

Frequently Asked Questions about Weddings, Retreats, and Other Event Rentals at FMW

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?

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

Do you have a list of preferred caterers?

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 our 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, but we do not have a liquor license. A caterer or 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. We require 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.

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.

Do you have any AV equipment we may use?

We also have an HD projector and a screen and also a 42" HDTV. Both devices accept HDMI or VGA inputs and either will display a slide show of jpg files from a flash drive.

We have a small Bose PA system which can be used with our two wireless microphones or with our keyboard, your instrument output, or your iPhone playlist, etc., to play music at moderate volumes.

Do you have WiFi?

We have high-speed WiFi guest access in most event rental areas.

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 30 participants. The elegant living room is especially lovely for small weddings.

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 breakout sessions—as well as direct access to our full kitchen and gracious back garden.

What kitchen equipment may we use?

We have a full kitchen in the main Meetinghouse, and a small kitchenette in Quaker House. We prefer for you to bring your own serving items—plates, cups, bowls, utensils, tablecloths. 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.

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 spacious private garden in back of our buildings.



Both are available as event venues. In addition, events held in the Assembly Room or the Quaker House Living Room include access to the back garden. Many groups enjoy taking breaks there, or conducting teambuilding exercises in the outdoors.

Is FMW handicapped accessible?

The Meeting Room has an accessible entrance, and there is a wheelchair accessible restroom on that floor. 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. 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 payment for a ‘Friendly Presence’—an FMW staff person—to be on site to open and close the space, and answer questions. Weekday daytime events do not typically have a Friendly Presence, as 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.

Is there any parking at the Meeting?

There is some on- street parking available nearby, with a strictly monitored two-hour limit.

There are two parking garages within easy walking distance of the Meeting House, and the Dupont Circle Metro stop is just a few blocks away. We have a bike rack in front which you are welcome to use.

Do you offer a nonprofit discount?

We have a sliding scale with differing prices for private, government/large charities, and small nonprofits. Let us know what category fits you best.

What is the payment schedule?

A non-refundable deposit of 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 \$1,000 damage deposit.

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.

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.