

Frequently Asked Questions about Weddings, Office Retreats, and Other Events



Will FMW “hold” a date while I’m still making the final decision?

Sure—for a week. If someone else is asking for the same space at the same time, we’ll notify you first.

Is there a limit on how late I can have an event at FMW?

Generally, we would like the event to be finished by 9:00 pm, and for your group to finish cleaning up by 10:00 pm. We make an exception for weddings, which may go until midnight.

Do you have a list of preferred caterers?

Generally, you’re not limited to any particular caterer. We do have a list of businesses that have catered events here at the Meeting House, which we are happy to share. The exception is events at which beer or wine is served—we have a list of caterers we know can do a great job for you. If you want to pick someone not on that list, we’re happy to discuss it.

Do you have a list of preferred vendors (photographers, DJs, etc.)

Again, you’re welcome to use whoever you prefer. We do know a few folks we think are good, and are happy to share their names.

What is your alcohol policy?

Beer or wine are allowed for weddings, memorial events, and fundraisers. Alcohol is welcome at these events, but we do not have a liquor license. A caterer or a bartender can supply the liquor

license or you can apply for a one-day liquor license through the Alcoholic Beverage Regulation Administration (ABRA). We have a document that can help you navigate this process. Any event where alcohol is served requires proof of license before the day of the event, or alcohol serving and consumption is prohibited.

What tables and chairs are available?

You are welcome to borrow our folding chairs and tables for your events. We have 54” round tables and 70” by 30” rectangular tables.

Do you have any AV equipment we may use?

We also have a projector and a screen you may borrow, as well as a Bose sound system and two hand-held mics.

What about charts and easels?

We supply the easels; you supply the flip charts. We appreciate the “sticky” kind which adheres to our walls without peeling the paint. If you need to use tape, please use the blue painter’s kind. We have extra you’re welcome to use.

What kitchen equipment may we use?

We have a full kitchen in the main Meetinghouse, and a small kitchenette in Quaker House. We are not licensed for commercial cooking, so we may not let you cook in the kitchen, alas. The room contains a large island, very handy for serving meals, as well as a number of 220v heavy duty electric lines you can plug into. We prefer for you to bring your own serving items—plates, cups, bowls, utensils, tablecloths.

Do you have WiFi available?

Yes! Comcast provides us with 50 megabits per second download speed, and 10 megabits per second upload speed.

What size groups fit into FMW’s rooms?

We have a number of different rooms, and they each work for different sized groups. Our large, simple Meeting Room works well for weddings, memorials, or lectures for up to 300 guests.

Quaker House Living Room and the Decatur Place Room—each more than 570 square feet—work well for groups of 15 to 40 participants. The elegant living room is especially lovely for

small weddings. Our Parlor/Library room and our Terrace Room are perfect for small meetings of 5 to 10 people.

The Assembly Room can hold more than 100 people in chairs, 65 at a sit-down dinner, and 175 for a stand-up reception. This room works very well for all-day retreats. It includes two smaller rooms—great for break-out sessions—as well as access to our full kitchen and our gracious back garden.

May I hold my event in your garden?

Absolutely! We have two gardens—a terraced space in front of our main Meeting Room, and a large, spacious private garden in back of our buildings. Either are available as event venues. In addition, events held in either the Assembly Room or the Quaker House Living Room include access to the back garden. Many groups enjoy taking their breaks there, or conducting team-building exercises in the outdoors.

Is FMW ADA accessible?

The Meeting Room includes an ADA accessible entrance, and there is a wheelchair accessible restroom on that floor. The Terrace Room is directly accessible from the front terrace. We have a portable ramp that provides access to our ground floor. At this point, we do not have an elevator. Quaker House Living Room can only be accessed by going up one flight of stairs.

How many restrooms do you have?

In the main building, we have two private restrooms upstairs, two multiple use restrooms downstairs (with accommodations for two people each), and one private restroom near the Assembly Room. There is a private restroom near Quaker House Living Room as well.

Who will set up the tables and chairs?

You are free to set them up in any way you choose. Please remember to take them down and put them away where you found them when your event ends. If you are changing the arrangement of benches in the Meeting Room, it may be helpful to take a photo beforehand to remind you of where they are to go. The benches may be re-arranged, but not removed. We have a chart available to follow as well.

What is the earliest I can arrive at FMW to start setting up?

The doors will be open to you at the start of your reservation time, or no earlier than 7:30 am on a weekday or 9:00 am on Saturday.

Will anyone from FMW be here the day of my event?

Yes! Your reservation includes a cost for one or two FMW staff people-called a Friendly Presence-- to be on site to open and close the space, and answer questions. For weekday events, the Administrative Secretary will be present throughout the day.

Are there any noise regulations that I should be aware of?

We are in a residential neighborhood and wish to be considerate of our neighbors. We require that noise levels stay within regulations. Our Friendly Presence will monitor the noise levels and work with your event coordinator and DJ to ensure that the party is rocking inside without violating noise regulations. See the Guidelines sheets for specific decibel levels.

Is there any parking at the Meeting?

There is some on-the-street parking available nearby, with a strictly monitored two-hour limit during the week and no limit on the weekends. There are parking garages within easy walking distance of the Meeting House, and the Dupont Circle Metro is just a few blocks away. We also have a bike rack in front which you are welcome to use.

Do you offer a non-profit discount?

Yes we do. We have a sliding scale for private, government/large charities, and small non-profits. Let us know what category fits you best.

What is the payment schedule?

A non-refundable deposit, which is half of the total rental fee, is required to reserve your date. The balance is due at least two weeks before your event. Once we have received the total payment, that amount is considered non-refundable as well. If a payment is declined, there is a \$25 processing fee. For events which include alcohol, there is a refundable \$1000 damage deposit; for all others, the refundable security deposit equals half of the total amount.

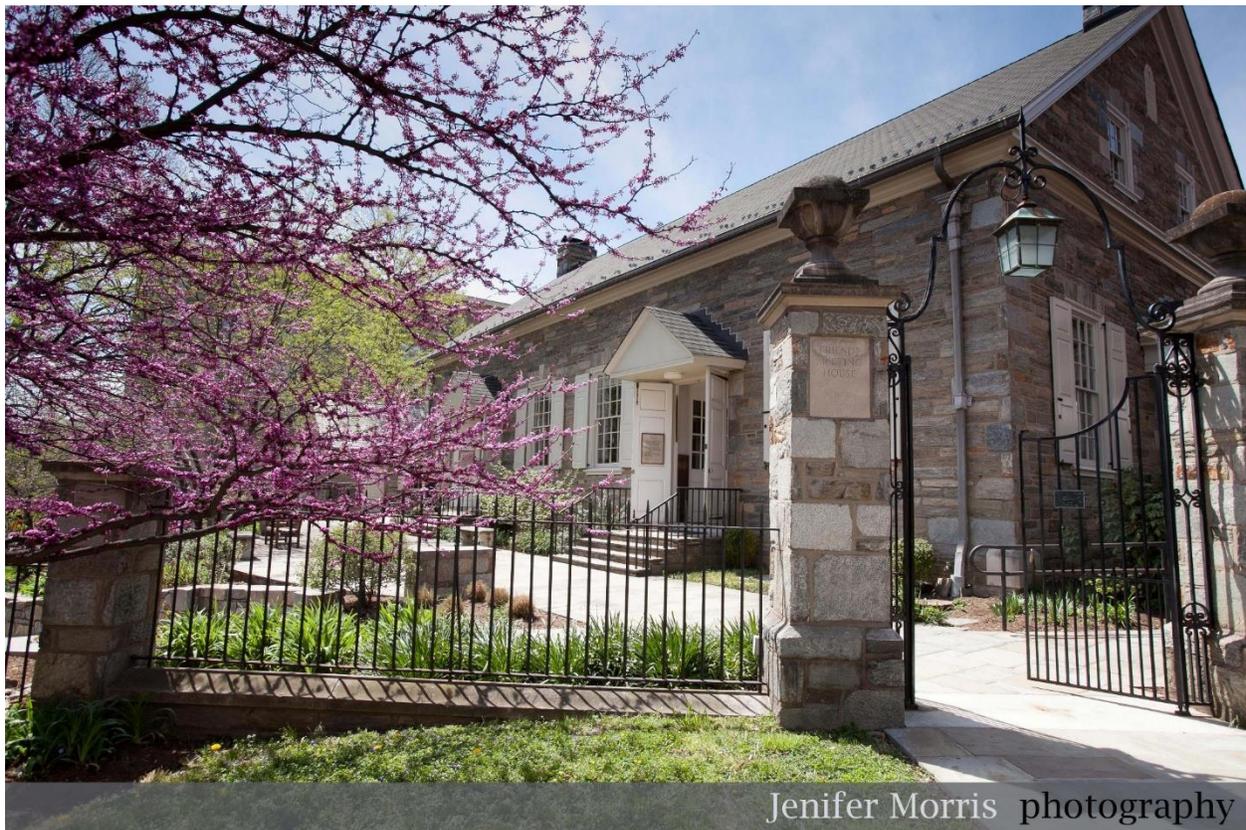
What form of payment do you take? You may either give us a check made out to Friends Meeting of Washington, or make your payment online with a major credit card or a check.

What's the cancellation policy?

The initial deposit is non-refundable. The balance becomes non-refundable once received by our office.

We look forward to the opportunity to serve you. Please let us know how we may help you.

Write to admin@quakersdc.org or call the office at 202.483.3310, extension 1.



Jenifer Morris photography