



Continental Breakfast

\$27 per person

Assorted chilled juices
Sliced seasonal fresh fruit and berries
Assorted muffins, assorted Danish pastries, and croissants
Assorted fruit yogurts
Freshly brewed Royal Cup European Blend regular and decaffeinated coffee
Variety of hot teas

Capitol Morning

\$24 per person

Assorted chilled juices
Assorted muffins and Danish pastries
Sliced seasonal fresh fruit and berries
Freshly brewed Royal Cup European Blend regular and decaffeinated coffee
Variety of hot teas

Wake-up Call

\$24 per person

Assorted chilled juices
Sliced assorted fruit bread & bagels with cream cheese
Sliced seasonal fresh fruit and berries
Freshly brewed Royal Cup European Blend regular and decaffeinated coffee
Variety of hot teas

Healthy Start

\$25 per person

Assorted chilled juices
Sliced seasonal fresh fruit and berries
Assorted fruit yogurts
Assorted cereals with 2% and skim milk
Bagels with cream cheese
Freshly brewed Royal Cup European Blend regular and decaffeinated coffee
Variety of hot teas

Congressional Afternoon Coffee

\$22 per person

Freshly baked cookies and brownies
Assorted sodas and bottled water
Freshly brewed Royal Cup European Blend regular and decaffeinated coffee
Variety of hot teas

Play Ball

\$20 per person

Trail mix snack bags
Individual bags of assorted chips and popcorn
Assorted sodas and bottled water

South of the Border

\$22 per person

Tortilla chips with traditional guacamole, nacho cheese, and salsa
Assorted sodas and bottled water
Add crab dip, onion dip, and Terra Chips – \$5 per person

Energy Break

\$22 per person

Assorted cereal bars
Variety of whole fruit
Assorted sodas and bottled water

Around the World

\$25 per person

A selection of freshly made mini French pastries and mini cannolis
Variety of teas: classic, scented green herbal (light caffeine), and fruit blend

All breaks require a minimum of 12 people

breaks

The C Street All-Day Break

\$38 per person

OPTION 1

MORNING

Assorted chilled juices
Sliced seasonal fresh fruit
Assorted muffins, Danish pastries, and petite croissants
Whipped butter and jam
Freshly brewed Royal Cup European Blend regular and decaffeinated coffee
Variety of hot teas

MID-MORNING

Refresh of coffee and hot teas

AFTERNOON

Fresh baked assorted cookies and brownies
Assorted sodas and bottled water

OPTION 2

MORNING

Assorted chilled juices
Sliced seasonal fresh fruit
Fruit filled croissants
Freshly sliced fruit bread
Freshly brewed Royal Cup European Blend regular and decaffeinated coffee
Variety of hot teas

MID-MORNING

Refresh of coffee and hot teas

AFTERNOON

Lemon squares
Assorted sodas and bottled water

All packages require a minimum of 12 people

packages

OPTION 3

MORNING

Assorted chilled juices
Sliced seasonal fresh fruit
Array of freshly baked bagels
Flavored and plain cream cheese
Freshly brewed Royal Cup European Blend regular and decaffeinated coffee
Variety of hot teas

MID-MORNING

Refresh of coffee and hot teas

AFTERNOON

Assorted cheeses and vegetables with crackers and cream dip
Assorted sodas and bottled water

All Day Buffet Package

\$70 per person

MORNING

Assorted chilled juices
Sliced seasonal fresh fruit
Assorted muffins and Danish pastries
Assorted yogurt
Freshly brewed Royal Cup European Blend regular and decaffeinated coffee
Variety of hot teas

MID-MORNING

Refresh of coffee and hot teas

LUNCH

Select one cold lunch buffet (details on page 6)

DC Express
Downtown Deli
Congressional Gourmet Wraps
Boston's North End
Organic Farm Stand

AFTERNOON

Freshly baked cookie variety and brownies
Assorted sodas and bottled water



Plated

White House Breakfast

\$27 per person

Seasonal fresh fruit cup
Fluffy scrambled eggs with cheese and mushrooms
Crisp bacon or country sausage links
Traditional breakfast potatoes
Fresh baked biscuit

Farm to Table Breakfast

\$29 per person

Seasonal fresh fruit cup
Organic scrambled eggs
Chicken apple sausage links
Roasted fingerling potatoes

Dupont Circle Breakfast

\$27 per person

Seasonal fresh fruit cup
Texas-style French toast or fluffy buttermilk pancakes
Crisp bacon or country sausage links
Traditional breakfast potatoes

Omelet Station

\$14 per person

Fresh eggs, Eggbeaters®, egg whites, mushrooms, peppers, onions, tomatoes, chopped ham, green onions, salsa, cheddar, and jack cheese.

Requires one attendant – \$125.00 per hour.

This item can only be ordered in addition to another breakfast menu and is not offered as a stand-alone item.

All plated breakfasts include a family-style basket of fresh breakfast pastries, glass of orange juice, freshly brewed Royal Cup European Blend regular and decaffeinated coffee, and a variety of hot teas.

All breakfasts require a minimum of 12 people

Buffet Breakfast

Smithsonian Breakfast

\$27 per person

Sliced seasonal fresh fruit and berries
Assorted breakfast pastries
Fluffy scrambled eggs
Skillet brown potatoes
Crisp bacon or country sausage

Add Texas-style French toast or fluffy buttermilk pancakes with maple syrup \$2.00 pp

Georgetown Breakfast

\$29 per person

Sliced seasonal fresh fruit and berries
Selection of cold cereal with chilled milk
Assorted fruit yogurts
Country style scrambled eggs
Texas-style French toast or fluffy buttermilk pancakes with maple syrup
Skillet brown potatoes
Crisp bacon or country sausage links

Independence Breakfast

\$28 per person

Sliced seasonal fresh fruit and berries
Selection of breakfast sandwiches:
Bacon, egg, and cheese biscuit
Spinach and mozzarella cheese croissant
Egg white, turkey sausage, cheese, whole grain English muffin

All breakfast buffets include a beverage station of assorted chilled juices (orange, apple, grapefruit, and cranberry), freshly brewed Royal Cup European Blend regular and decaffeinated coffee, and a variety of hot teas.

A minimum of 25 guests is required for breakfast buffets. A banquet surcharge of \$150 will apply to groups of fewer than 25 guests.

breakfasts



a la carte

Baked Goods

| | |
|--|----------------|
| Fresh muffins and Danish pastry assortment | \$45 per dozen |
| Fresh croissants and assorted fruit breads | \$45 per dozen |
| Fresh bagel assortment with cream cheese | \$52 per dozen |
| Fresh scone assortment | \$45 per dozen |
| Chocolate brownies | \$45 per dozen |
| Fresh cookie assortment | \$45 per dozen |

Snacks

| | |
|---|-----------------|
| Sliced fruit display (min 12 / max 25 people) | \$12 per person |
| Fresh whole fruit | \$4 each |
| Assorted Greek yogurts | \$6 each |
| Pretzels, potato chips, and popcorn | \$4 each |
| Mixed nuts | \$32 per pound |
| Energy bars and granola bars | \$6 each |

Beverages

| | |
|---|-------------|
| Assorted sodas | \$5 each |
| Assorted bottled juices | \$5 each |
| Milk – ½ pints (whole, low fat, skim, or chocolate) | \$5 each |
| Bottled water | \$5 each |
| Berry flavored water | \$7 each |
| Energy drinks | \$7 each |
| Iced tea | \$45/gallon |
| Fruit punch or lemonade | \$45/gallon |
| Freshly brewed Royal Cup European Blend regular coffee (serves approximately 16–20 people) | \$85/gallon |
| Freshly brewed Royal Cup European Blend decaffeinated coffee (serves approximately 16–20 people) | \$85/gallon |
| Hot herbal teas (serves approximately 16–20 people) | \$85/gallon |

a la carte



The Perfect Balance Brunch

\$44 per person

Assorted chilled fruit juices
Assorted muffins and Danish pastries
Sliced seasonal fresh fruit and berries
Fluffy scrambled eggs with aged cheddar cheese
Crisp bacon or country sausage

Salads

Choice of one salad

Classic Caesar salad with aged Parmesan cheese, croutons, and classic Caesar dressing
Garden green salad with tomatoes, cucumbers, and hearts of palm with balsamic vinaigrette

Entrées

Choice of two entrées:

Chicken Piccata with lemon caper sauce
Grilled Atlantic salmon with white wine lime butter sauce
Sliced shoulder tender of beef with wild mushroom sauce
Roasted pork loin with caramelized apples garnished with mustard ginger sauce
Penne pasta and grilled vegetables with oven roasted tomato sauce

Chef's choice of seasonal vegetable

New York-style cheesecake

Freshly brewed Royal Cup European Blend regular and decaffeinated coffee, and a variety of hot teas

A minimum of 50 guests is required. A banquet surcharge of \$250 will apply to groups of fewer than 50 guests.

brunch



cold lunch buffets

The DC Express

\$32 per person

An array of pre-made sandwiches, garnished with lettuce and sliced tomatoes:

- Smoked turkey and havarti on a Kaiser roll
 - Seared salmon with tomatoes on a hoagie roll
 - Roast beef and cheddar on a Kaiser roll
 - Marinated grilled vegetables on ciabatta bread with avocado hummus spread
- Served with potato chips and freshly baked cookies.

On the move? Make it "To Go." Add \$2 per person – served individually packaged with all the accompaniments.

Downtown Deli

\$32 per person

- Soup du jour
- Deli board with roast beef, smoked turkey, ham, and tuna salad
- A display of Swiss, provolone, and cheddar cheeses
- Relish tray of lettuce, tomatoes, red onions and pickles
- Freshly prepared potato salad
- Assorted breads and rolls (ciabatta, Kaiser, and croissants)
- New York-style cheesecake with raspberry drizzle

Congressional Gourmet Wraps

\$34 per person

- Red bliss potato salad
- A selection of wrapped sandwiches including:
 - Grilled salmon with ancho-chile mayonnaise in a sun-dried tomato tortilla
 - Roast beef with caramelized onions with horseradish spread in an Old Bay flour tortilla
 - Smoked turkey with avocado, havarti cheese, and lettuce in a spinach tortilla
 - Grilled portobello with fresh mozzarella cheese and fresh basil in a flour tortilla
- Key lime pie

Boston's North End

\$34 per person

- Penne pasta salad with grilled vegetables, olive oil and basil pesto
- Romaine lettuce, croutons and Parmesan cheese
- Display board: mortadella, capicola, prosciutto ham, turkey salami and smoked salmon
- Garnished with radicchio, arugula, tomatoes and onions
- Assortment of cheeses: fontina, provolone, and mozzarella
- Tiramisu cake

The Organic Farm Stand Salad

\$34 per person

- Romaine, iceberg lettuce, spinach, and kale
- Caesar, balsamic vinaigrette, and ranch dressing
- Toppings: grilled chicken and grilled salmon
- Accompaniments: eggs, avocados, crumbled bacon, artichoke hearts, crumbled feta, blue cheese, tomatoes, shredded carrots, cucumbers and grilled vegetables
- Penne pasta salad with pesto
- Fruit tarts

Add grilled shrimp or sriracha steak or mini crab cakes \$4.00 per person

All cold lunch buffets include assorted sodas and bottled water.

A minimum of 15 guests is required for cold lunch buffets.

A banquet surcharge of \$100 will apply to groups of less than the required minimum.

cold lunch buffets

A Taste of Little Italy

\$36 per person

Traditional Caesar salad
Fresh basil, tomato, and mozzarella salad
Baked meat or vegetable lasagna
Chicken Piccata with lemon caper butter sauce
Cod fillet with tomato olive sauce
Chef's choice of seasonal vegetable
Tiramisu cake

Flavors of the Great Southwest

\$36 per person

Mixed greens with cucumbers and tomatoes
Sautéed salmon with tomato and onion relish
Seasoned beef strips with tomato chili sauce
Grilled chicken strips with peppers and onions
Lettuce, diced tomatoes, shredded cheddar, sour cream, guacamole, and chunky salsa
Warm flour tortillas
Tres leches cake

Health and Wellness

\$36 per person

Fruit salad
Shrimp and chickpea salad, cilantro vinaigrette
Grilled chicken breast with tomato and herb sauce
Baked rockfish fillet with artichokes, capers, and mustard
Maryland crab cake with corn and red pepper coulis
Vegetable medley with olive oil
Basmati rice
Decadent chocolate cake

The Senate Favorite

\$37 per person

Seasonal green salad with cucumbers and tomatoes
Penne pasta salad with grilled vegetables and pesto
Chef's choice of side and seasonal vegetables

Select two entrées:

Sliced shoulder tender of beef with caramelized pearl onions and cabernet wine sauce
Grilled chicken champignon
Fillet of salmon with champagne balsamic
Roast pork loin with mango chutney
Baked meat or vegetable lasagna
Chocolate truffle cake

DC Food Truck

\$38 per person

Barbecue chopped salad with choice of barbecue beef tips or chicken served with mixed greens, roasted corn, jack cheese, red cabbage, and cilantro with ranch dressing
Lobster quesadilla with lobster chunks, freshly grated cheese, pico de gallo, cilantro lime sauce, and flour tortillas
Prime rib tacos, smoked bacon, poblano chilies, cotija cheese and chimichurri
Vegetable medley
Hazelnut dacquoise mousse with Grand Marnier chocolate ganache

All plated lunches include gourmet rolls and butter, assorted sodas, and bottled water. A minimum of 25 guests is required. A banquet surcharge of \$150 will apply to groups of fewer than the required minimum.

Starters

Select one

Soup du jour
Crab bisque
Caesar salad
Mixed green salad with creamy ranch dressing

Entrées

Oven Roasted Chicken Breast

\$35 per person

Porcini mushroom demi glaze
Garlic roasted potatoes
Seasonal vegetables

Stuffed Chicken Breast

\$35 per person

Stuffed with broccoli and cheese topped with a sun-dried tomato sauce
Basmati rice
Seasonal vegetables

Blackened Salmon Fillet

\$38 per person

Orange Cajun cream sauce
Rice pilaf
Seasonal vegetables

Roast Pork Loin

\$36 per person

Cranberry apple glaze
Roasted potatoes
Seasonal vegetables

All plated lunches include gourmet rolls and butter, starter, entrée, and dessert served with freshly brewed Royal Cup European Blend regular and decaffeinated coffee, and a variety of hot teas.

A minimum of 12 guests is required. A banquet surcharge of \$100 will apply to groups of fewer than 12 guests.

Grilled Flat Iron Steak

\$40 per person

Eight ounce portion with horseradish red wine sauce
Cheddar whipped potatoes
Seasonal vegetables

Filet Mignon

\$45 per person

Six ounce filet with cracked black pepper, brandy cream sauce
Roasted fingerling potatoes
Seasonal vegetables

Baked Meat or Vegetarian Lasagna

\$35 per person

Grilled red and yellow peppers, onion, mushroom, carrot, yellow squash, and asparagus with ricotta and mozzarella cheeses

Desserts

Select one

Chocolate mousse cake
New York-style cheesecake
Strawberry shortcake
Carrot cake

Starters

Select one – included.

Select a second – add \$4 per person

Minestrone soup
Manhattan crab chowder
Potato and leek soup
Fresh tomato and mozzarella with balsamic glaze
Grilled vegetable timbale with micro greens
Caesar salad
Mixed green salad with creamy ranch dressing

Entrées

Chicken Pesto

\$40 per person

Pesto marsala wine sauce
Rice pilaf
Seasonal vegetables

Roasted Half Chicken

\$42 per person

Blended herbs and garlic white wine gastric
Garlic mashed potatoes
Seasonal vegetables

Baked Atlantic Salmon

\$42 per person

Citrus lime butter sauce
Basmati rice
Seasonal vegetables

Baked Meat or Vegetable Lasagna

\$38 per person

Layers of beef and/or vegetables with tomato cream
Seasonal vegetables

Roasted Pork Loin

\$42 per person

Grain mustard and ginger sauce
Whipped potatoes
Seasonal vegetables

Surf and Turf

\$58 per person

Seared six ounce filet mignon with cabernet reduction and four jumbo stuffed shrimp
Mashed potatoes
Asparagus

Grilled Beef Steak

\$44 per person

Nine ounce steak with cremini mushroom brandy sauce
Rice pilaf
Seasonal vegetables

Filet Mignon

\$58 per person

Eight ounce pan-seared with cracked black pepper sauce
Horseradish potato cake
Wilted kale

Chickpea and Eggplant Ragout (vegan)

\$39 per person

Portobello mushroom, zucchini squash, asparagus, and grilled peppers

Desserts

Select one

| | |
|---------------------------|----------------------|
| Strawberry shortcake | Vanilla bourbon cake |
| Raspberry mango cake | Chocolate royal cake |
| New York-style cheesecake | |

All plated dinners include gourmet rolls and butter, starter, entrée, and dessert served with freshly brewed Royal Cup European Blend regular and decaffeinated coffee, and a variety of hot teas.

A minimum of 15 guests is required. A banquet surcharge of \$100 will apply to groups of fewer than 15 guests. All split menus will be charged at the higher priced menu item.



dinner buffets

Two entrées \$46 per person Three entrées \$49 per person

Soup

Select one

Potato and leek
Bistro crab
Chicken Divan

Salad

Select one

Fresh tomato and mozzarella with balsamic glaze
Caesar salad
Mixed greens with a creamy ranch dressing

Entrées

Select two or three

Champignon chicken breast with wild mushroom brandy sauce
Grilled chicken paillard with white wine tomato sauce
Roasted pork loin with apple bourbon glaze
Roasted leg of lamb with garlic rosemary
Grilled beef flank steak with pearl onions and chimichurri
Sliced sirloin of beef with red wine demi glaze and tomato onion relish
Salmon with citrus lime sauce
Meat or vegetable lasagna

Desserts

Select one

Red velvet cake
Gourmet chocolate cake
Key lime pie
Strawberry and pistachio mousse cake
Lemon mousse cake

All dinner buffets include your choice of soup, salad, and entrées, Chef's choice of side and vegetable, and are served with gourmet rolls and butter.

Beverage station includes freshly brewed regular and decaffeinated coffee, assorted hot herbal teas, and iced tea.

A minimum of 50 guests is required. A banquet surcharge of \$250 will apply to groups of fewer than 50 guests.

dinner buffets

Prices subject to 23% service charge and 10% Washington, DC sales tax and are subject to change without notice. 10.2018.

Hors d'Oeuvres

Prices listed are per piece

Must be ordered in increments of 50 pieces per selection

Cold Selections

| | |
|---|-----|
| Asparagus wrapped in prosciutto | \$6 |
| Antipasto kabob | \$7 |
| Serrano ham and cantaloupe skewers | \$6 |
| Cherry tomato and baby mozzarella bite with basil | \$6 |
| Chilled shrimp cocktail | \$8 |

Hot Selections

| | |
|--------------------------------|-----|
| Mini quiche assortment | \$6 |
| Spinach and cheese in phyllo | \$6 |
| Vegetable spring rolls | \$6 |
| Beef Wellington | \$7 |
| Coconut breaded chicken strips | \$7 |
| Chicken drumettes | \$7 |
| Beef brochettes | \$7 |
| Mini chicken pot pie | \$7 |
| Petite Maryland crab cakes | \$7 |
| Mushroom caps with crab meat | \$7 |
| Shrimp scampi in phyllo cup | \$7 |
| Scallops wrapped in bacon | \$7 |

Displays

Quarter serves up to 25 guests | Half serves up to 50 guests | Whole serves up to 100 guests

Baked Caramel Brie

Half \$450, Whole \$800

Melted baked brie, topped with sliced seasonal fresh fruit, and house made caramel.

International Cheese Display

Quarter \$250, Half \$450, Whole \$800

Imported and domestic cheeses garnished with fruits and gourmet nuts, and served with crackers.

Sliced Fruit Display

Quarter \$250, Half \$450, Whole \$800

Sliced seasonal fresh fruit and berries served with a honey lemon yogurt dip.

Signature Pineapple & Fruit Kabob Tree

Whole only: \$1100

Cut fresh fruit kabobs and fresh pineapple artfully displayed as a magnificent "tree."

Garden Vegetable Display

Quarter \$250, Half \$450, Whole \$800

Fresh raw and pickled vegetables served with a creamy ranch dip.

Smoked Salmon Display

Quarter \$300

Smoked salmon with cream cheese, chopped eggs, diced onions, and capers with gourmet breads and pita chips.

Cold Cut Sliders

Half \$450, Whole \$800

Mini sandwiches of smoked turkey, ham, and roast beef.

Antipasto Display

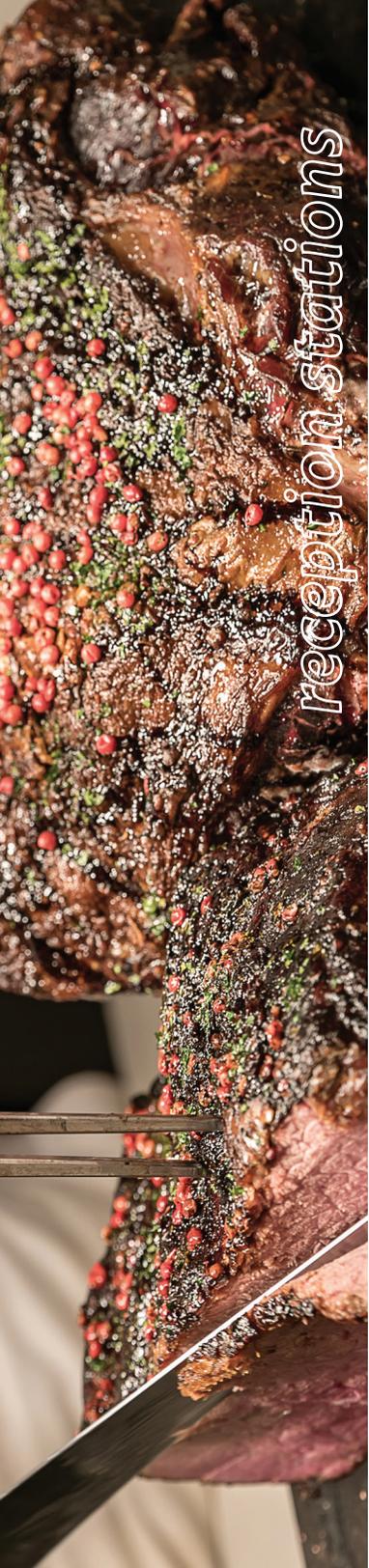
Quarter \$300, Half \$550, Whole \$1000

Assorted cured meats including prosciutto, capicola ham, mortadella, and salami. Accompanied by mozzarella and provolone cheeses, marinated artichoke hearts, mushrooms, roasted peppers, green and black olives. Served with crackers and sliced baguette.

European Temptations

Quarter \$350, Half \$650, Whole \$1200

A fine assortment of miniature European treats and pastries: tarts, pear puff pastries, chocolate mousse, opera cake, cheesecakes, chocolate dipped strawberries, and éclairs.



reception stations

Carving Stations

Steamship Round of Beef

\$625 each

Served with silver dollar rolls, mustard, mayonnaise, and horseradish cream. Serves approximately 75 guests.

Sirloin of Beef

\$425 each

Topped with Cajun caramelized onions. Serves approximately 30 guests.

Whole Roasted Turkey

\$225 each

Oven roasted turkey, cooked until golden brown, and served with silver dollar rolls and appropriate condiments. Serves approximately 30 guests.

Salmon Coulbiac

\$350 each

Wrapped in a champagne cream puffed pastry with spinach and mushrooms. Serves approximately 25 guests.

Action Stations

Action stations can only be ordered in addition to other reception items, and are not offered as stand-alone stations.

Italiano

\$21 per person

Tri-color tortellini and penne pasta with pesto Alfredo and roasted tomato sauce. Toppings include baby shrimp, grilled chicken, steamed broccoli, mushroom, diced tomatoes, Parmesan cheese, and garlic.

Fajita

\$22 per person

Marinated beef strips and sliced chicken breast with onions and peppers, served with flour tortillas, shredded cheese, salsa, guacamole, and shredded lettuce.

Carving and Action Stations are chef's presentations with a charge of \$75 per hour, per chef, with a two-hour minimum.

Action Stations can also be served reception style, without attendants. Please inquire for details.

A minimum of 25 guests is required for action stations. A banquet surcharge of \$150 will apply to groups of fewer than 25 guests.

reception stations



beverage & bar

Host Bars

Per person

Call brands

Not including cordials

\$18 for the first hour
\$11 each additional hour

Premium brands

Not including cordials

\$21 for the first hour
\$14 each additional hour

Beer, Wine and Soda

Domestic and imported beer, and house wines
\$15 for the first hour
\$10 each additional hour

Consumption and Cash Bars

| <i>Per drink or bottle</i> | <i>CONSUMPTION</i> | <i>CASH</i> |
|----------------------------|--------------------|-------------|
| Call brands | \$9 | \$10 |
| Premium brands | \$10 | \$11 |
| House wine | \$9 | \$10 |
| Domestic beer | \$8 | \$9 |
| Imported beer | \$9 | \$10 |
| Cordials | \$10 | \$11 |
| Soft drinks | \$4 | \$5 |
| Bottled water | \$4 | \$5 |

Consumption bar charges are based on the actual number of drinks consumed.

All consumption and cash bars require a minimum of \$300 in beverage sales (excluding tax and service charge.)

Red Wines

| | <i>Bottle</i> |
|---|---------------|
| Cabernet Canyon Road, Mosesto, California | \$36 |
| Merlot Columbia Crest, Colubia Valley, Washington | \$40 |
| Pinot noir Votre Sante, Sonoma, California | \$40 |
| Malbec Graffigna, San Juan, Argentina | \$36 |

White Wines

| | <i>Bottle</i> |
|--|---------------|
| Sauvignon blanc Markham, Napa Valley, California | \$36 |
| Riesling Saint M, Pfalz, Germany | \$40 |
| Chardonnay Clos Du Bois, Sonoma, California | \$40 |
| Pinot grigio Barone Fini, Italy | \$40 |

Sparkling Wine

| | <i>Bottle</i> |
|---|---------------|
| Prosecco Martini & Rossi, Italy | \$36 |
| Brut Michelle, Domaine Ste Michelle, Washington | \$40 |

All bars require a bartender. A fee of \$150 applies for the first 2 hours and \$35 for each additional hour, per bartender. The hotel determines the number of bartenders required based on your guest attendance.

Guests must be 21 or older to order or consume alcohol. The hotel reserves the right to refuse service to any guests intoxicated or otherwise.

beverage & bar



audio visual equipment

Internet/Phone Line

Basic wireless internet is complimentary in all function space.

Dedicated lines or additional bandwidth requirements may be subject to an additional charge.

Phone Line (per line) \$45

Audio

| | |
|--|-------|
| Microphone*– corded (table, hand held, or floor) | \$75 |
| Microphone*– wireless (lavaliere or hand held) | \$220 |
| Channel mixer with 4 mics | \$75 |
| 8 mics \$130 16 mics \$230 24 mics \$350 | |
| Getner | \$250 |
| Delegate mic package (4 mics) | \$250 |
| Delegate mic (additional, each) | \$45 |
| Standing podium | \$85 |
| Portable sound system | \$220 |
| Conference phone w/line | \$150 |

Projection Equipment

| | |
|---|-------|
| LCD multi-media projector w/ screen | \$575 |
| DVD player | \$85 |
| TV monitor – 40" | \$225 |
| TV/Wireless Receiver – 60" (Caucus/Senate only) | \$200 |
| Laptop | \$250 |
| Screens (Ballrooms) | \$190 |
| Conference rooms | \$85 |

Accessories

| | |
|---------------------------------|-------|
| Flip chart with pad and markers | \$60 |
| Easel | \$10 |
| AC power cord | \$10 |
| Projector cart w/drape | \$25 |
| Laser pointer | \$45 |
| Staging/risers (per section) | \$25 |
| Exhibit tables (each) | \$25 |
| Pipe & drape (per section) | \$100 |
| Dance floor | \$200 |

Taxes and Service Charge

All equipment orders are subject to a 23% service charge for installation and dismantling and applicable DC sales tax, currently 6%.

Personal AV Equipment

We encourage you to rent audio/visual equipment from the hotel as we are familiar with its operation. However, if you choose to provide your own equipment a \$150 per room, per day access/electricity fee will apply.

AV Equipment Support

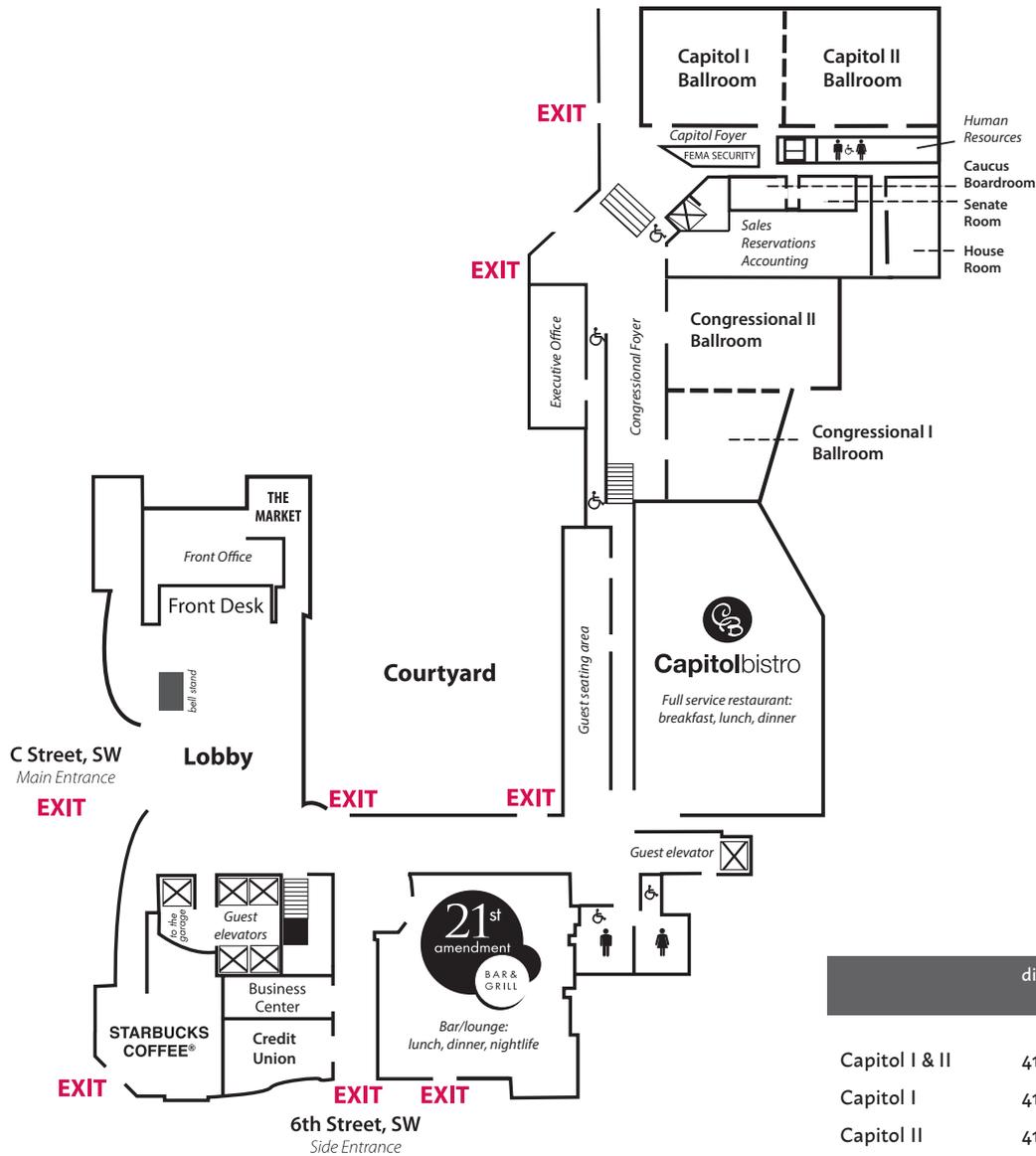
If the presence of an in-house technician is requested in your room to assist with personal equipment or to operate any hotel equipment, fee will be based on the amount of time and scope of service required. Minimum four hours required.

Polices & Conditions

- All equipment will be set up one hour prior to start time.
- Rental prices are per room, per day unless otherwise noted.
- Prices are subject to availability and change without notice.
- Minimum rental period in one day – midnight to midnight.
- Changes or cancellations of rental equipment can be made 48 hours prior to event without penalty of full payment.

Please contact the sales office for additional audio visual equipment questions.

audio visual



banquet capacities

| | dimensions | sq. ft | banquet* | theatre | classroom 3/table** | classroom 2/table** | u-shape | hollow square | conference |
|----------------------|-------------|--------|----------|---------|------------------------|------------------------|---------|------------------|------------|
| Capitol I & II | 41' x 75' | 3074 | 250 | 300 | 150 | 100 | 55 | 60 | 54 |
| Capitol I | 41' x 41.5' | 1701 | 100 | 150 | 72 | 50 | 36 | 40 | 34 |
| Capitol II | 41' x 33.5' | 1373 | 90 | 130 | 48 | 40 | 30 | 34 | 34 |
| Congressional I & II | 65' x 58' | 3275 | 250 | 260 | 135 | 90 | — | — | — |
| Congressional I | 30' x 38' | 1140 | 70 | 80 | 42 | 28 | 26 | 30 | 30 |
| Congressional II | 35' x 58' | 2030 | 130 | 160 | 90 | 60 | 40 | 44 | 40 |
| House | 24' x 38' | 912 | 60 | 60 | 36 | 24 | 26 | 30 | 30 |
| Senate | 24' x 16' | 384 | 30 | 25 | 18 | 12 | — | — | 20 |
| Caucus Boardroom | 20' x 15' | 300 | — | — | — | — | — | — | 12 |

100% Smoke Free Property Wheelchair accessible facilities/ramps

* Does not include head table | ** Capacity will be less if you need staging (risers). Please inquire.

Banquet Billing Procedures

Business Functions – Direct billing accounts may be established for business functions that anticipate generating more than \$10,000 in master account charges. Our accounting department requires a minimum of thirty (30) days to process a direct billing application. Should direct billing not be established, a signed credit card authorization must be provided to secure payment with full payment due prior to group arrival.

Social Functions – When securing space for a banquet or social event, a non-refundable deposit (amount determined by Catering Representative) and signed contract must be received by the hotel to confirm your date and function space. The balance is due 5 business days prior to the scheduled function for groups paying by credit card. Any check payments must be received 7 business days prior to group arrival.

Food and Beverage Serve Times

To ensure we provide you with high quality foods and service the following serve times apply: Continental Breakfast, Breakfast Buffets, Lunch Buffets and Breaks are replenished for one hour. Dinner buffets are replenished for 1½ hours.

Guarantees

All menu selections are required to be submitted to the hotel at a minimum of 10 business days prior to the first day of the start of your event. A 25% additional late menu fee will be applied to the final bill if menu items are provided to the hotel less than 10 days prior to the start of your event. A final guarantee of attendance is required 5 business days prior to the date of each function. If you fail to provide your final guarantee by this deadline your estimated number will be used. If fewer persons are served than what is designated in the guarantee, the group will be billed the number of persons designated in the final guarantee. You are charged for your final guarantee or actual attendance - whichever is higher. Once a final guarantee has been given the number can increase but not decrease. We do not permit groups to order less food per person than the expected attendance. Please note that there are minimum numbers of required guests detailed on our menus for certain selections.

Outside Food and Beverage

Unless approved by the hotel no outside food and beverage items of any kind may be brought into the Holiday Inn Capitol by you or any of your guests. There will be a per person charge set by the hotel for anyone seen bringing in outside food or beverages.

Event Duration

All rental charges (and set-up fees) are based on the use of the facility for the specified duration (start and end times.) Should your event exceed beyond the contracted time subject to the hotel's approval, your group may be billed an additional rental charge of \$175 per hour until its final conclusion.

Room Set-up Requirements

Meeting room final set-up arrangements are due to the hotel 10 business days prior to the first day of the start of your event. Should set-up requirements not be received by this time a \$250 late room set-up fee per contracted room will be charged to your final bill. The hotel will provide additional set-up needs up to 5% over the final guarantee. If you require a change in meeting room set-up during your event, additional labor and/or set-up fees with an exact amount to be determined by your Catering Representative will be added to your bill. Additional charges may apply for the use of Risers, Dance Floors, Pipe and Drape, etc.

Liquor Service

The hotel's liquor license requires that alcoholic beverage be served only by hotel employees. Alcoholic beverages will be denied to guests who appear to be intoxicated or are under the legal age of 21. Identification will be required for service at a bar serving alcohol.

Taxes and Service Charge

A 23% service charge and applicable taxes (currently 10% for food and 6% for audio visual) will be applied to all function spaces. Sales taxes will be waived if the group provides the hotel with a District of Columbia Tax Exempt Certificate 30 days prior to the start of the event.

Package Delivery

Packages for your function may be delivered no earlier than 3 business days prior to the start of the function. The hotel is not responsible for lost or stolen materials nor return shipping or storage of materials at the conclusion of the event. Please include the following information on the shipping label: Conference Name and date of event, On Site Contact Name, Attention: Sales and Catering Department/Hotel Catering Representative Name.

Decorations or Displays

Any decorations or displays including banners and posters brought into the meeting rooms must be approved by your Catering Representative prior to arrival. At no time should any posters, displays, etc. be affixed to any wall in the meeting space other than by specialty tape provided by the hotel. The use of push pins, tacks, pins or nails is prohibited.

Audio Visual Equipment

We encourage you to rent audio/visual equipment from the hotel as we are familiar with its operation. However, if you choose to provide your own equipment, in addition to the \$150 per room, per day access/electricity fee, you will be responsible for the set-up, tear-down, and facilitation of the equipment during the meeting and will be required to provide your own technician during meeting hours. In addition, when renting hotel equipment it may be necessary to arrange for an on-site audio visual technician to facilitate more complex set-ups; this decision will be made by your Catering Representative. We are pleased to arrange this service for you; pricing information is located on the audio-visual equipment list. Under no circumstances are any groups permitted to connect outside equipment to the hotel sound system.

High Speed Internet Access Restrictions

When utilizing high-speed Internet through the hotel, no outside equipment may be used including, but not limited to, routers (both wired and wireless), switches or the use of non-hotel approved security devices. Clients may provide their own patch cables should they be required. Should you require special equipment or need additional technical information on the hotel's capabilities please contact your Catering Representative.

Parking

There is a parking garage located beneath the hotel for hotel guests and visitors. The hotel does not own this garage; therefore parking fees apply to both local visitors and overnight guests. Current parking prices are \$40 for overnight guests, \$20 daily for weekdays before 5pm, \$18 weekdays 5pm-12am and Weekends \$18 flat rate until midnight. The garage accepts all major credit cards except for American Express. If you would like to charge the parking fees for your attendees to your master account please let your Catering Representative know 24 hours prior to your meeting.