

Madera™
A KIMPTON® HOTEL



CATERING MENUS

Catering Guidelines and General Information

Welcome to the Hotel Madera and Firefly. This modern boutique hotel and restaurant join together to create a perfect event for you. In order for your function to run smoothly and efficiently, we ask that you become familiar with the following information. Please feel free to contact your Catering Manager if you have any questions or concerns

Food and Beverage

All food and beverage must be purchased from Hotel Madera. No outside food or beverage is permitted in the meeting room. A violation of this policy will be subject to a \$350 fee per day.

Menu Selection and Prices

All menu and beverage selections are subject to a 15% taxable service charge, 7% taxable administrative fee and 10% District of Columbia sales tax.

Guarantees

A guaranteed guest count must be received by 5:00 pm three business days before the event and cannot be altered. In the event that the guest count will differ from the guaranteed number after the [72] hour cut-off period has passed, we will incorporate the following policies: If your guest count exceeds the guaranteed number, we will serve these guests. However, we can and will make appropriate menu substitutions as we deem necessary. If the guest number is less than the guaranteed number, we can and will incorporate a fee not to exceed the difference in food and beverage cost. If no guarantee is received, the number on the Banquet Event Order will be considered the guarantee and you will be billed according to this number.

Please note that groups of less than [15] guests or Food & Beverage purchases under \$250 will be assessed a \$50.00 service charge.

Deposit / Payment

A completed and signed credit card authorization form is required in order to secure all events. A deposit equal to 50% of the estimated charges must secure all events. Payment of the balance may be made in full three business days before the event or a credit card must be kept on file with a signature and instructions to charge any balance due. Until the deposit is received, any booking is regarded as tentative and may be canceled by the hotel in place of a confirmed event. We accept all major credit cards. Personal or company checks will be accepted with prior authorization from management and must be received at least 10 business days prior to the event to allow sufficient time for processing.

Cancellation

Should a confirmed reservation be canceled within 30 days of the event, the deposit will be non-refundable.

Set-Up

We will set up your private room in any configuration most advantageous to your function. The hotel reserves the right to substitute alternate space within the property if it deems necessary or if the attendance deviates substantially from the number originally indicated. We will also be happy to provide a private bar and bartender for a \$100.00 per bartender.

Linen

Elegant ecru linen is our customary function setting; however special arrangements can be made for tailored linen colors.

*Pricing does not include 15% taxable service charge,
7% taxable administrative fee and 10% District of Columbia sales tax.*

Audio Visual Requirements

All equipment needs may be arranged through our catering department. Cancellation and/or modifications to audio visual requests within [24] hours prior to your meeting/event will be billed accordingly. All audio visual equipment is subject to 6% sales tax.

Entertainment

Our Catering Department will provide assistance in obtaining the perfect accompaniment to your meeting/event. The Hotel reserves the right to monitor the entertainment for the benefit and comfort of all our guests. An Entertainment Endorsement is required for all live entertainment and will be obtained by the Hotel on your behalf for a \$250 fee.

Flowers and Decorations

Our Catering Department will provide assistance with creating custom event designs. Please note that affixing décor and signage to walls, floors, ceilings, furniture and fixtures is strictly prohibited.

Coat Check

For your convenience, a coat check is provided. Arrangements for coat check personnel are possible through the Catering Department. A charge of \$100.00 for each attendant will be added to the bill.

Valet and Event Parking

For your convenience valet parking services are available upon request. Our Catering Department will provide pricing based on your meeting/event and final guest count.

Security

The Hotel Madera will take all necessary care, but not accept responsibility for the damage or loss of articles brought into the premises before, during, or after an event. Special security can be arranged through the hotel at an additional cost.

Packages

If you need to send packages to the hotel, please advise the Catering Department. Make sure to include your group name, date of function(s) and number of boxes shipped on all labels. We request that you send your packages at least three business days in advance of your function.

Shipping Instructions

All parcels are to be addressed:
Hotel Madera
1310 New Hampshire Street, NW
Washington, DC 20036
Attention: Name of Catering or Convention Services Contact
Hold For: Function or Group Name and Date of Your Function(s)

Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness
Please advise your server of any food allergies prior to ordering.

Signature Meetings

Creative amenities are a cornerstone of Kimpton Hotels, and meetings here are anything but ordinary. With both precision and originality, we make your meetings important, enjoyable, and maybe even unforgettable. We designed four Signature Meetings to stir your imagination, challenge your expectations, and raise the return on your meeting investment. Select from the following examples, or contact us to customize a meeting package that is perfect for you.



ELEMENTS OF WELLNESS

If fitness fits with your philosophy then get ready to feel good all over with aromatherapy, massage breaks and healthy fare.

Go to: [ELEMENTS OF WELLNESS](#)



FUN WORSHIP

Kimpton Hotels offer a clever collection of playful distractions to add unexpected fun to your meetings. From hula hoops to ice cream scoops, let the good times roll.

Go to: [FUN WORSHIP](#)



EARTHCARE

Invite one extra guest to your meetings - the Earth. Kimpton's EarthCare package adds a new meaning to "good business," by infusing meetings with recycled paper products, delicious natural food and conservation tips. A portion of the proceeds is donated to the Trust for Public Land.

Go to: [EARTHCARE](#)



DEGREES OF DISCOVERY

Enjoy ten-minute tutorials on everything from how to place a putt to how to sip a Syrah. Take home more than your meeting notes - leave with a bite-sized discovery about yourself.

Go to: [DEGREES OF DISCOVERY](#)

Sunrise Breakfast Selections

Light Continental Breakfast

Fresh Seasonal Chilled Juice Selections to include:
Orange Juice, Grapefruit Juice, Cranberry Juice

An Assortment of Breakfast Pastries to include:
Muffins, Danish, Croissants
Sweet Cream Butter and Fruit Preserves

Freshly Brewed Coffee, Decaffeinated Coffee, Mighty Leaf® Tea Sachets

\$17.75 per guest



Continental Breakfast

Fresh Seasonal Chilled Juice Selections to include:
Orange Juice, Grapefruit Juice, Cranberry Juice

A Selection of Fresh Sliced Seasonal Fruit and Berries

An Assortment of Breakfast Pastries to include:
Muffins, Danish, Croissants
Sweet Cream Butter and Fruit Preserves

Freshly Brewed Coffee, Decaffeinated Coffee, Mighty Leaf® Tea Sachets

\$22.75 per guest



Executive Continental

Fresh Seasonal Chilled Juice Selections to include:
Orange Juice, Grapefruit Juice, Cranberry Juice

A Selection of Fresh Sliced Seasonal Fruit and Berries

An Assortment of Breakfast Pastries to include:
Muffins, Danish, Croissants
Sweet Cream Butter and Fruit Preserves

A Selection of Artisanal Cheeses to include:
Blue, Gruyere, Local Chèvre, Aged Cheddar
Served with Raisin-Walnut Batard and Seasonal Jam

Freshly Brewed Coffee, Decaffeinated Coffee, Mighty Leaf® Tea Sachets

\$27.75 per guest

Healthy Start Breakfast

Fresh Seasonal Chilled Juice Selections to include:
Orange Juice, Grapefruit Juice, Cranberry Juice

A Selection of Fresh Sliced Seasonal Fruit and Berries
Crunchy Granola, Organic Fruited and Natural Yogurts

Freshly Brewed Coffee, Decaffeinated Coffee, Mighty Leaf® Tea Sachets

\$19.75 per guest



American Breakfast

A [20] guest minimum is required

Fresh Seasonal Chilled Juice Selections to include:
Orange Juice, Grapefruit Juice, Cranberry Juice

Farm Fresh Pan Scrambled Eggs
Applewood Smoked Bacon and Country Sausage
Seasoned Home Fried Potatoes

A Selection of Fresh Sliced Seasonal Fruit and Berries

An Assortment of Breakfast Pastries to include:
Muffins, Danish, Croissants
Sweet Cream Butter and Fruit Preserves

Freshly Brewed Coffee, Decaffeinated Coffee, Mighty Leaf® Tea Sachets

\$29.75 per guest



Hot & Cold Breakfast Enhancements

Scrambled Farm Fresh Organic Eggs

\$5.00 per person

Smoked Bacon & Country Sausage

\$5.00 per person

Breakfast Potatoes

\$3.00 per person

Fruited and Natural Yogurt

\$3.50 per person

Selection of Fresh Pastries

\$48.00 per dozen

The Bagel Shop

Assorted NY style bagels with cream cheese
\$4.50 per person

Cereals & Granola

An Assortment of Individual Cereals,
Milk, Granola, and Yogurts
\$6.50 per person

Build Your Own Break-Out

Beverages

Bottled Water - Half liter of still or sparkling water	\$4.95 each
Soda Carafes - Coke, diet coke, ginger ale, sprite, and club soda	\$12 per liter
Bottled Juices - Orange, cranberry, apple, pineapple	\$5.25 per bottle
Coconut Water	\$5.25 per bottle
Fresh Lemonade	\$48.00 per gallon
Iced Tea - freshly brewed, unsweetened	\$41.00 per gallon
Coffee - Freshly brewed coffee	\$63.00 per gallon
Coffee - Freshly brewed decaffeinated coffee	\$63.00 per gallon
The Madera Medley of Teas	\$63.00 per gallon
Coffee Station – A display of freshly brewed regular and decaffeinated coffee, and hot water with an assortment of tea sachets	\$165.00 per display

Snacks

Basket of Fresh Fruit (apples, bananas, oranges, pears)	\$6 per guest
Freshly Baked Cookies	\$5.00 per guest
Fudge Brownies	\$5.00 per guest
Fresh Popped Popcorn	\$3.00 per guest
Mixed Roasted Nuts	\$3.50 per guest
Terra Chips	\$2.50 per guest
Assorted Individual Yogurts	\$4.00 per guest
Sliced Artisanal Cheeses & Crackers	\$11.00 per guest
Sliced Cured Meats with olive tapenade & crackers	\$15.00 per guest

Executive Meeting Services

THE MAPLE

Early Morning

Orange Juice, Apple Juice,
Cranberry Juice

Croissants, Danish,
Assorted Muffins

Freshly Brewed Coffee
Decaffeinated Coffee
Medley of Tea

Mid Morning

Freshly Brewed Coffee
Decaffeinated Coffee
Medley of Tea

Assorted Soft Drinks
Bottled Still and Sparkling
Waters

Afternoon

Assorted Cookies
and Fudge Brownies

Freshly Brewed Coffee
Decaffeinated Coffee
Medley of Tea

Assorted Soft Drinks
Bottled Still and Sparkling
Waters

\$ 41.00 per person

THE OAK

Early Morning

Orange Juice, Apple Juice,
Cranberry Juice

Sliced Fruit and Berries
Plain and Flavored Yogurts

Assorted Cereals & Granola

Bagels with Cream Cheese

Freshly Brewed Coffee
Decaffeinated Coffee
Medley of Tea

Mid Morning

Firefly's famous Deviled Eggs

Freshly Brewed Coffee
Decaffeinated Coffee
Medley of Tea

Assorted Soft Drinks
Bottled Still and Sparkling
Waters

Afternoon

Gourmet Mixed Nuts
and Terra Chips

Freshly Brewed Coffee
Decaffeinated Coffee
Medley of Tea

Assorted Soft Drinks
Bottled Still and Sparkling
Waters

\$ 48.25 per person

THE BIRCH

Early Morning

Orange Juice, Apple Juice,
Cranberry Juice

Sliced Fruit and Berries
Plain and Flavored Yogurts

Pan Scrambled Eggs, Bacon,
Sausage, Home Fried Potatoes

Croissants, Danish,
Assorted Muffins

Freshly Brewed Coffee
Decaffeinated Coffee
Medley of Tea

Mid Morning

Farmstead Cheeses &
Preserves, Toast Points

Freshly Brewed Coffee
Decaffeinated Coffee
Medley of Tea

Assorted Soft Drinks
Bottled Still and Sparkling
Waters

Afternoon

Fresh Baked Cookies, Red
Velvet Cake Bites and Fresh
Popped Popcorn

Assorted Fresh Whole Fruit

Freshly Brewed Coffee
Decaffeinated Coffee
Medley of Tea

Assorted Soft Drinks
Bottled Still and Sparkling
Waters

\$ 57.75 per person

Lunch Buffets

The Congressional Deli Display (Minimum Ten Guests)

Salad

(Select Two)

Potato & Egg Salad
Old Fashion Cole Slaw
Mixed Field Greens with Sherry Vinaigrette
Orzo Salad with Pesto, Sundried Tomatoes, Grilled Zucchini

Deli Display

House Roasted Breast of Turkey, Smoked VA Ham, Rare Roast Sirloin of Beef
Aged Gruyere and Cheddar Cheeses



Served with Rustic Breads, Rolls, Baguettes
Appropriate Condiments, Lettuce, Tomato, Onion

Cookies & Brownies ❖ Soda & Water

\$ 34.50 per person

The Picnic Basket (Minimum Ten Guests)

Mesclun Salad with Grape Tomatoes & Herb Vinaigrette
Potato & Egg Salad

Prepared Sandwiches

(Please Select Two)

Smoked Ham, Fresh Goat Cheese, Arugula, Seasonal Preserve
Served on French Roll



Grilled Chicken with Avocado, Basil and Tomato
Served on Sourdough



Roast Beef & Horseradish Cream with Peppered Tomato
Served on Marble Rye



Roast Turkey and Pesto with Gruyere Cheese
Served on French Roll



Country Chicken Salad with Celery and Apples
Served on Onion Roll

Seared Tuna BLT with Avocado
Served on Multigrain



Vine Ripe Tomato, Charred Red Onion, Oven Dried Tomatoes
Served on Whole Wheat



Fresh Local Chevre Cheese, Fig Jam, Arugula
Served on Ciabatta

Cookies & Brownies ❖ Soda & Water

\$37.50 per person

The American Bistro Buffet

(Minimum Twenty Guests)

Salad Selections

(Please Select Two)

Baby Romaine Salad with Croutons, Parmesan Cheese, Caesar Dressing



Grilled Vegetables with Herbed Buttermilk Dressing



Mixed Greens, Pear Tomatoes, Maytag Blue Cheese Sherry Vinaigrette

Entree Selections

(Please Select Two)

Pan Seared Tilapia with Salsa Verde



Lemon & Oregano Grilled Chicken with tomato, capers, and olives



Grilled Flank Steak with Roasted Shallot Sauce



Penne Pasta with Grilled Chicken, Wild Mushrooms



Risotto with Zucchini & Rock Shrimp

Rosemary Roasted Potatoes & Seasonal Vegetable, Parker House Rolls with Butter

Cookies & Brownies ❖ Soda & Water

\$ 48.50 per person

Plated Lunch

Refer to seasonal Firefly Private Dining Menus

*Pricing does not include 15% taxable service charge,
7% taxable administrative fee and 10% District of Columbia sales tax.*

Reception

Chilled Canapés

*Firefly's famous Deviled Eggs with Garlic Chips & Caper Powder	\$ 185.00 per 50 pieces
Focaccia with Summer Squash, Shaved Pecorino and Thyme	\$ 175.00 per 50 pieces
*Melon Balls wrapped in Smoked Ham with Balsamic Syrup	\$ 175.00 per 50 pieces
*Goat Cheese and Olive Tapenade on Crostini	\$ 185.00 per 50 pieces
*Beef Tartare on Brioche Cube	\$ 220.00 per 50 pieces
*Tomato Bruschetta on Crostini	\$ 195.00 per 50 pieces
*Beef Carpaccio on Crostini with Parmesan Shavings and Micro Arugula	\$ 205.00 per 50 pieces
*Belgian Endive Petals with Waldorf Chicken Salad	\$ 210.00 per 50 pieces

Reception Enhancements

Chilled Seafood Display

Gulf Shrimp with Cocktail Sauce & Lemon Wedges	\$ 375.00 per 50 pieces
Mussels on the Half Shell with Pico de Gallo	\$ 250.00 per 50 pieces
Oysters on the Half Shell with Cucumber Mignonette	\$ 350.00 per 50 pieces

Display of Seasonal Crudités

With Blue Cheese & Buttermilk-Herb Dressings	\$ 6.75 per person \$ 120.00 per 25 portions
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Display of Domestic and Imported Cheese

Served with water crackers and crusty bread	\$ 11.00 per person \$ 185.00 per 25 portions
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Display of Seasonal Fresh Fruit

\$ 195.00 per 25 portions	\$ 7.50 per person
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Hot Hors D' Oeuvres Selections

*Shrimp and Grits	\$ 220.00 per 50 pieces
*Crab Cakes with Sauce Remoulade	\$ 220.00 per 50 pieces
Spinach, Feta and Pine nut Strudel	\$ 195.00 per 50 pieces
Jumbo Shrimp Wrapped in Bacon served with Garlic Aioli	\$ 220.00 per 50 pieces
*Lemon Chicken Skewer with Olive Mayo	\$ 195.00 per 50 pieces
Quesadillas of Smoked Chicken	\$ 195.00 per 50 pieces
*Mushrooms Caps stuffed with Pesto	\$ 210.00 per 50 pieces
*Mini Smoked Ham & Cheese Bites on Brioche	\$ 195.00 per 50 pieces
*Bacon Wrapped Dates Stuffed with Blue Cheese	\$ 205.00 per 50 pieces

**Available in 25 piece orders at half price*

Plated Dinner

Refer to seasonal Firefly Private Dining Menu

Stations

(Minimum 20 guests)

Culinary Attendant Required \$85.00

Carving Station

Roasted Black Pepper Tenderloin of Beef

Served with Parker House Rolls
Horseradish Cream, Grain Mustards

\$325.00

(Serves Ten Guests)

Herb Roasted Breast of Turkey

Served with Parker House Rolls
Honey Mustard, Herb Mayo

\$235.00

(Serves Twenty Guests)

Mashed Potato Station

Yukon Gold, Red Skin, and Maple-Pear Sweet Potato Mashers
With sour cream, bacon, cheddar, scallions, and whipped butter

\$15.00 per person

Beverage Service

Bartender Fees: \$100.00 per bartender

Required: 1 bartender per 60 guests

An additional \$50.00 will be assessed per bartender for any event over 4 hours in length.

Open Hosted Bar

(To be billed by the hour per guest, 2 hour minimum is required)

Hosted Beverage Service Includes:

All Alcoholic Beverages, Cocktails/Liquors, Beer/Wine Selections, Juice, Soft Beverages, Still/Sparkling Waters

	Two Hours Minimum	Each Additional Hour
Beer & Wine	\$22.00 per person per hour	\$9.00 per person
Standard Brands	\$22.00 per person per hour	\$9.00 per person
Premium Brands	\$25.00 per person per hour	\$11.00 per person

Open Bar Based on Consumption

(Prices not applicable for events in lounge, price per glass includes tax & gratuity)

	Hosted	Cash
Specialty Martini	\$10.00	\$13.00
Premium	\$10.00	\$13.00
Standard	\$8.50	\$11.00
Beer	\$6.00	\$8.00
Wine – Bottle	\$42.00	N/A
Wine - Glass	\$8.50	\$11.00
Sodas	\$3.00	\$4.00
Juices	\$4.00	\$5.00
Mineral Waters	\$4.00	\$5.00

Beverage Brands

<u>Liquor</u>	<u>Standard</u>	<u>Premium</u>
Vodka	Stoli	Grey Goose
Gin	Tanqueray	Bombay Sapphire
Rum	Bacardi	Bacardi
Bourbon	Jim Beam	Makers Mark
Tequila	Jose Cuervo	Patron
Scotch	Dewars	Dewars

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Audio Visual Equipment

Projectors / Screens / Accessories

3M Overhead Projector with Lamp	\$50.00
Kodak Ektagraphic Slide Projector	\$50.00
Slide Projector with Wireless Remote	\$80.00
LCD Projector (SVGA)	\$250.00
Tripod Screen	\$40.00
Power Strip	\$10.00

Easels / Board / Timers / Pointers

Flip Chart Easel with Pad and Markers	\$40.00
Flip Chart Pad	\$15.00
White Board with Easel and Markers	\$35.00
Laser Pointer	\$40.00
Easel	\$25.00

Speaker Phone

Polycom Conference Speaker Phone	\$450.00
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Microphones

Handheld Microphone	\$35.00/each
Lavalier Microphone	\$40.00/each
2 Small Powered Speakers with Wired Microphone	\$140.00
Wireless Lavalier or Handheld System	\$220.00
8 Microphone Input and Mixer	\$70.00
4 Microphone Input and Mixer	\$40.00

Lecterns

Table Top Lectern	\$45.00
Standing Lectern	\$65.00

Video Playback System

VHS Player with 25" Monitor	\$160.00
Monitor	\$120.00
Stereo	\$50.00

*Please place requests at least 48 hours prior to meetings or we may not be able to guarantee availability.
Additional equipments available, please contact our sales department for more information.
Prices are subject to 6% sales tax*

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7% taxable administrative fee and 10% District of Columbia sales tax.*

Miscellaneous For Parties

Neck Massage Booths

Fortune Tellers

Tarot Card Readers

Magicians

Wine Tasting Tables

Music DJ

All prices provided upon request.