



CITY CLUB OF WASHINGTON

**CREATE YOUR
PERFECT
PACKAGE**

INFINITE VIEW INFINITE LOVE

**555 13TH STREET, NW, WASHINGTON, DC 20004
202.347.0818 | city-washington.com**

CONGRATULATIONS & THANK YOU!

Congratulations on your engagement & thank you for considering City Club of Washington Club for your wedding venue. Our talented and attentive service and culinary teams are eager to work with you to create the wedding of your dreams. We are a full-service venue offering a variety of amenities to make your wedding seamless. From your engagement party to the wedding day and all the special events in-between, we will help create memories to last a lifetime.

For over 20 years, The City Club has provided Members, their guests, and non-members the highest quality experiences. Enclosed you will find information about the Club's packages, pricing, amenities, and enhancements. It is our pleasure to assist you throughout the planning process, and we cannot wait to see your vision come to life!

MEET OUR PRIVATE EVENTS TEAM



Morgan Webb | Private Events Director

After Graduating from Radford University in 2017, Morgan joined the City Club of Washington team as the Private Events Coordinator. After falling in love with the sales side of the events, she was offered to take on the role of Private Event Director!

Originally from Newport News, Virginia and growing up very close to family and friends, Morgan is passionate to help couples through the wedding planning process – “I feel as though I am part of their family. I love being able to connect with their families and do something that joins two families together for such a special occasion.”



Aleks Maksic | Private Events Director

Aleks transferred from our sister club, Chantilly National Golf & Country Club, in July 2018 and has been with ClubCorp for over five years. She is a Northern Virginian native and graduate from Old Dominion University in 2007.

Aleks has always worked in the food and beverage industry but really started helping couples on their wedding journey when she became a Catering Sales Manager at the Hilton Hotel & Spa in Richmond, Virginia. To Aleks, “this is the best job in the world, to be small part in a day the couple will never forget is, priceless.”

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CITY CLUB WASHINGTON PACKAGES

PACKAGES INCLUDE:

- Exquisite Menu Selections Prepared by our Executive Chef
- Chairs, Tables, China, Glassware and Flatware
- Onsite Ceremony Site on Grand Staircase by Water Fountain
- Garden Style Seating for Ceremony
- Exclusive use of the Member Lounge & Ballroom for 5-Hour Reception (additional hours available, if needed)
- Wood-Parquet Tiled Dance Floor
- Butler Servers, Bartenders, Attendants
- Cutting & Serving of the Wedding Cake
- Vendor setup access at least 3 hours prior to wedding
- Floor-Length Linen in White, Ivory or Sandstone
- Set-up of simple items including place-cards, escort cards, toasting flutes, table numbers

PACKAGES:

Pricing shown is not inclusive of Service Charge (22%) and DC Sales Tax (10%) | Event Minimums & Rentals Fees based on Season and Day of the Week | Interested in a Buffet Option? Please speak to your Private Event Director.

CHERRY BLOSSOM BRUNCH PACKAGE | 90.00++ Per Person (package available from 10am-2pm)

Includes (3) Passed Hors D'oeuvres, a Brunch Buffet to include (2) Salads, Cheese & Fruit Platter, Choice of Egg, (2) Proteins, (1) Starch, (1) Vegetable, One Action Station, Dessert and a 5 Hour Beer & Wine Bar with a Mimosa/Bloody Bar and Non-Alcoholic Beverages

POTOMAC PACKAGE | 110.00++ Per Person

Includes (5) Butler Passed Hors D'oeuvres, Plated Salad Course, Plated Entrée Course, Warm Rolls with Butter, Dessert, Coffee Service, and 5-Hour Beer Wine Bar with Non-Alcoholic Beverages

PENN SQUARE PACKAGE | 125.00++ Per Person

Includes (5) Butler Passed Hors D'oeuvres, Plated Salad Course, Upgraded Plated Option, Warm Rolls with Butter, Dessert, Coffee Service, and a 5 Hour House Open Bar with Non-Alcoholic Beverages

FACILITY RENTAL FEES - \$2,000.00+

Includes our Member Lounge and the Inaugural Ballroom, perfect for weddings up to 160 guests.

Rental fee is waived for ClubCorp Members

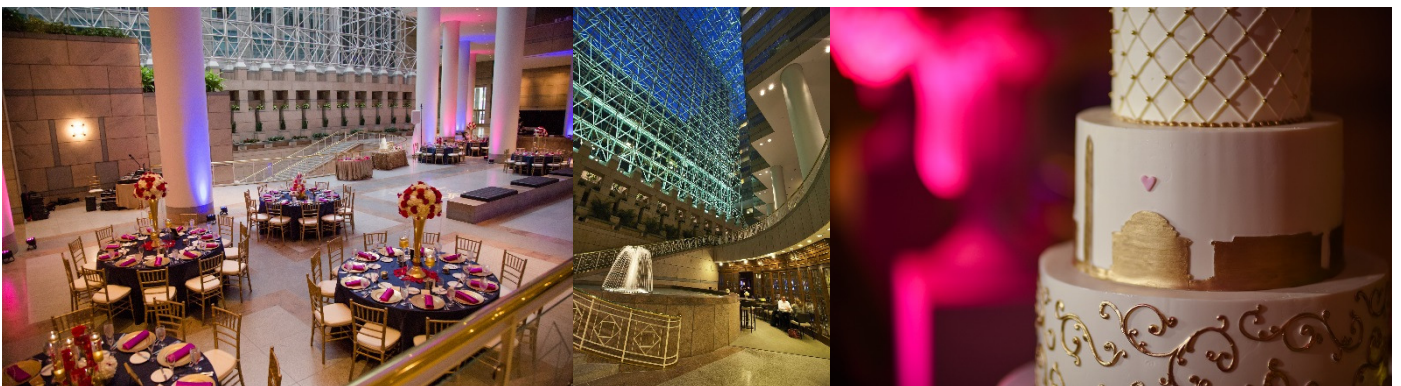
CEREMONY FEE - \$850.00+

Includes 1-Hour Rehearsal, Pre-Wedding Suite up to 3 Hours prior, White Garden Chairs for all guests

UPGRADED ATRIUM PACKAGE:

GRAND DOWNTOWN EXPERIENCE PACKAGE | LOCATED IN ATRIUM | 155.00++ Per Person | 18,000++ Minimum

Package of your choice. Full Access to Club & Atrium Space which will include ALL facility rentals, ceremony fees, rentals of standard equipment, set up and breakdown of Atrium space. Upgraded Chivaris Chairs, Upgraded Matte Satin Linen, Napkins & Uplighting!



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CHERRY BLOSSOM BRUNCH PACKAGE | 90.00

(only available between 10am-2pm)

Includes (3) Passed Hors D'oeuvres, a Brunch Buffet to include (2) Salads, Cheese & Fruit Platter, Choice of Egg, (2) Proteins & (1) Starch, (1) Vegetable, One Action Station, Dessert and a 5 Hour Beer & Wine Bar with a Mimosa/Bloody Bar and Non-Alcoholic Beverages

PASSED HORS D'OEUVERS | choose three for cocktail hour

Mini Quiche	Shrimp Cocktail Shooter
Crudité Shooters with Avocado Ranch	Smoked Salmon & Dill Crostini
Prosciutto di Parma & Asparagus Wrap	Wild Mushroom & Boursin Tart
Antipasto Skewer with Balsamic Glaze	Miniature Beef Wellington

BRUNCH BUFFET |

Cheese & Fruit Platter | Local and Imported Cheeses, Seasonal Fruit Garnish, Assorted Crackers

SALADS | choose two

Farmers Market | Seasonal Greens, Shaved Radish, Grape Tomatoes, Champagne Vinaigrette

Roasted Beet | Seasonal Greens, Orange, Toasted Walnut, Citrus Vinaigrette

Baby Kale | Toasted Hazelnut, Goat Cheese, Pear, Maple Vinaigrette

Three Sixty | Baby Spinach, Spiced Pecans, Sun-Dried Cranberry, Goat Cheese, Honey Balsamic

FARM FRESH EGGS | choose one

Cheddar Cheese Scramble, Egg White Scramble, Eggs Benedict or Huevos Rancheros

PROTEINS | choose two

Applewood Bacon

Pork or Chicken Sausage

Chicken Caprese | Mozzarella, Tomato, Fresh Basil, Balsamic Glaze

Lemon Pepper Cod | Lemon Pepper Sauce

Green Tea Crusted Salmon | Ginger Butter Sauce, Crispy Sweet Potato

SIDES | choose one starch, one vegetable

Pan-Fried Potatoes with Peppers & Onions, Hashbrowns,

Country Grits, Garlic Mashed Potatoes, Tuscon Potatoes, Asparagus,

Fire Grilled Vegetable Medley, Stir-Fried Green Beans

ACTION STATION | choose one

Omelets Made to Order |

Griddle Bar | Buttermilk Pancakes or French Toast

DESSERT TEA TREE |

Tea Tree served to each table with an assortment of Chef's miniature desserts



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POTOMAC PACKAGE | 110.00

Includes (5) Butler Passed Hors D'oeuvres, Plated Salad Course, Plated Entrée Course, Warm Rolls with Butter, Dessert, Coffee Service, and 5-Hour Beer Wine Bar with Non-Alcoholic Beverages

PASSED HORS D'OEUVRES | choose five for cocktail hour

Antipasto Skewer with Balsamic Glaze	Crispy Vegetable Spring Roll
Thai Chicken Skewers	Spanakopita
Prosciutto di Parma & Asparagus Wrap	Crispy Parmesan Artichoke Heart
Crab Salad Profiterole	Miniature Beef Wellington
Ahi Tuna Wonton Chip	Bacon Wrapped Scallop
Shrimp Cocktail Shooter	Mini Crab Cake Bites
Coconut Crusted Chicken Tender	Beef Satay
Wild Mushroom & Boursin Tart	Asiago Lobster Risotto Fritter

DINNER SERVICE (please speak to your Private Event Director about Buffet Options)

SALADS | choose one for all of your guests

Farmers Market | Seasonal Greens, Shaved Radish, Grape Tomatoes, Champagne Vinaigrette
Roasted Beet | Seasonal Greens, Orange, Toasted Walnut, Citrus Vinaigrette
Baby Kale | Toasted Hazelnut, Goat Cheese, Pear, Maple Vinaigrette
Three Sixty | Baby Spinach, Spiced Pecans, Sun-Dried Cranberry, Goat Cheese, Honey Balsamic

ENTREES | choose up to three choices for your guests

Herb Roasted Chicken | Mushroom Risotto, Seasonal Vegetable
Grilled Chicken Supreme | Shallot Whipped Potatoes, Wild Mushrooms, Seasonal Vegetable, Rosemary jus
Roasted Pork Loin | Sweet Potato and Stir-Fried Green Bean
Fire Grilled Bistro of Beef | Rosemary Whipped Potatoes, Seasonal Vegetables, Bordelaise Sauce
Roasted Salmon Fillet | Creamy Risotto, Asparagus, Lemon Butter Sauce
Herb Persillade Rockfish | Whipped Potatoes, Hericot Vert, Ginger Butter Sauce
Vegetarian Butternut Squash Ravioli | Sauté Spinach, Maple Gastrique
MAKE IT A DUET PLATE | Additional \$8.00++/per person

DESSERT TEA TREE | Tea Tree served to each table with an assortment of Chef's miniature desserts



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PENN SQUARE PACKAGE | 125.00

Includes (5) Butler Passed Hors D'oeuvres, (1) Display, Plated Salad Course, Upgraded Plated Option, Warm Rolls with Butter, Dessert, Coffee Service, and a 5 Hour House Open Bar with Non-Alcoholic Beverages

PASSED HORS D'OEUVERS | choose five for cocktail hour

Antipasto Skewer with Balsamic Reduction
Thai Chicken Skewers
Prosciutto di Parma & Asparagus Wrap
Crab Salad Profiterole
Ahi Tuna Wonton Chip
Shrimp Cocktail Shooter
Coconut Crusted Chicken Tender
Wild Mushroom & Boursin Tart
Crispy Beef Empanada

Crispy Vegetable Spring Roll
Spanakopita
Crispy Parmesan Artichoke Heart
Miniature Beef Wellington
Bacon Wrapped Scallop
Mini Crab Cake Bites
Beef Satay
Asiago Lobster Risotto Fritter

DISPLAYED HORS D'OEUVERS | choose one for cocktail hour

Crudités & Dips | Assorted Local Seasonal Vegetables, Olive Oil Hummus, Roasted Onion Sour Cream, Toasted Lavosh

Artisan Cheese Display | Local and Imported Cheeses, Seasonal Fruit Garnish, Assorted Crackers

Antipasti | Italian Charcuterie, Artisan Cheeses, Grilled Vegetables, Olives, Onion Jam, Flat bread

DINNER SERVICE (please speak to your Private Event Director about Buffet Options)

SALADS | choose one for all of your guests

Farmers Market | Seasonal Greens, Shaved Radish, Grape Tomatoes, Champagne Vinaigrette

Roasted Beet | Seasonal Greens, Orange, Toasted Walnut, Citrus Vinaigrette

Baby Kale | Toasted Hazelnut, Goat Cheese, Pear, Maple Vinaigrette

Three Sixty | Baby Spinach, Spiced Pecans, Sun-Dried Cranberry, Goat Cheese, Honey Balsamic

UPGRADED ENTREES | choose up to three choices for your guests

Chicken Roulade | Sundried Tomato, Spinach & Parmesan, Whipped Potatoes and Seasonal Vegetables

Macadamia Crusted Chicken Breast | Garlic Potato Puree, Haricot Verts, Lemon Butter Sauce

Chicken Supreme | Creamy Risotto, Grilled Asparagus, Chicken Jus

Bourbon Flat Iron | Truffle Frites, Asparagus, Roasted Tomato, Peppercorn Jus

Fire-Grilled Petite Filet | Roasted Fingerling Potatoes, Baby Carrots, Demi-Glace

Almond Crusted Salmon | Roasted Vegetable Pilaf, Citrus Lobster Sauce

Crab Stuffed Flounder | Roasted Artichoke Hearts, Basil Citrus Sauce

Vegetarian Mushroom | Exotic Mushrooms, Potato Puree, Arugula, Vegetarian Bordelaise Sauce

MAKE IT A DUET PLATE | Additional \$10.00+/-/per person

DESSERT TEA TREE | Tea Tree served to each table with an assortment of Chef's miniature desserts



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BAR PACKAGES

All Bar Packages include unlimited non-alcoholic beverages, Champagne Toast and Coffee Station with Dessert. Guests are charge per person regardless of the amount consumed.

CHERRY BLOSSOM BRUNCH BAR

Mimosas, Bloody Mary's with Toppings and Mixes, House Wines, Imported and Domestic Beers

POTOMAC PACKAGE BEER & WINE BAR

WINE |

La Terre & Tunnel of Elms by Beringer Red and White Wines

BEER | Budweiser, Bud Light, Miller Lite, Coors Light, Michelob Ultra
Blue Moon, Bass Ale, Stella Artois, Corona, Modelo Especial, Heineken, Amstel Light

PENN SQUARE PACKAGE FIVE HOUR OPEN BAR

LIQUOR | Svedka, Beefeater Gin, Jim Beam White, Canadian Club, Seagrams 7, Cutty Sark,
Bacardi, Captain Morgan, Malibu, Sauza Blue, Southern Comfort

WINE |

La Terre & Tunnel of Elms by Beringer Red and White Wines

BEER | Budweiser, Bud Light, Miller Lite, Coors Light, Michelob Ultra
Blue Moon, Bass Ale, Stella Artois, Corona, Modelo Especial, Heineken, Amstel Light

*Please speak to Private Event Director for Bar Upgraded Pricing



PRIVATE EVENT SPACES



FUNCTION ROOM	BANQUET	RECEPTION	THEATRE	U-SHAPE	HOLLOW SQUARE	CONFERENCE
The Inaugural Room	70	250	250	-	-	-
Washington	60	80	70	35	32	25
Lincoln	45	65	55	30	30	30
Jefferson	50	65	70	53	32	25
Washington / Lincoln	100	150	130	60	45	-
Jefferson / Lincoln	100	150	120	60	45	-
Presidential Dining Room	50	80	65	-	-	-
Upper Atrium	500	800	-	-	-	-
Front Lounge	-	30	-	-	-	-
Member Lounge	-	170	-	-	-	-
Front / Member Lounge	-	200	-	-	-	-

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GENERAL INFORMATION

FOOD & BEVERAGE MINIMUMS

All events are required to meet a food and beverage minimum. A food and beverage minimum is the amount a host must spend in order to secure a private space at The Club pre-tax and service charge. If the minimum is not met, the difference may be charged as a minimum fee. **For example, if the minimum is \$2000++ and you have 100 guests in attendance, you have a minimum of \$20.00++ per person to spend in your menu and bar selections.**

FACILITY FEES (NON-MEMBERS)

Non-members are welcome to host events at the Club; however, a facility fee will apply to access The Club. City Club members in good standing with The Club are exempt from a facility fee. Facility fees ensure private access to Club amenities and private rooms.

TAXES & SERVICE CHARGE

A sales tax of 10% will be added to all banquet charges, and a 22% service fee will be added to all food and beverage services. The host is also responsible for Applicable DC Taxes. If your group is tax-exempt, a DC certificate of tax exemption must be provided at the time of booking.

AUDIO-VISUAL EQUIPMENT

The City Club has an inventory of standard audio-visual equipment available for rent. Please ask for our price list. We are also happy to arrange for more extensive A/V set-ups and technical support based on your needs.

FOOD & BEVERAGE

The City Club of Washington must provide all food & beverage. No outside food and beverages are allowed except for wedding and specialty cakes. Due to health regulations, perishable leftovers may not be removed from the property. Discounted menus may be offered to children up to 12 years of age.

MENUS

Our menus are designed to offer you a selection of quality items, however if you prefer to offer your guests something outside of the printed menus, our Executive Chef is more than willing to tailor a menu to your specifications. Full banquet menus are available upon request.

SPECIALTY ITEMS

The City Club of Washington must arrange all specialty rental items that will be set up and handled by Club staff. This includes, but is not limited to, linens, chairs, staging, china, glassware, audio-visual equipment.

GENERAL INFORMATION

FASHION ETIQUETTE

The City Club of Washington's dress code is business casual. Members and their guests should refrain from wearing casual attire such as: rubber shoes (i.e. flip flops), t-shirts, torn denim, shorts, athletic wear and baseball caps.

GUARANTEES

Your guaranteed number of guests is due to the Private Event department seven (7) days prior to the event. In the event the Club does not receive a guarantee, the number of guests previously indicated on your signed contract will serve as the guarantee. Actual charges will depend on the guaranteed number or actual attendance at the event, whichever is greater. If the number in attendance exceeds the guarantee given, the Club may prepare additional meals, if possible, and the host will be charged a higher rate for each additional guest; the same meal cannot always be promised should your attendance be greater than your guarantee.

DEPOSITS & PAYMENT SCHEDULE

When scheduling an event, a signed contract and minimum deposit is required to secure your date. Subsequent deposits of 50% of your estimated remaining balance are required 60 and 7 days prior to your event. All event charges should be paid in full prior to the event. All deposits are non-refundable. Deposits payable by credit card, check or cash. Please note we require a credit card be kept on file for incidentals.

LIABILITY

The City Club of Washington is not responsible for damage or loss of any merchandise, articles or valuables of the host or of the host's guests or contractors, prior to, during or subsequent to any function. Host is responsible for any damages done to facilities during the period of time the facilities are subject to the host's use or the use of any independent contractor hired by the host or the host's agent. A damage deposit may be required and a cleaning fee may be assessed if extensive cleaning is required in the Club or in any part of the building or its grounds.



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DIRECTIONS & PARKING

The City Club of Washington is located on the Concourse Level of the Columbia Square Building on F Street, NW, between 12th and 13th Streets. The main entrance to the building (which is wheelchair accessible) is at 555 13th Street, adjacent to The Warner Theater. The Columbia Square Parking garage is on 12th Street between E and F Streets. 12th Street is one way going north.

BY METRO

Metro rail travelers can arrive at the Club by stopping at METRO CENTER. They will exit the station through the 12th and F Street exit. Arrive on street level and walk straight ahead to reach the entrance of the Columbia Square Building on the left. This is only 25-30 paces from the escalator of the Metro. This entrance to the building is NOT wheelchair accessible.

BY CAR

From Route 66: Follow Route 66 East to the end where it will turn into Constitution Avenue. Follow Constitution Avenue about one and one half miles to 12th Street. Turn left onto 12th Street. Travel two blocks to E Street and turn left. Go one block to 13th Street and turn right. You will find the Columbia Square Building on the right, adjacent to the Warner Theater.

From Interstate 395: Take Interstate 395 to the 14th Street Bridge. Travel on 14th Street until you reach Pennsylvania Avenue. Turn right onto Pennsylvania Avenue. Continue one block to 13th Street and turn left. Once you cross E Street, you will find the Columbia Square Building on the right, adjacent to the Warner Theater. To access the parking garage from 395, cross the 14th Street Bridge and continue on 395N. Exit at 12th Street and head North. Parking garage will be the second garage on the left after crossing E Street.

From Interstate 270(Frederick/Gaithersburg): Follow Interstate 270 South to Interstate 495 South. Take Route 66 East to the end where it turns into Constitution Avenue. Follow Constitution Avenue about one and one half miles to 12th Street. Turn left onto 12th Street. Travel two blocks to E Street and turn left. Go one block to 13th Street and turn right. You will find the Columbia Square Building on the right, adjacent to the Warner Theater.

From Silver Spring, Maryland: Take 16th Street south approximately 8 miles to K Street. Turn left onto K Street and travel east until you reach 13th Street. Turn right onto 13th Street. Continue south on 13th Street for 5 blocks. Once you cross F Street you will find the Columbia Square Building on the left, adjacent to the Warner Theater.

From Baltimore: Take 295 South (Baltimore/Washington Parkway) to Washington. Travel West on New York Avenue to 7th Street. Make a left onto 7th Street and continue 5 blocks to E Street. Make a right onto E Street and travel 6 blocks until you reach 13th Street. Make a right onto 13th Street and you will immediately reach the Columbia Square Building on the right adjacent to the Warner Theatre.

PARKING

To park in our garage: From Pennsylvania Avenue make a left onto 13th Street. Travel One block and turn right onto E Street. Go one block to 12th Street and turn left. The Columbia Square Parking garage will be the second parking garage entrance on the left on 12th Street between E and F Streets and is marked "Columbia Square Parking Entrance". Park on P1 and come up the elevator to the C level. We are located straight off the elevator on the right-hand side.

Private Parties Can Make Arrangements to Pay for Their Guests Parking with the Private Event Department in Advance of the Event

Parking Payment - Cash and all Major Credit Cards

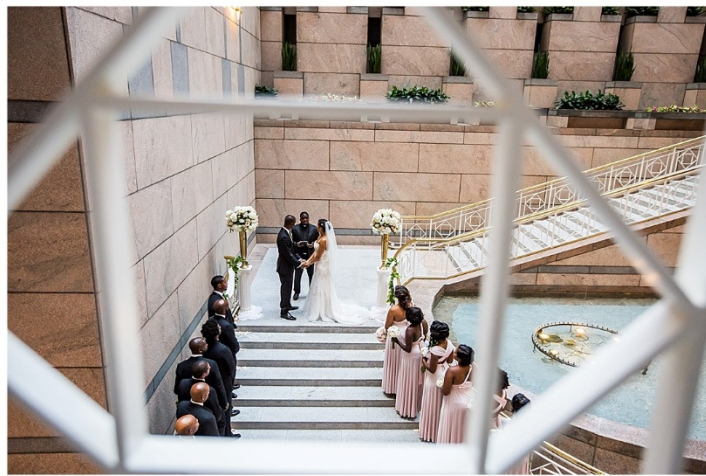
\$11.00 1st hour	\$16.00 2 hours	\$20.00 maximum all day	\$11.00 after 5:00 PM Weekdays
	\$10.00 Weekend Flat Fee	\$14.00 all day before 8:00am	

The Garage is open 8am-11pm Monday-Saturday. To Extend the Hours past 11pm or to open on Sunday a \$50 per hour administrative fee applies in addition to the per car parking fee

Columbia Square Parking Garage is the 3rd opening (on the left just before Subway Cafe awning). There is a brass sign that says "Columbia Square" The loading dock is the 2nd (middle) opening.

Take the elevator up to the concourse level to enter the City Club

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Mari Orman
PHOTOGRAPHER

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PHOTOGRAPHER



David 2012

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