



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

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
\$18.50 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
\$23.00 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, Camembert, Chèvre, Smoked Cheddar

Freshly Brewed Coffee, Decaffeinated Coffee, Mighty Leaf® Tea Sachets
\$28.00 per guest

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



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

\$21.00 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

\$30.00 per guest



European Breakfast

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

A Selection of Cured Meats, Hard Boiled Eggs and Artisanal Cheeses to include:
Mortadella, Genoa Salami, Capicola, Blue, Camembert, Chèvre
Served with Grainy Mustard, Rustic Breads and Preserves

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

\$30.00 per guest

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Breakfast Enhancements

(Designed to be paired with any of our Sunrise Breakfasts Selections)

The Bagel Shop	\$4.50 per guest
Assorted New York Style Bagels served with Whipped Cream Cheese and Fruit Preserves	
Fruited & Natural Yogurt	\$4.00 per guest
A Selection of Fruited and Natural Yogurts	
Cereals & Granola	\$6.50 per guest
An Assortment of Individual Cereals, Granola, and Yogurts	

Build-a-Break

Sliced Fresh Fruit & Berries	\$7.50 per guest
A Selection of Fresh Seasonal Sliced Fruit and Berries	
Sunrise Breakfast Bread Basket	\$45 per dozen
A Selection of Freshly Baked Gourmet Breakfast Breads, Petite Croissants and Pastries	
Salty Nibbles	\$10.00 per guest
Goldfish Crackers, Gourmet Mixed Nuts and Terra Chips	
Just like Mom Used to Make	\$9.00 per guest
Chef's Selection of Freshly Baked Gourmet Cookies and Fudge Brownies	
Bouquet of Fresh Tree Fruit	\$6.00 per guest
A Selection of Fresh Whole Fruit to include: Apples, Bananas, Pears, and Oranges	
Chips & Dips	\$11.00 per guest
Tortilla Chips, House Made Guacamole and Fresh Tomato Salsa	
Break To Go!	\$16 per guest
An Assortment of Whole Fruit, Terra Chips, Cookies, Pretzels and Bottled Spring Water	

A la carte Selections

Terra Chips	\$4.50 per bag
Freshly Baked Gourmet Cookies	\$39.00 per dozen
Fudge Brownies	\$39.00 per dozen

Liquid Infusions

Freshly Brewed Organic Coffee	\$65.00 per gallon
Freshly Brewed Organic Decaffeinated Coffee	\$65.00 per gallon
Mighty Leaf® Tea Medley	\$65.00 per gallon
Iced Tea	\$42.00 per gallon
Fresh Lemonade	\$45.00 per gallon
Assorted Soft Beverages: Coke, Diet Coke, Sprite, Ginger Ale	\$4.00 per bottle
Bottled Water: Still/Sparkling	\$5.00 per bottle
Fresh Seasonal Juice: Orange, Apple, or Cranberry	\$28.00 per carafe



Executive Meeting Services

(Minimum of 15 guests)

THE LUCY

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*

\$ 42.00 per person

THE AUDREY

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

*Farmstead Cheeses & Preserves,
Toast Points*

*Freshly Brewed Coffee
Decaffeinated Coffee
Medley of Tea*

*Assorted Soft Drinks
Bottled Still and Sparkling Waters*

Afternoon

*Goldfish Crackers, Gourmet Mixed
Nuts and Terra Chips*

*Freshly Brewed Coffee
Decaffeinated Coffee
Medley of Tea*

*Assorted Soft Drinks
Bottled Still and Sparkling Waters*

\$ 51.00 per person

THE MARILYN

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

*A Selection of Cured Meats and
Artisinal Cheeses
Served with Grainy Mustard,
Rustic Breads and Preserves*

*Freshly Brewed Coffee
Decaffeinated Coffee
Medley of Tea*

*Assorted Soft Drinks
Bottled Still and Sparkling Waters*

Afternoon

*Tortilla Chips, House Made
Guacamole and Fresh Tomato Salsa
Assorted Fresh Whole Fruit
Freshly Brewed Coffee
Decaffeinated Coffee
Medley of Tea*

*Assorted Soft Drinks
Bottled Still and Sparkling Waters*

\$ 56.00 per person



Lunch Buffet Selections

The Congressional Deli Display

(A [10] guest minimum is required. An additional \$8.00 will be charged per person for groups less than 10).

Salad Medleys

(Your choice of [2] selections)

Potato & Egg Salad
Mixed Field Greens with Sherry Vinaigrette
Orzo Salad with Pesto, Sun-dried Tomatoes, Grilled Zucchini

Gourmet Deli Display

A Selection of:

Roasted Breast of Turkey, Honey Glazed Ham, Roast Sirloin of Beef
Gruyère Cheese, Cheddar Cheese, Provolone Cheese

Served with Rustic Artisan Breads, Rolls, Baguettes
An Assortment of Condiments, Lettuce, Tomato, Onion

Chef's Selection of Freshly Baked Gourmet Cookies and Fudge Brownies
Includes Coffee, Tea and Decaf

\$37.50 per person



The Picnic Basket

(A [10] guest minimum is required. An additional \$8.00 will be charged per person for groups less than 10).

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

Prepared Gourmet Sandwiches

(Your choice of [2] selections)

Genoa Salami, Mortadella, Capicola, Provolone Cheese, Olive Spread
Served on Mini Baguette

Grilled Chicken & Bacon with Avocado, Aioli, Lettuce and Tomato
Served in a Roasted Red Pepper Wrap

Roast Beef & Horseradish Cream with Peppered Tomato and Mesclun Mix
Served on Sourdough

Roast Turkey and Pesto with Gruyère Cheese and Spinach
Served on Rustic Roll

Grilled Portabella Mushroom, Vine Ripe Tomato, Charred Red Onion, Mesclun, and Basil Aioli
Served on Multigrain

Chef's Selection of Freshly Baked Gourmet Cookies and Fudge Brownies
Includes Coffee, Tea and Decaf

\$41.00 per person

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7% taxable administrative fee and 10% District of Columbia Sales Tax.**



The Wrap Bar

(A [15] guest minimum is required. An additional \$8.00 will be charged per person for groups less than 15).

Your guests will enjoy our “Do-It Yourself” Sandwich Bar

Refreshing Salads

Marinated Cucumber, Roma Tomato & Red Onion Salad
Mesclun Salad with Grape Tomatoes & Herb Vinaigrette

Build-a-Wrap Components

Roasted Red Pepper Tortilla, Spinach Tortilla, and Lettuce Leaf

Grilled Chicken Salad, Tuna Salad, Grilled Vegetables

Herbed Mediterranean Rice

Mayonnaise, Mustard, Herb Vinaigrette

Terra Chips® and Freshly Baked Gourmet Cookies

Includes Coffee, Tea and Decaf

\$38.50 per person



Gourmet-To-Go Lunches

Includes a selection of:

Pesto Orzo Salad, Freshly Baked Gourmet Cookie, a Soft Beverage or Still/Sparkling Water
and a Terra Chips® or Fresh Seasonal Whole Fruit

(Identify [2] selections to share with your guests)

(Special Note: A 3rd selection is available for a nominal charge of \$3 per person)

Genoa Salami, Mortadella, Capicola, Provolone Cheese, Olive Spread
Served on Mini Baguette

Grilled Chicken & Bacon with Avocado, Aioli, Lettuce and Tomato
Served in a Roasted Red Pepper Wrap

Roast Beef & Horseradish Cream with Peppered Tomato and Mesclun Mix
Served on Sourdough

Roast Turkey and Pesto with Gruyère Cheese and Spinach
Served on Rustic Roll

Grilled Portabella Mushroom, Vine Ripe Tomato, Charred Red Onion, Mesclun, and Basil Aioli
Served on Multigrain

\$35.50 per person

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



Warm Lunch Buffet Selections

The American Bistro

(A [20] guest minimum is required. An additional \$10.00 will be charged per person for groups less than 20).

Salad Selections

(Identify [2] selections to share with your guests)

Baby Romaine Salad
with Croutons, Parmesan Cheese, Caesar Dressing

Grilled Vegetables with Herbed Buttermilk Dressing

Mixed Greens, Pear Tomatoes, Maytag Blue Cheese, Sherry Vinaigrette

Entrée Selections

(Identify [2] selections to share with your guests)

Pan Seared Tilapia with Salsa Verde

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

Grilled Flank Steak with Roasted Shallot Sauce

Penne Pasta with Grilled Chicken, Shiitake Mushrooms, and Sun-Dried Tomato

Butternut Squash Ravioli, Spinach, Pine Nuts, Mascarpone Cheese

*Served with Rosemary Roasted Potatoes
and Chef's Selection of Seasonal Vegetables
Silver Dollar Rolls with Butter*

Dessert Selections

A Selection of Assorted Petite Gourmet Pastries

Includes Coffee, Tea and Decaf

\$48.50 per person

Lunch Buffet Enhancement

Display of Fresh Sliced Fruit

\$7.50 per person

Display of Domestic and Imported Cheese

\$9.75 per person

Display of Cured Meats and Accompaniments

\$9.75 per person

Seasonal Soup (20 guest minimum)

\$5.00 per person



Plated Lunch Selections

*(A [15] guest minimum is required. An additional \$10.00 will be charged per person for groups less than 15).
(Final Guarantees are required [3] business days prior to your event)*

*Our lunch selections are served with Freshly Baked Silver Dollar Rolls with Sweet Cream Butter
Freshly Brewed Coffee, Decaffeinated Coffee and Mighty Leaf® Tea Sachets*

Salad Selections

(Identify [1] selections to share with your guests)

Baby Romaine Caesar Salad
with Herbed Croutons and Parmesan-Black Pepper Dressing

Mesclun Greens with Red Grape Tomatoes,
Carrot Ribbons and Dijon Vinaigrette

Baby Spinach, Gorgonzola,
Roasted Mushrooms and Balsamic Vinaigrette

Entrée Selections

(Identify [2] selections to share with your guests)

Butternut Squash Ravioli, Sautéed Spinach,
Sun-dried Tomato, Mascarpone Cheese
\$39.00 per guest

Pesto Crusted Boneless Chicken Breast with Roasted Garlic Aioli,
Fried Leeks & Mashed Potatoes
\$41.00 per guest

Seared Thai Snapper with Cucumber Salsa and
Spiced Couscous
\$43.00 per guest

Grilled 8oz Bistro Steak with French Fries
and Garlic-Herb Butter
\$49.00 per guest

Dessert Selections

(Identify [1] selections to share with your guests)

Petite New York Style Cheese Cake
served with Berry Coulis
Seasonal Fresh Fruit Tartlets served with Chantilly Cream
Warm Apple Crisp with Cinnamon Whipped Cream



Butlered and Displayed Hors d'Oeuvres

Recommend 5-7 pieces per person per hour

Chilled Hors d'Oeuvres Selections

Deviled Eggs topped with spicy Crab Salad	\$195.00 per 50 pieces
Melon Balls wrapped in Smoked Ham with balsamic syrup	\$175.00 per 50 pieces
Antipasti Skewer with fresh mozzarella, olive, and pear tomato	\$185.00 per 50 pieces
Chilled Shrimp, Pineapple and Red Pepper skewer	\$215.00 per 50 pieces
Chicken Salad with Almond and Grape on Crostini	\$195.00 per 50 pieces
Tomato Bruschetta on Crusty Bread	\$205.00 per 50 pieces
Goat Cheese and Olive Tapenade on Crostini	\$185.00 per 50 pieces
Beef Carpaccio on Crostini with Parmesan Shavings and Arugula	\$210.00 per 50 pieces

Warm Hors d'Oeuvres Selections

Garlic and Herb Shrimp wrapped in Applewood Bacon	\$215.00 per 50 pieces
Crispy Artichokes stuffed with Parmesan with Lemon Aioli	\$205.00 per 50 pieces
Coconut Chicken with Mango Chutney	\$205.00 per 50 pieces
Crab Rangoon with Sweet & Sour Sauce	\$195.00 per 50 pieces
Beef Empanada with Sauteed Onion and Cumin	\$205.00 per 50 pieces
Mini Smoked Ham & Gruyère Cheese Bites on Brioche	\$195.00 per 50 pieces
Crab Cakes with Sauce Remoulade	\$215.00 per 50 pieces
Vegetable Pot Stickers with Plum Sauce	\$185.00 per 50 pieces

Culinary Displays

Chilled Seafood Display

Gulf Shrimp with Cocktail Sauce & Lemon Wedges	\$335.00 per 50 pieces
Snow Crab Claws with Key West Mustard Sauce	\$375.00 per 50 pieces
Smoked Wild Salmon with Capers, Red onion, Red Bell Pepper, Scallions, Lemon-Chive Sour Cream, and Toast Points	\$265.00 per 25 portions

Mediterranean Mezze

Pita Chips, Hummus, Marinated Olives, Stuffed Grape Leaves, and Pesto-Sun-Dried Tomato Orzo	\$255.00 per 25 portions
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Vegetable Crudité; including bell pepper, broccoli, zucchini, cucumber, and cauliflower

With Blue Cheese & Buttermilk-Herb Dressings	\$175.00 per 25 portions
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Display of Domestic and Imported Cheeses; including Blue, Camembert, Chèvre, Smoked Cheddar

Served with water crackers and crusty bread	\$205.00 per 25 portions
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Display of Charcuterie; including Smoked Ham, Mortadella, Genoa Salami, Capicola

Served with seasonal jam, grainy mustard and crusty bread	\$205.00 per 25 portions
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Display of Seasonal Fresh Fruit

	\$150.00 per 25 portions
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Display of Assorted Tea Cookies

	\$165.00 per 25 portions
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Display of Assorted Mini Pastries

	\$195.00 per 50 pieces
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Apple Crumb Barquette, Baked Lemon Almond Tartin, Frangipane Black Forest,

Carrot Cake Sablé, Cranberry Pistachio Tart, Chocolate Pecan Brownie, And Raspberry Linzer Torte



Reception Prix Fixe

(Minimum of 25 guests)

(\$12/per person for add'l hour of a standard brand bar. \$15/per person for add'l hour of a premium brand bar).

Citizen Kane

Canapés

(Waitperson to Pass)

Deviled Eggs with Spicy Crab Salad
Chilled Shrimp, Pineapple, and Red Pepper skewer
Chicken Salad with Almond & Grape on Crostini



Hot Hors d' Oeuvres

(Waitperson to Pass)

Mini Smoked Ham & Gruyère Cheese on Brioche
Crispy Artichokes with Lemon Aioli
Vegetable Pot Stickers with Plum Sauce



Display of Vegetable Crudité
with blue cheese & buttermilk herb dressings



This One Hour Reception includes the
Service of Standard Brand Cocktails, Wine, Beer
Soft Drinks, Mineral Waters and Juice

\$ 42.50 per person

The Godfather

Canapés

(Waitperson to Pass)

Melon Balls wrapped in Smoked Ham
Antipasti Skewer with fresh mozzarella, olive, and pear tomato
Beef Carpaccio on Crostini with Parmesan & Arugula



Hot Hors d' Oeuvres

(Waitperson to Pass)

Mushroom Caps stuffed with Italian Sausage
Garlic & Herb Shrimp wrapped in Bacon
Crab Cakes with Sauce Remoulade



Display of Domestic and International Cheeses
with water crackers & crusty bread



This One Hour Reception includes the
Service of **Premium** Brand Cocktails, Wine, Beer
Soft Drinks, Mineral Waters and Juice

\$ 53.00 per person

Gone With the Wind

As Guests Arrive, Waitperson to Pass Champagne

Canapés

(Waitperson to Pass)

Melon Balls wrapped in Smoked Ham
Goat Cheese and Olive Tapenade on Crostini
Chilled Shrimp, Pineapple, and Red Pepper skewer



Hot Hors d' Oeuvres

(Waitperson to Pass)

Coconut Chicken with Mango Chutney
Crab Rangoon with Sweet & Sour Sauce
Beef Empanada with Sautéed Onion and Cumin



Mezze Display

Pita, hummus, olives, stuffed grape leaves, orzo



This One Hour Reception includes the
Service of **Premium** Brand Cocktails, Wine, Beer
Soft Drinks, Mineral Waters and Juice

\$ 69.50 per person

Casablanca

Canapés

(Waitperson to Pass)

Antipasti Skewer with fresh mozzarella, olive, and pear tomato
Tomato Bruschetta on Crusty Bread
Beef Carpaccio on Crostini with Parmesan & Arugula



Hot Hors d' Oeuvres

(Waitperson to Pass)

Crispy Artichokes with Lemon Aioli
Garlic & Herb Shrimp wrapped in Bacon
Crab Cakes with Sauce Remoulade



Chilled Seafood Display

Chilled Shrimp, Crab Claws, Smoked Salmon



This One Hour Reception includes the

The Hip Martini Bar

Soft Drinks, Mineral Waters and Juice

\$ 72.50 per person

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



Warm Dinner Buffet Selections

The Capital Bistro

(A [20] guest minimum is required. An additional \$12.00 will be charged per person for groups less than 20).

Salad Selections

(Identify [2] selections to share with your guests)

Baby Romaine Caesar Salad with
Herbed Croutons and Parmesan-Black Pepper Dressing

Mesclun Greens with Red Grape Tomatoes,
Carrot Ribbons and Dijon Vinaigrette

Baby Spinach, Gorgonzola,
Roasted Mushrooms and Balsamic Vinaigrette

Grilled Vegetables with Herbed Buttermilk Dressing

Entrée Selections

(Identify [2] selections to share with your guests)

Pan Seared Thai Snapper with Cucumber Salsa

Pesto Crusted Chicken Breast with Crispy Leeks and Roasted Garlic

Grilled Bistro Steak Medallions with Garlic-Herb Butter

Penne Pasta with Grilled Chicken, Shiitake Mushrooms, and Sun-Dried Tomato

Butternut Squash Ravioli, Spinach, Pine Nuts, Mascarpone Cheese

*Served with Rosemary Roasted Potatoes
and Chef's Selection of Seasonal Vegetables
Silver Dollar Rolls with Butter*

Dessert Selections

A Selection of Assorted Petite Gourmet Pastries

Includes Coffee, Tea and Decaf

\$62.50 per person



Plated Dinner Selections

*(A [15] guest minimum is required. An additional \$12.00 will be charged for groups less than 15).
(Final Guarantees are required [3] business days prior to your event)*

*Our dinner selections are served with a seasonal vegetable accompaniment,
Freshly Baked Silver Dollar Rolls with Sweet Cream Butter
Freshly Brewed Coffee, Decaffeinated Coffee and Mighty Leaf® Tea Sachets*

Salads

(Identify [1] selections to share with your guests)

Baby Romaine Caesar Salad with
Herbed Croutons and Parmesan-Black Pepper Dressing

Mesclun Greens with Red Grape Tomatoes,
Carrot Ribbons and Dijon Vinaigrette

Baby Spinach, Gorgonzola,
Roasted Mushrooms and Balsamic Vinaigrette

Dinner Entrée Selections

(Identify [2] selections to share with your guests)

*(You may create a "Duo" Presentation by identifying any [2] entrée selections.
The pricing will defer to the higher priced entrée selection plus an additional \$3 per guest charge.
This will be the only entrée selection served during your event.)*

Butternut Squash Ravioli, Sautéed Spinach,
Sun-dried Tomato, Mascarpone Cheese
\$45.00 per guest

Seared Thai Snapper with
Cucumber Salsa and Spiced Couscous
\$49.00 per guest

Pan Roasted Wild Striped Bass
with Roasted Potatoes and Lemon Butter
\$56.00 per guest

Pesto Crusted Chicken with Roasted Garlic Aioli,
Crispy Leeks and Smashed Potatoes
\$52.00 per guest



Dinner Entrée Selections (Continued)

Grilled Pork Tenderloin, Sun-dried Tomato Beurre Blanc
and Rosemary-Garlic Mashed Potatoes
\$52.00 per guest

Grilled 8oz Bistro Steak with
Roasted Yukon Gold Potatoes and Garlic-Herb Butter
\$59.00 per guest

Grilled Beef Tenderloin with Scallion Mashed Potato,
and Cabernet-Blue Cheese Sauce
\$63.00 per guest

Dessert Selections

(A [15] guest minimum is required)

Petite New York Style Cheese Cake
served with Berry Coulis

Seasonal Fresh Fruit Tartlets
served with Chantilly Cream

Warm Apple Crisp
with Cinnamon Whipped Cream



Beverage Service

Bartender Fees: A fee of \$150.00 per bartender will be assessed.

**An additional \$50.00 will be assessed per bartender for any event over four hours in length.
(Excluding bar buy outs)**

Required Staffing of [1] bartender per [60] guests

Corkage Fees: A fee of \$25 per bottle will be assessed to all wine and champagne not provided for or purchased directly from our hotel. Spirits and Liquors will not be afforded similar consideration and can not be shared in our meeting rooms, event spaces and/or lounges.

Open Hosted Bar

(To be billed by the hour per guest)

(A [2] hour minimum is required; minimum of 25 guests)

Hosted Beverage Service includes:

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

Premium Brands

(A [2] hour minimum is required)

\$25.00 per guest per hour (minimum of 25 guests)

each additional hour \$11.00 per guest

Standard Brands

(A [2] hour minimum is required)

\$22.00 per guest per hour (minimum of 25 guests)

each additional hour \$9.00 per guest

Open Bar Based on Consumption

(Prices not applicable for events in lounge)

	Hosted	Cash (price includes tax & service charge)
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

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

**Pricing does not include 15% taxable service charge,
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Audio Visual Equipment

Projectors / Screens / Accessories

LCD Flat Panel Screen with VGA Cable	\$250.00
3M Overhead Projector with Lamp	\$250.00
Tripod Screen and Projector	\$300.00
Tripod Screen	\$150.00
Power Strip	\$15.00

Easels / Board / Timers / Pointers

Flip Chart Easel with Pad and Markers	\$50.00
Laser Pointer	\$45.00
Easel	\$15.00

Speaker Phone

Polycom Conference Speaker Phone	\$250.00
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Microphones

Handheld Microphone	\$105.00
Lavalier Microphone	\$145.00
2 Small Powered Speakers with Wired Microphone	\$175.00

Lecterns

Standing Lectern	\$100.00
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Internet Access

Technology Package	\$250.00/per day
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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.



Catering Guidelines and General Information

Welcome to the Hip Hotel Collection of Kimpton Hotels Washington, D.C., the Helix Hotel, the Hotel Rouge, and the Topaz Hotel. These modern boutique hotels and their ultra chic lounges partner together with their innovative culinary teams to create unique events on behalf of you and your guests.

It is our desire to host meetings and special events that exceed your expectations.

To ensure that your event is facilitated seamlessly, we ask that you take a few moments to familiarize yourself with the following catering informational guidelines.

Should questions arise please feel free to inquire of our Catering Department.

Menu and Beverage Selections

Please note that all menu and beverage selections must be prepared on site by our Culinary Teams, We do not afford guests the opportunity to enjoy menu and beverage selections provided for by off-premise caterers. Our Culinary Teams will create customized menu designs upon request; as well as for those guests with specific food allergies and aversions.

Menu and Beverage Pricing

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

Please note that a \$3.00 cake cutting fee per person will be assessed when serving confections not created by our Culinary Teams.

Final Guaranteed Guest Counts

A final guaranteed guest count must be received no later than 5:00 pm [3] business days prior to your meeting/event.

The following guidelines will be utilized when addressing deviations from the final guaranteed guest count:

In the event that your guest count increases and exceeds the final guaranteed guest count, our Culinary Team will be prepared with 5% over your guarantee. After which, we will make appropriate menu selections as deemed necessary in order to ensure that each additional guest has been accommodated.

In the event that your guest count is less than the final guaranteed guest count, the final guarantee will be utilized to establish appropriate billing.

In the event that a final guarantee guest count has not been reported [3] business days prior to your event, the contractually agreed upon guest count will be reflected on your Banquet Event Order and will serve as your final guest count.

Please note that groups of less than [15] guests will be assessed a \$50.00 service charge.

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





Deposit and Advance Payment Policy

An initial deposit equal to 50% of the estimated charges must be received with your signed contract in order to secure your reservation and confirm your event. Until confirmed receipt of an initial deposit, all reservations will be deemed tentative and may be canceled by the hotel in place of a confirmed event.

Additionally, 50% of the estimated charges is must be received [30] business days prior to your meeting/event.

And finally the remaining estimated charges must be received [3] business days prior to your meeting/event.

Any remaining charges will be billed to the credit card on file the first business day immediately following your meeting/event. A fully executed credit card authorization form must accompany the signed contract in order to secure any balance due at the conclusion of your meeting/event.

We accept all major credit cards and personal/certified/company checks with prior authorization from management.

Cancellation Policy

In the event that a confirmed reservation is canceled within [30] days prior to the meeting/event all deposits will be considered non-refundable and any remaining charges will be billed immediately to the credit card on file.

Meeting/Event Assignments and Spatial Requirements

Our Banquet Staff will configure the assigned meeting/event space to ensure your guest's comfort. The hotel reserves the right to modify meeting/event space assignments when deemed necessary when attendance deviates significantly from the contractually agreed upon guest count.

Linen Selections

We provide a selection of elegant linens that compliments the décor and aesthetic of our vibrant venues. Specialty Linens are available upon request for a nominal fee.

Audio Visual Requirements

All Audio Visual requirements can be facilitated by our Catering Department. The hotel and restaurant will not assume responsibility for client provided Audio Visual equipment.

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.

Floral and Designer Décor

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.

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



Coat Check and Rest Room Attendants

For your convenience, both Coat Check and Rest Room Attendants are available upon request.
A nominal fee of \$150.00 will be assessed for each attendant.

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 Personnel

The Hotel will take all necessary care to ensure guest safety, however we do not accept responsibility for the damage and/or loss of articles brought on to our premises prior, during, or after the conclusion of your meeting/event. For your convenience, our Catering Department will facilitate your request for Security Personnel at an additional cost.

Package Handling and Storage Fees

Special arrangements must be made for receiving any equipment, goods, displays or other materials that will be sent, delivered or brought into the Hotel/Restaurant.

A receiving and storage fee of \$10 per box will be added to the final bill.

Any materials being sent to the Hotel/Restaurant must be marked as follows:

- » *Hold for arrival – Attention: Catering Department,
c/o Organization, Arrival Date*
- » *Complete Return Address*
- » *Number of Boxes (Example: 1 of 2, 2 of 2)*

We request that all packages be sent and scheduled to arrive
at least [3] business days in prior to your meeting/event.

Shipping Instructions

All parcels are to be addressed:

Topaz Hotel
1733 N Street, NW
Washington, DC 20036