

RCA 2027 Annual Convention Recovering Couples Anonymous

Event Dates: Jul 22, 2027 to Jul 25, 2027

Venue Name	DoubleTree by Hilton Hotel Washington DC - Crystal City	Hilton Arlington National Landing	Sheraton Pentagon City Hotel	Sheraton Reston Hotel	Delta Hotels Richmond Downtown	Omni Richmond Hotel	Richmond Marriott
Venue Photo							
Venue Website	View website	View website	View website	View website	View website	View website	View website
Venue Guest Rooms	627	393	419	302	298	359	413
Total Meeting Space	35,000 sq. ft.	25,000 sq. ft.	30,429 sq. ft.	28,367 sq. ft.	13,286 sq. ft.	33,629 sq. ft.	26,520 sq. ft.
Largest Meeting Room	11,100 sq. ft.	6,650 sq. ft.	9,494 sq. ft.	6,206 sq. ft.	4,085 sq. ft.	7,027 sq. ft.	15,092 sq. ft.
Venue City	Arlington	Arlington	Arlington	Reston	Richmond	Richmond	Richmond

Guest Room Information

Guest Room Dates	Jul 22, 2027 to Jul 25, 2027	Jul 29, 2027 to Aug 1, 2027	Jul 22, 2027 to Jul 25,	Jul 22, 2027 to Jul 25,	Jul 22, 2027 to Jul 25, 2027	Jul 22, 2027 to Jul 25, 2027	Jul 22, 2027 to Jul 25, 2027
Availability for Guest Room Dates	1st option - Not holding space	1st option - Holding space until Feb 20, 2026	1st option - Not holding space				
Guest Room Rates Applicable Tax	occupancy 8.25% state 6.00%	occupancy 8.25% state 6.00%	occupancy 14.25%	occupancy 7.00% state 8.00%	city 6.00% occupancy 8.00%	occupancy 8.00% other 2.00%	occupancy 8.00% other 2.00%
Guest Room Rates - Any (Run of House)	179.00 USD (200 rooms)	129.00 USD (200 rooms)	129.00 USD (200 rooms)	129.00 USD (200 rooms)	185.00 USD (200 rooms)	179.00 USD (200 rooms)	194.00 USD (200 rooms)
Guest Room Rates - Suite	179.00 USD (2 rooms)	129.00 USD (2 rooms)	129.00 USD (2 rooms)	129.00 USD (2 rooms)	185.00 USD (4 rooms)	179.00 USD (2 rooms)	194.00 USD (2 rooms)
Total Guest Room Cost	36,158 USD	26,058 USD	26,058 USD	26,058 USD	37,740 USD	36,158 USD	39,188 USD

Meeting Package Information (Alternate 2)

Availability for Meeting Package Dates (Alternate 2)					1st option - Not holding space		
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Guest Room Information (Alternate 1)

Guest Room Dates (Alternate 1)	Jul 29, 2027 to Aug 1, 2027		Jul 29, 2027 to Aug 1,		Jul 29, 2027 to Aug 1, 2027		
Availability for Guest Room Dates (Alternate 1)	1st option - Not holding space		1st option - Not holding space		1st option - Not holding space		
Guest Room Rates - Any (Run of House) (Alternate 1)	179.00 USD (200 rooms)		129.00 USD (200 rooms)		185.00 USD (200 rooms)		
Guest Room Rates - Suite	139.00 USD (2 rooms)		129.00 USD (2 rooms)		185.00 USD (4 rooms)		
Total Guest Room Cost	36,078 USD		26,058 USD		37,740 USD		

Guest Room Information (Alternate 2)

Guest Room Dates (Alternate 2)					Sep 30, 2027 to Oct 3, 2027		
Availability for Guest Room Dates (Alternate 2)					1st option - Not holding space		
Guest Room Needs Met	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Guest Room Rates Include Breakfast (Alternate 2)	No	No	No	No	No	No	No

Venue Name	DoubleTree by Hilton Hotel Washington DC - Crystal City	Hilton Arlington National Landing	Sheraton Pentagon City Hotel	Sheraton Reston Hotel	Delta Hotels Richmond Downtown	Omni Richmond Hotel	Richmond Marriott
Total Guest Room Nights					204		
Peak Guest Room Nights					82		
Total Guest Room Cost					37,740 USD		
Guest Room Rates - Any (Run of House) (Alternate 2)					185.00 USD (200 rooms)		
Guest Room Rates - Suite					185.00 USD (4 rooms)		
Additional Guest Room Details (Alternate 2)							

Meeting Room Information

Meeting Room Requests	Jul 22, 2027	Jul 29, 2027	Jul 22, 2027	Jul 22, 2027	Jul 22, 2027	Jul 22, 2027	Jul 22, 2027
Day 1 12:00 PM - 11:45 PM OFFICE (Office) 24-hour hold: Yes 10 people	Room: Boardroom Size: 378.00 sq. ft. Ceiling height: 10.00 ft.	Room: Old Dominion Size: 450.00 sq. ft. Ceiling height: 8.00 ft.	Room: Mezzanine 3 Size: 870.00 sq. ft. Ceiling height: 10.00 ft.	Room: Boardroom Size: 336.00 sq. ft. Ceiling height: 10.00 ft.	Room: Tredegar Boardroom Size: 463.00 sq. ft. Ceiling height: 10.00 ft. 24-hour hold: Yes	Room: Rappahannock Size: 464.00 sq. ft. Ceiling height: 9.00 ft.	Room: Apple Board Room Size: 288.00 sq. ft. Ceiling height: 9.00 ft.
Day 1 4:00 PM - 10:00 PM Registration/Set up (Registration) 24-hour hold: Yes 0 people	Room: Crystal Foyer Size: 1,015.00 sq. ft.	Room: Virginia Ballroom Foyer Size: 6,500.00 sq. ft. Ceiling height: 12.00 ft.	Room: Assembly Size: 4,368.00 sq. ft. Ceiling height: 9.00 ft.	Room: Grand Ballroom Foyer Size: 1,150.00 sq. ft. Ceiling height: 12.00 ft.	Room: Prefunction Foyer Size: 2,250.00 sq. ft. Ceiling height: 10.00 ft.	Room: James River Prefunction Size: 3,724.00 sq. ft. Ceiling height: 13.00 ft.	Room: Lower Level Registration Size: 1.00 sq. ft.
Day 1 4:00 PM - 10:00 PM Meeting Space SET UP (Setup) 24-hour hold: Yes 200 people	Room: Crystal Ballroom-Salons AB Size: 5,394.00 sq. ft. Ceiling height: 11.50 ft.	Room: Adams/Madison Size: 4,310.00 sq. ft. Ceiling height: 12.00 ft.	Room: Commonwealth Size: 9,494.00 sq. ft. Ceiling height: 16.00 ft.	Room: Ballroom B Size: 2,964.00 sq. ft. Ceiling height: 14.00 ft.	Room: James River Ballroom Size: 4,085.00 sq. ft. Ceiling height: 13.00 ft.	Room: James River Ballroom Size: 7,027.00 sq. ft. Ceiling height: 16.00 ft. Note: Beginning at 6:30 PM	Room: Capital Ballroom Size: 7,865.00 sq. ft. Ceiling height: 10.00 ft.
Meeting Room Requests	Jul 23, 2027	Jul 30, 2027	Jul 23, 2027	Jul 23, 2027	Jul 23, 2027	Jul 23, 2027	Jul 23, 2027
Day 2 12:00 AM - 11:45 PM OFFICE (Office) 24-hour hold: Yes 10 people	Room: Boardroom Size: 378.00 sq. ft. Ceiling height: 10.00 ft.	Room: Old Dominion Size: 450.00 sq. ft. Ceiling height: 8.00 ft.	Room: Mezzanine 3 Size: 870.00 sq. ft. Ceiling height: 10.00 ft.	Room: Boardroom Size: 336.00 sq. ft. Ceiling height: 10.00 ft.	Room: Tredegar Boardroom Size: 463.00 sq. ft. Ceiling height: 10.00 ft. 24-hour hold: Yes	Room: Rappahannock Size: 464.00 sq. ft. Ceiling height: 9.00 ft.	Room: Apple Board Room Size: 288.00 sq. ft. Ceiling height: 9.00 ft.
Day 2 7:00 AM - 10:00 PM Registration (Registration) 24-hour hold: Yes 0 people	Room: Crystal Foyer Size: 1,015.00 sq. ft.	Room: Virginia Ballroom Foyer Size: 6,500.00 sq. ft. Ceiling height: 12.00 ft.	Room: Assembly Size: 4,368.00 sq. ft. Ceiling height: 9.00 ft.	Room: Grand Ballroom Foyer Size: 1,150.00 sq. ft. Ceiling height: 12.00 ft.	Room: Prefunction Foyer Size: 2,250.00 sq. ft. Ceiling height: 10.00 ft.	Room: James River Prefunction Size: 3,724.00 sq. ft. Ceiling height: 13.00 ft.	Room: Lower Level Registration Size: 1.00 sq. ft.

Venue Name	DoubleTree by Hilton Hotel Washington DC - Crystal City	Hilton Arlington National Landing	Sheraton Pentagon City Hotel	Sheraton Reston Hotel	Delta Hotels Richmond Downtown	Omni Richmond Hotel	Richmond Marriott
Day 2 7:00 AM - 10:30 PM Member Business Meetings (Meeting) 24-hour hold: Yes 200 people	Room: Crystal Ballroom-Salons AB Size: 5,394.00 sq. ft. Ceiling height: 11.50 ft.	Room: Adams/Madison Size: 4,310.00 sq. ft. Ceiling height: 12.00 ft.	Room: Commonwealth Size: 9,494.00 sq. ft. Ceiling height: 16.00 ft.	Room: Ballroom B Size: 2,964.00 sq. ft. Ceiling height: 14.00 ft.	Room: James River Ballroom Size: 4,085.00 sq. ft. Ceiling height: 13.00 ft.	Room: James River Ballroom Size: 7,027.00 sq. ft. Ceiling height: 16.00 ft.	Room: Capital Ballroom Size: 7,865.00 sq. ft. Ceiling height: 10.00 ft.
Day 2 11:30 AM - 12:30 PM Lunch (Lunch) 150 people	Room: Lincoln Hall Size: 1.00 sq. ft. Ceiling height: 10.00 ft.	Room: Crystal Ballroom Size: 2,950.00 sq. ft. Ceiling height: 8.00 ft.	Room: Commonwealth Size: 9,494.00 sq. ft. Ceiling height: 16.00 ft.	Room: Ballroom A Size: 3,078.00 sq. ft. Ceiling height: 14.00 ft.	Room: Kanawha Ballroom Size: 2,784.00 sq. ft. Ceiling height: 10.00 ft.	Room: James River Prefunction Size: 3,724.00 sq. ft. Ceiling height: 13.00 ft.	Room: Capital Ballroom Foyer Size: 1.00 sq. ft.
Day 2 5:30 PM - 7:30 PM Welcome Reception (General session) 150 people	Room: Monument View Room Size: 2,756.00 sq. ft. Ceiling height: 10.00 ft.	Room: Crystal Ballroom Size: 2,950.00 sq. ft. Ceiling height: 8.00 ft.	Room: Assembly Size: 4,368.00 sq. ft. Ceiling height: 9.00 ft.	Room: Junior Ballroom 1 + 2 Size: 2,340.00 sq. ft. Ceiling height: 12.00 ft.	Room: Prefunction Foyer Size: 2,250.00 sq. ft. Ceiling height: 10.00 ft.	Room: James River Prefunction Size: 3,724.00 sq. ft. Ceiling height: 13.00 ft.	Room: Capital Ballroom Foyer Size: 1.00 sq. ft.
Meeting Room Requests	Jul 24, 2027	Jul 31, 2027	Jul 24, 2027	Jul 24, 2027	Jul 24, 2027	Jul 24, 2027	Jul 24, 2027
Day 3 12:00 AM - 11:45 PM OFFICE (Office) 24-hour hold: Yes 10 people	Room: Boardroom Size: 378.00 sq. ft. Ceiling height: 10.00 ft.	Room: Old Dominion Size: 450.00 sq. ft. Ceiling height: 8.00 ft.	Room: Mezzanine 3 Size: 870.00 sq. ft. Ceiling height: 10.00 ft.	Room: Boardroom Size: 336.00 sq. ft. Ceiling height: 10.00 ft.	Room: Tredegar Boardroom Size: 463.00 sq. ft. Ceiling height: 10.00 ft. 24-hour hold: Yes	Room: Rappahannock Size: 464.00 sq. ft. Ceiling height: 9.00 ft.	Room: Apple Board Room Size: 288.00 sq. ft. Ceiling height: 9.00 ft.
Day 3 8:00 AM - 5:00 PM Breakout 1 (Breakout) 40 people	Room: Crystal Ballroom-Salons CDE Size: 3,384.00 sq. ft. Ceiling height: 11.50 ft.	Room: Richmond Size: 975.00 sq. ft. Ceiling height: 12.00 ft.	Room: Cavalier A/B Size: 1,776.00 sq. ft. Ceiling height: 9.00 ft.	Room: Meeting Room 3 - Cypress Size: 1,395.00 sq. ft. Ceiling height: 12.00 ft.	Room: Lee Size: 704.00 sq. ft. Ceiling height: 10.00 ft.	Room: Salon E Size: 912.00 sq. ft. Ceiling height: 13.00 ft.	Room: Madison Size: 494.00 sq. ft. Ceiling height: 10.00 ft.
Day 3 8:00 AM - 5:00 PM Breakout 3 (Breakout) 40 people	Room: Van Buren Size: 810.00 sq. ft. Ceiling height: 10.00 ft.	Room: Roanoke Size: 975.00 sq. ft. Ceiling height: 12.00 ft.	Room: North 1 Size: 1,540.00 sq. ft. Ceiling height: 16.00 ft.	Room: Meeting Room 3 - Cypress Size: 1,395.00 sq. ft. Ceiling height: 12.00 ft.	Room: Shockoe Size: 640.00 sq. ft. Ceiling height: 9.00 ft.	Room: Salon G Size: 851.00 sq. ft. Ceiling height: 13.00 ft.	Room: Jefferson Size: 494.00 sq. ft. Ceiling height: 10.00 ft.
Day 3 8:00 AM - 5:00 PM Breakout 2 (Breakout) 40 people	Room: Jackson Size: 968.00 sq. ft. Ceiling height: 10.00 ft.	Room: Williamsburg Size: 975.00 sq. ft. Ceiling height: 12.00 ft.	Room: North 2 Size: 1,320.00 sq. ft. Ceiling height: 16.00 ft.	Room: Meeting Room 10 - Spruce Size: 1,170.00 sq. ft. Ceiling height: 12.00 ft.	Room: Mayo Size: 640.00 sq. ft. Ceiling height: 1.00 ft.	Room: Salon E Size: 912.00 sq. ft. Ceiling height: 13.00 ft.	Room: Monroe Size: 494.00 sq. ft. Ceiling height: 10.00 ft.
Day 3 8:00 AM - 5:00 PM Breakout 4 (Breakout) 40 people	Room: Madison Size: 728.00 sq. ft. Ceiling height: 9.00 ft.	Room: Yorktown Size: 975.00 sq. ft. Ceiling height: 12.00 ft.	Room: North 3 Size: 1,540.00 sq. ft. Ceiling height: 16.00 ft.	Room: Meeting Room 2 - Chestnut Size: 1,170.00 sq. ft. Ceiling height: 12.00 ft.	Room: Boulevard Size: 800.00 sq. ft. Ceiling height: 9.00 ft.	Room: Roanoke Size: 676.00 sq. ft. Ceiling height: 9.00 ft.	Room: Shenandoah Size: 975.00 sq. ft. Ceiling height: 10.00 ft.
Day 3 6:00 PM - 9:00 PM Member Dinner (Dinner) 200 people	Room: Crystal Ballroom-Salons AB Size: 5,394.00 sq. ft. Ceiling height: 11.50 ft.	Room: Adams/Madison Size: 4,310.00 sq. ft. Ceiling height: 12.00 ft.	Room: South Size: 4,949.00 sq. ft. Ceiling height: 16.00 ft.	Room: Meeting Room 4 - Locust Size: 1,395.00 sq. ft. Ceiling height: 12.00 ft.	Room: James River Ballroom Size: 4,085.00 sq. ft. Ceiling height: 13.00 ft.	Room: James River Ballroom Size: 7,027.00 sq. ft. Ceiling height: 16.00 ft.	Room: Capital Ballroom Size: 7,865.00 sq. ft. Ceiling height: 10.00 ft.
Meeting Room Requests	Jul 25, 2027	Aug 1, 2027	Jul 25, 2027	Jul 25, 2027	Jul 25, 2027	Jul 25, 2027	Jul 25, 2027

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Day 4 12:00 AM - 11:45 PM OFFICE (Office) 24-hour hold: Yes 10 people	Room: Boardroom Size: 378.00 sq. ft. Ceiling height: 10.00 ft.	Room: Old Dominion Size: 450.00 sq. ft. Ceiling height: 8.00 ft.	Room: Mezzanine 3 Size: 870.00 sq. ft. Ceiling height: 10.00 ft.	Room: Boardroom Size: 336.00 sq. ft. Ceiling height: 10.00 ft.	Room: Tredegar Boardroom Size: 463.00 sq. ft. Ceiling height: 10.00 ft. 24-hour hold: Yes	Room: Rappahannock Size: 464.00 sq. ft. Ceiling height: 9.00 ft.	Room: Apple Board Room Size: 288.00 sq. ft. Ceiling height: 9.00 ft.
Day 4 8:00 AM - 1:00 PM Member General Session Closing (General session) 200 people	Room: Crystal Ballroom-Salons AB Size: 5,394.00 sq. ft. Ceiling height: 11.50 ft.	Room: Adams/Madison Size: 4,310.00 sq. ft. Ceiling height: 12.00 ft.	Room: North Size: 4,444.00 sq. ft. Ceiling height: 16.00 ft.	Room: Junior Ballroom 1 + 2 Size: 2,340.00 sq. ft. Ceiling height: 12.00 ft.	Room: Kanawha Ballroom Size: 2,784.00 sq. ft. Ceiling height: 10.00 ft.	Room: James River Ballroom Size: 7,027.00 sq. ft. Ceiling height: 16.00 ft. Note: Rounds	Room: Capital Ballroom Size: 7,865.00 sq. ft. Ceiling height: 10.00 ft.
Day 4 1:00 PM - 3:00 PM New Board Meeting (Meeting) 15 people	Room: Crystal Ballroom-Salons CDE Size: 3,384.00 sq. ft. Ceiling height: 11.50 ft.	Room: Richmond/Roanoke Size: 1,750.00 sq. ft. Ceiling height: 10.00 ft.	Room: Mezzanine 2 Size: 840.00 sq. ft. Ceiling height: 10.00 ft.	Room: Meeting Room 7 - Mulberry Size: 1,395.00 sq. ft. Ceiling height: 12.00 ft.	Room: Huguenot Size: 600.00 sq. ft. Ceiling height: 8.00 ft.	Room: Roanoke Size: 676.00 sq. ft. Ceiling height: 9.00 ft.	Room: Shenandoah Size: 975.00 sq. ft. Ceiling height: 10.00 ft.

Food and Beverage Estimated Cost Information

Total Food and Beverage	18,000.00 USD	20,000.00 USD	30,000.00 USD	15,000.00 USD	12,500.00 USD	14,000.00 USD	16,160.00 USD
Continental Breakfast Estimated Cost	23.00 USD per person (+0.00% tax and service charge)	35.00 USD per person (+10.00% tax and service charge)	34.00 USD per person (+0.00% tax and service charge)	23.00 USD per person (+6.00% tax and service charge)	25.00 USD per person (+13.50% tax and service charge)	27.00 USD per person (+13.50% tax and service charge)	21.00 USD per person (+0.00% tax and service charge) Please note pricing is quoted per current year pricing, which is subject to change.
Buffet Breakfast Estimated Cost	30.00 USD per person (+0.00% tax and service charge)	47.00 USD per person (+10.00% tax and service charge)	49.00 USD per person (+0.00% tax and service charge)	40.00 USD per person (+0.00% tax and service charge)	35.00 USD per person (+13.50% tax and service charge)	36.00 USD per person (+13.50% tax and service charge)	24.00 USD per person (+0.00% tax and service charge) Please note pricing is quoted per current year pricing, which is subject to change.
Buffet Lunch Estimated Cost	45.00 USD per person (+0.00% tax and service charge)	69.00 USD per person (+10.00% tax and service charge)	61.00 USD per person (+0.00% tax and service charge)	45.00 USD per person (+0.00% tax and service charge)	40.00 USD per person (+13.50% tax and service charge)	42.00 USD per person (+13.50% tax and service charge)	34.00 USD per person (+0.00% tax and service charge) Please note pricing is quoted per current year pricing, which is subject to change.
Buffet Dinner Estimated Cost	65.00 USD per person (+0.00% tax and service charge)	88.00 USD per person (+10.00% tax and service charge)	79.00 USD per person (+0.00% tax and service charge)	81.00 USD per person (+0.00% tax and service charge) Average price, depends on number of entrees	65.00 USD per person (+13.50% tax and service charge)	62.00 USD per person (+13.50% tax and service charge)	57.00 USD per person (+0.00% tax and service charge) Please note pricing is quoted per current year pricing, which is subject to change.
Plated Dinner Estimated Cost	55.00 USD per person (+0.00% tax and service charge)	82.00 USD per person (+10.00% tax and service charge)	76.00 USD per person (+0.00% tax and service charge)	57.00 USD per person (+6.00% tax and service charge) Average Price.	55.00 USD per person (+13.50% tax and service charge)	52.00 USD per person (+13.50% tax and service charge)	52.00 USD per person (+0.00% tax and service charge) Please note pricing is quoted per current year pricing, which is subject to change.
Gallon Coffee Estimated Cost	105.00 USD per item (+0.00% tax and service charge)	110.00 USD per item (+10.00% tax and service charge)	95.00 USD total (+0.00% tax and service charge)	67.00 USD per item (+6.00% tax and service charge)	85.00 USD per item (+13.50% tax and service charge)	85.00 USD per item (+13.50% tax and service charge)	
Reception With Light Appetizers Estimated Cost		40.00 USD per person (+10.00% tax and service charge)		30.00 USD per person (+6.00% tax and service charge) Depends on selections			
Service Charge Estimated Cost	27.00%	26.00%	25.00%	25.00%	24.00%	24.00%	
Applicable Tax Estimated Cost	10.00%	10.00%	11.00%	7.00%	13.50%	13.50%	

Venue Name	DoubleTree by Hilton Hotel Washington DC - Crystal City	Hilton Arlington National Landing	Sheraton Pentagon City Hotel	Sheraton Reston Hotel	Delta Hotels Richmond Downtown	Omni Richmond Hotel	Richmond Marriott
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Internet, Guest Rooms, and AV Estimated Cost Information

Guest Room Internet Estimated Cost	Complimentary	Complimentary	Waived	Complimentary	Complimentary	Complimentary As a special concession for groups	Complimentary
Meeting Room Internet Estimated Costs	Complimentary Basic Wi-Fi 3mbps (shared Network)		Waived with Pinnacle Live being sole AV provider	N/A	Complimentary	5.00 USD per person (Includes 0.00% tax and service charge) Attendee WiFi is normally \$10 per person per day.	Waived
Other AV Needs and Estimated Costs	A custom Audio Visual quote is available through our in-house partner Encore. Daniel Camhaji Director of Event Technology daniel.camhaji2@encoreglobal.com +1-703-296-3306	Encore may provide audio visual, power and internet services for all your conference needs. A custom quote may be requested from our in-house team. If the Group elects to utilize an outside audio visual provider and/or vendor, a fee does apply.	Complete, expert on-site audiovisual services provided by Pinnacle Live	Audio visual services exclusively provided by Encore. We would be happy to source a personalized proposal to set your event up for success.	There is no fee for using outside AV. If you would like to use our contractor, we will offer a 10% discount.	Pinnacle Live is our in-house AV provider, and they are wonderful to work with! You may also bring in any of your own AV or select your choice of provider.	Let our outstanding on-site Audio/Visual and Technology provider, Markey's, take all the worry out of planning for your audio visual needs!

Meeting Room Rental Estimated Cost Information

Total Meeting Rooms Estimated Cost		Waived		Waived		Complimentary	Waived Please note pricing is quoted per current year pricing, which is subject to change.
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Attachments

Attachment (1)	Catering Menu DoubleTree Crystal City 2025-26	Hilton National Landing Floor Plan/ Capacity Chart	Banquet Menus	Sheraton Reston Meeting Capacity Chart	Virtual Tours	Omni Richmond 2025 Banquet Menu Link	Richmond Marriott 2026 Catering Menus
Attachment (2)	Value of Crystal City vs. DC	Hilton Arlington National Landing Banquet Menu	Commonwealth Ballroom Diagram	Take a Virtual Tour	Meeting Space Floor Plan	Meeting Space-Virtual Tour	Meeting Space Capacity Chart
Attachment (3)	Doubletree Crystal City Floorplans updated 2025	Destination National Landing	Capacity Chart	Sheraton Reston Brochure	source safely at marriott international	Hotel Virtual Tour	Meeting Space Capacity Chart
Attachment (4)	Doubletree CC Fact Sheet	Hilton National Landing Fact Sheet	Concourse Diagram		Delta Hotels by Marriott Hotel Detail	Omni Richmond Group Brochure	Richmond Restaurant Recommendations
Attachment (5)	Encore pricing guide 2026	Hilton NaLa Location	Mezzanine Level Rooms and Executive Cavalier Diagram		2025 Catering & AV Menus		Richmond Marriott Floorplan
Attachment (6)							Richmond Marriott Hotel Layout
Attachment (7)							

Additional Questions

Rates quoted are applicable _____ days pre-meeting.	3	1 days pre and post based upon availability	3, based on availability of traditional room type	3	3	3, subject to availability	2 days based on room & rate availability
Rates quoted are applicable _____ days post-meeting.	3	1 days pre and post based upon availability	3, based on availability of traditional room type	3	3	3, subject to availability	2 days based on room & rate availability

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Please select your current Forbes and/or AAA Rating?	3 Star, 3 Diamond	4 Star, 3 Diamond	3 Star, Not Rated - Diamond	3 Star, 3 Diamond	Not Rated - Star, 3 Diamond	3 Star, 3 Diamond	3 Star, Not Rated - Diamond
Please attach Meeting Space Layout & Spec Sheet. Please include Web address for meeting space detail:	Attached	Attached. Adams/Madison (2 sections of Virginia Ballroom): https://visitme.co/pBlak9 Richmond/Roanoke/Yorktown/Williamsburg: https://visitme.co/A9XfLh Crystal Ballroom: https://visitme.co/coi9JG Old Dominion: https://visitme.co/cYn9wl	Attached	Attached	These documents will be attached at the end of this proposal.	https://www.omnihotels.com/hotels/richmond/meetings	space info is attached
Will the meeting room rentals be waived with F&B min met? If not, please note what rates will apply?	Waived with 18,000 F&B min	Yes	Total Meeting Room rental \$10,000 plus tax and service charge with Food and beverage minimum of \$20,000.	Yes with \$15K F&B min.	Yes, we will waive your room rental with F&B minimum achieved.	Yes	Yes
What is your average sleeping room rate over this time period?	209 with breakfast	\$169	\$159 Plus tax	Rates are not posted this far in advance.	The range for our retail rates this July is \$325.00 - \$426.00.	\$219.00-\$269.00	\$252.00
What is your nearest major airport and what is the distance (both miles and time)? What are the round trip shuttle and/or taxi costs?	Reagan National Airport (DCA), 2 Miles, 5 Minutes Hotel offers complimentary shuttle service to and from Reagan National Airport (DCA). The Metro Station is a short 3 block walk (7-10 minutes)	DCA: Reagan National Airport 0.5 miles / 10-15 minutes Hotel has a complimentary shuttle to/from	DCA: 3 miles from hotel; about 7-10 minute ride We provide complimentary shuttle to/from Reagan National Airport (DCA) which runs twice an hour from 6am until midnight. (7-10 minute	Washington Dulles International Airport 6.3 miles 10 minutes Complimentary shuttle to and from Sheraton Reston (based on current hotel schedule).	Richmond International - 6 miles and approx. 20 minutes. Round trip with Lyft would be around \$45.	Richmond International Airport (RIC) - 8 miles, 15 minutes. Local transportation offers shuttle service to downtown Richmond Hotels, \$29.00 each way; Taxi- \$39.75; Uber \$14.	Richmond International Airport (RIC) 9 miles/15 minutes drive time Taxi/Ride service costs average \$25.00 - \$30.00 one way

Venue Name	DoubleTree by Hilton Hotel Washington DC - Crystal City	Hilton Arlington National Landing	Sheraton Pentagon City Hotel	Sheraton Reston Hotel	Delta Hotels Richmond Downtown	Omni Richmond Hotel	Richmond Marriott
<p>What amenities and activities does your hotel have on or near the property?</p>	<p>The DoubleTree Crystal City has multiple dining options onsite including the SkyDome. The Skydome, which is the only revolving restaurant in the metropolitan area and offers spectacular views of the Potomac and Washington, DC.</p> <p>Our property is also within walking distance to many great restaurants, shopping and metro stop. Shops, dining and Washington DC are just moments away!</p>	<p>MarketPlace proudly serving Starbucks w/grab and go food and drinks.</p> <p>The Landing Kitchen+Bar - Breakfast, Lunch and Dinner</p> <p>Complimentary Exercise Facility</p> <p>Over 100 shops and restaurants in walking distance</p> <p>Crystal City Metro 3 blocks from hotel</p> <p>Complimentary shuttle to and from Metro and Airport (DCA) 1/2 mile.</p>	<p>Complimentary shuttle service to Washington National Airport (DCA) – less than 3 miles from hotel</p> <p>Complimentary shuttle service to Pentagon City Metro Station – about a half mile from hotel</p> <p>Complimentary Business Center open 24 hours</p> <p>Complimentary Fitness Center open 24 hours</p> <p>Complimentary In Room safes</p> <p>Walk to Air Force Memorial</p> <p>Magnificent views of DC City & Skyline</p>	<p>24 hr complimentary Fitness Room</p> <p>Reston Golf Course across the street. Guest play at a discounted rate</p> <p>Shuttle service to and from: Reston Town Center, Local Offices, and Wiehle Metro Station (based on current hotel shuttle schedule).</p>	<p>Full service restaurant and bar, pool/hot tub, fitness center on property.</p> <p>VMFA, Maymont Park, Science Museum, Civil War Museum, near the property.</p>	<p>- Health club</p> <p>- Heated indoor pool with outdoor sundeck</p> <p>- In addition to our hotel restaurants, 4 others under the same roof, including: Chick-fil-A, Chopt Salad Company.</p> <p>- Over 30 restaurants within easy walking distance in the heart of historic Shockoe Slip, the dining and entertainment area along cobblestone streets just outside our front door</p> <p>- Other attractions include Canal Walk, James River, Edgar Allen Poe Museum, State Capitol designed by Thomas Jefferson...to name a few within walking distance.</p>	<p>-Fully equipped state of the art fitness Center</p> <p>-Within walking distance of 27+ restaurants.</p> <p>-Shuttle service within 2 mile radius of hotel</p> <p>-Many museums and performing arts venues located around the hotel.</p> <p>-Full Service Starbucks in the lobby.</p> <p>-Full Service Fall Line Kitchen + Bar</p> <p>-Corner Rapids Lobby Bar</p> <p>Nearby activities (2-7 miles) include:</p> <p>*Belle's Island (Outdoor activities)</p> <p>*Shockoe Bottom (Boutique shopping, Bars)</p> <p>*RVA Park (Karaoke, Bowling, Bars)</p> <p>*Carytown (Boutique Shopping, Restaurants)</p> <p>*Scott's Addition (Breweries,</p>
<p>What RENOVATIONS has your property either recently completed in the last 3 years or has on schedule in the next 2 years? Please be specific:</p>	<p>2016 guestrooms, 2018 meeting space 2024 some public space</p> <p>No future renovation plans</p>	<p>We had a full renovation that was completed 01/2024</p>	<p>Full renovation in 2020</p>	<p>40M Reno Completed in 2021</p>	<p>Our meeting space was fully renovated in December of 2025. We are currently renovating our restaurant and will begin guest room renovations in April of this year. Guest room renovations will be complete by the end of 2026.</p>	<p>None. Completely renovated.</p>	<p>Hotel renovations were completed in 2021. No future renovations scheduled.</p>
<p>Group makes a decision with consideration to F&B budget and AV costs. Have you provided catering menus and AV priceless?</p>	<p>YES</p>	<p>YES</p>	<p>YES</p>	<p>YES</p>	<p>YES</p>	<p>YES</p>	<p>YES</p>

Venue Name	DoubleTree by Hilton Hotel Washington DC - Crystal City	Hilton Arlington National Landing	Sheraton Pentagon City Hotel	Sheraton Reston Hotel	Delta Hotels Richmond Downtown	Omni Richmond Hotel	Richmond Marriott
<p>Group is considering all dates noted in RFP. Did you offer as many options as you can in the RFP? If not, please do so and note "YES" below, or please comment below.</p>	<p>I bid two of the three</p>	<p>We offered the only date available.</p>	<p>Yes</p>	<p>Will to consider all dates.</p>	<p>Yes</p>	<p>Offered the preferred dates listed.</p>	<p>Sept 30 dates are available, however, the room rate would be higher. All other mentioned dates are not available at this time.</p>