



Interagency Coordinating Board for Community Use of Public Facilities, Montgomery County

Silver Spring Civic Building at Veterans Plaza



▫ Office hours: Monday-Friday 9:00 am to 6:00 pm ▫ www.montgomerycountymd.gov/cupf ▫
▫ (240) 777-5350 ▫ One Veterans Place, Silver Spring, MD 20910 ▫ GPS device address: 8525 Fenton ▫



SILVER SPRING CIVIC BUILDING VETERANS PLAZA

The Silver Spring Civic Building at Veterans Plaza, located in Downtown Silver Spring, is a premier event facility that provides an elegant setting for all types of events.

Just minutes from the Nation’s Capital and several local hotels, the Civic Building combines modern touches with natural design and provides space for corporate events, private parties, wedding ceremonies, receptions, and more! Just outside of the front door you can find the beautiful Veterans Plaza, which provides outdoor space for concerts, festivals, and live entertainment.

The Civic Building is a genuinely unique urban venue. Known for its sophisticated Great Hall, and a variety of activity/conference rooms, your event is sure to be a memorable experience at an exceptional value!

Please submit applications to:
Community Use of Public Facilities staff
Located on the Upper Level of the Silver Spring Civic Building

Justin Brown, Booking Agent
 Justin.Brown2@MontgomeryCountyMD.gov
 240-777-5333

For event support:

Mindy Williams, Logistics Support Specialist
 Mindy.Williams@MontgomeryCountyMD.gov
 240-777-5315

For any other questions:

Eric Rasch, Operations Manager
 Eric.Rasch@MontgomeryCountyMD.gov
 240-777-5308

For more information on our application process and policies visit www.montgomerycountymd.gov/cupf or call us at (240) 777-5350.

Facility amenities:

- Exceptional Friday, Saturday, and Sunday rates
- 5,000 square foot ballroom
- Use your own caterer for unique cultural events
- Large warming kitchen/drive-up loading dock
- Wood flooring throughout facility
- Dual projection system in Great Hall
- Wi-Fi and multi-media capability
- Complimentary tables & chairs included in fee

Area amenities:

- Five hotels within walking distance
- Convenient parking & three blocks from Metro transit system
- Breathtaking county veterans memorial located on Plaza
- Vibrant district boasts a lively shopping, dining and entertainment scene

Schedule a tour, check date availability, and more:
 Monday - Friday from 9:00 a.m. - 3:00 p.m.
Call: 240-777-5350
 Ask for **Pahola Martinez**
 Pahola.Martinez@MontgomeryCountyMD.gov



Welcome! We look forward to working with you.

Please read requirements prior to submitting an application.

- ⇒ Pricing will be calculated based on actual time of permit at a per hour rate (ask staff for details).
- ⇒ Include on application: "Setup Time, Event Begin Time, Event End Time, and Clean Up and Out Time".
- ⇒ Insurance is required for all permits: General Liability Insurance (ask staff for details).
- ⇒ Permits must be a minimum of four (4) hours Fridays, Saturdays, & Sundays (ask staff for details).



Credit cards accepted.

To make a reservation and obtain a permit, submit the following to CUPF staff (located in the Civic Building):

1. **Application** (deemed complete by staff)
2. **All fees are due at time of reservation for room use** (calculated based on actual time of permit & required staffing)
Exception: Great Hall and Veterans Plaza (\$250 is due at time of reservation and applied to total cost of permit)
3. **Facility Use License Agreement (FULA)**
4. **Drivers License** (or state issued identification)

*Additional fees may be required (ask staff for details)

*Building Service Worker:\$25 per hour *Security Officer:\$35 per hour *Event Monitor:\$40 per hour

*Event with Alcohol service *Administrative fees, etc.




SILVER SPRING CIVIC BUILDING

	Hourly Montgomery County Non-profit Rate		Hourly Montgomery County Resident/Small Business Rate		Hourly Out-of-County or Commercial
	Mon—Friday	Sat—Sunday	Mon—Friday	Sat—Sunday	All times
Premier event space: Great Hall (Full): 64x79 (5,046 sq ft), ceiling height 27 ft., standing capacity 725, banquet style capacity 320, conference style capacity 320-400, theatre style capacity 590 (480/w riser). Atrium: *Atrium cannot be reserved alone, Atrium may only be reserved with Great Hall use, 23x79 (1,817 sq ft), reception capacity 100, limited use Friday-Sundays. Warming Kitchen: 21x14 (249 sq ft), no cooking on premises, warming ovens, microwaves, icemaker, refrigerators, freezer, counter space, close to loading dock.					
Great Hall (Full)	\$200 p/h	\$300 p/h	\$250 p/h	\$400 p/h	\$450 p/h
Great Hall (Half)	\$100 p/h	\$150 p/h	\$125 p/h	\$200 p/h	\$225 p/h
⇒ Audio/Video in Great Hall	\$100 per use	\$100 per use	\$100 per use	\$100 per use	\$100 per use
⇒ Risers in Great Hall (low stage)	\$250 per use	\$250 per use	\$250 per use	\$250 per use	\$250 per use
Atrium (Lobby)	\$35 p/h	\$40 p/h	\$40 p/h	\$45 p/h	\$60 p/h
Warming Kitchen	\$20 p/h	\$30 p/h	\$25 p/h	\$35 p/h	\$40 p/h
*Courtyard (Available with Great Hall use or entire facility use)	\$25 p/h	\$35 p/h	\$30 p/h	\$40 p/h	\$45 p/h
Large Activity Rooms: Ellsworth Room: 50x27 (1,350 sq ft), Fenton Room: 43x27 (1,161 sq ft), Spring Room: 31x46 (1,426 sq ft), standing: 100-120, conference style: 60-90.					
Fenton Room	\$40 p/h	\$45 p/h	\$45 p/h	\$50 p/h	\$75 p/h
Spring Room	\$40 p/h	\$45 p/h	\$45 p/h	\$50 p/h	\$75 p/h
Ellsworth Room (full)	\$40 p/h	\$45 p/h	\$45 p/h	\$50 p/h	\$75 p/h
Small Conference Rooms: Colesville Room or Ellsworth Room (divided): 24x27 (648 sq ft), standing: 32-60, conference style: 20-30, reception: 30-45. Courtyard: must book with other rooms (ask staff for details), 50x20 (1,000 sq ft), lighted, indoor access only.					
Ellsworth Room (divided)	\$25 p/h	\$30 p/h	\$30 p/h	\$35 p/h	\$45 p/h
Colesville Room	\$25 p/h	\$30 p/h	\$30 p/h	\$35 p/h	\$45 p/h

VETERANS PLAZA

Veterans Plaza:	Hourly Montgomery County Non-profit Rate		Hourly Montgomery County Resident/Small Business Rate		Hourly Out-of-County or Commercial
	Mon—Friday	Sat—Sunday	Mon—Friday	Sat—Sunday	All times
(Full)	\$125 p/h	\$175 p/h	\$150 p/h	\$225 p/h	\$225 p/h
(Lighted Pavilion Half)	\$90 p/h	\$120 p/h	\$100 p/h	\$150 p/h	\$175 p/h
(Non-Pavilion Half)	\$60 p/h	\$75 p/h	\$75 p/h	\$100 p/h	\$125 p/h

Please note: for concerts, festivals, or live entertainment on the Plaza, event proposals must be submitted to the Operations Manager.