

Silver Spring Civic Building

Located on Plaza Level of the Civic Building:

Great Hall (Full)	<ul style="list-style-type: none">• Capacity: 722 (standing only)• Capacity: Theatre style 500/440 with riser• Capacity: Banquet or conference 320 without dance floor• 79' x 64' with 27' ceiling. (5056 sq. ft.)• Bamboo wood flooring.• Suitable for receptions, banquets, meetings, training conferences, exhibits or trade shows, performances, personal celebrations, fundraisers.• NOT AVAILABLE FOR LONG TERM LEASES
Great Hall (Half)	<ul style="list-style-type: none">• Capacity: 361 (standing only)• Capacity: Theatre style 220/200 with riser• Capacity: Banquet or conference 150 without dance floor• 39' x 64' (2496 sq. ft.) with 27' ceiling.• Bamboo wood flooring.• Suitable for receptions, banquets, meetings, lectures, movies, training conferences, exhibits or trade shows, performances, personal celebrations, fundraisers.• NOT AVAILABLE FOR LONG TERM LEASES
Atrium	<ul style="list-style-type: none">• Capacity: 100• 23' x 79' with 25' ceiling. (1817 sq. ft.)• Suitable for receptions, trade or art show, registration and beverage station.• West side faces Veterans Plaza, multiple exit doors.• NOT AVAILABLE FOR LONG TERM LEASES
Warming Kitchen	<ul style="list-style-type: none">• Capacity: 10• 21' x 14' (294 sq. ft.).• Easy access through rear of Great Hall and loading dock.• Warming kitchen ONLY (not certified for food preparation)• VCT Flooring type.• Alert customer to health dept regulations.

<p>*Courtyard (Available with Great Hall use or entire facility use only)</p>	<ul style="list-style-type: none"> • Capacity: 45 • 50' x 20' (1000 sq. ft.). • Outdoor patio with overhead lighting at night. • Suitable for receptions, photography, lunch breaks during conferences/meetings. • Access via indoor only. • No amplified music
<p>Ellsworth Room (Full)</p>	<ul style="list-style-type: none"> • Capacity: 120 standing • Capacity: 100 theater • Capacity: 70 banquet • 50' x 27' (1350 sq. ft.) with 11' ceiling. • Bamboo wood flooring. • Suitable for meetings, training conferences. • Tele/data ports. • *Amplified music allowed with management approval only. Greater chance for approval is when events are held Friday-Sunday evenings and guaranteed not to interfere with other events.
<p>Ellsworth Room (Half)</p>	<ul style="list-style-type: none"> • Capacity: 60 standing • Capacity: 50 theatre • Capacity: 30 banquet • 25' x 27' (675 sq. ft.) with 11' ceiling. • Bamboo wood flooring. • Suitable for meetings, training conferences.
<p>Spring Room</p>	<ul style="list-style-type: none"> • Capacity: 120 standing • Capacity: 90 theater • Capacity: 80 banquet • 46' x 31' (1426 sq. ft.) with 11' ceiling. • Bamboo wood flooring. • Suitable for classes, meetings, training conferences, public meetings, work sessions, civic events. • *Amplified music allowed with management approval only. Greater chance for approval is when events are held Friday-Sunday evenings and guaranteed not to interfere with other events.

Located on Upper Level of the Civic Building:

Fenton Room	<ul style="list-style-type: none"> • Capacity: 106 standing • Capacity: 80 theater • Capacity: 60 banquet • 43' x 27' (1161 sq. ft.) with 9'6" ceiling. • Suitable for meetings, training conferences. • Bamboo wood flooring. • *Amplified music allowed with management approval only. Greater chance for approval is when events are held Friday-Sunday evenings and guaranteed not to interfere with other events.
Colesville Room	<ul style="list-style-type: none"> • Capacity: 32-40 as conference style • 24' x 27' x (648 sq. ft.) with 9'6" ceiling. • Suitable for board meetings or smaller meetings. • Bamboo Wood flooring. • *NOTE: this room is set up as a conference room. Tables and chairs must remain in the room at all times.

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

Veterans Plaza (Full)	<ul style="list-style-type: none"> • 190' x 80' (15200 sq. ft.) • Outdoor Plaza with lighting and pavilion (when area not in use as ice rink). • Use must be of community nature that anyone could attend. • Suitable for community/cultural fairs, show, concerts, public speaking. • Festivals require significant planning. • Users should be aware of noise ordinances.
Veterans Plaza (Lighted Pavilion Half)	<ul style="list-style-type: none"> • Pavilion half of plaza. • Use must be of community nature that anyone could attend. • Suitable for community/cultural fairs, show, concerts, public speaking. • Festivals require significant planning. • Users should be aware of noise ordinances.
Veterans Plaza (Non-Pavilion Half)	<ul style="list-style-type: none"> • Non-pavilion half of plaza; with pavers and seating. • Use must be of community nature that anyone could attend. • Suitable for community/cultural fairs, show, concerts, public speaking. • Festivals require significant planning. • Users should be aware of noise ordinances.



stunning design

Celebrate Life's Memorable Moments

at the
Silver Spring Civic Building
at Veteran's Plaza
centrally located in downtown Silver Spring

- Weddings
- Birthdays
- Bar Mitzvahs & Bat Mitzvahs
- Quinceañeras
- Sweet 16
- Retirements
- Anniversaries
- ...and other life milestones

PLUS

- Conferences
- Expos
- Conventions
- Lecture Events

Spacious & Multifunctional

Activity and conference rooms available

More than 5,000-square-foot ballroom

Tables and chairs Included in rental fee

Express your personal taste – outside caterers welcome

Five hotels and numerous eateries just steps away



**SILVER SPRING
CIVIC BUILDING
VETERANS PLAZA**

240.777.5350

For a virtual tour visit

www.montgomerycountymd.gov/cupf/



vibrant & diverse

