AMERICAN SOCIETY OF INTERIOR DESIGNERS

MEETING SPACE RENTAL WASHINGTON, D.C.
WELCOME TO ONE OF THE MOST INNOVATIVE OFFICE SPACES IN THE NATION
The American Society of Interior Designers (ASID) Headquarters, located at 1152 15th Street, N.W. in Washington D.C., is a living laboratory for the impact of design on health and wellness in the built environment. The office is designed with health, wellness, well-being, and sustainability as its top priorities. The ASID Headquarters recently received a LEED Platinum rating, the highest level of recognition by the U.S. Green Building Council. Additionally, the Society has applied for and expects to receive WELL certification.

ASID EXTENDS AN INVITATION TO HOLD YOUR NEXT MEETING OR EVENT IN OUR NEW OFFICE SPACE.
The Main Conference Room is a glass enclosed workspace with a wall of north facing windows. This space can be set up in boardroom, theater, or classroom style. If set up in theater style, the room can seat up to 60, and chair rental is required.

The Bernhardt conference room table seats 18 people comfortably and includes HDMI connectivity to a 68” LG Energy Star Smart TV and independent power outlets around the table.

The Main Conference Room also has a large Sherwin Williams dry-erase wall for note taking, written demonstrations, and brainstorming.

Two large Bernhardt credenzas provide a convenient location for catering set up.

With a LogiSon™ Acoustic Network Sound Masking System, Lutron Quantum® Total Light Management™ system, and Lutron Automated Shading with Hyperion™ Solar Adaptive Software, you can rest assured that this meeting space will provide a comfortable and distraction free atmosphere for your event.

The rental includes the Main Conference Room and Café only.

MAIN CONFERENCE ROOM CAPACITY AND SPECIFICATIONS

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CONFERENCE ROOM AV

68” LG Energy Star TV
Wireless Internet Connection
Polycom Telephone
HDMI Connectivity
AVAILABILITY AND SCHEDULING

The Main Conference Room is available Monday – Friday, 8 a.m. – 8 p.m. We accept half-day and full-day reservations.

PLEASE SEND RESERVATION AND TOUR REQUESTS TO RENTAL@ASID.ORG.

Please provide the following information when requesting your reservation:
• Organization Name
• Date, Time, Duration, and Purpose of Meeting
• Contact First and Last Name
• Mobile Phone Number
• Office Phone Number
• Catering Needs
• Loading Dock/Freight Elevator Needs

Meeting reservations will be tentatively accepted and a contract will be sent to the meeting organizer. The contract must be signed and returned with the required deposit. The reservation is final and confirmed once all parties have signed the contract and the deposit has been received. Full payment is due on the date of the event. Deposits are non-refundable.

RATES
Half-Day (4 hours): $400.00
Full-Day (8 hours): $800.00
Catering: $100 service fee plus the cost of food and drink

CANCELLATION POLICY
Reservations may be canceled at no charge up to 10 business days prior to the event. Organizations that cancel reservations less than 10 business days prior will be charged the full rental rate.

Schedule a Tour Today — Email Rental@ASID.org
In alignment with the WELL Building Standard of Nourishment, ASID encourages catering to follow healthy living standards. Catering requests should be directed to rental@asid.org.

ASID does not provide additional staff, catering, or beverage service. You may use our onsite kitchen facilities for meal set up only.

Dishes and silverware must be ordered as part of catering services. If serving alcohol, it must be supplied by the catering company along with liability for the alcohol.

MEETINGS THAT DO NOT INCLUDE CATERING

ASID will make filtered water, ice, and glassware available to attendees. Coffee and tea service is not included. Two coffee shops, Peets Coffee and Bean and Bite, provide quick access to coffee and tea.
ADDITIONAL INFORMATION

SHIPPING INFORMATION
Meeting materials can be shipped to the American Society of Interior Designers, 1152 15th St., N.W., Suite 910, Washington, D.C. 20005. Please include the meeting contact person and the organization name on your shipping label.

SECURITY
The room reservation will include the use of one security card to be returned upon completion of rental. There will be a $25 fee for non-returned access cards.

INCLEMENT WEATHER POLICY
ASID follows the Federal government’s policy on closing due to inclement weather. If for any reason the Federal government decides to close, ASID will also close and all scheduled events will be canceled. Payments will be fully refunded.
PARKING
There are several paid parking garages on 15th St., N.W. within one block of ASID Headquarters. Parking is also available beneath ASID Headquarters in the Columbia Center building. The average full-day price to park is $11-$16. Metered street parking is also available. Additionally, ASID is within three blocks of the Farragut North, Farragut West, and McPherson Square Metro stations.

HOTEL ACCOMMODATIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>W. Washington, D.C.</td>
<td>515 15th St., N.W.</td>
</tr>
<tr>
<td>Loews Madison Hotel</td>
<td>1177 15th St., N.W.</td>
</tr>
<tr>
<td>Sofitel Lafayette Square</td>
<td>806 15th St., N.W.</td>
</tr>
<tr>
<td>Capital Hilton</td>
<td>1001 16th St., N.W.</td>
</tr>
<tr>
<td>The St. Regis</td>
<td>923 16th St., N.W.</td>
</tr>
<tr>
<td>Hyatt Place</td>
<td>1522 K St., N.W.</td>
</tr>
<tr>
<td>Kimpton Rouge Hotel</td>
<td>1315 16th St., N.W.</td>
</tr>
<tr>
<td>Kimpton Donovan Hotel</td>
<td>1155 14th St., N.W.</td>
</tr>
<tr>
<td>Kimpton Mason and Rook Hotel</td>
<td>1430 Rhode Island Ave., N.W.</td>
</tr>
</tbody>
</table>
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EVENT INFORMATION

Name of Function

Date of Function Start Time of Function End Time of Function

Number of Attendees

Contact Name Contact Phone Number

Contact Email

ASID is happy to coordinate food & beverage requirements for your event. Please use our simple meal planning guide below to provide general information about your preferences. ASID will work with you personally to develop the ideal menu options based on your selections.

MEAL SELECTION

Proposed Budget for Meal $ or price per person

Select all that apply and note number of guests for each meal:

- A.M. Snack
- P.M. Snack
- Continental Breakfast
- Hot Breakfast
- Cold Lunch
- Hot Lunch
- Full Dinner
- Reception Appetizers

BEVERAGE SELECTION

Proposed Budget for Beverages $

Select all that apply and note number of guests for each beverage need:

- Coffee / Tea Service
- Juices / Sodas
- Wine / Beer
- Liquor

FOOD ALLERGIES

Please note any food allergies below:

- Peanut-free
- Gluten-free
- Lactose-free
- Egg-free
- Vegan
- Vegetarian

Select all that apply and note number of guests for each meal:

- Vegetarian
- Vegan
- Gluten Free
- Lactose Free / Dairy Free
- Other