**Washington, DC**

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| 2800 Pennsylvania Avenue NW  Washington,DC  20007 U.S.A. | **Telephone:**1 (202) 342-0444  **Fax Number:**1 (202) 944-2076 |

With timeless design and hospitality, Four Seasons Hotel Washington, DC, is an event destination that is sure to inspire and impress your guests – whether for business conferences or social celebrations. The timeless, residential style of our DC meeting space creates a relaxed, comfortable atmosphere. Flexible indoor and outdoor venues come to life with legendary Four Seasons service. Whatever your agenda, every gathering is a flawless success.  
  
When everything has to be right, Four Seasons is always the right choice. At Four Seasons Hotel Washington, DC, we uphold our coveted position as the capital’s most trusted venue for business meetings and conferences.

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| **4,602 SQ.FT. 427 M2** | Largest Ballroom |
| **36** | Guests for Private Dining |
| **420** | Guests For Banquets |
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| EXCEPTIONAL AUTOMOTIVE EVENTS Four Seasons is perfect for hosting domestic, European and Asian car events for both high-performance and luxury models. Cars may be staged indoors and out, publicly and privately. We offer a secure on-site parking garage with floors that may be made private for car prep and security. Learn more | CONFERENCE PLANNING Ensure memorable and successful meetings and events with our complete conference planning services. Our team provides experienced 24-hour support – covering every detail from airport arrivals to spouse programs.&nbsp;&nbsp; | MEETING PACKAGES Host your meeting at an incredible rate and enjoy the ultimate Four Seasons experience – acclaimed individualised service, attention to detail and superior accommodations – for a meeting that is flawless, productive and unforgettable. Learn more |

**ON-SITE ACTIVITIES**

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| Political Connections  Invite a member of Congress or a State Department leader to speak to your group, providing a stimulating presentation relevant to your event. We can arrange all the set-up for the event. For a VIP gift, we can arrange for each member of your team to receive a full size American flag that flew over the Capitol building&nbsp;– authenticated and beautifully boxed. |
| Fitness Bootcamp with the GM  Take a studio fitness class, led by a certified trainer and revved up by our Four Seasons General Manager, David Bernand. Other choices are yoga, Zumba, and&nbsp; aerobics. The class can combine cardio and weights, either outdoors or in the yoga studio. You might also choose a run along the Potomac, passing sites such as the Kennedy Center, or a chance to climb the stairs made famous in “The Exorcist.” |
| Health and Wellness Retreat  After a long day of meetings, your group can relax in our luxurious spa, featuring eight treatment rooms. Attendees can enjoy a massage, a facial specially suited for each skin type, and a range of other aesthetic services. A light lunch or dinner may be provided in the yoga room or on an outdoor patio. |
| Tales from the Four Seasons Private Jet  Inspire your group with stories from our Chef Concierge, Javier Louiero, who has been the on-board concierge for all the round-the-world journeys of the Four Seasons Private Jet. He shares his insider point of view on the aircraft, the food and wine, and the amazing locations to be experienced. |

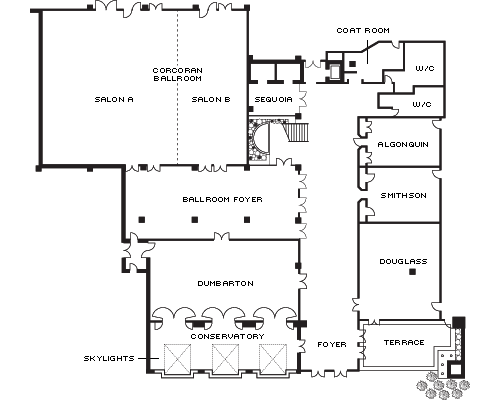
**OFF-SITE ACTIVITIES**

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| *Starting right at the Hotel*  Monuments by Moonlight  Finish your day of meetings with a three-hour evening tour of Washington aboard a luxury coach. Stop at the Lincoln Memorial, where everyone can climb the marble steps to the statue of Abraham Lincoln. Honour the country’s veterans at the Vietnam Veterans Memorial and the Korean War Veterans Memorial. Next, drive through the National Mall and along the Potomac River, passing the Washington Monument and the Jefferson Memorial. The last stop is the gates of the White House, beautifully lit at night.&nbsp; |
| *Starting right at the Hotel*  Whirlwind Tour Of the National Mall  For a quick break, give your group an overview of the most famous landmarks on the National Mall, including the beloved Smithsonian Museums. Among the sights are the Renwick Gallery, the Museum of Natural History, the Museum of the American Indian, the Air and Space Museum, and the African American History Museum. |
| *Starting right at the Hotel*  Explore Georgetown: Walking Tour  Georgetown is a charming neighbourhood that flourished long before the founding of Washington, DC. Over the years, it’s been home to many famous people. Plan a three-hour walk exploring the narrow streets. See the residences of authors Bob Woodward, Herman Wouk, Katherine Anne Porter and Sinclair Lewis. Stand before the homes of President-elect John F. Kennedy, as well as Secretaries of State Madeleine Albright and Henry Kissinger. Visit the Georgetown waterfront and exclusive shops specialising in home décor, fashion and antiques. It’s a fascinating way to get some fresh air and exercise! |
| *Within a 10-minute drive of the Hotel*  Read All About It at The Newseum  A museum dedicated to the process of reporting the news, The Newseum offers a private four-hour experience that blends five centuries of news history with up-to-the-second technology and hands-on exhibits. A few of the highlights include the Berlin Wall, an antenna from the top of the southern tower at New York’s World Trade Center, a news helicopter, and interactive games such as “morals in newspaper reporting.” |
| *Within a 10-minute drive of the Hotel*  National Treasures: Treasured Collections  This four-hour tour includes two iconic museums. Your first stop is the National Museum of Natural History featuring wonders of the natural world from the world’s largest mammal (a bull elephant) to a newly renovated Insect Zoo and the famous Hope Diamond. The adjoining Museum of American History is often called America’s attic. Items include the original Star Spangled Banner, Dorothy’s slippers from “The Wizard of Oz,” the Civil Rights era’s Greensboro lunch counter, the first Apple Computer and Julia Child’s TV kitchen.&nbsp; |
| *Within a 10-minute drive of the Hotel*  Cultural Insights: Great Private Art Collections  This five-hour outing gives access to two private art collections. The Phillips Collection is the oldest museum of modern art in the United States. Paintings include work by van Gogh, O’Keefe, Manet, and Renoir. Continue to the Kreeger Museum, a former private residence, designed by American architect Phillip Johnson. The museum’s modern art collection spans from the 1800s through the 1970s with pieces by Monet, Rodin, Picasso, and Miró. |

**Function rooms**

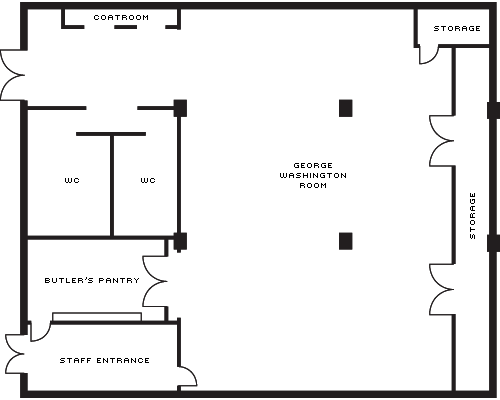
For meetings and events with 10 to 400 guests, Four Seasons offers more than 17,590 square feet (1,634 square metres) of DC meeting space, including our grand Corcoran Ballroom and eight function rooms. Most venues are conveniently grouped on our Events Level. Three private dining rooms in our restaurants add to the options for intimate gatherings. Outdoor break-out spaces include the canal-side Douglass patio with its own fire pit, the covered George Washington Terrace, and the flower-filled spaces of the Seasons patio – all usable throughout most of the year. Count on Washington’s most experienced assistance for full-service event planning, including conferences, multi-day incentive programs and automotive events.

CONFERENCE LEVEL



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| **Function Room** | **Size (sq. ft.)** | **Size (m²)** |  |  |  |  |  |  |  |
| Corcoran Ballroom | 4602 | 427 | 420 | 72 | 500 | 294 | 90 | 114 | 500 |
| Corcoran Ballroom Salon A | 3068 | 285 | 300 | 54 | 189 | 360 | 66 | 84 | 300 |
| Corcoran Ballroom Salon B | 1534 | 142 | 120 | 54 | 90 | 180 | 48 | 54 | 200 |
| Corcoran Ballroom Foyer | 1932 | 179 | - | - | - | - | - | - | 200 |
| Macintosh HD:Users:scutty:Desktop:Screen Shot 2013-02-28 at 7.01.42 PM.pngDumbarton Room and Conservatory | 2850 | 170 | 210 | - | - | - | - | - | - |
| Macintosh HD:Users:scutty:Desktop:Screen Shot 2013-02-28 at 7.01.42 PM.pngDumbarton Room | 1824 | 170 | 150 | 48 | 108 | 200 | 57 | 60 | 250 |
| Macintosh HD:Users:scutty:Desktop:Screen Shot 2013-02-28 at 7.01.42 PM.png Conservatory | 1026 | 95.3 | 60 | 48 | 60 | 100 | 48 | 48 | 70 |
| Macintosh HD:Users:scutty:Desktop:Screen Shot 2013-02-28 at 7.01.42 PM.pngDumbarton Foyer | 1121 | 104 | - | - | - | - | - | - | - |
| Macintosh HD:Users:scutty:Desktop:Screen Shot 2013-02-28 at 7.01.42 PM.pngDouglass Room | 1178 | 109 | 80 | 24 | 45 | 70 | 30 | 30 | 80 |
| Smithson Room | 638 | 59 | 40 | 24 | 30 | 40 | 24 | 30 | 40 |
| Algonquin Room | 522 | 48 | 40 | 24 | 30 | 56 | 24 | 30 | 35 |
| Sequoia | 192 | 18 | - | 10 | - | - | - | - | - |
| Macintosh HD:Users:scutty:Desktop:Screen Shot 2013-02-28 at 7.01.42 PM.pngEvents Level Foyer | 1755 | 163 | - | - | - | - | - | - | 150 |
| Macintosh HD:Users:scutty:Desktop:Screen Shot 2013-02-28 at 7.01.42 PM.pngIndicates function rooms with natural light or outdoor space. | | | | | | | | | |

LOBBY LEVEL



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| **Function Room** | **Size (sq. ft.)** | **Size (m²)** |  |  |  |  |  |  |  |
| George Washington Room | 1333 | 124 | 128 | 48 | 54 | 125 | 36 | 42 | 125 |
| Macintosh HD:Users:scutty:Desktop:Screen Shot 2013-02-28 at 7.01.42 PM.pngGeorge Washington Terrace | 1780 | 124 | - | - | - | - | - | - | 125 |
| Macintosh HD:Users:scutty:Desktop:Screen Shot 2013-02-28 at 7.01.42 PM.pngIndicates function rooms with natural light or outdoor space. | | | | | | | | | |

LOWER LOBBY LEVEL

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| **Function Room** | **Size (sq. ft.)** | **Size (m²)** |  |  |  |  |  |  |  |
| Macintosh HD:Users:scutty:Desktop:Screen Shot 2013-02-28 at 7.01.42 PM.pngSeasons | 4190 | 386 | 200 | - | - | 120 | - | - | 375 |
| Macintosh HD:Users:scutty:Desktop:Screen Shot 2013-02-28 at 7.01.42 PM.pngIndicates function rooms with natural light or outdoor space. | | | | | | | | | |

**DINING**

When you attend an event at Four Seasons Hotel Washington, DC, great food is a given – but never taken for granted. We hold ourselves to the highest standards, delivering innovative catering options with impeccable service.

**GROUP EXPERIENCES**

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|  | Wine and Charcuterie at ENO  Your guests can create their own personal vintage with a delicious and educational wine-blending class. Everyone becomes a winemaker for a day – starting with Virginia-grown grapes and finishing with a custom-labelled bottle. Or join a local craft butcher for a night of charcuterie and wine pairings. This class allows everyone to experience three specialty charcuteries, paired with wines from ENO Wine Bar. |
|  | Cocktail Class at BOURBON STEAK  Share a lesson in creating cocktails with an expert Four Seasons “mixologist”. Make “elixirs of love” with chartreuse, absinthe, and Benedictine. Learn to mix classic bourbon cocktails or Prohibition-era cocktails. You can even learn how to use herbs in cocktails, and make your own bitters. |
|  | International Menus  In a city with such an international population – in a hotel where 50 languages are spoken – let our international kitchen brigade prepare authentic menus, featuring cuisines such as Mandarin, Southern Indian, Middle Eastern, Thai, and Northern Italian. Simply make your request and we can make it happen! |

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|  | BOURBON STEAK  A classic American steakhouse, BOURBON STEAK features seasonal and regional fare including top beef cuts and line-caught seafood. Host a meal in the private dining room, seating 34, or include menu items in your private banquet.  [Learn more](http://www.fourseasons.com/content/fourseasons/en/properties/washington/dining/restaurants/bourbon_steak.html) |
|  | SEASONS  A bright, elegant breakfast spot for your group, Seasons is known for delicious lemon ricotta pancakes and international dishes such as Shakshuka. The private dining room seats 10 people. As an alternative, we can serve the Seasons breakfast menu in your private meeting space.&nbsp;  [Learn more](http://www.fourseasons.com/content/fourseasons/en/properties/washington/dining/restaurants/seasons.html) |
|  | ENO Wine Bar  A DC hotspot, ENO provides a chic, fun and delicious experience. Invite your group to the private wine cellar to sip wines and pair charcuterie, cheeses and chocolates –&nbsp;creating a complete meal à la Four Seasons. These items may also be served in our banquet spaces.&nbsp;  [Learn more](http://www.fourseasons.com/content/fourseasons/en/properties/washington/dining/restaurants/eno.html) |

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| Dining at Capitol Landmarks  Only in DC will you find such a wide assortment of off-site event venues. Imagine an Italian feast at the Italian Embassy, or let us plan an international gourmet dine-around at various embassies. Unforgettable meals can take place in the Great Hall of the Library of Congress, under the Apollo Lunar Module at the Smithsonian National Air and Space Museum, or surrounded by gems (including the Hope Diamond) in the National Museum of Natural History. |
| University Dining Prestige  If yours is a meeting of professionals, impress them with a dinner at one of Washington’s world-class universities – Catholic, Georgetown, George Washington, or Howard – presented in an historic dining hall or reception room. A dean or director may be booked as a keynote speaker. |
| Drinks with George Washington  Taste George Washington’s own recipe for whiskey while on a private tour of his home, Mount Vernon. Follow it up with a reception on the estate, fully catered by Four Seasons. Or return to the city and continue the exploration of history with a BBQ at the Washington Monument. |
| BBQ at the Washington Monument  Let our Four Seasons chefs prepare a classic barbecue or urban picnic, set up at the foot of the Washington Monument on the National Mall. Then everyone can divide into teams for competitive kickball or softball. |

**GUEST ROOMS & SUITES**

Ideal for groups with up to 150 attendees, Four Seasons Hotel Washington, DC, offers 222 guest rooms and suites, immersed in the charming Georgetown neighbourhood. Interiors feature a simple yet sophisticated look with warm colours and luxurious details. The DC meeting experience is enhanced by thoughtful, attentive, long-tenured staff, who have helped make Four Seasons the capital’s only Forbes Five-Star and AAA Five-Diamond hotel.

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| **Guest Rooms** | **Number** | **Size** | **Location** | **View** | **Beds** | **Bathrooms** |
| Grand Premier Room | 70 | 520 – 625 sq.ft. (48 – 58 m2) | 2nd to 6th floors | Historic Georgetown, garden courtyard, 29th Street or Rock Creek Park view | One king bed or two double beds | One full marble bathroom |
| Premier Room | 43 | 485 (sq.ft. 45 (m2) | East wing, 2nd to 6th floors | Historic Chesapeake and Ohio Canal, Rock Creek Park or garden courtyard | One king bed or two double beds | One full limestone bathroom |
| Deluxe Room | 27 | 385 (sq.ft. 36 (m2) | East wing, 2nd to 6th floors | Rock Creek Park, historic C&O Canal or garden courtyard | King bed | One limestone bathroom with shower |

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| **Suites** | **Number** | **Size** | **Location** | **View** | **Beds** | **Bathrooms** |
| Royal Suite | 1 | 4,000 (sq.ft. 371 (m2) | West wing, 2nd floor | Georgetown rooftops | King bed | One full marble bathroom, plus guest powder room |
| Presidential Suite – West Wing | 2 | 1,924 (sq.ft. 179 (m2) | West wing, 3rd and 4th floors | Historic Chesapeake and Ohio Canal and garden courtyard | King bed | One full marble bathroom, plus guest powder room |
| Presidential Suite – East Wing | 2 | 1,270 – 1,600 (sq.ft. 118 – 149 (m2) | East wing, 5th and 6th floor | Historic Chesapeake and Ohio Canal and Rock Creek Park | King bed | One full marble bathroom, plus guest powder room, or two full bathrooms |
| Imperial Suite | 1 | 1,455 (sq.ft. 135 (m2) | West wing, 2nd floor | Canal and courtyard | King bed | One full marble bathroom, plus guest powder room |
| Capital Suite | 14 | 915 – 1,100 (sq.ft. 85 – 102 (m2) | East and west wing, 2nd to 5th floors | Historic Georgetown, garden courtyard or 29th Street | King bed | One full marble bathroom; or one full marble bathroom, plus guest powder room |
| Georgetown One-Bedroom Suite | 9 | 900 (sq.ft. 84 (m2) | West wing, 2nd to 5th floors | Historic Georgetown, historic Chesapeake and Ohio Canal or garden courtyard | King bed | One full marble bathroom |
| Premier Suite – West Wing | 19 | 800 (sq.ft. 74 (m2) | West wing, 2nd to 4th floors | 29th Street | King bed | One full marble bathroom |
| Premier Suite – East Wing | 10 | 600 (sq.ft. 56 (m2) | East wing, 2nd to 6th floors | Garden courtyard | King bed | One full marble bathroom plus guest powder room |

**CONFERENCE PLANNING**

Quick Reference

**Time zone**

GMT -5 hours  
  
Eastern Standard Time

**Language(s) spoken**

English is the primary language, however Four Seasons staff are from around the world and speak 50 languages.

**Electrical system**

Local voltage is 110 to 120 volts AC. Adapters available; please request through the Concierge.

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|  | Getting Here  **From Ronald Reagan Washington National Airport (DCA)**   * Travel Time: 15 minutes * Distance: 7 miles/11 kilometres   **From Dulles International Airport (IAD)**   * Travel Time: 45 minutes * Distance: 26 miles/42 kilometres   **From Baltimore Washington International Airport (BWI)**   * Travel Time: 50 minutes * Distance: 30 miles/48 kilometres   **Services provided by the Hotel**  The Concierge will assist in arranging airport transportation. Prices vary depending on needs. Complimentary sedan service is available on a first-come basis to sites within downtown Washington, DC. Service is available weekdays from 8:00 am to 8:00 pm and weekends from 10:00 am to 6:00 pm. |



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|  | TECHNICAL ASSISTANCE  Accessible from all points within Washington, DC, the Hotel satisfies the most advanced presentation and communication needs – with exceptional meeting space, advanced technology and intuitive service.    Audiovisual services play an important role in the overall success of your event. Our partner, [PSAV Presentation Services](http://www.psav.com/FourSeasonsWashingtonDC/), maintains an office on property and offers the technical expertise and equipment necessary to flawlessly deliver a spectacular event. Their services include, but are not be limited to:   * Experienced staff and professional technicians * 3D designs and on-site renderings * Event consultation and show supervision * LED, decorative and intelligent lighting * Superior sound systems * Video conferencing, webcasting and event archiving * Technical and creative set design * Computer data display * Projection specialists * Audio and video recording and duplicating |
|  | RECEIVING AND MAINTENANCE  The Hotel features a full-service shipment and receiving office. All packages should be sent to the attention of the group's name and its conference service manager. They will be stored in a separate conference storage area. Limited space is available for the storage of large items. Please time shipping to the date of the group's arrival. Also, please schedule materials to arrive no earlier than three days prior to your meeting.    The loading dock is easily accessible and is located at 1109 29th Street, NW. Freight elevators offer direct access to the Ballroom level.    **Maintenance**  The engineering department is available 24 hours a day for general assistance with lighting, room temperature control and minor repairs. |
|  | MUSIC AND ENTERTAINMENT  The event sales managers will be happy to assist with arranging any type of music or entertainment for guest receptions. |
|  | SPOUSE PROGRAMS  The Hotel offers a wide range of programs to suit all tastes – from private embassy visits to behind-the-scenes tours of Ford’s Theatre and the Smithsonian.  **On site:**   * Spa program for a day of fitness, health and wellbeing * Personal trainer session * Fitness classes in aerobics, yoga, Zumba, bootcamp, or Pilates * Cooking classes with a private chef * Cheese- and chocolate-making classes with local artisans * Wine-tasting class with the vintner * Exclusive tea party * Private dinner party in a suite with personalised entertainment   **Off site:**   * Private dinner in the Gem Gallery of the Museum of Natural History, face to face with the Hope Diamond * Docent tour of the National Gallery of Art * Trolley tour of Old Town Alexandria * Private, after-hours shopping trip, accessing the city’s most unique and alluring shopping experiences * Visit to George Washington’s home, Mount Vernon for an exclusive program with the Bourbon Maker using Washington’s authentic recipe, followed by a dinner catered by our own BOURBON STEAK restaurant * Moonlight boat trip on the Potomac in the presidential yacht, Sequoia * Segway tour of major monuments * Bike the sites * Concert or ballet performance at the Kennedy Center, following by a backstage meet-and-greet with the cast and a dessert reception |
|  | WELCOME AMENITIES AND VIP GIFTS  On your behalf, we can arrange an almost unlimited selection of welcome gifts and amenities to suit the occasion, the recipient and your budget. Ideas include special homemade food items, wines and other beverages, gift items from our Health Club, Washington mementos, custom items such as one-of-a-kind glassware, or specialty items associated with the event or the guests. |
|  | DESTINATION MANAGEMENT COMPANIES  Your conference services manager can help accommodate your group’s special requests. For detailed information, please contact the Hotel directly. In addition, we recommend the following destination management company:    Capital City Events, Inc.  Full-service destination management and special events  Telephone: +1 (301) 564-6200  Web site: [www.capitalcityevents.com](http://www.capitalcityevents.com) |
|  | AUTOMOTIVE EVENTS  With its automotive-friendly features, extensive experience and unparalleled service, Four Seasons Hotel Washington, DC, is an exceptional choice for car events and launches. As host to various automotive programs, we can adapt any venue from our wide range to suit your needs. Cars can be brought onto the event floor and displayed on the front drive and in the inner courtyard for guests to admire on arrival. Offering scenic and challenging driving routes, the Virginia countryside is only a stone’s throw from the Hotel.     [Learn more about Four Seasons car events](http://www.fsautomotive.com/washington) |