

Catering Menus



Embassy Suites Washington DC
1250 22nd Street | Washington DC, 20037
202.449.4033 | esdccatering.com



Breakfast



THE CONTINENTAL

Selection of Breakfast Pastries, Assorted Danish, and Muffins
Sliced Fresh Seasonal Fruits and Berries
Assorted Flavored Yogurts
Assorted Cold Cereals and 2% Milk

Served with a Selection of Chilled Orange, Cranberry, and Apple Juice
Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with
Honey and Lemon

\$21.00++ Per Person



HEALTHY CHOICE BUFFET

Sliced Fresh Seasonal Fruits and Berries
Assorted Flavored Yogurts
Bowl of Granola
Assorted Cold Cereals and 2% Milk

Served with a Selection of Chilled Orange, Cranberry, and Apple Juice
Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with
Honey and Lemon

\$25.00++ Per Person



RISE AND SHINE BUFFET

Selection of Breakfast Pastries, Assorted Danish, and Muffins
Sliced Fresh Seasonal Fruits and Berries
Assorted Flavored Yogurts
Western Style Omelets and Cheese Omelets
Choice of Apple Smoked Bacon Strips, Ham or Golden Sausage Links
Country Breakfast Potatoes with Smoked Bacon and Onions
Cheese Blintzes with Berry Coulis

Served with a Selection of Chilled Orange, Cranberry, and Apple Juice
Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with
Honey and Lemon

\$29.00++ Per Person

THE POTOMAC BUFFET

Selection of Breakfast Pastries, Assorted Danish, and Muffins
Assorted Bagels with Cream Cheese and Smoked Salmon
Choice of Buttermilk Pancakes or Thick Brioche French Toast with
Warm Maple Syrup
Western Style Omelets and Cheese Omelets
Display of Apple Smoked Bacon Strips and Golden Sausage Links
Country Breakfast Potatoes with Smoked Bacon and Pancetta

Served with a Selection of Chilled Orange, Cranberry, and Apple Juice
Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with
Honey and Lemon

\$32.00++ Per Person

Prices are subject to 22% Banquet Service Charge and 10% applicable State & Local taxes.

All prices quoted are subject to change. All groups under twenty-five (25) guests will incur a non-negotiable \$75.00 small group fee.



Breaks



MORNING WAKE UP CALL

Served with a Selection of Chilled Orange, Cranberry, and Apple Juice
Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with
Honey and Lemon
Assorted Soft Drinks and Bottled Waters
\$15.00++ Per Person

AFTERNOON DELIGHT

Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with
Honey and Lemon
Assorted Soft Drinks and Bottled Waters
\$12.00++ Per Person



COOKIE TIME

Assortment of Freshly Baked Cookies
Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with
Honey and Lemon
Assorted Soft Drinks and Bottled Waters
\$15.00++ Per Person



EMBASSY "SUITE" TOOTH

Assortment of Freshly Baked Cookies
Selection of Homemade Baked Blondies and Brownies
Candy Jars filled with M&M's, Skittles, Bite Size Snickers, Milky Ways and Kit Kats
Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with
Honey and Lemon
Assorted Soft Drinks and Bottled Waters
\$17.00++ Per Person



SWEET N' SALTY

Individual Bags of Snack Chips
Selection of Homemade Baked Blondies and Brownies
Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with
Honey and Lemon
Assorted Soft Drinks and Bottled Waters
\$15.00++ Per Person

ENERGIZER

Assorted Whole Fruits
Granola and Cereal Bars
Bowl of Toasted Assorted Nuts
Assorted Flavored Yogurts
Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with
Honey and Lemon
\$15.00++ Per Person

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Meeting Packages

ALL DAY BEVERAGE PACKAGE

MORNING SERVICE

Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with Honey and Lemon

MID-MORNING SERVICE

Refresh Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with Honey and Lemon

Assorted Soft Drinks and Bottled Waters

AFTERNOON SERVICE

Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with Honey and Lemon

Assorted Soft Drinks and Bottled Waters

\$24.00++ Per Person

Add Freshly Baked Cookies and Brownies to Afternoon Service

\$28.00++ Per Person



GOOD DAY BREAK PACKAGE

MORNING SERVICE

Continental Breakfast to Include: Chilled Orange and Grapefruit Juice

Selection of Breakfast Pastries and Assorted Breakfast Breads

Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with Honey and Lemon

MID-MORNING SERVICE

Refresh Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with Honey and Lemon

Assorted Soft Drinks and Bottled Waters

AFTERNOON SERVICE

Assortment of Freshly Baked Cookies and Brownies

Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with Honey and Lemon

Assorted Soft Drinks and Bottled Waters

\$42.00++ Per Person



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Meeting Packages

TOTAL MEETING PACKAGE

\$70 PER PERSON | 1 HOUR

ALL DAY BEVERAGE PACKAGE

Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with Honey and Lemon
Assorted Soft Drinks and Bottled Waters

CONTINENTAL BREAKFAST

Assortment of Breakfast Pastries, Muffins and Danish
Freshly Baked Bagels and Cream Cheese

LUNCH OPTIONS

Please Select One (1) of the Following:

DELI BUFFET

Fresh Herb Red Bliss Potato Salad with Chopped Eggs and Scallions
Vegetable Pasta Salad with Pesto Aioli
Old Fashioned Cole Slaw
Selection of Sliced Premium Deli Meats and Cheeses
Assorted Breads, Mayonnaise, Mustard (Dijon and Yellow), Lettuce, Tomato and Onion
Platter of Sliced Seasonal Fruits
Chef's Choice of Desserts
Iced Tea and Water Service

THE ANTIPASTI BUFFET

Soup Du Jour
Selection of Ten Fresh Salads
Skillet Pasta
Grilled Salmon
Roasted Turkey
Fresh Mozzarella
Roasted Vegetables
Italian Olives
Chef's Choice of Dessert
Iced Tea and Water Service

AFTERNOON BREAK SERVICE

Assortment of Freshly Baked Cookies
Freshly Brewed Coffee, Decaffeinated Coffee and Select Teas with Honey and Lemon
Assorted Soft Drinks and Bottled Waters



**** Customizable Lunch Buffets for groups in-house for 3 or more days are available. Please ask your Catering Manager for additional lunch options.**

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Buffets

IT'S A WRAP

\$42 PER PERSON



Please Select Two (2) of the Following:

- Minestrone Soup
- Field Greens Salad with Diced Tomato, Sliced Red Onion, Bartlett Pears, Bleu Cheese and Balsamic Dressing
- Classic Hearts of Romaine Caesar Salad, Fresh Shaved Parmesan and Croutons

Please Select Three (3) of the Following:

- Smoked Turkey Breast , Crispy Bacon, Hearts of Romaine, Sliced Tomato, Mayonnaise Spread in a Spinach Wrap
- Grilled Chicken Breast, Sautéed Shallots, Cheddar Cheese and BBQ Sauce Spread in Tomato Wrap
- Grilled Steak, Caramelized Onions, Gorgonzola Cheese, Spinach and Reduction of Balsamic Spread in a Garlic Wrap
- Grilled Eggplant, Zucchini, Sliced Tomatoes, Mixed Greens, Mozzarella Cheese and Pesto in a Herb Wrap

Choice of One (1) Dessert



DELI

\$38 PER PERSON

Soup Du Jour

Red Potato Salad with Diced Vegetable, Whole Grain Dijon Mustard and Italian Parsley

Macaroni Salad with Fusilli Pasta, Diced Pickles, Carrots, Onion and Celery

Organic Greens Salad with Sliced Shallots, Cherry Tomatoes, Shaved Parmesan Cheese and Balsamic Dressing

Pre-Made Deli Style Sandwiches: Smoked Turkey, Roast Beef, Italian Mix, and Honey Baked Ham

Platter of Sliced Melon and Pineapple

New York Style Cheesecake with Fresh Seasonal Berries



THE LITTLE NICOLA'S

\$42 PER PERSON

Pasta Fagioli Soup

Grilled Asparagus topped with Prosciutto, Diced Roasted Pepper and Drizzled with Olive Oil

Sliced Prosciutto, Salami, and Capicola Platter

Marinated Artichoke Hearts with Peppers, Basil and Goat Cheese

Lasagna Bolognese

Roasted Sausage and Peppers

Grilled Marinated Vegetables

Tiramisu with Chocolate Sauce and Fresh Berries

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Buffets

CREATE YOUR OWN BUFFET



BUFFET STARTERS

Soup Du Jour
Pasta Fagioli Soup
Minestrone Soup
New England Clam Chowder with Diced Vegetables, Potatoes and Thyme
Corn and Crab Bisque with Fresh Parsley, Green Onion and Red Bell Pepper
Purée of Heirloom Tomato, Fresh Basil, Cracked Black Peppercorns and Extra Virgin Olive Oil
Heirloom Tomato Bisque with Roasted Corn
Chilled Tomato Gazpacho

SALADS

Organic Baby Greens, Candied Walnuts, Goat Cheese, Red Grapes and Honey Balsamic Dressing
Baby Arugula, Shaved Fennel, Pistachio Nuts, Oranges and Strawberries in Citrus Dressing
Wedge of Iceberg Lettuce, Chopped Bacon, Diced Roasted Red Bell Peppers, Gorgonzola Cheese Crumbles and Bleu Cheese Dressing
Baby Spinach, Candied Walnuts, Ricotta Salata, Sundried Tomatoes and Balsamic Dressing
Hearts of Romaine, Shaved Parmesan Cheese, Garlic Croutons and Caesar Dressing
Field Greens, Sweet Bell Peppers, Cucumbers, Cherry Tomatoes, Drizzled in Aged Balsamic and Extra Virgin Olive Oil



BUFFET ENTRÉES

Pasta:

Four Cheese Tortellini Pasta Primavera Style and Fresh Tomato Sauce
Penne with Baby Shrimp in Garlic Cream Sauce
Turkey Lasagna with Béchamel Sauce and Seasonal Vegetables
Traditional Lasagna alla Bolognese

Poultry:

Marinated and Grilled Chicken Breast with Lemon-Caper Sauce, Diced Tomato and Italian Parsley
Slow Braised Chicken Legs with Peppers, Onion and Mushrooms
Roasted Bone in Breast of Chicken Flavored with Rosemary and Lemon Zest

Beef:

Roasted New York Strip Loin with Peppercorn, Dijon and Cream Demi Glaze
Slow Braised Beef Short Rib Flavored with Fresh Ginger
Roasted Whole Beef Tenderloin, Fresh Herbs Crusted with Balsamic Sauce

Fish:

Pan Roasted Fillet of Salmon with Ragu of Wild Mushrooms, Tomato and Rosemary
Grilled Salmon Fillet with Ratatouille, Shallots and Arugula Pesto Sauce
Roasted Whole Salmon, Fresh Herb Crusted in a Lemon Sauce
Oven Roasted Mahi Mahi Fillet with Confit of Plum Tomatoes, Onions, Raisins, Pine Nuts and Fresh Basil
Zuppa di Pesce: Italian Style Mixed Seafood in a Light Tomato Broth

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Buffets

CREATE YOUR OWN BUFFET (CONTINUED)



BUFFET SIDES

Please Select Two (2) Accompaniments

Israeli Cous Cous, Red Onion, Red Bell Pepper, Green Bell Pepper, Carrots, Scallion
Salad Tossed with Sweet Vinaigrette
Poached Asparagus
Broccoli Sautéed in Olive Oil with Chili Flakes
Oven Roasted Vegetable
Cream of Spinach Casserole
Grilled Vegetables
Roasted Red Potato with Garlic and Rosemary
Purée of Potato
White Rice Pilaf



BUFFET DESSERTS

New York Style Cheesecake
Chocolate Chip and Vanilla Ricotta Stuffed Cannoli
Assorted Mini Cheesecakes
Italian Lemon Cream Cake
German Style Chocolate Cake
Tiramisu
Carrot Cake
Key Lime Tart
Fruit Tart
Miniature Pies: Key Lime, Lemon Meringue, Chocolate and Fruit

Served with Rolls and Butter

Ice Water and Iced Tea

Freshly Brewed Starbucks® Coffee, Decaffeinated Coffee and Select Teas with
Honey and Lemon

\$46.00++ Per Person - Select Two (2) Starters, Two (2) Entrées,
Two (2) Desserts

\$48.00++ Per Person - Select Three (3) Starters, Two (2) Entrées,
Two (2) Desserts

\$52.00++ Per Person - Select Two (2) Starters, Three (3) Entrées,
Two (2) Desserts

\$56.00++ Per Person - Select Three (3) Starters, Three (3) Entrées,
Two (2) Desserts

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Plated Events

HOT PLATED DINNER

****SPLIT ENTREES ARE AVAILABLE FOR GROUPS OF 25 OR MORE
PRICE FOR ALL SPLIT ENTRÉE MENUS WILL BE PRICED AT HIGHEST PRICED ENTRÉE**



STARTERS

Please Select One (1) of the Following

- Purée of Potato Soup with Sautéed Spinach
- Purée of Mushroom Soup, Purée of Potato with Spinach and Tomato Infused Oils
- Pasta Fagioli with Diced Vegetables, White Beans and Pasta
- Classic Caesar Salad with Hearts of Romaine, Parmesan Cheese Shavings and Garlic Croutons
- Salad of Baby Arugula and Fennel Root Shavings with Orange Segments, Sliced Strawberries and Walnuts Tossed in a Citrus Dressing
- Organic Field Greens with Pistachio Nuts, Gorgonzola Cheese Crumbles, Shaved Shallots and Balsamic Dressing
- Organic Field Greens with Candied Walnuts, Goat Cheese and Dried Sweet Cranberries in a Balsamic Dressing
- Baby Spinach Salad with Gorgonzola, Crispy Onion and Pancetta in Honey Dijon Dressing

ENTRÉES

Please Select One (1) of the Following

- Classic Italian Layers of Lightly Breaded Eggplant, Fresh Tomato Sauce, Mozzarella and Parmesan Cheese
\$32.00++ Per Person
- House-made Four Cheese Ravioli with Sauce of Leeks, Mascarpone Cheese and Cream, Topped with Cherry Tomatoes
\$34.00++ Per Person

- Pan Roasted Salmon with Ragu of Oyster, Shitake and Portabella Mushrooms Slowly Cooked in Hand Crushed Tomato and Fresh Rosemary. Finished with Chopped Basil
\$38.00++ Per Person
- Pan Seared Fillet of Salmon with Pistachio Crust, Over Roasted Baby Vegetables and Basil Sauce
\$38.00++ Per Person
- Roasted Fillet of Salmon Over Cucumber and Tomato Salad with Tomato Gazpacho and EVOO
\$38.00++ Per Person
- Grilled Fillet of Mahi Mahi with Firm Polenta, Poached Asparagus and a Salsa Verde
\$38.00++ Per Person
- Oven Roasted Mahi Mahi Fillet Over Roasted Potato with Confit of Tomato, Onions, Raisins and Pine Nuts
\$38.00++ Per Person
- Oven Roasted Half Chicken with Roasted Potatoes, Sautéed French Beans and Rosemary-Lemon Sauce
\$34.00++ Per Person
- Roasted Cornish Game Hen Over Red and Yellow Bell Peppers with Purée Over Potato
\$36.00++ Per Person
- Oven Roasted Airline Chicken with Purée of Potato, Asparagus and Truffle Infused Demi Glaze
\$36.00++ Per Person

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Plated Events

HOT PLATED DINNER CONTINUED...

***SPLIT ENTREES ARE AVAILABLE FOR GROUPS OF 25 OR MORE
PRICE FOR ALL SPLIT ENTRÉE MENUS WILL BE PRICED AT HIGHEST PRICED ENTRÉE*

ENTREES CONTINUED...

Please Select One (1) of the Following

- Grilled New York Strip Steak with Caramelized Onions, Gorgonzola Cheese, Roasted Potato and Asparagus
\$45.00++ Per Person
- Grilled Filet Mignon with Purée of Potato, Poached Green Beans and a Sauce of Peppercorn, Dijon and Cream
\$52.00++ Per Person
- Grilled Rib Eye Steak, Mixed Mushrooms, Baked Potato and Truffle Oil Sauce
\$52.00++ Per Person
- Bone-In Pork Chop, "Saltimbocca" Style with Prosciutto and Sage with Roasted Potato and Spinach
\$50.00++ Per Person
- Rack of Veal Seared with Potato Cream Flan, Spinach and Reduction of Port Wine
\$58.00++ Per Person
- Seared Sea Bass Over Polenta with Zucchini and Cherry Tomato in a Basil Pesto Broth
\$50.00++ Per Person



DESSERTS

Please Select One (1) Dessert

- Warm Chocolate Souffle Cake, Chocolate Sauce and Fresh Strawberries
- Vanilla and Saffron Panna Cotta with Vanilla Sauce and Blueberries
- Fresh Berries and Zabaglione Sauce Topped with Crispy Pastry Wafers and Mint
- Chocolate Napoleon with Chocolate Sauce and Raspberries
- Tiramisu with Mascarpone Sauce, Chocolate Sauce and Fresh Berries
- Mixed Berries Tart with Fresh Whipped Cream and Macerated Berry Sauce

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Reception

RECEPTION HORS D' OEUVRES

PRICED PER DOZEN

***ALL SELECTIONS MAY BE SERVED AS PASSED OR DISPLAYED
ADDITIONAL SEASONAL ITEMS AVAILABLE UPON REQUEST*



COLD SELECTION

Tomato, Garlic, Basil and Extra Virgin Oil
Bruschetta on Sliced Baguette with Reduction of
Balsamic

\$36.00++ Per Dozen

Caramelized Sweet Red Onions Topped with
Gorgonzola Cheese on Crisp of Bread

\$39.00++ Per Dozen

Grilled Filet Mignon on Toasted Bread with Arugula
Salad, Shaved Parmesan Cheese and Balsamic

\$50.00++ Per Dozen

Antipasto Skewer of Mozzarella, Sundried Tomato,
Artichoke and Kalamata Olives

\$38.00++ Per Dozen

Endive Spear with Marinated Goat Cheese, Candied
Walnuts and Prosciutto

\$39.00++ Per Dozen

Creamy Gorgonzola and Cranberry Tart with
Chopped Walnut and Goat Cheese

\$39.00++ Per Dozen

Wild Mushroom Tart Drizzled in Truffle Oil with
Fresh Basil

\$40.00++ Per Dozen

HOT SELECTION

Miniature Assorted Quiche: Lorraine, Wild
Mushroom, Cheese and Onion, Spinach Florentine
\$39.00++ Per Dozen

Maryland Crab Cake Topped with Dollop of Cajun
Remoulade and Sliced Scallion

\$50.00++ Per Dozen

Vegetable Spring Rolls Drizzled with Sweet Chili
Sauce

\$40.00++ Per Dozen

Italian Sausage, Shrimp Skewer and Bell Pepper
Sprinkle with Cajun Seasoning

\$45.00++ Per Dozen

Crispy Tart Shell Filled with Chicken, Vegetables
and Fajita Seasoning

\$40.00++ Per Dozen

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Reception

RECEPTION DISPLAYS & STATIONS

PRICED PER PERSON | SERVED PER HOUR OR HALF HOUR

***FOR ADDITIONAL SERVICE TIME PLEASE SPEAK WITH YOUR CATERING SALES MANAGER FOR DETAILS*



CHIPS AND DIPS

Spinach and Artichoke Dip with Toasted Pita Chips

\$8.00++ Per Person

Southwestern Salsa with Tortilla Chips

\$6.00++ Per Person

Hot Crab Dip with Toasted Pita Chips

\$9.00++ Per Person

VEGETABLE CRUDITÉ

Selection of Sliced, Garden Fresh Vegetables with Selection of Chef's Dips

\$7.00++ Per Person

FRUIT DISPLAY

Assortment of Sliced, Seasonal Fresh Fruits

\$8.00++ Per Person

CHEESE DISPLAY

Assortment of Domestic and Imported Cheeses served with Gourmet Crackers

\$10.00++ Per Person

ANTIPASTI DISPLAY

Grilled and Roasted Tuscan Vegetables, Assorted Italian Meats

Domestic and Imported Cheeses

Assorted Olives and Pepperoni served with Freshly Baked Focaccia Bread

\$18.00++ Per Person

BRUSCHETTA DISPLAY

Mixed Mushrooms, Truffle Oil, Parmesan Bruschetta

Marinated Tomato with Basil and Garlic Bruschetta

Roasted Eggplant Purée and Olives Tapenade Bruschetta

Chickpeas and Balsamic Reduction Bruschetta

\$13.00++ Per Person

JUMBO SHRIMP COCKTAIL

Served with Cocktail Sauce and Lemon Wedges

\$15.00++ Per Person



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Reception

RECEPTION DISPLAYS & STATIONS CONTINUED...

MINIMUM OF 25 GUESTS | SERVED PER HOUR OR HALF HOUR

**\$125 CHEF ATTENDANT FEE APPLIES FOR EACH CARVING STATION*

***FOR ADDITIONAL SERVICE TIME PLEASE SPEAK WITH YOUR CATERING SALES MANAGER FOR DETAILS*



CARVING STATIONS

Herb Roasted Breast of Turkey

Accompanied by Silver Dollar Rolls, Traditional Gravy and Cranberry Relish

\$13.00++ Per Person

Prime Rib Encrusted in Spicy Onions

Accompanied by Sliced French Bread, Horseradish Sauce and Country Mustard

\$15.00++ Per Person

Smoked Salmon

Lemon, Capers, Onion and Sour Cream

Accompanied by Toasted Brioche and Cocktail Breads

\$18.00++ Per Person

PASTA STATIONS

Italian Pasta

Choice of Tortellini, Linguine, Fusilli or Rigatoni

Choice of Tomato or Alfredo Sauce

Four (4) Choices of Fresh Vegetables

Basil, Crushed Red Pepper and Parmesan Cheese

\$16.00++ Per Person

Add Chicken, Shrimp or Bolognese Meat Sauce

\$5.00++ Each

Risotto

Choice of Saffron or White Rice

Selection of Asparagus, English Peas, Cherry Tomatoes and Wild Mushrooms

\$16.00++ Per Person

Add Chicken or Shrimp

\$5.00++ Each

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Beverages

WINE SELECTION

*22% SERVICE FEE IS ADDED TO HOSTED BAR PRICES

**\$125 BARTENDER FEE

CASH BAR

Call Brands	\$8.00
Premium Brand Cocktails	\$10.00
House Wines	\$8.00
Imported Beers	\$7.00
Domestic Beers	\$6.00
Soft Drinks, Bottled Water and Fruit Juices	\$4.00

HOSTED BAR

Based on Consumption

Call Brands

Cocktails	\$7.00
House Wines	\$7.00
Imported Beers	\$6.00
Domestic Beers	\$5.00
Soft Drinks, Bottled Water and Fruit Juices	\$4.00

Premium Brands

Cocktails	\$9.00
House Wines	\$8.00
Imported Beers	\$6.00
Domestic Beers	\$5.00
Soft Drinks, Bottled Water and Fruit Juices	\$4.00

OPEN BAR

Based Per Person

Call Brands

One Hour	\$14.00++ Per Person
Each Additional Hour	\$9.00++ Per Person

Premium Brands

One Hour	\$18.00++ Per Person
Each Additional Hour	\$9.00++ Per Person

Beer and Wine

One Hour	\$12.00++ Per Person
Each Additional Hour	\$8.00++ Per Person

Please Consult Your Catering Sales Person if You Would Like Information on More Wines Available.



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Contract

PAYMENT

A non-refundable deposit of 30% of the estimated event total is required to hold event space and will be applied to the balance due at the time of final billing.

A total of at least 50% of the anticipated billing will be due 45 days prior to event. This payment may be made by credit card, money order or cashier's check or personal checks with proper identification; the balance of the event is due 21 days prior the event.

100% of the anticipated billing is due three (3) working days prior to the function if paid by credit card. If final payment is paid by personal check, all final guarantees must be submitted 30 days prior to function and final payment must be paid.

The final guarantee of attendance is required for all functions by 10:00am three (3) working days prior to the function. This number is not subject to reduction. If the final guarantee of attendance is not communicated to us, we will consider the last expected guest count as the guarantee for the function and charge accordingly. We will prepare for 5% above the final guarantee up to 25 guests.

TAXES AND SERVICE CHARGES

All food, beverage and room rental charges are subject to 22% service charge. Food, beverage, room rental and service charge are subject to a 10% DC Sales Tax.

Audio visual equipment is subject to a 22% labor charge and 6% tax.

Groups that are tax exempt must present their tax-exempt certificate prior to the event in order to avoid tax being billed. If the certificate is not received, the client will be responsible for contacting the DC Office of Taxation for their refund.

Bartender fee is \$125.00 per hour.

A \$75.00 non-negotiable additional service charge applies for all groups with fewer than 25 guests.

PROPERTY SECURITY

Nothing may be nailed, tacked or taped to the walls, doors, pillars, furniture or any other part of the building. The Exhibitor or Function Planner will be held liable for and damage incurred by him/herself, agent or guest; please ask your Catering Representative to provide you with approved materials. The Hotel reserves the right to approve all signage. All signs must be professionally printed. Please check with banquet manager for any decoration or assistance with signage.

We will not assume any responsibility for damages or loss to any merchandise or articles left or sent into the Hotel prior to, during or following your banquet or meeting. Arrangements may be made in advance for security of exhibits, merchandise or articles set-up for display or use during a planned event. We are not liable for lost or stolen articles from event locations by attendees.

Embassy Suites reserves the right to change event space, but will provide adequate accommodations for group size.