

WASHINGTON SUITES ALEXANDRIA

Meeting Space & Banquet Rooms



100 South Reynolds St.
Alexandria, VA 22304
United States (USA)

Room Name	L x W x H (Feet)	Size (Sq. Feet)	Banquet 5'/6'	Crescent	Classroom	Hollow Square	U-Shape	Boardroom	Convention 8'/10'	Theater	Reception	Registration
Old Town Room	80 x 23 x 8	1880	80/100	--	70	--	40	40	--/--	140	120	--
Landmark Room	48 x 20 x 8	984	60/60	--	41	20	25	20	--/--	90	90	--
Potomac Room	35 x 22 x 8	798	40/40	--	30	15	23	19	--/--	60	70	--
Board Room	18 x 14 x 8	274	--/--	--	--	--	--	10	--/--	--	--	--

† Section Room

Convention (trade show) capacity shown is the max number of booths. All other room type capacity shown is the max number of people.

Old Town Room

Room Type: General Meeting Room
Length: 80 Feet
Width: 23 Feet
Ceiling: 8 Feet
Total Size: 1880 Sq. Feet
Floor Level: 1

Power Outlets: 18
Columns: 2
Windows: 6
Natural Light?: Yes
Any Obstructions? Yes
Built In Screens? Yes
Built In Stage? No
Built In A/V Equip? Yes

Amenities Available

- Coffee/Tea Setup
- Food/Beverage
- Projection Equipment
- TV/VCR/DVD
- WIFI Internet
- Podium
- Microphone
- Teleconferencing
- White Board
- Video Conference
- Flip Chart
- Air Conditioning
- Computer Rentals
- Sound System

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Landmark Room

Room Type: General Meeting Room
Length: 48 Feet
Width: 20 Feet
Ceiling: 8 Feet
Total Size: 984 Sq. Feet
Floor Level: 1

Power Outlets: 10
Columns: 1
Windows: 5
Natural Light?: Yes
Any Obstructions? Yes
Built In Screens? Yes
Built In Stage? No
Built In A/V Equip? Yes

Amenities Available

- Coffee/Tea Setup
- Food/Beverage
- Projection Equipment
- TV/VCR/DVD
- WIFI Internet
- Podium
- Microphone
- Teleconferencing
- White Board
- Video Conference
- Flip Chart
- Air Conditioning
- Computer Rentals
- Sound System

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Potomac Room

Room Type: General Meeting Room
Length: 35 Feet
Width: 22 Feet
Ceiling: 8 Feet
Total Size: 798 Sq. Feet
Floor Level: 1

Power Outlets: 9
Columns: 1
Windows: 4
Natural Light?: Yes
Any Obstructions? No
Built In Screens? Yes
Built In Stage? No
Built In A/V Equip? No

Amenities Available

- Coffee/Tea Setup
- Food/Beverage
- Projection Equipment
- TV/VCR/DVD
- WIFI Internet
- Podium
- Microphone
- Teleconferencing
- White Board
- Video Conference
- Flip Chart
- Air Conditioning
- Computer Rentals
- Sound System

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Board Room

Room Type: Boardroom
Length: 18 Feet
Width: 14 Feet
Ceiling: 8 Feet
Total Size: 274 Sq. Feet
Floor Level: 1

Power Outlets: 4
Columns: 0
Windows: 3
Natural Light?: Yes
Any Obstructions? No
Built In Screens? Yes
Built In Stage? No
Built In A/V Equip? Yes

Amenities Available

- Coffee/Tea Setup
- Food/Beverage
- Projection Equipment
- TV/VCR/DVD
- WIFI Internet
- Teleconferencing
- White Board
- Video Conference
- Flip Chart
- Air Conditioning
- Computer Rentals
- Simultaneous Interpretation

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