

Meetings & Events at



Meetings Rooms

Small/Medium Groups

EXTERNAL RATE

ROOM	FULL DAY RENTAL	HALF DAY RENTAL	HOURLY RENTAL
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Charges Base on Regular Business hours 7am - 5pm

CONFERENCE ROOM A	\$650	\$310	\$85
CONFERENCE ROOM B	\$1,250	\$625	\$155
CONFERENCE ROOM C	\$1,250	\$625	\$155
CONFERENCE ROOM D	\$1,250	\$625	\$155

INCLUDED IN YOUR BOOKING

Basic Set-up (in house tables and chairs) | High Speed Wi-Fi | Built in projection and flat panel | Podium with microphone | Hard line internet connection -1 port per room

Meetings Rooms

Large Groups

EXTERNAL RATE

ROOM	FULL DAY RENTAL	HALF DAY RENTAL
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AUDITORIUM ONLY	\$5,200	\$2,600
AUDITORIUM WITH LOBBY/ATRIUM	\$6,900	\$3,450
VALO FRONT OR BACK YARD	\$3,000	\$1,500
LOBBY/ATRIUM	\$3,000	\$1,500

INCLUDED IN AUDITORIUM BOOKING*

Basic Set-up (in house tables and chairs) | High Speed Wi-Fi | Built in projection and flat panel | Podium with microphone | Digital Sound Counsel & Digital Lighting Counsel | Dedicated Technology Specialist

ALL DAILY RATES ARE BASED ON 10 HOURS FOR FULL DAY AND 5 HOURS FOR HALF DAY

VALO PARK

7950 JONES BRANCH DRIVE, MCLEAN VA 22102

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ADDITIONAL FEES AND OTHER INFORMATION

- 6% applicable tax (unless tax exempt)
- Additional security and porter charges may be required based on the size of the event and after business hours, which shall be determined at the sole discretion of VALO PARK. If necessary charges needs to be assessed will be reviewed with customer at the time of booking.
- 5 hour minimum required for all porters and security. Rate based on regular business hours, \$225 per porter/security fee.
- All events after 5pm on Weekday and any event on Weekends requires a minimum of 5 hours HVAC \$520, fee per 5hrs.
- Valo Park partners with Metropolitan AV for any additional AV requirements Metropolitan AV will charge customers for those services directly. Contact valoevents@metroav.com
- If Catering services are required, in house caterer must be use for all events. We offer personalized catering services for every event no matter the size and always with your safety in mind. Daily breakfast, lunch, break, and reception orders can be ordered online via our [CATERING SITE](#) If you need any assistance with placing your orders, please contact Rocio.shimabukuro@compass-usa.com
- PARKING INFORMATION There are two garage entrances and guests may use either entrance to pay to park on property. Employee entrance leads you to the south employee and handicap gate. The Service/Visitors entrance leads you to the West Employee gate. Parking Fees are as follows:

1 to 2 hrs - FREE

2 To 4 hrs - \$6

4 hrs PLUS - \$10

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ADDITIONAL WEEKEND EVENTS

- Additional AV technician charges for weekend rates.

*Please note the above pricing does not include taxes or room rental fees. Additional Fees for chef attendance and events requiring bartenders may apply. An additional charge of \$150 will apply to all events after 5pm.

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