

THE NATIONAL PRESS CLUB

EVENT SPACE CAPACITIES, ROOM SPECS & RATES

Rental Fees listed include all of the following at no additional charge:

Setup and breakdown of standard furniture in the configuration of your choice (rounds, classroom, banquet, cocktail, theatre, etc.); skirted registration tables & easels for signage outside each room; choice of standard linens (blue, white or cream); front desk staff to assist guests to/from your event; on-site Banquet Manager to oversee your event and assist with special requests; standard housekeeping services for cleanup; all flatware/silverware/setups for catering if applicable.

Event Space	Reception	Banquet	Theater	Classroom	Dimensions	Ceiling	Square Feet	Rental Fee	NonProfit
Ballroom (full space incl. balconies)	700	414	525	252	98' x 47'	18'	4,500	\$3,750	\$3,250
Ballroom - Midsection	350	234	250	150	63' x 47'	18'	2,900	\$3,750	\$3,250
Ballroom - East & West Side Rooms (each)	60	72	60	48	17' x 47'	7'6"	800	(included)	(included)
Ballroom - East & West Balconies (each)	50	27	50	N/A	42' x 11'	8'	450	(included)	(included)
Holeman Lounge	200	120	150	80	39' x 47'	8'/18'	1,825	\$1,650	\$1,400
First Amendment Lounge	150	100	100	80	39' x 37'	8'/18'	1,425	\$1,400	\$1,200
Fourth Estate	100	90	65	48	55' x 20'	9'	1,200	\$1,400	\$1,200
Conference Rooms (Murrow-White-Lisagor)	150	144	150	77	58' x 28'	9'	1,675	\$1,200	\$1,000
Murrow Room	50	45	50	24	19' x 31'	9'	600	\$575	\$490
Lisagor Room	50	45	50	24	19' x 28'	9'	525	\$575	\$490
Zenger Room	50	45	50	24	19' x 29'	9'	550	\$575	\$490
Winners Room	45	40	30	20	34' x 14'	9'	450	\$575	\$490
Bloomberg Room	45	44	40	24	20' x 22'	7'9"	450	\$575	\$490
Broadcast Center Studio A/B	50	-	40	24	40' x 31'	13'	1,050	\$950	\$800
Broadcast Center Studio C	-	-	12	8	12' x 17'	8'6"	200	\$575	\$490
Broadcast Center Conference Room	20	12	15	15	16' x 19'	8'6"	300	\$500	\$425

Room capacities are approximate; may be slightly less depending on specific room setup and configuration

The National Press Club does not require food & beverage minimums to book event space. Additionally, during the months of January, February, March, July, August & December, room rental fees are reduced or waived when certain levels of food & beverage are purchased, as follows:

Event Space	Reduced Rental	Food/Beverage Purchases	Reduced Rental	Food/Beverage Purchases
Ballroom	\$2,750	\$5,000	\$1,750	\$10,000
Holeman Lounge	\$1,100	\$3,000	\$550	\$5,000
First Amendment Lounge	\$925	\$3,000	\$475	\$5,000
Fourth Estate	\$925	\$2,500	\$475	\$4,500
Conference Rooms (Murrow-White-Lisagor)	\$525	\$2,000	\$275	\$4,000
Murrow Room	\$250	\$1,500	\$125	\$2,000
White Room	\$250	\$1,500	\$125	\$2,000
Lisagor Room	\$250	\$1,500	\$125	\$2,000
Zenger Room	\$250	\$1,500	\$125	\$2,000
Winners Room	\$250	\$1,500	\$125	\$2,000
Bloomberg Room	\$250	\$1,500	\$125	\$2,000

Room rental reductions are based on food and beverage revenue only, before tax and service charges and apply to the room(s) where the food and beverage are being served during that time period.

VENUE HOURS

- The National Press Club rents event facilities during three time periods each day:
 - **Morning (8-11am) Afternoon (12-5pm) Evening (6-11pm)**
- Rental fees listed above are *per one (1) time period*.
- Events beginning prior to 8:00am or concluding after 11:00pm may be subject to an additional labor fee.
- Flexibility for times may apply to mid-afternoon and evening time periods at the Club's discretion.
- For events on a Sunday or Holiday, a minimum in food & beverage may be required, excluding tax & gratuity.

