

# The Josephine Butler Parks Center

*Venues by Washington Parks & People*

---

2026 WEDDINGS



# 04

Discover the history behind this historic & unique venue.

---



# 06

The answers to all of your questions await you.

---

# 09

Save on cost by utilizing all of the inventory the Parks Center has to offer.

---



# 12

Keeping everyone safe is top priority at the Parks Center.

---

## Table of Contents

- 03 Congratulations
- 04 History
- 05 Creating Memories with Value
- 06 Plan with Ease
- 07 Event Guidelines
- 08 Event Guidelines Cont.
- 09 Inventory
- 10 Professional Vendors
- 11 Professional Vendors Cont.
- 12 Covid-19 Guidelines
- 13 Floor Plans
- 14 Event Spaces
- 15 Rates

**Creating Memories while  
Helping Communities**

---

## CONGRATS ON YOUR ENGAGEMENT

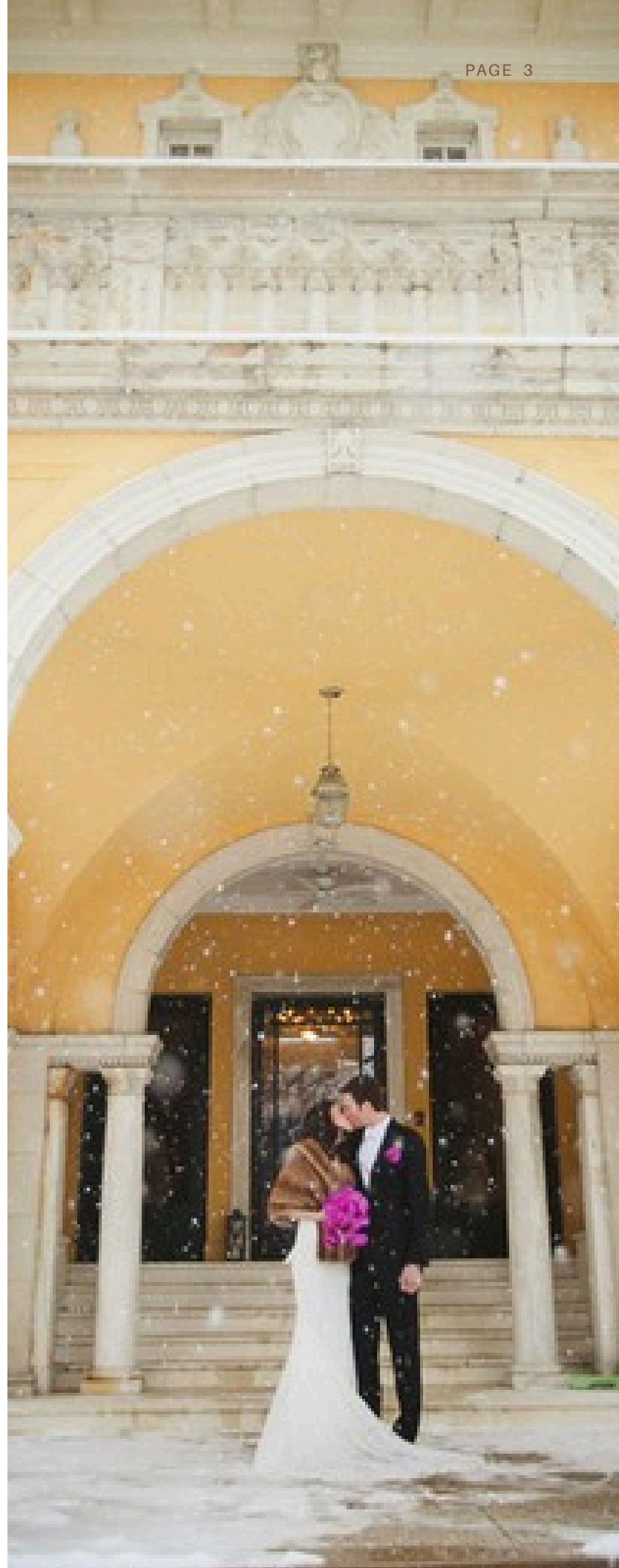
You've found your partner and now you're starting a new chapter together. The best way to start things off is with a celebration.

There are many things to consider as you start planning your special day. We have compiled some helpful information about our venue just for you.

We are very familiar with weddings here at the Parks Center, so chances are you are not the first person to inquire-

What if it rains? What if I want a band for cocktail hour? What if I want to have an ice cream truck?

**We look forward to working  
with you on your big day!**





## *The Parks Center*

Overlooking Meridian Hill/Malcolm X Park, the Josephine Butler Parks Center is an 18,000 sq ft, 40-room Renaissance-revival style mansion. Washington Parks & People operates the Parks Center as a “greenhouse” for advancing DC parks and public spaces. As a nonprofit center, WPP provides community-based non-profits office space on the basis of partnership and alignment of mission.

Once the home of the Hungarian Embassy, the Josephine Butler Parks Center has been transformed into the Embassy of the Earth, with a global mission planted in Washington, DC. The Parks Center is a beacon of green urban revitalization and cooperation.

## HISTORY

The Parks Center is named after Josephine Butler. A leader in health care reform, co-founder of the statehood movement for DC, and a champion of park revitalization. The Josephine Butler Parks Center is a tribute to her lifetime of inspiring leadership.

The Center has undergone a landmark restoration to its former glory of the 1927 Renaissance Revival design, with adaptations to serve a broad range of modern needs and environmental retrofitting. The facility provides the opportunity to host performances and various special events. In addition, it acts as a hub for program activities for Parks & People and its partners.



# CREATE MEMORIES WITH VALUE



*Step into a  
new chapter*

## 1. Benefits of this unique venue for Weddings and Events

- Award-winning restored historic landmark
- One of DC's largest ballrooms in a historic mansion
- Views, natural light, and sunsets across the park that fill the event spaces
- Beautiful gardens and access to historic Meridian Hill/ Malcolm X Park
- Flexibility to choose your vendors
- Complimentary use of gardens, terrace, kitchens, and parking

## 2. We provide event equipment and set-up:

- Set-up and break-down of tables and chairs
- Sound system with wireless microphone, Baby Grand Piano, Smart TV, and much more

## 3. Make your event green with these environmental features of our facilities:

- Home base for green service, job training, urban agriculture, and park-based health
- Energy-efficient lighting, programmable thermostats, photocells, and weatherization
- Reduced waste stream through single-stream recycling
- Over 6,000 DC trees planted through our community nursery
- Adaptive reuse of historic structures
- Schedule a volunteer event

## 4. Support a great cause -- actually hundreds of them!

Event proceeds help Parks & People transform parks, playgrounds, schoolyards, trails, waterways, vacant lots, and community agriculture where needs are greatest. Our facilities have incubated and subsidized programs for over 500 charities. Programming includes tutoring, job training, community arts, immigrant services, youth, education, and health.

## *The Parks Center*

# PLAN WITH EASE



We have an excellent team of experienced Event Hosts who will be on site to help your event run smoothly. Event Hosts act as Building Managers during your event.

We can place a complimentary "HOLD" on a date for seven days. If another party expresses interest, we will notify you.

Our team will follow set up as per your requested floor plans. Set-up of the first scene of the day will be completed prior to your reservation. After the event our staff will break down the tables and chairs.

Transitions (moving tables and chairs) are generally done by the caterer. Please discuss this with your caterer.

All events are allowed to add additional time to the time block. \*Based upon availability.

The Parks Center adheres to DC Noise Ordinance Regulations. We are in a residential neighborhood and must be mindful of our community. Our Event Hosts will monitor the noise levels. They will work with your event coordinator and DJ to ensure that the party does not violate noise regulations.

The Parks center is not fully accessible but we make it work. There is an accessible parking space and ramp access from the rear entrance on the 1st floor. Also, there is an accessible restroom on the 1st floor. Please note, we do not have elevator access to the 2nd floor.

There are two restrooms on the 1st floor, one on the 2nd floor, and two on the 3rd floor

No hassle clean up.

Your vendors or event coordinator are responsible for removing any items that were brought in. All materials must be removed from the venue by the end of the reservation.

We own a private parking lot right directly behind the venue. The lot contains 15 spaces. These are generally utilized by your vendors.

Follow our event guidelines, catering guidelines, and leave the space as you found it. This will ensure you will receive a full refund of your damage deposit. We understand that accidents happen and we ask that you report any damages to the Event Host.

The down-payment deposit is non-refundable. The remaining balance becomes non refundable on the final payment date.

## RESERVATION TIME

The Parks Center will not be accessible to anyone prior to the start of their reservation time. All set-up & clean-up must be included in the reservation. A fee will be added if the event user exceeds their reservation time. The latest an end time is 1:00 AM; with the exception of New Years Eve (must end by 2:00 AM).



## SMOKING

Prohibited anywhere inside the Parks Center, including the Terrace and Front Walkway. Guests may smoke in front or in back of the Parks Center. Cigarettes must be properly disposed.



## DOORWAYS

Do not block doors with any equipment. Do not leave entry doors propped open and unattended (penalty of \$100 for each instance).



## ALCOHOL

A DC Liquor License administered by the Alcoholic Beverage Regulation Administration (ABRA) is required to serve alcohol at our venue. No alcohol may be served or distributed by anyone under 21 years of age. Many of our preferred caterers have a liquor license.



## ATTACHMENTS TO WALLS

Only with painter's tape or 3M Damage-Free adhesive. All other tape, tacks, or nails are prohibited. Any damage to the walls will result to a withholding of the damage deposit.

# EVENT GUIDELINES

## PAYMENT

The down payment includes 1/2 of the Space Rental Fee and a \$25 Membership Fee. If the user does not pay in full by the final payment due date, the event will be subject to cancellation.

## CATERING

The Center is equipped with a warming kitchen and kitchenette. We have a Preferred Caterer List. Use of outside caterers must seek prior approval from WPP Staff. ALL caterers must complete the Cleaning Checklist that they are provided and take full responsibility for any and all clean up. The Parks Center Event Host will oversee that this is completed.

## CAPACITY

The maximum capacity of the Parks Center is 300. The Ballroom maximum is 225 standing and 150 for a seated dinner. If your guest count is over 150, many couples use the South Gallery for additional seating. The South Gallery seats 50 for a seated dinner.

## CANDLES

The candle's flame must be shorter than the vessel in which it is held. All candles must be contained. You are able to light candles in our fireplaces. Candles can be placed in a hurricane (vessel) or on a tray/mirror to prevent wax damage. If there are large amounts of residual wax after your event, it will result in a fee.

# EVENT GUIDELINES

## CONTINUED

### NOISE LEVELS

DC noise regulations require that noise maximums must not exceed 60 db during the hours of 8 am and 10 pm. The D.C. noise ordinance requires that noise levels be below 55 dB after 10 pm. Loudspeakers must be aimed away from windows and outside building walls. There will be an Event Host present during the event that will take decibel readings. The host has the authority to turn off the DJ's electrical power if the DJ has been asked more than once to lower the noise level and adhere to D.C. noise regulations. It will be the Event Host's decision to allow music to be turned back on.

### INSURANCE

Washington Parks & People must be listed as an additional insured on the caterer or event producer's General Liability Insurance policy for the duration of the event.

### PROHIBITED

- Confetti of any kind
- Lit candles on the carpeted staircase
- Drilling holes in walls or marble
- Smoking on the Terrace or inside of the building
- Dragging furniture across the hardwood floors
- Liquid items on the piano



### PIANO

The Parks Center offers a Baby Grand Piano for events on the 2nd Floor. The Piano can be moved between the Ballroom, 2nd Floor Foyer, and South Gallery spaces. Please note, cannot be moved to the 1st Floor.

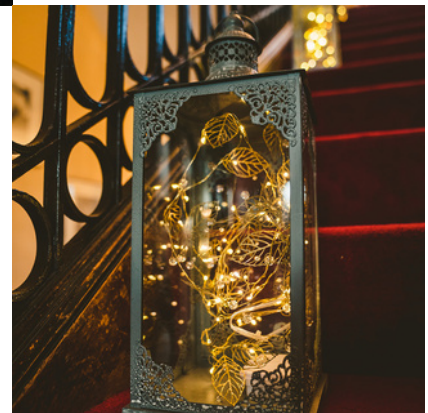


### MOVING FURNITURE

Please do not drag anything across our wood floors. No heavy equipment or furniture may be moved in the Center unless a WPP staff person is present.

### TRASH AND RECYCLING

All caterers are responsible for bringing their own trash/recycling bins and trash bags. Please ensure that all trash and recycling are placed in the proper bins in the dumpster area.



### REMAINING DECOR & ALCOHOL

Please ensure that all items are removed from the Parks Center by the end of the Contracted Event Block. The Parks Center is not responsible for any left or missing items.

# INVENTORY

## ROUND TABLES

- 5' round- 17
- 4' round- 6
- 41"H 2'W cocktail tables/bar table- 12
- 5' round half moon table-2

## RECTANGULAR TABLES

- 8' rec - 4
- 6' rec-10
- 2'x5' rec - 2
- 2'x4' rec -7
- Card tables (34" x 34") Square - 5

## CHAIRS

- Black Folding Chairs-85
- Gold Chiavari chairs with ivory cushions- 200

## AV Equipment

- Sound System: SRM350v3 - 1,000W with custom transducers --- Speaker Mode selection for application-specific voicing (PA, DJ, Monitor and Soloist) ---Integrated 2-channel mixer featuring dual Mackie Wide-Z inputs
- (2) Handheld-Wireless Microphones
- VGA projector\*\*: Epson Powerlite X12 Business Projector

## FIREPLACES

4) Wood-Fireplaces --- includes: Eco-friendly Duraflame Log -- Maintained by JBPC Event Host Fees: (\$150 for each Fireplace, NOT included in wedding package)



# WEDDING TIPS

## TERRACE

This beautiful space overlooks Meridian Hill/Malcolm X Park. It is a great backdrop for:

- Intimate wedding ceremonies
- Cocktail Bars during the reception (weather permitting)
- First-look photos

If the weather is nice, we suggest placing the bar, or altar underneath the Portico area. Open up the french doors and allow your guests to enjoy the view and stay dry!

## FIREPLACES

Our fireplaces can be lit with firewood OR decorated with candles. Both options are an amazing feature at the Parks Center.

## MERIDIAN HILL/ MALCOLM X PARK

You are able to take photos in the park. Please note, you must apply for a permit from the National Park Service.

## KIDS ROOM

Many couples offer the North Gallery as a kids room for the little ones. Also, there is a smart TV in the room for their use.



ITS A PERFECT FIT

# PROFESSIONAL VENDORS

## PREFERRED CATERERS

### TIMBER PIZZA

202.853.9746  
timberpizza.com



### MAIN EVENT

703.820.2028  
MainEventCaterers.com



### EAT & SMILE CATERING

202.270.1018  
eatandsmilecatering.com



### N & M CUISINE & EVENTS

443.616.6023  
nmdivinecuisineevents.com



### ECO CATERERS

202.548.7220  
ecocaters.com



### BENNETT CATERERS, LLC

301.203.8561  
bennettcaterers.com



### B. LIN CATERING

202.838.3133  
blincatering.com



### GET PLATED CATERING & EVENTS

202.480.1852  
getplateddc.com

### SPILLED MILK CATERING

202.525.6455  
spilledmilkcatering.com



## EVENT COORDINATION

### THE COORDINATED COLLECTIVE

thecoordinatedcollective.com

### LITTLE BLACK BOOK EVENTS

lbboncierge.com

### MODE EVENTS BY BRANDON CASEY

modebybrandoncasey.com

### BASH EVENTS

bashdc.com

### CANDY + CO.

candyandco.com

### POP! WED CO.

popwed.co

### SIMPLY BREATHE EVENTS

simplybreatheevents.com

### CAPITOL ROMANCE

capitolromance.com

### GLORIOUS WEDDINGS & EVENTS, LLC

gloriousweddings.org



# Professional Vendors Continued

## FLORAL DESIGN

ELEGANCE +  
SIMPLICITY

[eleganceandsimplicity.com](http://eleganceandsimplicity.com)

## UNCLOUDY STUDIO

[UncloudyStudio.com](http://UncloudyStudio.com)

LOVE BLOOMS

[wlovebloomshere.com](http://wlovebloomshere.com)

FLOWER GUILD  
1820

[guild1820.com](http://guild1820.com)

## BANDS & DJs

BIALEK'S

[bialeksmusic.com/](http://bialeksmusic.com/)

BRUCE PIKE  
PRODUCTIONS

[pikeproductionsdc.com/](http://pikeproductionsdc.com/)

KELTON HIGGINS

[keltonhiggins.com/](http://keltonhiggins.com/)



## PHOTOGRAPHY & VIDEOGRAPHY

MATHY SHOOTS  
PEOPLE

[mathyshootspeople.com](http://mathyshootspeople.com)

MR.  
SHUTTERS WORTH

[mrshuttersworth.com](http://mrshuttersworth.com)

DOUG STANFORD

[dougstanford.com](http://dougstanford.com)

GEORGE STREET  
PHOTO & VIDEO

[georgestreetphoto.com](http://georgestreetphoto.com)

MICHAEL SNYDER  
WEDDINGS

[michaelosnyderweddings.com](http://michaelosnyderweddings.com)

KIR2BEN

[kir2ben.com](http://kir2ben.com)

## VENDORS FOR A CAUSE

PLANTS AND  
BLOOMS  
REIMAGINED

[plantsandbloomsreimagined.org](http://plantsandbloomsreimagined.org)

## BEVERAGES

ACE BEVERAGE

[acebevdc.com](http://acebevdc.com)

## OVERNIGHT ACCOMMODATIONS

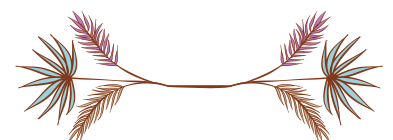
KIMPTON HOTELS  
(DC)

[jennifer.agustin@kimptonhotels.com](mailto:jennifer.agustin@kimptonhotels.com)

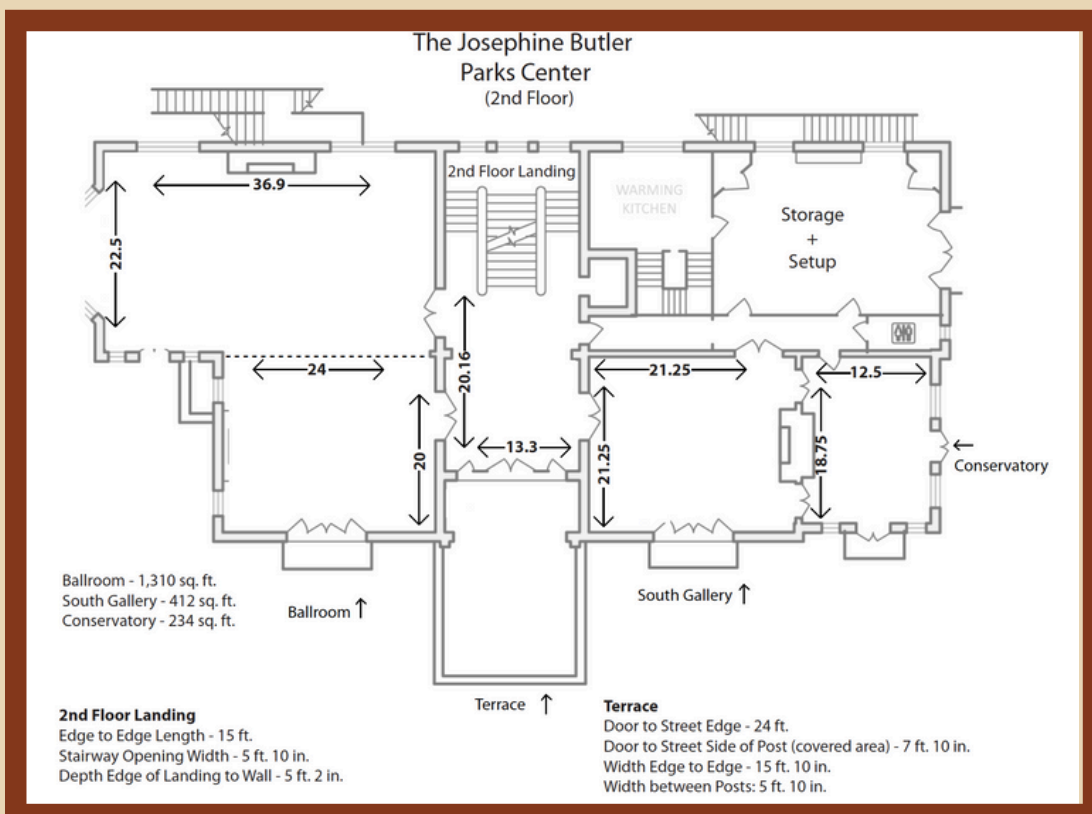
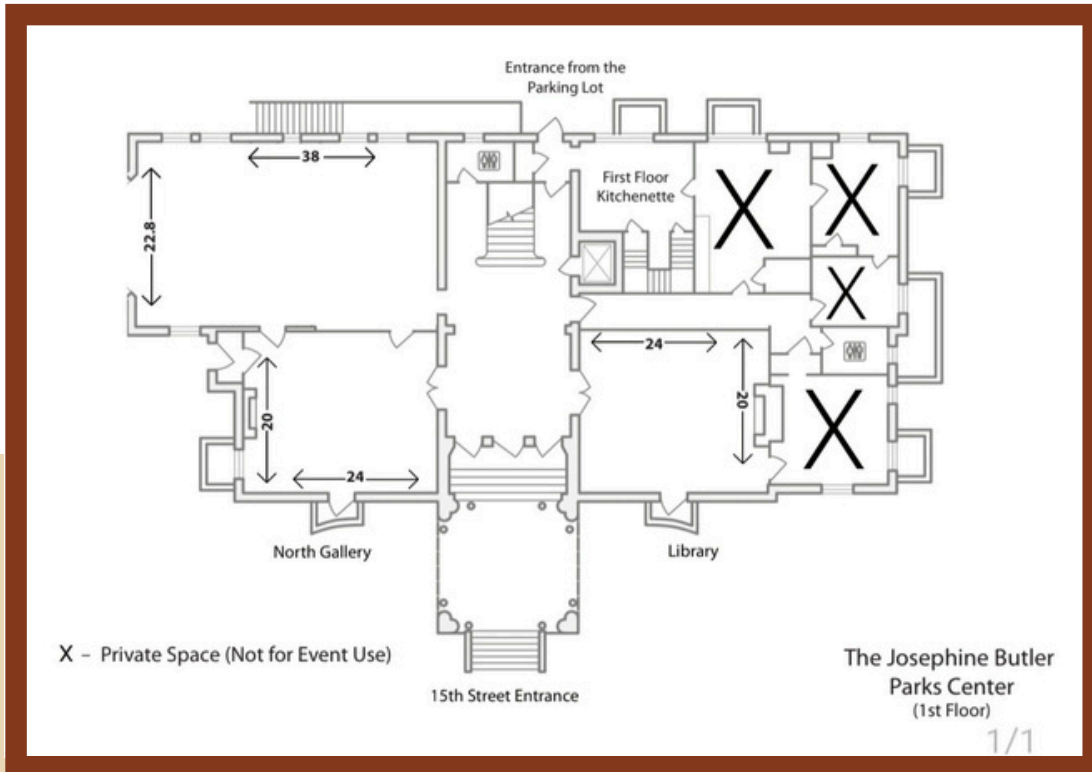
[natalia.alexander@kimptonhotels.com](mailto:natalia.alexander@kimptonhotels.com)

THE DARCY HOTEL

[rosspattison@thedarcyhotel.com](mailto:rosspattison@thedarcyhotel.com)



# FLOOR PLANS



# Event Spaces



**Library & North Gallery-**  
75 standing  
50 theater seating  
50 seated for dinner



**Butler Gallery-**  
100 standing  
80 theater seating  
70 seated for dinner



**Ballroom:**  
225 standing  
200 theater seating  
150 seated for dinner



**Conservatory:**  
25 standing  
10 seated meeting style



**Terrace:**  
50 standing  
30 theater seating



**South Gallery:**  
75 standing  
50 theater seating  
50 seated for dinner



**South Garden:**  
150 standing,  
120 ceremony seating



# 2025-2026 RATES

---

## PEAK SEASON

APRIL THROUGH NOVEMBER

### 8 HOUR RESERVATION

SATURDAY - \$9,400

FRIDAY/SUNDAY - \$7,000

BRUNCH (5 HOUR RESERVATION,  
BLOCK ENDING BY 2:00 PM) - \$5,000

## OFF SEASON

DECEMBER THROUGH MARCH

### 8 HOUR RESERVATION

SATURDAY - \$6,500

FRIDAY/SUNDAY - \$5,200

BRUNCH (5 HOUR RESERVATION,  
BLOCK ENDING BY 2:00 PM) - \$4,000

Wedding Package includes: all JBPC public spaces, all inventory, and 1 hour Wedding Rehearsal (based on venue availability)

Holiday Sundays are charged as Saturdays

Holidays incur an additional fee

