

***JUST RIGHT  
FOR YOUR  
NEXT EVENT!***

1331 G Street, NW  
Washington, DC

# Conference and Meeting Center

of the American Immigration Lawyers Association



- Located in the heart of Washington, DC
- State-of-the-art audio and video equipment
- Completely renovated historic building

American Immigration Lawyers Association

# Conference Center

1331 G Street, NW

1331 G Street, national headquarters office of the **American Immigration Lawyers Association**, is a 45,401 sq. ft., 10-story office building constructed in 1928 and designed by prominent local architect Appleton P. Clark.

This historic landmark, completely renovated in 2008, boasts state-of-the-art meeting facilities. 1331 G Street is conveniently located within DC's Penn Quarter, the center of DC's power scene, and a few short blocks from many national treasures—the White House, the U. S. Capitol Building, and National Archives.

The Conference Center at 1331 G Street is accessible, and within walking distance of every major Metro subway line—Green and Yellow (Gallery Place) and Red, Orange, Blue, and Silver (Metro Center). Taxi cabs are plentiful, and several parking garages are located within a 1-block perimeter.

*Just right for your next event!*



Our conversation piece: The Statue of Liberty is a collection of individual photos.



1. Boardroom

2. Conference Room A or B

3. Conference Room A and B

4. Conference Room Pantry (2 compact refrigerators and ice maker)



# Floor Plans

Listed below are floor plans and seating capacities for our meeting rooms.

## Boardroom

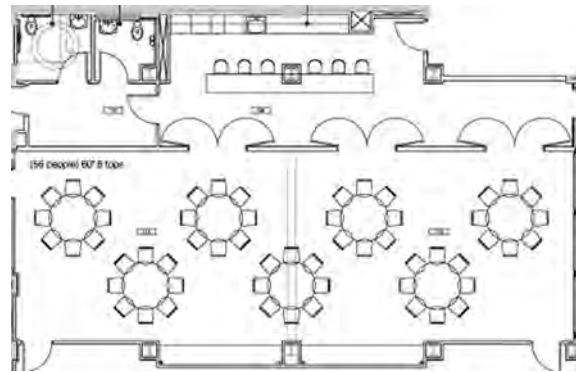
Maximum Capacity: (20)

## Conference Room A or B

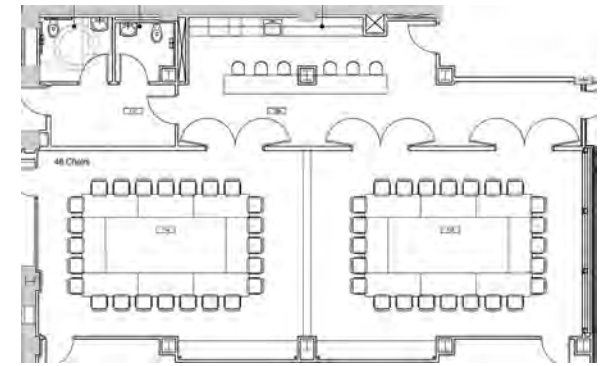
- Maximum Capacity:
- Banquet Rounds (24)
  - Classroom (14–16)
  - Lecture (42)
  - Open Square (24)
  - Squares (24)

## Conference Room A and B

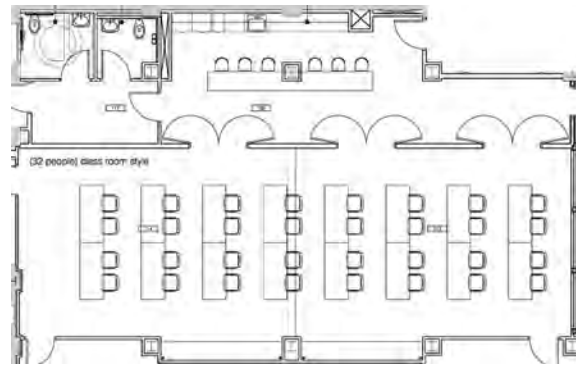
- Maximum Capacity:
- Banquet Rounds (49–56)
  - Classroom (32)
  - Lecture (100)
  - Open Square (48)
  - Squares (56)



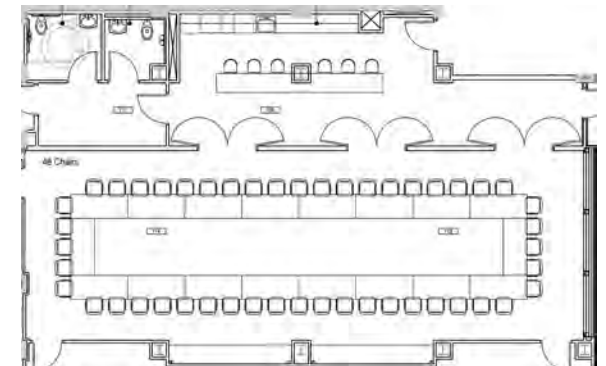
Banquet Rounds (60")



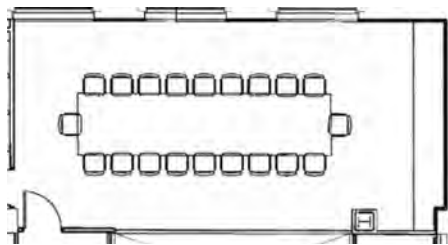
Open Square



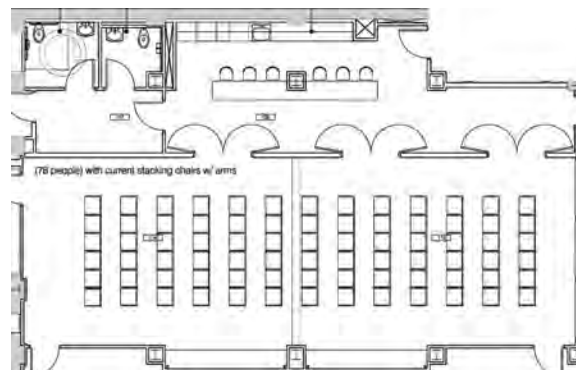
Classroom



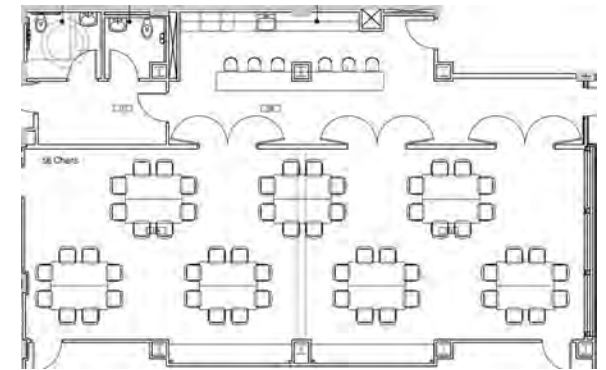
Open Square



Boardroom



Lecture



Squares



# Technology

The 1331 G Street Conference Center offers a variety of state-of-the-art audio and video equipment.

**Power and AV Connections:** Power and data connections located throughout the room allow for multiple configurations and setups. Wireless Internet access also available. Laptop connections allow guests to connect their PC/Mac to the systems.

**Projection System:** Ceiling-mount projectors located in each conference room and boardroom. In combined conference room, same image can be projected to both ends of room.

**Media:** PC in each room allows PowerPoint, live internet access, or any other PC-based software. DVD media can be displayed through the system. DirecTV available. Touch panel remote controls all media sources.

**Microphones:** Wireless tabletop, lavalier, and podium microphones available.

**Audio Conferencing:** In-ceiling/in-table microphones for conference call system usage.

# Catering

## **Au Bon Pain**

700 13th Street, NW  
Washington, DC 20005  
202.695.4181, phone  
800.765.4227  
[WWW.AUBONPAIN.COM](http://WWW.AUBONPAIN.COM)

## **Chipotle Catering**

601 F Street, NW  
Washington, DC 20004  
202.347.4701, phone  
[WWW.CHIPOTLE.COM](http://WWW.CHIPOTLE.COM)

## **Chop't Creative Salad Company**

618 12th Street, NW  
Washington, DC 20004  
202.783.0007, phone  
[WWW.CHOPTSALAD.COM](http://WWW.CHOPTSALAD.COM)

## **Corner Bakery**

529 14th Street, NW  
Washington, DC 20005  
202.662.7400, phone  
[WWW.CORNERBAKERY.COM](http://WWW.CORNERBAKERY.COM)

## **Devon and Blakely**

803 15th Street NW  
Washington, DC 20005  
202.842.3180  
[WWW.DEVONBLAKELYDC.COM](http://WWW.DEVONBLAKELYDC.COM)

## **Geppetto Catering**

4505 Queensbury Road  
Riverdale, MD 20737  
301.927.8800, phone  
[WWW.GEPPETTOCATERING.COM](http://WWW.GEPPETTOCATERING.COM)

## **Panera Bread**

673 H Street, NW  
Washington, DC 20005  
202.898.1201, phone  
[WWW.PANERABREAD.COM](http://WWW.PANERABREAD.COM)

## **Pinstripes**

1061 Wisconsin Ave., NW  
Washington, DC 20007  
202.625.2800, phone  
[WWW.PINSTRIPES.COM/CATERING](http://WWW.PINSTRIPES.COM/CATERING)



## **Roti Mediterranean Grill**

1311 F Street, NW  
Washington, DC 20004  
877.664.7684, phone  
[WWW.ROTI.COM/CATERING](http://WWW.ROTI.COM/CATERING)

## **W. Millar & Co.**

1335 14th Street, NW  
Washington, DC 20005  
202.387.2216, phone  
[WWW.WMILLAR.COM](http://WWW.WMILLAR.COM)

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## **High-End Menu**

*(for receptions and upscale events)*

### **Main Event Caterers**

3870 South Four Mile Run Drive  
Arlington, VA 22206  
703.820.2028, phone  
[WWW.MAINEVENTCATERERS.COM](http://WWW.MAINEVENTCATERERS.COM)

### **Office Catering**

1795 Olive Street  
Capitol Heights, MD 20743  
202.387.1033 (Charlie Saxon)  
[WWW.OFFICECATER.NET](http://WWW.OFFICECATER.NET)

### **Ridgewells**

5525 Dorsey Lane  
Bethesda MD 20816  
301.652.1515, phone  
[WWW.RIDGEWELLS.COM](http://WWW.RIDGEWELLS.COM)

### **Windows Catering Company**

5724 General Washington Drive  
Alexandria, VA 22312  
703.519.3500, phone  
[WWW.CATERING.COM](http://WWW.CATERING.COM)

# Hotel Information

**(2 blocks)**  
**JW Marriott**  
 1331 Pennsylvania Avenue, NW  
 (202) 393-2000

**Marriott at Metro Center**  
 775 12th Street, NW  
 (202) 737-2200

**(3-4 blocks)**  
**Hilton Garden Inn**  
 815 14th Street, NW  
 (202) 783-7800

**Grand Hyatt**  
 1000 H Street, NW  
 (202) 582-1234

**(5 blocks)**  
**Courtyard Marriott**  
 900 F Street, NW  
 (202) 638-4600

**Renaissance Hotel Downtown**  
 999 9th Street, NW  
 (202) 898-9000

**W Washington DC**  
 515 15th Street, NW  
 (202) 661-2400

**(6-10 blocks)**  
**Hotel Monaco**  
 700 F Street, NW  
 (202) 628-7177

**Marriott Marquis**  
 901 Massachusetts Ave., NW  
 (202) 824-9200

**Sofitel Washington DC**  
 806 15th Street, NW  
 (202) 730-8800

# Airports

**Baltimore-Washington International  
 Thurgood Marshall Airport**  
 32 miles (50 minutes, non-rush hour)

**Dulles Washington International Airport**  
 28 miles (40 minutes, non-rush hour)

**Ronald Reagan Washington National  
 Airport**  
 6 miles (15 minutes, non-rush hour)

# Rail/Subway

**Rail**  
**Union Station [AMTRAK / MARC / VRE]**  
 2 miles (approximately 8 minutes)

**Subway Stations**  
**Metro Center**  
 (Red, Blue, Orange, and Silver lines)  
 13th Street Exit, ¾ block

**Gallery Place (Green and Yellow lines)**  
 9th Street Exit, 5 ½ blocks



# Parking Near 1331 G Street NW

**PMI Parking**  
 1325 G Street, NW  
 (202) 785-9191 x445  
 \$25/day

**J Park**  
 1310 G Street, NW  
 (202) 464-2900  
 \$17/day

**Colonial Parking**  
 607 14th Street, NW  
 (202) 298-7026  
 \$20/day

**Metropolitan Square  
 (LAZ)**  
 (202) 393-0297  
 1455 G Street, NW  
 \$25/day

**Ntl. Place Quik Park**  
 1331 Penn. Ave., NW  
 13th St Entrance  
 (202) 347-4426  
 \$32/day

**LAZ Parking**  
 700 13th Street, NW  
 (202) 783-7770  
 \$18/day

**600 Thirteenth Street  
 Parking**  
 600 13th Street, NW  
 (202) 737-5559  
 \$23/day

# Conference Center

of the American Immigration Lawyers Association  
1331 G Street, NW

## Rental Rates

	<b>1/2 Day</b> <i>LESS THAN 4 HOURS</i>	<b>Full Day</b> <i>MORE THAN 4 HOURS</i>
Boardroom	\$400	\$600
Conference Room A <b>or</b> B	\$300	\$400
Conference Room A <b>and</b> B	\$500	\$800
Audio Conferencing <i>Multiple parties require use of conference call service</i>	\$5 (per hour)	
WiFi Access	No Charge	
Audio/Visual <i>(Projector, Screen, Podium, Microphone, Computer, Flip Chart, and Markers)</i>	\$25 (per day)	
<p><b>Additional Charges</b> <i>(discounts do not apply)</i></p> <ul style="list-style-type: none"> <li>• Access before 8 AM or after 6 PM <i>(includes set-up and clean-up times):</i> \$50 per hour</li> <li>• Set-up fee <i>(banquet rounds, lecture-style or receptions):</i> \$150 per meeting</li> </ul>	<p><b>Discounts</b> <i>(room rentals only)</i></p> <ul style="list-style-type: none"> <li>• AILA Members/AIC Funders: <b>30%</b> discount on room rentals</li> <li>• AILA/AIC Coalition Partners: <b>25%</b> discount on room rentals</li> <li>• Not-for-Profit Organizations: <b>25%</b> discount on room rentals</li> <li>• Government Agencies/Contractors: <b>10%</b> discount on room rentals</li> </ul>	
Effective May 1, 2015		







National Register of Historic Places: Second National Bank Building

### About AILA

The American Immigration Lawyers Association (AILA), established in 1946, is the national association of immigration lawyers established to promote justice, advocate for fair and reasonable immigration law and policy, advance the quality of immigration and nationality law and practice, and enhance the professional development of its members.

### Policies and Regulations

AILA reserves the right to refuse facility rental to anyone for any event. We also reserve the right to refuse admission or to eject from the premises any person(s) whose behavior is illegal, contrary to the safe operation of the premises, or otherwise objectionable. In exercising these rights, AILA is not and shall not be liable to any group(s) or their guests.

In utilizing our Conference and Meeting Center, you agree to indemnify and hold AILA harmless from any claim or damage (including attorney fees and legal expenses) AILA may sustain in connection with your event by reason of the act, omission, or negligence of any person associated with the event or whose presence is attributable to the event.

In no instance shall AILA, its officers, directors, members, employees, contractors or agents be liable for any incidental, indirect, consequential, special or punitive damages that you (or a third party) might be able to claim in connection with injury or damage resulting from your event or anyone's presence at 1331 G Street, NW, Washington, DC.

Except to the extent you or your guest(s) may experience personal injury or incur property damage as a direct result of gross negligence or intentional misconduct by AILA, you hereby release AILA, its officers, directors, members, employees, contractors and agents from all liabilities, claims, demands and causes of action that you (or a third party) may have as result of personal injury and/or property damage.

### Damages

**We do not permit items to be attached to walls, ceilings, windows, etc. without prior approval.** You agree to be responsible for any damage to the building caused by your group, guests, caterers or subcontractors and to pay all fees charged for damage(s) upon receipt. Fees are assessed according to the extent of the damage. Where possible, such fees will be charged against renting parties credit card.

### Cancellations

You may cancel your reservation, without penalty, up to 31 days prior to the actual meeting date by sending a written notice of cancellation, via fax or e-mail. **If you cancel after this deadline, refunds will be credited as follows:**

- 31–60 days prior to the event—100% refund
- 15–30 days prior to the event—50% refund
- 0–14 days prior to the event—0% refund



American Immigration Lawyers Association  
Suite 300, 1331 G Street, NW, Washington, DC 20005-1342  
202-507-7600, phone • 202-783-7853, fax