

# SPECIAL EVENT PLANNING



## Use the Center Hall for special events

3 Large Screens

Podium with Computer

Wireless Mouse

High Tech Sound System

Wireless Microphones

Table Top Microphones

Full Service Catering Can be Arranged



**We can handle a wide variety of events including:**

Training Seminars

Conferences

Catered Luncheons

Trade Shows

Exquisite Banquets

Holiday Parties

Board of Directors

Team Building

Budget/Audit

Sales/Marketing

Strategic Planning

Wedding Receptions

*The warm and caring professional staff members at the Center are highly trained to help you in every step of planning your event. We make the planning process simple by providing one primary person to coordinate all elements of your event. You'll feel secure knowing that every aspect will be exactly as you wish. Our Event Coordinator will follow through on every important detail. A true professional, she will help you create a memorable event.*



# WEDDING RECEPTIONS

The Southern Maryland Higher Education Center in California might just be the best-kept secret in Southern Maryland reception sites.

Set out of town by the St. Mary's County Airport, the center's facilities are perfect for receptions. Our large Center Hall is 3,588 square feet, and when set up for banquets and receptions, has a maximum capacity of 244 people. The neutral walls go well with any kind and color of decorations. Floor-to-ceiling windows make the room bright and airy.



Outside the room is a spacious hallway that opens wide from a rotunda and narrows as it approaches the center hall. The space is perfect for a pre-reception cocktail hour. Large windows and skylights, combined with high ceilings, make this space feel even bigger.



Brides may use their own Caterer and our Catering Kitchen, or we can make arrangements.

Renting the room includes lots of perks: a coatroom; all tables and chairs needed; use of wired, wireless and lapel microphones; signs; and use of the projection machine and screens. Want to run a slideshow of childhood pictures or show a video presentation? The center is has the ability to run both.

Normally, wedding receptions are on weekends. Two staff members are present throughout the reception to make sure things run smoothly. The center will only host one wedding per day.



There are two locations outside where ceremonies may be held. One site has the surrounding forest and nearby stream as a backdrop. The other site is the courtyard between the two SMHEC buildings. It is landscaped with trees and small bushes. A gazebo may be placed at either location for ceremonies.

When a wedding is held at the center, two additional rooms are set up with couches, tables and mirrors to be changing rooms for the bride and groom.

The center has many open weekend dates for weddings and other weekend events. To inquire about the hall, call 301-737-2500, send an email to [admin@smhec.org](mailto:admin@smhec.org), or fill out our online inquiry form!

