

POLICIES AND PROCEDURES
For Use of the Allen S. Lichter, MD Conference Center Meeting Facilities
Pricing as of January 2021

This Policies and Procedures document is in coordination with the ASCO Space License Agreement.

BEVERAGE SERVICE

Beverage service is available at \$10.00 per person, per day, and includes assortment of Sodas, Juices, Still/Sparkling Water, Regular/Decaffeinated Coffee and Hot Tea. Set up includes ice, disposable cups, coffee mugs, cream and sugar.

CATERING STAFF

For all meetings and events at ASCO, catering staff is required to service any meal functions or beverage service. ASCO will provide catering staff at \$38.00 per catering staff person, per hour, minimum of 4 hours.

1 staff – for meetings up to 10 - 40 ppl

2 staff – for meetings up to 50 - 75 ppl

3 or 4 staff – for meetings over 100 ppl

of catering staff for the meeting can be confirmed prior to event

OUTSIDE CATERING

Client is responsible for ordering and purchasing all meals from an outside caterer. ASCO will work with the client to ensure the menu fits the client's needs, however, ASCO is not liable for any outside catering purchased and brought in for meetings/events. All food and beverage arrangements must be made with ASCO's preferred vendors, unless otherwise discussed and approved by ASCO in advance. If alcohol is served, ASCO further reserves the right to deny alcoholic beverage service to guests who appear to be intoxicated.

All outside catering orders are to be delivered to the 8th Floor Catering Kitchen one (1 – 1.5) hours prior to meal function. Please ask caterer to provide sternos for hot menu items, in addition to plates, napkins and silverware.

Outside Catering Recommendations:

- Root & Stem Catering www.rootandstemdc.com (703) 289-1281
- Saint Germain Catering www.saintgermaincatering.com (703) 263-8599
- Simplicity Catering www.simplicitycatering.com, (703) 892-1400
- RSVP Catering www.RSVPCatering.com (703) 573-8700
- Balducci's www.balduccis.com, (703) 549-6611
- Bugsy's www.bugsypizza.com (703) 683 - 0313

GUARANTEE OF ATTENDANCE

Final guarantee of attendance is due to the ASCO meetings department five (5) business days (excluding holidays) prior to start of the meeting.

MEETING MATERIALS

Client is responsible for all meeting materials brought into the conference center. All meeting materials must be removed post meeting. ASCO is not responsible for items left in the conference center after the meeting concludes. Signage is allowed to be placed on the easels outside of the function space. Arrangements must be made for receiving any equipment, goods, displays or other materials, which will be sent, delivered or brought into ASCO. Failure to do this may result in materials being refused and unavailable when required.

AUDIO VISUAL

ASCO is the exclusive provider of all audio-visual needs within the Conference Center. Audio visual items listed in the meetings brochure are provided complimentary, unless otherwise noted. This includes:

- Audio Visual Tech
- Wireless Internet Access
- LCD Projector, Screens, and Monitors
- Podium with Microphone
- Conference Call capability
- Local and Toll Free Phone
- Easel, Flip Chart, Whiteboard and Markers

Requests for additional equipment may incur an additional charge and will be invoiced to Client following the meeting. Any use of outside equipment must be approved by ASCO prior to the meeting, or ASCO reserves the right to not allow the additional equipment to be utilized during the meeting.

GARAGE PARKING / METRO ACCESS

Guest parking for meetings held at ASCO HQ is available at the Hoffman Center / PMI public parking garage located behind the AMC movie theater at [206 Swamp Fox Road](#). Rates are charged per hour or per day upon exiting for \$8.00/day. Parking validations are not available for the PMI parking garage.

Eisenhower Metro (Yellow Line) or King Street Metro/Amtrak Station (Yellow/Blue Line) are accessible within a short walk or by taxi.

HOTEL

The closest hotels to the Allen S. Lichter, MD Conference Center are:

- [Residence Inn Old Town South at Carlyle](#)
- [Westin Alexandria](#)
- [Lorien Hotel & Spa](#)
- [Hyatt Centric Old Town Alexandria](#)
- [Hilton Alexandria Old Town](#)
- [Holiday Inn Alexandria – Carlyle](#)

BILLING/INVOICING/DEPOSIT

ASCO will provide a draft invoice prior to the meeting and a final invoice post meeting, once all vendor invoices are processed. 50% deposit of the draft invoice total is due up at contract signing. ASCO accepts payment by check, electronic funds or credit card (via secure email address that will be provided).

CANCELLATION

Outside of 5 business days prior to the meeting date; ASCO will refund 50% deposit.
Within 5 business days prior to the meeting date; ASCO will keep 50% deposit.

SECURITY

Client will advise attendees that each person is responsible for safekeeping of their personal property. ASCO does not provide security and all personal property brought on premises is at the sole risk of the owner.

OTHER

The ASCO staff lounge and ASCO innovation room are not available for meeting attendees or personal use.

CLIENT:

Signed: _____
 Name: _____
 Title: _____
 Date: _____