



# *The City Club of Washington*

*Catering to all of your private event needs.*

555 13<sup>th</sup> Street, NW – Concourse Level | Washington DC, 20004  
(202) 347-0818 | [www.city-washington.com](http://www.city-washington.com)

# The City Club of Washington

*Catering to all of your private event needs.*



*A Member of the ClubCorp Family*

Thank you for considering The City Club of Washington for your Private Events. It is our pleasure to assist you throughout the planning process, and we appreciate the opportunity to serve you.

The City Club of Washington provides the ideal spot for hosting your event. The Club offers a beautiful selection of full-service, private meeting and event rooms, which can accommodate up to 170 guests for a seated reception and up to 250+ for a standing reception, as well as a variety of amenities to make your event complete. If you are looking for space for a larger event in the evening or on the weekend please inquire about additional spaces that may be available to you for up to 800 standing or 500 seated guests)

Our experienced service staff and event team stand ready to give you all the information you need to design a special event that is sure to please every time. Our staff creates magic moments for you and your guests by placing emphasis on fine food and impeccable creativity and service.

Every event hosted at The City Club of Washington receives personalized service and outstanding food and beverages, along with a large selection of services and complimentary amenities, including:

- Setup and breakdown of the event space
- On-site Banquet Manager and/or Private Event Director
- Setup access at least 1 hour prior to event
- Vendor setup access at least 2 hours prior to event
- Lap-length linen and napkins in white, ivory, black and sandstone
- Mirror tile and Votive Candles for tabletop decorations
- Standard banquet chairs and tables
- Plate-ware, glassware and silverware
- Assistance with menu planning and upgraded enhancements by our experience Private Events Team

Enclosed you will find additional information about The City Club of Washington's pricing, amenities, capabilities and more. Feel free to contact our Private Event professionals at 202-347-0818 with any questions you may have. We are happy to help!

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# Mix & Mingle

Priced per 25 Pieces. Order in 25 piece groups. Items can be passed or stationed.

## COLD HORS D'OEUVRES

Smoked Salmon & Lemon Aioli | On Club Made Potato Chip | 4  
Prosciutto di Parma & Fig Jam Bruschetta | 4  
Antipasto Skewer | Balsamic Reduction | 4  
Thai Chicken Skewers | 4  
Southwest Tortilla Pinwheel | Fajita Steak & Smoked Cheddar | 4  
Prosciutto di Parma & Asparagus Wrap | 4  
Molasses & Bourbon Glazed Pork Tenderloin | Sun-Dried Cranberry Jam | 4  
Smoked Salmon Crostini | Cream Cheese & Preserved Lemon | 5  
Crab Salad Profiterole | 5  
Ahi Tuna Wonton Chip | 5  
Shrimp Cocktail Shooter | Micro Greens | 5  
Blackened Shrimp | Mango Chutney | 5  
Seared Beef Tenderloin | Crostini & Onion Jam | 5

## HOT HORS D'OEUVRES

Coconut Crusted Chicken Tender | Sweet Chili Sauce | 4  
Wild Mushroom & Boursin Tart | 4  
Mozzarella & Applewood Bacon Stuffed Mushroom | 4  
Crispy Beef Empanada | Salsa Verde | 4  
Crispy Meatball Lollipop | Tomato Vodka Sauce | 4  
Crispy Vegetable Spring Roll | Thai Dipping Sauce | 4  
Smoked Brisket Quesadilla | Roasted Jalapeno Sour Cream | 4  
Spanakopita | 4  
Macadamia Chicken Skewer | Honey Aioli | 4  
Crispy Parmesan Artichoke Heart | Preserved Lemon Aioli | 4  
Crab & Cream Cheese Stuffed Mushroom | 5  
Cashew Chicken Spring Roll | Orange Marmalade Dipping Sauce | 5  
Creole Shrimp- Crispy Crouton | 5  
Miniature Beef Wellington | 5  
Bacon Wrapped Scallop | 5  
Mini Crab Cake | Aioli | 5  
Crispy Bang Bang Shrimp | 5  
Beef Tenderloin & Andouille Sausage Skewer | 5  
Beef Satay | Peanut Butter Dipping Sauce | 5  
Mini Kobe Burger Sliders | Caramelized Onion & Bacon Jam | 5  
Asiago Lobster Risotto Fritter | Roasted Garlic Aioli | 5



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# Mix & Mingle

Priced per person, and must be ordered for entire group for item to be replenished. Pricing is for up to 2 hours | Attendant \$100

## MARKET PLATTERS

Minimum of Ten guests required

**Crudités & Dips** | Assorted Local Seasonal Vegetables, Olive Oil Hummus, Roasted Onion Sour Cream, Toasted Lavosh | 15

**Artisan Cheese Display** | Local and Imported Cheeses, Seasonal Fruit Garnish, Assorted Crackers | 18

**Antipasti** | Italian Charcuterie, Artisan Cheeses, Grilled Vegetables, Olives, Onion Jam, Flat bread, Artisan Breads | 20

**Flatbread Display** (choose 3) | Four Cheese | Classic Mozzarella, Sausage & Pepperoni | Spinach, Artichoke, Roasted Peppers | Wild Mushrooms, Burrata and Arugula | Basil Pesto with Chicken | Roasted Squash and Herb Ricotta Cheese | 27

**Crostini Display** (choose 3) | Cranberry Brie | Roasted Butternut Squash, Ricotta, and Sage | Cream Kale, Beets & Goat Cheese | Smoked Salmon & Dill | Bacon & Caramelized Onion | Roasted Tomatoes & Ricotta | 18

**Hillside Sliders** (choose 3) | Pulled Pork & Country Slaw | Kobe Burger & Bacon Onion Jam | Blackened Chicken & Chunky Avocado Aioli | Ham Biscuits with Apricot Glaze | Fried Chicken & Waffle | Turkey Sliders with Cranberry Mayonnaise | Served with Homestyle Fries | 23

**Raw Bar** | Poached Shrimp Cocktail, Crab Claws, Oysters on the Half Shell, Scallop Ceviche, Grilled Lemons, Cajun Remoulade and Sherry Mignonette | 40

## RECEPTION STATIONS

Minimum of Twenty Five guests required | Station requires an Attendant Fee @ \$100, One per 100 guests

### Street Tacos | 23

Cast Iron Shrimp, Roasted Chicken Verde, Chili Spiced Brisket, Queso Fresco, Corn & Flour Tortillas, Chipotle Cabbage Slaw, Avocado Salad, Club-Made Salsa, Shredded Lettuce, Grilled Tomato

### The Asian Box | 27

Crispy Shrimp Spring Rolls, Steamed Buns, Pork Pot Stickers, Firecracker Shrimp, Spicy Tofu Salad, Sweet Chili Sauce, Soy Reduction, Ponzu, served in Fried Rice Box

### Pasta Bar | 25

Linguini, Cheese Tortellini and Bowtie Pasta | Spinach, Mixed Bell Peppers, Mushrooms, Parmesan Cheese, Cracked Black Pepper, Red Pepper Flakes & Fresh Basil and Garlic Bread

Pick 2: Italian Sausage, Grilled Chicken, Shrimp, Mini Homemade Meatballs

Pick 2: Pesto Sauce, Alfredo Sauce and Marinara

### Mac & Cheese\* | 25

Classic Mac & Cheese, Penne with Grilled Steak & Bleu Cheese Cream, Rigatoni with Lobster Parmesan Cream, Garlic Bread Sticks, Parmesan Cheese, Herb Oil, Cracked Black Pepper, Red Pepper Flakes, Garlic Oil

### Tex-Mex\* | 28

Smoky Bacon Queso, Steak Fajita Quesadilla, Crispy Chicken Flautas, Smashed Avocado Dipping Sauce, Salsa, Chili Spiced Sour Cream, Tri Colored Tortilla Chips



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# Mix & Mingle

## BUTCHER'S BLOCK

All Carving Station Come with Rolls and Appropriate Condiments  
Attendant Fee \$100) required for all stations. (One per 100 guests)

**Pepper Crusted Prime Rib** (Serves up to 25 Guests) | 500  
Silver Dollar Rolls, Horseradish Cream, Pan Jus

**Slow Roasted Cajun Turkey Breast** (Serves up to 20 Guests) | 275  
Turkey Gravy, Silver Dollar Rolls, Seasonal Fruit Chutney

**Fire Grilled Beef Tenderloin** (Serves up to 25 Guests) | 425  
Horseradish Cream, Silver Dollar Rolls, Grain Mustard, Red Wine Pan Jus

**Bone-In Country Ham** (Serves up to 35 Guests) | 450  
Buttermilk Biscuits, Local Honey, Sweet Chili & Brown Sugar Glaze

**Cedar Plank Roasted Salmon** (Serves up to 25 Guests) | 325  
Lemon Dill Sour Cream, Caper Relish,

**Apple Cider Brined Pork Loin** (Serves up to 25 Guests) | 275  
Caramelized Apple Sauce, Buttermilk Biscuits

**Spiced Leg of Lamb** (Serves up to 25 Guests) | 350  
Moroccan Harissa Rub, Mint Pesto, Grilled Soft Pita, Lamb Jus

**Corned Beef Brisket** (Serves up to 25 Guests) | 350  
Beer Braised Kraut, Grain Mustard Aioli, Mini Pretzel Rolls

Carving Station Add-On | \$10 per person  
(please select two)

Garlic Mashed Potatoes

Quinoa Pilaf

Creamy Parmesan Risotto

Crispy Fingerling Potatoes

Ginger-Lime Basmati Rice

Fire Grilled Vegetables

Asparagus

Seasonal Succotash

Fire Grilled Vegetable Medley

Stir Fried Green Beans



# Plated Dinner

## THREE COURSE DINNER

Select One Soup **or** Side Salad, Entrée & One Dessert | Warm Rolls with Butter, Coffee & Iced Tea service included

### SOUPS | Please Select One for All of your Guests

**Smoked Corn & Crab Chowder** | Brandy Cream  
**Tomato & Roasted Fennel** | Garlic Butter Croutons  
**Wild Mushroom Cream** | Crispy Shallots  
**Roasted Sweet Potato** | Spiced Pecans, Maple Drizzle

### SALADS | Please Select One for All of your Guests

**Farmers Market** | Seasonal Greens, Shaved Radish, Grape Tomatoes, Champagne Vinaigrette  
**Oven Roasted Beet** | Orange, Toasted Walnut, Citrus Vinaigrette  
**Maple Kale** | Toasted Hazelnut, Goat Cheese, Pear, Maple Vinaigrette  
**Three Sixty** | Baby Spinach, Spiced Pecans, Sun-Dried Cranberry, Feta Cheese, Honey Balsamic  
**Stacked Tomato & Mozzarella** | Basil Oil, Balsamic Reduction, Micro Greens

## ENTREES

Select One Entrée for your entire group or select up to Three Entrees for guests to choose from prior to the event. Multiple entrée selections require place cards provided by client with meal indicators. Final counts are due 7 business days prior to your event

**Cognac & Wild Mushroom Chicken** | Penne Pasta, Garlic, Parmesan, Light Herb Cream | 52  
**Macadamia Crusted Chicken Breast** | Garlic Potato Puree, Haricot Verts, Lemon Butter Sauce | 52  
**Sage & Mushroom Chicken** | Parmesan Risotto, Grilled Asparagus, Madeira Demi-Glace | 52  
**Fresh Herb Linguini** | Fire Grilled Chicken, Roasted Beets, Sun-Dried Tomato, Pesto Cream | 50  
**Bourbon Flat Iron** | Truffle Frites, Haricot Verts, Roasted Tomato, Peppercorn Jus | 62  
**Cider Brined Pork Tenderloin** | Creamy Parmesan Polenta, Roasted Wild Mushrooms, Wilted Arugula | 55  
**Salt & Herb Crusted Prime Rib** | Smashed Red Skin Potato, Haricot Verts, Horseradish Cream | 69  
*(Minimum 12 Guest Order Applies)*  
**Fire-Grilled Petite Filet** | Roasted Fingerling Potatoes, Baby Carrots, Demi-Glace | 69  
**Almond Crusted Salmon** | Roasted Vegetable Pilaf, Citrus Lobster Sauce | 55  
**Green Tea Crusted Tilapia** | Stir-Fried Vegetable Rice, Roasted Asparagus, Ginger Butter Sauce | 55  
**Vegetarian Butternut Squash Ravioli** | Sauté spinach, Balsamic Glaze | 50  
**Vegetarian Mushroom** | Exotic Mushrooms, Potato Puree, Arugula topped with Bordelaise Sauce | 52  
**DUO PLATE: Fire-Grilled Beef Tenderloin & Crab Cake** | Crispy Onions, Red Wine Demi-Glace | 75  
**DUO PLATE: Pan Seared Salmon & Herb Roasted Chicken** | Parmesan Risotto, Grilled Squash w Port Cream Sauce | 67

### FOUR COURSE DINNER | \$10 Additional Per Person

Select One Soup AND One Salad, One Entrée & One Dessert for all of your Guests to Enjoy

### FINISHING TOUCHES | \$10 Additional Per Person

Addition of Intermezzo Sorbet Course and Friandise to Accompany Dessert

### DESSERTS (Please Select One for All of your Guests)

Angel Food Cake  
Seasonal Crème Brûlée  
Cheesecake  
German Chocolate Cake  
Sweet Potato Spiced Cake  
Caramel Apple Tart

# Specialty Chef's Tables | Dinner

Minimum of twenty-five guests required  
Coffee & Iced Tea service included

## TEX-MEX FIESTA | 50

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**Tortilla Soup**  
**Black Bean and Corn Salad**  
**Tortilla Chips** | Guacamole and Salsa Dips  
**Beef Fajitas** | Roasted Red Onions and Peppers, served with Tortillas  
**Chicken Enchiladas**  
**Borracho Beans**  
**Mexican Red Tomato Rice**  
**Ancho Sweet Potato Wedges** | Lime Crema  
**Tres Leches Cake**

## SOUTHERN FEAST | 55

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**Brunswick Stew** | Vegetable  
**Farmer's Market Salad Station** |  
Seasonal Greens, Assorted Toppings: Cheddar Cheese, Tomatoes, Cucumbers, Carrots, Croutons,  
and Assorted Dressings  
**Creamy Coleslaw**  
**Braised Pulled Pork** | Eastern Carolina BBQ Sauce  
**Low Country Shrimp Cassoulet** | Andouille & Carolina Rice  
**Dry-Rubbed Roasted Chicken**  
**Country Green Beans** | Tomatoes and Onions  
**Sweet Potato Mash** | Candied Pecans  
**Cornbread & Biscuits**  
**Seasonal Fruit Cobbler**

## DOWNTOWN TRADITIONS | 60

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**Spinach Salad** | Grape Tomatoes, Grilled Mushrooms, Bacon Vinaigrette  
**The "Wedge"** | Iceberg Lettuce, Bacon, Tomato, Blue Cheese  
**Shrimp and Grits** | Andouille Sausage Sofrito, Cheddar Grits, Tomato & Scallion Relish  
**Salt & Pepper Crusted Brisket** | Cheerywine BBQ Sauce  
**Whiskey Chicken Breast** | Bourbon Reduction, Wild Mushrooms  
**Roasted Asparagus** | Garlic Butter  
**Crispy Fingerling Potatoes** | Applewood Bacon, Chive Sour Cream  
**Assorted Warm Rolls** | Sweet Butter  
**Key Lime Pie**  
**Tuxedo Cake**



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# Buffet Dinner

## GOVERNORS DINNER BUFFET | 69.00

One Soup, Two Composed Salads, Three Entrées, Chef's Select Starch, and Vegetable Accompaniment & Dessert

Minimum of Twenty Five guests required

Rolls & Butter and Coffee & tea service included

### SOUP DU JOUR | please select one

**Corn & Crab Chowder** | Brandy Cream

**Tomato & Roasted Fennel** | Homestyle Crouton

**Wild Mushroom Cream** | Crispy Shallots

**Roasted Sweet Potato** | Spiced Pecans, Maple Drizzle

### COMPOSED SALADS | please select one

**Farmers Market** | Seasonal Greens, Shaved Radish, Grape Tomato, Champagne Vinaigrette

**Oven Roasted Beet** | Orange, Toasted Walnut, Citrus Vinaigrette

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

**Tomato & Mozzarella** | Basil Oil, Balsamic Reduction, Micro Greens

**City Club Caesar Salad** | Romaine, Parmesan & Croutons

### ENTREES | please select three

**Chicken Marsala** | Creamy Mushroom Sauce

**Tuscan Spiced Chicken** | Citrus Pan Jus

**Crispy Buttermilk Chicken Breast** | Honey Drizzle

**Crispy Asian Beef Tips** | Vegetable Stir Fry, Hoisin Sauce

**House Smoked Beef Brisket** | BBQ Sauce

**Grilled Flank Steak** | Roasted Grape Tomatoes, Chimichurri

**Roasted Pork Loin** | Sweet Tomato Jam, Crispy Tabasco Onions

**Crab Stuffed Flounder** | Roasted Artichoke Hearts, Basil Citrus Sauce

**Green Tea Crusted Salmon** | Ginger Butter Sauce

**Carolina Shrimp & Grits** | Cajun Creole Sauce

**Herb Linguini** | Fire Grilled Bay Scallops, Sun-Dried Tomato, Pesto Cream Sauce

**Vegetarian Butternut Squash Ravioli** | Swiss Chard, balsamic glaze

**Vegetarian Mediterranean Penne Pasta** | Wild Mushrooms, Crispy Onion, Toasted Pine Nuts

**Vegetarian Mushroom** | Exotic Mushrooms, Potato Puree, Arugula topped with Bordelaise Sauce

### STARCH AND VEGETABLE ACCOMPANIMENTS | Please Select One Starch & One Vegetable

**Garlic Mashed Potatoes**

**Quinoa Pilaf**

**Creamy Parmesan Risotto**

**Crispy Fingerling Potatoes**

**Ginger-Lime Basmati Rice**

**Fire Grilled Vegetables Medley**

**Asparagus**

**Seasonal Succotash**

**Stir Fried Green Beans**

### DESSERTS | Please Select One for All of your Guests

**Angel Food Cake**

**Seasonal Crème Brûlée**

**Cheesecake**

**German Chocolate Cake**

**Sweet Potato Spicecake**

**Caramel Apple Tart**

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# Hospitality Breaks

## THEMED PACKAGE BREAKS

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### **Crunchy Munchies** | 10

Signature Trail Mix / Pretzels / Popcorn / House Made Potato Chips- French Onion Dip

### **Gourmet Popcorn** | 11

Truffle Parmesan / Sweet Kettle Corn / Bacon Jalapeno / Triple Cheese

### **South of the Border** | 15

Crispy Tortilla Chips / Salsa / Green Chili Con Queso / Guacamole / Chili Spiced Chicken & Cheese Quesadilla

### **Sweet Tooth** | 10

Warm Cookies / Double Chocolate Brownies / Assorted Candy

### **Play Ball** | 15

Salted Jumbo Pretzels / Spicy Mustard / Warm Cheese Sauce / Roasted Peanuts

### **State Fair** | 13

Mini Corn Dogs / Roasted Candied Pecans / Sweet Kettle Corn / Fried Pickles

### **Fresh & Savory** | 17

Farmers Market Crudités- Poblano Ranch / White Bean Hummus Bruschetta / Club-Made Potato Chips- Ranch Dipping Sauce

### **The Ice Man** | 12

Assorted Frozen Ice Cream Treats / Drumsticks / Yogurt Pops

### **Assorted Cookie Tray** | 9

Assorted Club Baked Cookies

## BEVERAGE PACKAGES

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### **City Club Beverage Station** | Half Day: \$10 | Full Day (over 4 hours): \$15

Fresh Brewed Regular & Decaf Coffee, Hot Tea, Iced Tea, Lemonade, Fruit Juices, Still and Sparkling Bottled Waters, and Assorted Soft Drinks

### **Gourmet Beverage Station** | Half Day: \$15 | Full Day (over 4 hours): \$20

Fresh Brewed Regular & Decaf Coffee, Hot Tea, Iced Tea, Lemonade, Fruit Juices, Still and Sparkling Bottled Waters, and Assorted Soft Drinks

Starbucks Beverages, VOSS Bottled Water, Red Bull Energy Drink, 5Hour Energy Drinks and SoBe Lifewater



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# From the Bar

## OPEN BAR PACKAGES

Bar packages may be purchased for your chosen length of time for ALL guests in attendance. Hosts are charged per person regardless of the amount consumed. Guests under 21 years of age will be charged \$9.00 per person for unlimited non-alcoholic beverages. Per person charge includes bartender fees. (see package details on page 16)

### Beer & Wine

Includes domestic, imported, and craft beers and house wines. May upgrade to 2nd or 3rd tier wines for an additional cost.

1 hour | 15.00      2 hours | 19.00      each additional hour | 6.00

### House Liquors, Beer & Wine

Includes house brand liquors, domestic, imported, & craft beers and house wines.

1 hour | 20.00      2 hours | 26.00      each additional hour | 7.00

### Top Shelf Liquors, Beer & Wine

Includes call brand liquors, domestic, imported, & craft beers and 2nd tier wines.

1 hour | 25.00      2 hours | 32.00      each additional hour | 8.00

### Premium Liquor Brand Liquors, Beer & Wine

Includes premium brand liquors, domestic, imported, & craft beers and 2nd tier wines.

1 hour | 30.00      2 hours | 39.00      each additional hour | 10.00

## OPEN CONSUMPTION BAR

### Charged Per Beverage Consumed

All beverages consumed will be charged to the master bill. Host selects type of beverages and brand level to be offered. Each beverage will be charged to hosts bill per individual drink. Prices listed below does NOT include taxes and service fees, no additional tipping of bartenders is required.

### Priced Per Drink

Domestic Beer   5	Imported Beer   6	Soda, Bottled Water or Gatorade   3
House Wine or Champagne   7	Top Shelf Wine   9	Premium Wine   11
House Liquor   9	Top Shelf Liquor   10	Premium Liquor   12

## CASH BAR

Guests are responsible for purchasing drinks. The host is responsible for a one-time **\$50 Set-Up Fee** and a bartender fee at **\$100 per bartender, per 80 guests**. Pricing INCLUDE taxes and service fees, no additional tipping of bartenders is required.



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## DRINK TICKETS

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Host purchases tickets, provided by The City Club of Washington, and host distributes up to four (4) drink tickets per person. Host will be charged on consumption rather than the number of tickets distributed. The host is responsible for a one-time **\$50 Set-Up Fee** and a bartender fee at **\$100 per bartender, per 80 guests**.

### **Ticket Prices**

6.00 per ticket good for domestic or imported beers and house wines

7.00 per ticket good for house brand liquors, domestic, imported, or craft beer and house wines

## BAR PACKAGES

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### **HOUSE 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 Chardonnay and Cabernet Sauvignon

Tunnel of Elms Pinot Grigio by Beringer

**BEER** | Budweiser, Bud Light, Miller Lite, Coors Light, Michelob Ultra

Blue Moon, Bass Ale, Stella Artois, Corona, Modelo Especial, Heineken, Amstel Light

### **TOP SHELF BAR**

**LIQUOR** | Tito's Handmade, Deep Eddy Ruby Red, Tanqueray, Canadian Club, Jack Daniel's, Myers Dark Run, Milagro Silver, Bailey's Kahula, Amaretto Diaronno

### **WINE** |

14 Hands Chardonnay

Joel Gott Sauvignon Blanc

Carmel Road Pinot Noir

Edna Valley Merlot

Estancia Cabernet Sauvignon

### **BEER** |

Budweiser, Bud Light, Miller Lite, Coors Light, Michelob Ultra

Blue Moon, Bass Ale, Stella Artois, Corona, Modelo Especial, Heineken, Amstel, Light Kona, Big Wave Golden Ale

### **PREMIUM BAR**

**LIQUOR** | ABSOLUT, Stolichnaya, Bombay Sapphire, Maker's Mark, Jameson, Crown Royal, Dewar's, Myers Dark Rum, Hornitos Reposado, Cointreau

### **WINE** |

Simi Chardonnay

Kim Crawford Sauvignon Blanc

Kim Crawford Pinot Noir

Chateau Ste. Michelle Merlot

Estancia Cabernet Sauvignon

### **BEER** |

Budweiser, Bud Light, Miller Lite, Coors Light, Michelob Ultra

Blue Moon, Bass Ale, Stella Artois, Corona, Modelo Especial, Heineken, Amstel Light

# City Washington Event Space



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

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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)

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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

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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

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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

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**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

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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

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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.

## FASHION ETIQUETTE

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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, sweatpants, and baseball caps.



# General Information

## GUARANTEES

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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

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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

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**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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