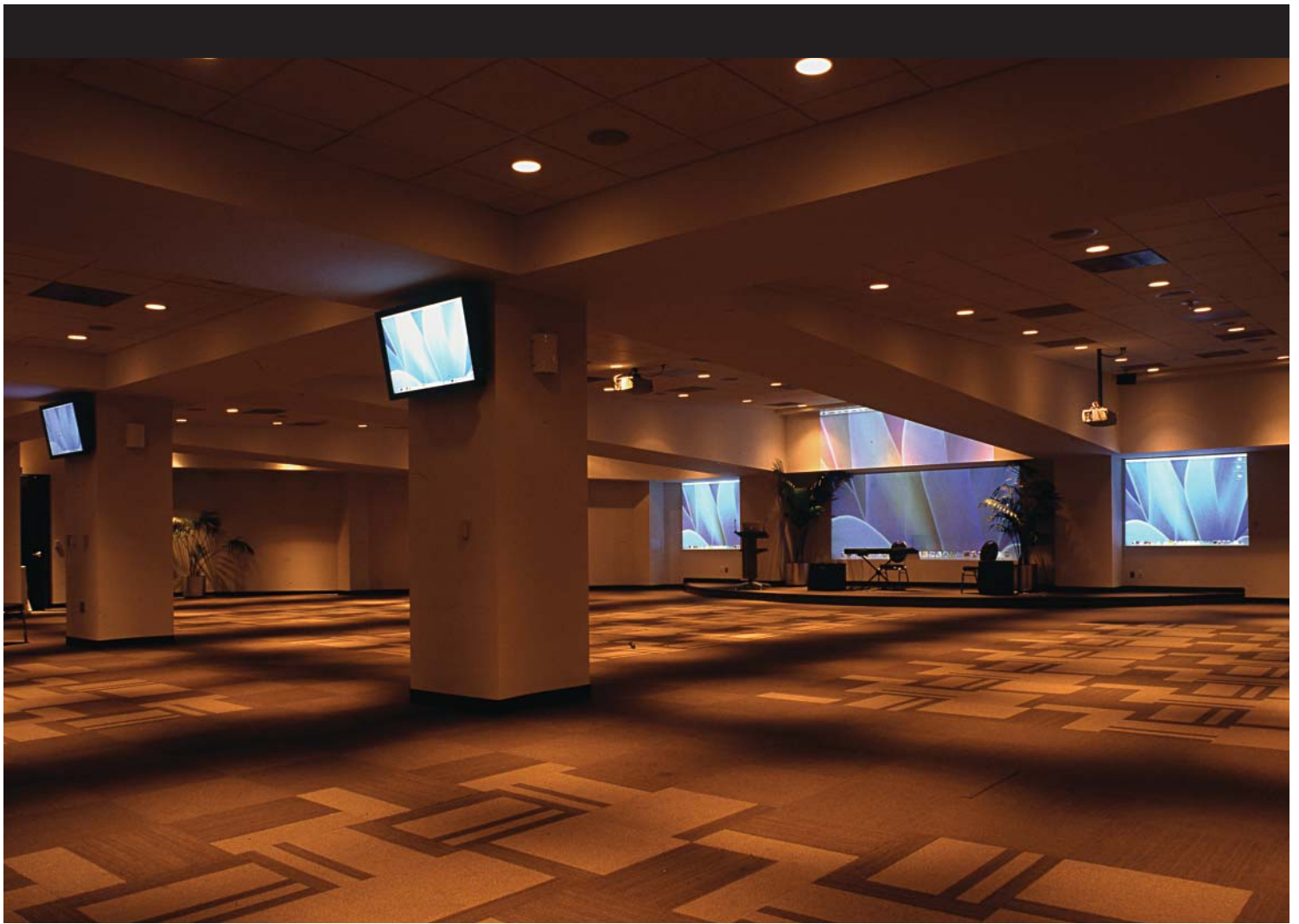
The Conference Center offers an inviting reception area with a built-in, dark wood registration desk and coat room that is available for all events. Meeting spaces include the spacious Publisher's Room, Editor's Room and the beautiful outdoor Terrace. There are also several smaller meeting rooms available.



## THE EDITOR'S ROOM

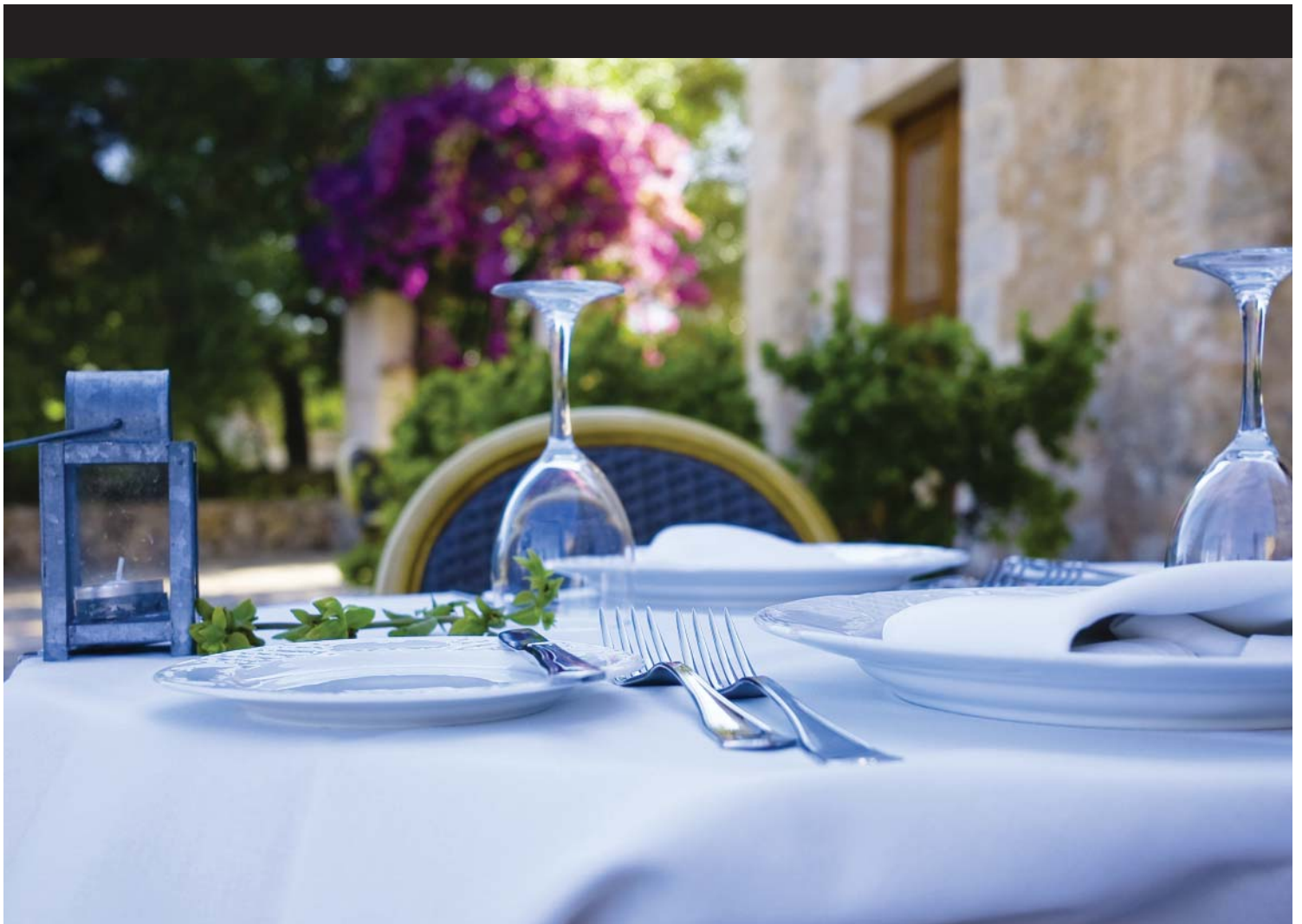
The Editor's Room is a multi-purpose dream. Whether a theater set for 200 or a reception for 300, the soaring ceiling, twenty-two foot stage and 4,300 sq. ft. of meeting space offer a variety of possibilities for hosting conferences, seminars and expos. Built-in audio-visual equipment includes wired and wireless microphones, a drop down stage screen with LCD projector and multiple flat-screen monitors throughout the room. When needed, The Editor's Room doubles as a pre-function space to the Publisher's Room.





## THE PUBLISHER'S ROOM

Flexibility abounds in The Publisher's Room. Whether you want to seat 250 guests for a presentation or offer 300 guests a standing cocktail reception, the lighting and décor offered in The Publisher's Room make any event feel intimate. Built-in audio-visual equipment with touch screen control adds to the ease of use. With three overhead LCD projectors, two built-in cameras, one large drop-down screen, two flat-screen monitors, and wired and wireless microphones, your keynote and panelist seated on the stage will be seen and heard by all.



## THE TERRACE

The rooftop Terrace is a spectacular site for VIP receptions. When Washington's delightful, mild evenings are in season, this terrace with exposed brick and wrought iron furnishings offers your special guests the right venue for a spectacular meet-and-greet. Or an intimate candlelit dinner. The setting and size are perfect to showcase the importance of any special occasion.

# MEETING CAPACITIES

Area	Sq. Ft.	Reception	Rounds	Classroom	Theater
Editor's Room	4,300	300	220	90	200
Publisher's Room	4,400	300	200	100	250
The Terrace	1000	100	80		
Film Room	480	35	30	24	30
Meeting Room 1	450		30	25	20
Meeting Room 2	315		30	15	15
Meeting Room 3	195		20	10	10
Meeting Rooms 1-3	960		60	40	45
Storefront	480		30	24	30
Boardroom	715		Boardroom table set for 20		

## FOOD AND BEVERAGE

Brock & Company – The Washington Post Conference Center and Terrace's in-house caterer – offers full dining capabilities, from sandwich drop-off to plated dinner – and is ready to meet your culinary needs.

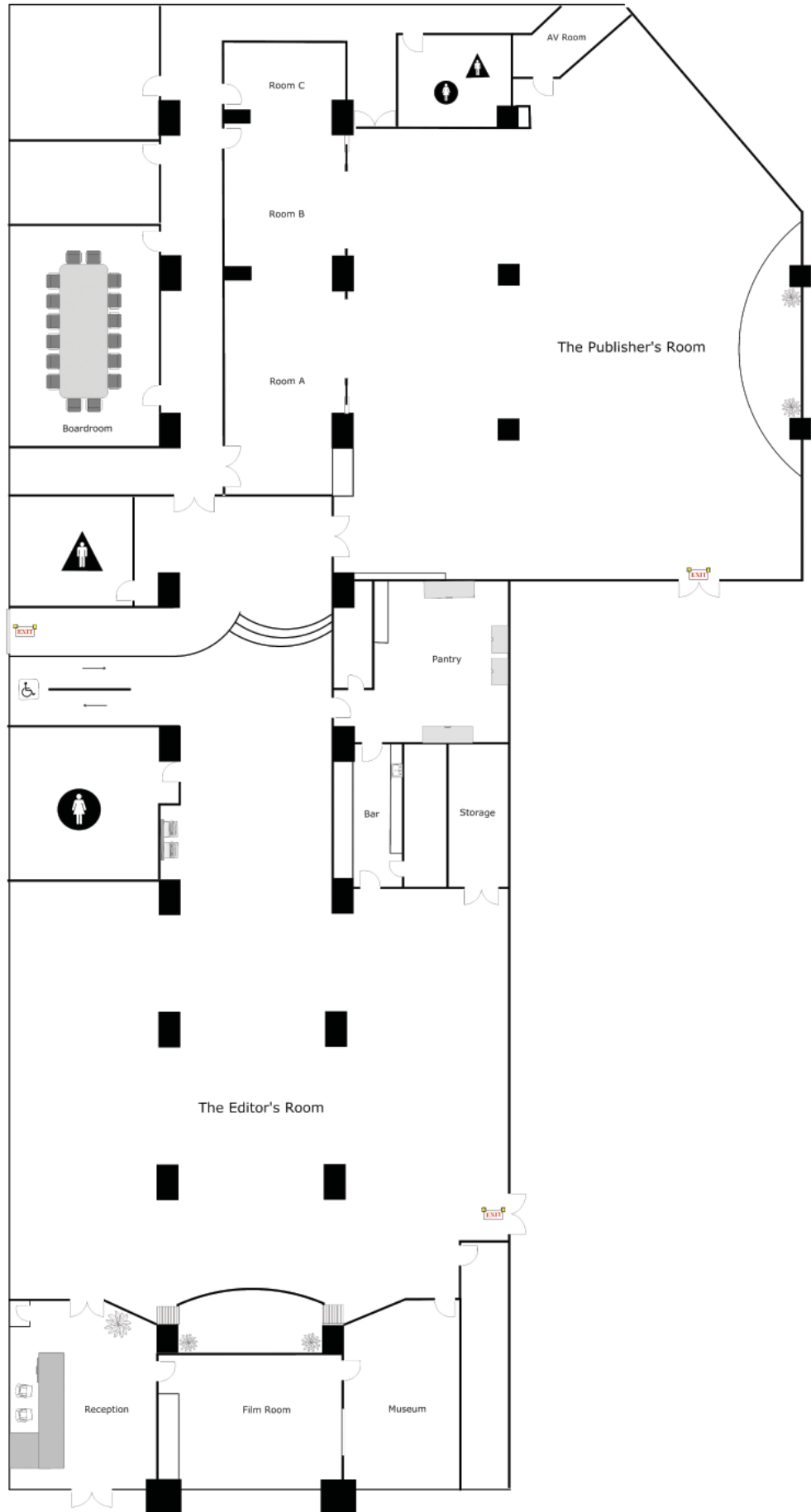
The use of outside caterers is also allowed but must be approved by The Washington Post Conference Center management. Alcohol served at events must be serviced by an approved outside entity.

## ADDITIONAL SERVICES

Your meeting and event needs, including food and beverage, staging and sound, lighting and décor, transportation and more can all be easily arranged to meet your needs. Ask us about our extended meeting and event planning services.



# ROOM DIAGRAM



# RENTAL RATES

<b>The Editor's or Publisher's Room</b>	<b>Retail Rate</b>	<b>Non-Profit Rate</b>
Monday thru Friday 7:00 a.m. to 5:00 p.m.	\$300 per hour 3 hour minimum \$100 per set-up/clean up hour	\$200 per hour 3 hour minimum \$100 per set-up/clean up hour
Monday thru Friday 5:00 pm. to Close	\$3,000 flat rate	\$2,500 flat rate
Saturday and Sunday 7:00 a.m. to 5:00 p.m.	\$400 per hour 3 hour minimum \$100 per set-up/clean up hour	\$300 per hour 3 hour minimum \$100 per set-up/clean up hour
Saturday and Sunday 5:00 p.m. to Close	\$4,000 flat rate	\$3,000 flat rate

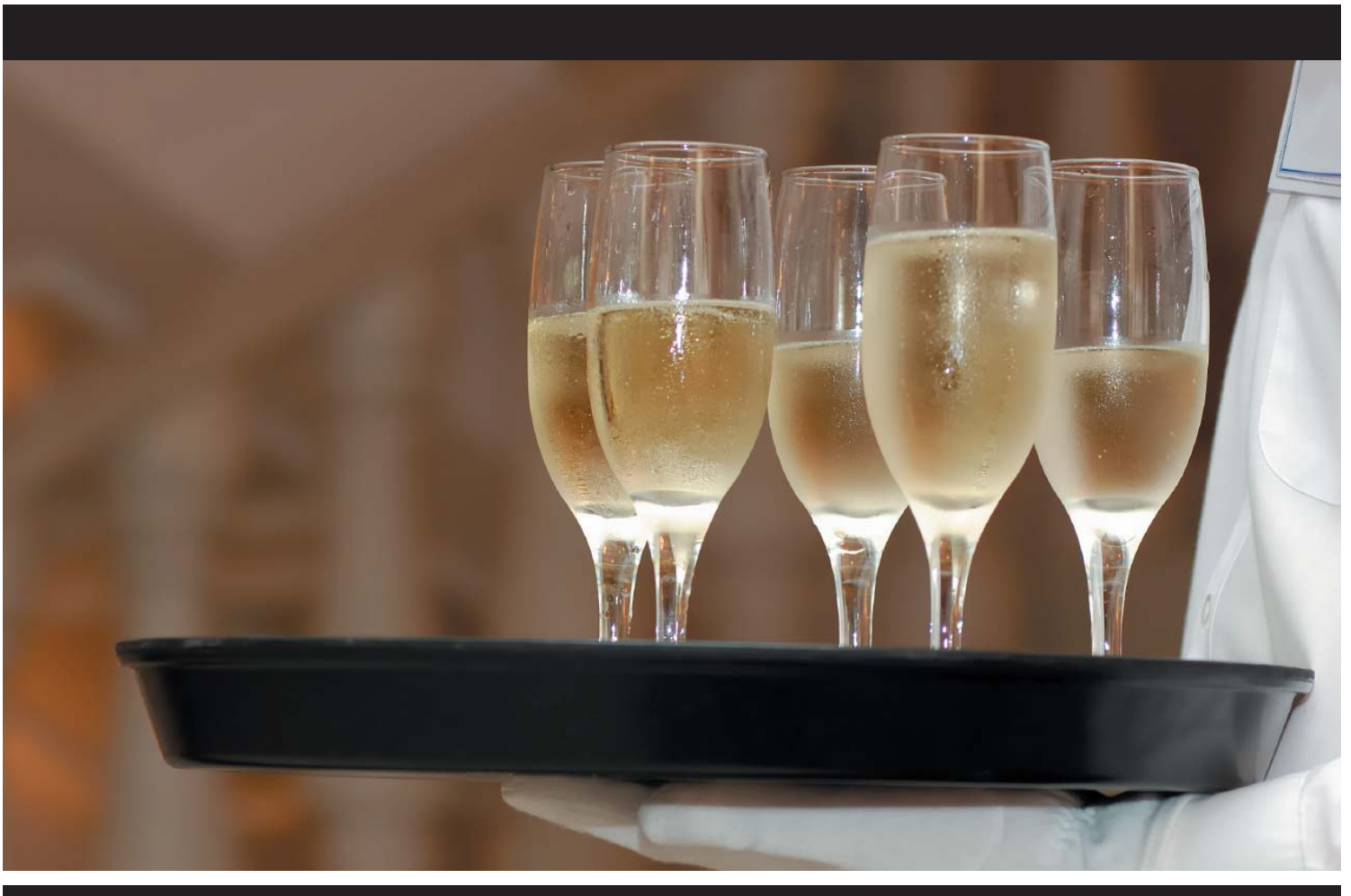
<b>Meeting Rooms</b>	<b>Retail Rate</b>	<b>Non-Profit Rate</b>
Monday thru Friday 7:00 a.m. to 5:00 p.m.	\$100 per hour	\$75 per hour
Monday thru Friday 5:00 pm. to Close	\$200 per hour	\$150 per hour
Saturday and Sunday 7:00 a.m. to Close	\$250 per hour 3 hour minimum	\$200 per hour 3 hour minimum

<b>The Terrace</b>	<b>Retail Rate</b>	<b>Non-Profit Rate</b>
Monday thru Sunday 7:00 a.m. to 12:00 a.m.	\$500 per hour	\$400 per hour

To receive the non-profit rate, renters must show proof of 501(c)(3) status. Rentals are subject to availability and all fees are subject to change until a rental agreement has been signed. Special pricing may be available when renting multiple spaces for a single event.

Rental rates include the use of the basic audio-visual equipment built-in to the rooms and an on-site event manager. Additional staff, including security guards, may be required depending on the nature and size of the event. The amount of additional staff required for each rental will be determined at the sole discretion of The Washington Post Conference Center management and will be outlined in the rental agreement.

*Pricing as of June 2010*



## LOCATION

The Washington Post Conference Center and Terrace is located at 1150 15th St. N.W. between L and M Streets.

**Metro:** McPherson Square Station (Blue and Orange lines) – 2.5 blocks  
Farragut North Station (Red line) – 3.5 blocks

**Parking:** There is street parking and several valet-style parking garages directly across from the Conference Center.

## FOR MORE INFORMATION

For more information and to set up a site visit, please contact:

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Visit [www.behindthescenesdc.com/WPCC/](http://www.behindthescenesdc.com/WPCC/) for more information.