# TOP OF THE HILL

2026 EVENT GUIDE

# A remarkable setting.
# A distinctly Washington experience.

*Steps from the U.S. Capitol*



*From important conversations to unforgettable celebrations, make your next event one to remember at Top of the Hill.*

ONE CONSTITUTION AVENUE NE · WASHINGTON, DC 20002

# Welcome to Top of the Hill

*Some events call for more than a meeting room. They call for a setting that reflects the importance of the occasion.*

Located in the Reserve Organization of America's Minuteman Memorial Building, directly across from the U.S. Capitol, Top of the Hill brings together an extraordinary Washington address, timeless architecture, and the flexibility to create an event that feels distinctly your own.

From congressional briefings, advocacy events, and executive meetings to receptions, awards programs, and milestone celebrations, our spaces offer the backdrop for meaningful connections and memorable experiences. The Minuteman Ballroom features striking views of the Capitol dome, while our other distinctive spaces offer their own sense of place.

Our dedicated event team makes planning feel effortless. Whether you have a clear vision or are exploring possibilities, we can help bring together catering, audiovisual production, creative details, guest experiences, and trusted event partners, all coordinated with your goals in mind.

I would be delighted to show you around, learn more about your event, and help you imagine what is possible here.

*Warmly,*

## Claire Hitte

VICE PRESIDENT, MEETINGS & EVENTS

Top of the Hill Banquet & Conference Center
202-450-0277 · TOTH@roa.org



## At a Glance

**LOCATION**

One Constitution Avenue NE, directly across from the U.S. Capitol

**EVENT SPACES**

Minuteman Ballroom, Symposium Center, and Atrium

**GUEST CAPACITY**

From intimate meetings to gatherings of up to 200 guests

**FULL-SERVICE EVENT COORDINATION**

Catering, audiovisual production, event design, entertainment, and personalized guest experiences

**EXCLUSIVE EVENT OPTIONS**

Multi-space packages for meetings, conferences, and special occasions

# Find Your Perfect Setting

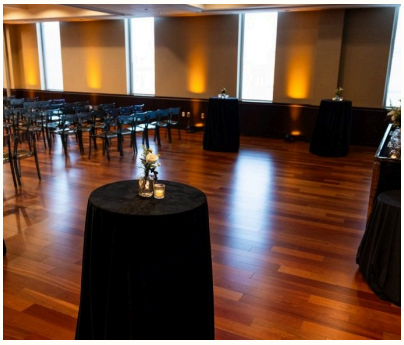
*Three distinctive spaces. Countless ways to make them your own.*

## The Minuteman Ballroom

FIFTH FLOOR · 30′ × 60′ · UP TO 200 GUESTS

Make an impression with Capitol dome views and a versatile setting for signature receptions, conferences, panel discussions, and seated celebrations. The ballroom can also be divided for events that call for a more intimate footprint.





## The Symposium Center

FOURTH FLOOR · 23′ × 39′ · UP TO 80 GUESTS

A refined, focused setting for board meetings, leadership conversations, policy briefings, and presentations. Flexible room configurations and built-in presentation capabilities make it easy to keep the conversation moving.





## The Atrium

MAIN LEVEL · 57′ × 33′ · UP TO 150 GUESTS

Bright, welcoming, and rich with architectural character, the Atrium is a memorable setting for cocktail receptions, networking, guest arrivals, and celebrations. Its connection to the surrounding portico creates an inviting flow for guests.





# Spaces That Work Around Your Agenda

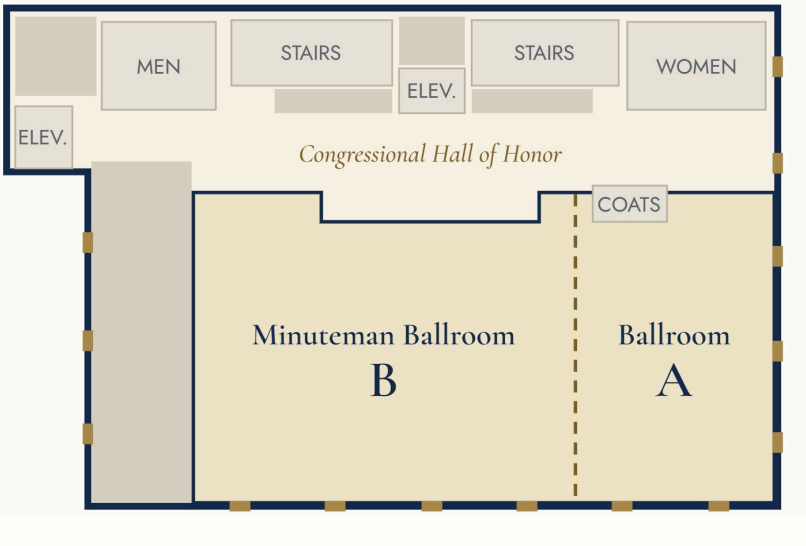
Whether you are planning a single presentation or a full day of programming, our flexible layouts help create the right environment for every part of your event.

FIFTH FLOOR

## Minuteman Ballroom

The ballroom can be used as one expansive event space or divided into Ballroom A and Ballroom B. The adjoining Congressional Hall of Honor offers an elegant transition for guests.

| | |
|---|---|
| Full Ballroom | 30′ × 60′ |
| Ballroom A | 30′ × 22′ |
| Ballroom B | 30′ × 38′ |
| Capacity | Up to 200 guests |

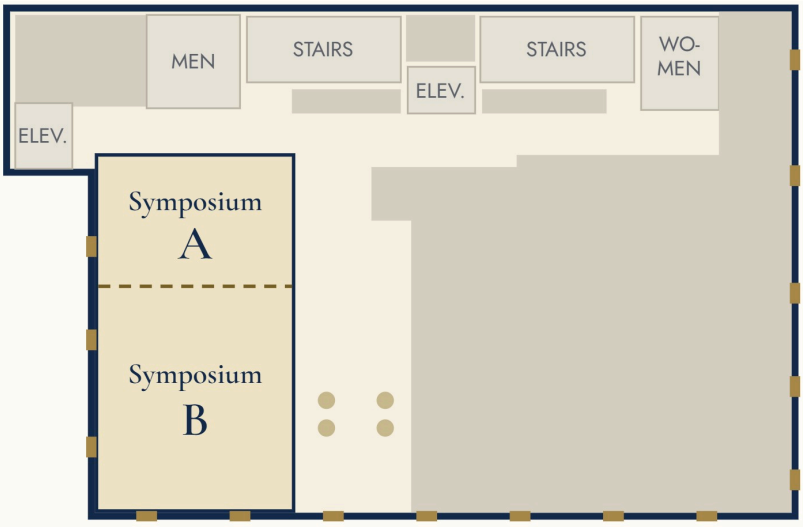



FOURTH FLOOR

## Symposium Center

Available as one meeting space or in two configurations, Symposium A and B, the center accommodates everything from collaborative discussions to formal presentations. Ask our team about seating and production options for your agenda.

| | |
|---|---|
| Full Center | 23′ × 39′ |
| Symposium A | 23′ × 13′ |
| Symposium B | 23′ × 26′ |
| Capacity | Up to 80 guests |




*Final layouts depend on your event design, furnishings, technical needs, and applicable capacity limits.*

# The Atrium: An Unforgettable First Impression

*With natural light, graceful architecture, and a connection to the portico, the Atrium sets the tone from the moment guests arrive.*

Welcome attendees with a reception, create a lively networking experience, or transform the space for a beautifully appointed seated gathering.

## Atrium Floor Plan

MAIN LEVEL · 57′ × 33′






**IDEAL FOR**

Receptions, pre-function gatherings, celebrations, and guest welcome experiences

**CAPACITY**

Up to 150 for receptions or 80 for banquet seating

**DIMENSIONS**

57′ × 33′, opening to the portico

# Room Capacities and Configurations

Every event has a different rhythm. The capacities below are intended as planning guidelines; your final layout will be tailored to your guest count, program, furnishings, and production requirements.

| ROOM | DIMENSIONS | CONFERENCE | OPEN-U | HOLLOW SQUARE | THEATER | CLASSROOM | RECEPTION | BANQUET |
|---|---|---|---|---|---|---|---|---|
| Minuteman Ballroom | 30′ × 60′ | 160[1] | 46 | 50 | 200 | 72 | 200 | 200 |
| Ballroom A | 30′ × 22′ | 26 | N/A | N/A | 56 | 36 | 60 | 50 |
| Ballroom B | 30′ × 38′ | N/A | 30 | 34 | 150 | 42 | 150 | 90 |
| Symposium Center[2] | 23′ × 39′ | 24 | 24 | 28 | 70 to 80 | 40 to 60 | N/A | N/A |
| Symposium A | 23′ × 13′ | 12 | N/A | N/A | 20 | N/A | N/A | N/A |
| Symposium B | 23′ × 26′ | 18 | 16 | 20 | 40 | 18 | N/A | N/A |
| Atrium | 57′ × 33′ | N/A | N/A | N/A | N/A | N/A | 150 | 80 |

Capacities do not include AV or additional service items such as stage and press risers, panel tables, or buffet tables. [1]Minuteman Ballroom conference capacity is seated at rounds, with AV. [2]See Symposium Center furniture below.

## Let's Design the Right Layout

Our event team can help match your seating plan to the experience you want to create, from boardroom conversation to a seated program or standing reception.

Stages, audiovisual equipment, buffet tables, and other event elements may affect available capacity.

## Symposium Center Furniture

Custom conference furniture, at no rental charge, arranges into a U-shape with 24 at desks and 21 perimeter seats, a hollow square for 28 with 17 perimeter seats, or a panel table for 5 with 45 in attendance.

For specialized Symposium Center furniture configurations, a $650 custom room setup fee applies and will be outlined in your proposal.

# 2026 Venue Rates

Choose the space and schedule that suit your event. Our team will provide a tailored proposal with date-specific pricing and any services you choose to include.

| | HALF DAY | | FULL DAY | |
|---|---|---|---|---|
| SPACE | PEAK | OFF-PEAK | PEAK | OFF-PEAK |
| **Minuteman Ballroom** | $8,000 | $7,000 | $15,000 | $13,000 |
| **Atrium** | $6,000 | $5,200 | $10,500 | $9,500 |
| **Symposium Center** | $5,500 | $4,800 | $8,500 | $7,500 |

**Half Day:** 8:00 to 11:00 a.m. or noon to 3:00 p.m.
**Full Day:** 7:00 a.m. to 6:00 p.m.

**Peak Weekdays:** Tuesday through Thursday
**Off-Peak Weekdays:** Monday and Friday

## Make the Venue Your Own

For programs spanning multiple spaces, ask about our full-day exclusive event package, featuring the Minuteman Ballroom, Atrium, and Symposium Center.

| PEAK | OFF-PEAK |
|---|---|
| $32,000 | $28,500 |

## Celebrations and Special Occasions

Host your next milestone in a setting guests will remember. Weekend event options are available for daytime, evening, and extended celebrations. Ask our team for availability and a personalized quote.

| | |
|---|---|
| Daytime, 9:00 a.m. to 3:00 p.m. | **$15,000** |
| Evening, 5:00 to 11:00 p.m. | **$17,000** |
| Extended, 9:00 a.m. to 11:00 p.m. | **$22,000** |

## A Little More Time?

Extended event hours may be arranged in advance. Hourly rates:

| | |
|---|---|
| Minuteman Ballroom | **$600 / hour** |
| Atrium | **$450 / hour** |
| Symposium Center | **$300 / hour** |

## A Clear, Customized Proposal

Rates are subject to calendar and seasonal adjustments. Room rental is list price plus 50% in March, April, May, September, October, and November, and August room rental is half price. Weekend and holiday rentals are the rates shown plus 50% per event, per day.

A 20% event coordination fee applies to the total event bill; applicable taxes and other charges will be detailed in your proposal. Your event team will review the full scope with you before booking.

# Catering That Complements the Occasion

From a beautifully presented breakfast to a reception designed to impress, food and beverage should feel like a natural part of your event, not another item on your to-do list.

Our event team works with an exceptional network of catering partners who know the venue and can help create a menu and service style that suit your guests, schedule, and vision.

## Preferred Full-Service Partners

| | | | |
|---|---|---|---|
| WELL DUNN | Well-Dunn Catering<br>**Rosario Santos** | rsantos@welldunn.com<br>202-543-7878 | WELLDUNN.COM |
| ROOT & STEM | Root & Stem<br>**Michelle** | michelle@rootandstemdc.com<br>703-289-1281 | ROOTANDSTEMDC.COM |
| ridgewells CATERING | Ridgewells Catering<br>**Molly Russ** | mruss@ridgewells.com<br>301-907-3710 | RIDGEWELLS.COM |
| RELISH CATERING + EVENT DESIGN | Relish Catering<br>**Laura Calderone** | lcalderone@relishcateringdc.com<br>301-448-9446 | RELISHCATERINGDC.COM |

## Breakfast, Lunch, and Thoughtful Extras

For meetings and daytime events, explore pastries, boxed or plated lunches, coffee, desserts, and custom treats from Dog Tag Bakery, a mission-driven bakery supporting Veterans, military spouses, and caregivers.

## Your Event, Your Approach

Planning a more casual gathering or working with an existing catering partner? Ask us about drop-off catering and outside-caterer options. Our team will help explain the service arrangements and any applicable venue requirements or fees. Full menus and catering proposals are available upon request.

### ONE CATERER PER DAY

We host one caterer in the building each day. The first group to sign and place a deposit for a date selects that day's caterer.

### DROP-OFF AND BAR-ONLY

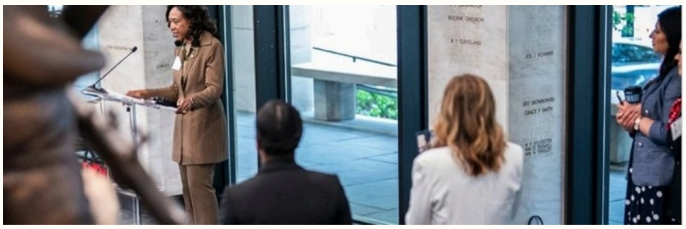
Events without full-service catering include a $650 venue labor fee for setup, tear-down, and trash removal.

### OUTSIDE CATERERS

Caterers not on our preferred list require approval and training, and a $1,000 outside catering fee applies.

# Beyond the Venue: Your Event, Thoughtfully Brought to Life

The best events are built around an idea. Tell us what you want your guests to experience, and our team will help bring the right people, production, and finishing touches together.



## Audiovisual and Production

Bring your message to life with presentation technology, microphones, staging, lighting, recording, and livestreaming support. Our team can coordinate technical partners to keep your program running smoothly.

## Catering and Bar Experiences

From elegant plated dinners and lively receptions to specialty beverage experiences, we can help shape food and beverage service around the occasion.

## Florals and Event Design

Create the right atmosphere with statement arrangements, tablescapes, stage styling, and thoughtful decorative details.

## Specialty Coffee and Custom Experiences

Surprise guests with a staffed coffee bar, personalized beverage presentation, or another memorable experience that reflects your brand or celebration.

## Entertainment and Memorable Moments

Set the tone with music, a DJ or emcee, and distinctive guest experiences, including live cigar rolling where appropriate for the event and venue requirements.

## Photography and Video

Capture the moments that matter with event photography, video production, and content tailored to your goals.

## Guest Logistics and VIP Coordination

From event security to VIP arrivals and eligible parking arrangements, our team can help plan a polished arrival experience.

## Hotel Accommodations

For traveling guests, we can assist with room-block coordination through our preferred hotel partner, Capitol Hill Hotel.

***Have something else in mind?***

We welcome the chance to explore creative possibilities with you. Service options and pricing are tailored to each event.

# The Finishing Touches Make It Yours

*The most memorable gatherings feel considered at every turn.*

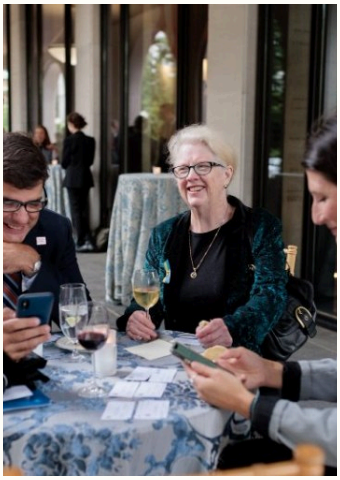
Our signature rental options allow you to complement the building's classic Washington character with a look that is distinctly your own. Choose from a thoughtfully curated selection of seating, lounge furnishings, tables, bars, linens, glassware, chargers, and other design details.

Whether your style calls for understated elegance, bold contrast, or a warm and inviting lounge atmosphere, we can help bring the pieces together.









COLLECTION

## Seating and Lounge

Statement chairs, velvet lounge seating, and conversational groupings for receptions, panels, and social spaces.

COLLECTION

## Tables and Presentation

Cocktail tables, elegant bar fronts, and distinctive pieces to create a polished stage or hospitality experience.

COLLECTION

## Tablescape Details

Select glassware, linens, napkins, chargers, and finishing accessories to complete the setting.

*Ask to see our current rental collection and pricing. Availability and selections are confirmed as part of your event proposal.*



TOP OF THE HILL

# Let's Create Something Exceptional

A remarkable location is only the beginning. Tell us what you have in mind, and we will help you create an event that reflects the significance of the occasion.


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VICE PRESIDENT, MEETINGS & EVENTS

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*Welcome to Top of the Hill!*

PRICES SUBJECT TO CHANGE · 2026 RATES