






### Legend

-  Meeting Room
-  Café
-  Business Center
-  Elevators
-  Concierge

## Amenities

- 24/7 concierge and security
- On-site fitness center
- On-site valet parking
- Close to dining, hotels and spa
- 2 blocks from The White House and Metro Center Station

# Meeting Rooms at The Willard Offices

## Member Rates

Non-member rates

Meeting Room	Description	Capacity	Member Rates		Non-member rates	
			Hourly	Daily	Hourly	Daily
Pershing	Meeting	up to 20	\$100.00	\$600.00	\$120.00	\$720.00
Willard	Meeting	up to 10	\$80.00	\$480.00	\$100.00	\$600.00
Jefferson	Meeting	up to 5	\$60.00	\$360.00	\$80.00	\$480.00
Day Office	Private	1 to 2	\$25.00	\$150.00	\$45.00	\$270.00

With your **WorkReady+** membership, you get member rates on all rooms — all for **just \$48 a year.**

## Included Amenities



High speed internet access



Self-serve gourmet coffee & filtered water



Flip charts & whiteboards



Pens & stationery pens

## Additional Options

- Full-service catering
- LCD projector & presentation support
- Audio & web conferencing

*All reservations are subject to availability.*

*Members: 30 minute minimum reservation. Non-members - 2 hour minimum reservation.*

### Cancellation Policy:

*Members can cancel up to 24 hours before the start of the meeting with no charge. Non-members can cancel up to 72 hours before the start of the meeting with no charge. Reservation changes are subject to additional charges.*

*All reservations before 8.30am or after 5:00 pm must be coordinated with a center team member and are subject to additional charges.*