# MEETINGS MADE EASY

**CITY CLUB OF WASHINGTON** 

555 13TH STREET, NW WASHINGTON, DC 20004



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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# Breakfast

## PLATED MEALS

All plated breakfasts are served with a seasonal fruit cup and assorted basket of freshly toasted breads. Pre-set Orange Juice & Water | Coffee & Hot Tea service included

#### The Classic | 27

Scrambled Eggs, Tuscan Potatoes, and Applewood Smoked Bacon

#### Toast of the Town | 27

Banana Pecan French Toast, Maple Syrup, Sugar Dust, and Crispy Bacon

#### Saint Benedict | 30

Two Poached Eggs, Canadian Bacon, Toasted English Muffin, Hollandaise Sauce, Asparagus, Roma Tomatoes, and Roasted Fingerling Potatoes

#### Steak & Eggs | 33

Two Farm Fresh Eggs, Beef Tenderloin, Tuscan Potatoes, and Herb Crusted Baked Tomato

#### Right Start | 25

Greek Yogurt, Seasonal Berry Compote, and Toasted Granola

### CONTINENTAL BREAKFAST

Minimum of ten (10) guests required.

#### Basic | 20

Selection of Seasonal Fresh Fruit & Berries
Fresh Bakery Selection: House Baked Muffins, Assorted Fruit Pastries, and
Toasted Banana Nut Bread
Berry Jam, Whipped Butter and Local Honey
Orange Juice, Coffee & Hot Tea Service

### Deluxe | 26

Selection of Seasonal Fresh Fruit & Berries
Fresh Bakery Selection: House Baked Muffins, Assorted Fruit Pastries,
Croissants, Toasted Bagels, and Banana Nut Bread
Whipped Cream Cheese, Berry Jam, Sweet Butter, and Honey
Assorted Yogurts, Granola
Orange Juice, Coffee & Hot Tea Service

### CONTINENTAL BREAKFAST ENHANCEMENTS

Per person, unless otherwise specified

**Individual Fruit Yogurt Parfaits** | 5

Biscuits & Gravy | 4

Smoked Salmon & Rye Toast Points | 10

(25 person minimum)

Breakfast Burrito | 42 per dozen (choose one filling)

(Served with salsa, sour cream, jalapenos) Bacon, Egg, and Cheese Sausage, Egg, and Cheese Black Bean, Egg, and Cheese Egg and Cheese Warm Croissants with Butter | 3

Assorted Mini Quiche | 3

Oatmeal Station | 5

Toppings include cinnamon, berries, and granola

# Breakfast Buffet

# BUILD YOUR OWN AMERICAN | 32.00

Juice, Coffee & Hot Tea service included | Minimum of twenty (20) guests required

Selection of Seasonal Fresh Fruit & Berries Assorted Fruit Yogurts & Granola Fresh Bakery Selection

Choose one item per category:

Farm Fresh Eggs | Cheddar Cheese Scramble / Egg White Scramble / Ham & Cheese Quiche / Huevos Rancheros Meats | Applewood Bacon / Turkey or Pork Sausage / Grilled Country Sausage / Ham Steak Sides | Pan Fried Potatoes with Peppers & Onions / Hashbrowns / Country Grits

#### **BREAKFAST STATIONS**

Requires Station Attendant @ \$100

#### Omelets Made to Order | 15

Farm Fresh Eggs / Hickory Smoked Bacon / Country Ham / Trio of Cheese / Tomato / Mushrooms / Onion / Bell Pepper / Spinach

#### Griddle Bar | 13

Choice of One: Buttermilk Pancakes or French Toast Warm Maple / Toasted Pecan / Blueberry / Syrups Vanilla Cream / Shaved Chocolate / Fresh Berries / Local Jam

#### **Breakfast Soft Burritos** | 13

Farm Fresh Scrambled Eggs / Crispy Bacon / Sausage / Ham / Sautéed Mushrooms / Crispy Potatoes / Jalapenos / Pico de Gallo / Trio of Cheese / Salsa



# Plated Lunch

### TWO COURSE PLATED LUNCH

Select One Soup or Side Salad, and One Entrée | 9.00/per person additional for Soup & Salad Starter Warm Rolls with Butter, Coffee & Iced Tea service included

### **SOUPS**

Chicken Tortilla | Queso Fresco & Crispy Tortilla Roasted Corn Chowder | Lump Crab & Cornbread Crumble Tomato Basil | Fresh Mozzarella & Herb Croutons Chicken & Wild Rice | Roasted Root Vegetables

#### SIDE SALADS

Three Sixty | Seasonal Greens, Spiced Pecans, Sun-Dried Cranberry, Feta Cheese, Honey Balsamic

City Club Caesar | Crisp Romaine, Homestyle Croutons, Parmesan Dressing

Panzanella Salad | Fresh Mozzarella, Focaccia Croutons, Tear Drop Tomatoes, Fresh Basil

Seasonal Greens | Sun-dried Cranberry, Apricot, Grape Tomatoes, White Balsamic

**Strawberry & Toasted Almond |** Seasonal Greens, Vanilla Bean Vinaigrette

Tomato & Mozzarella | Extra Virgin Olive 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

Classic Cobb Salad | Seasonal Greens, Boiled Egg, Avocado, Blue Cheese, Bacon, Grilled Chicken | 29

Filet & Wedge Salad | Crisp Iceberg, Bacon, Blue Cheese, Beef Tenderloin, Tomato, Crispy Onion | 35

Asian Chicken Salad | Napa Cabbage, Pulled Chicken, Bean Sprouts, Macadamia Nuts, Sesame, Mandarin Orange | 30

Tuscan Spiced Chicken | Fingerling Potatoes, Citrus Pan Jus, Grilled Asparagus | 31

Crispy Buttermilk Chicken Breast | Local Honey Drizzle, Sweet Potato Mash, Seasonal Vegetable | 31

Penne Pasta | Free Range Chicken, Pesto Cream, Sun-Dried Tomato | 30

Flat Iron Steak Chimichurri | Roasted Fingerling Potatoes, Haricot Verts | 37

Fire Grilled Bistro Beef Tenderloin | Vegetable Couscous, Roasted Shallot Bordelaise | 41

Roasted Salmon Fillet | Parmesan Risotto, Asparagus, Lemon Butter Sauce | 31

City Club Crab Cake | Old Bay Butter and Corn Relish, Sweet Potato Hay | 47

Green Tea Crusted Rockfish | Sweet Potato Frites, Roasted Asparagus, Ginger Butter Sauce | 31

Vegetarian Butternut Squash Ravioli | Sauté Spinach, Maple Gastrique | 28

Vegetarian Mushroom | Exotic Mushrooms, Potato Puree, Arugula topped with Bordelaise Sauce | 28

#### ADD DESSERT | 9.00 Additional Per Person

(Please choose One Dessert for your entire party)

Angel Food Cake Seasonal Crème Brulee

seasonal Creme brulee

Cheesecake

German Chocolate Cake

Sweet Potato Spicecake

Caramel Apple Tart

Blondies & Brownies

# Chef's Specialty Table | Lunch

Includes Rolls & Butter and Coffee and Tea Service Minimum of 10 Guests Required

(Parties under 10 Guests are welcome to partake in the Chef's Table Buffet in the Front Lounge \$29.95++pp)

# SOUP AND SANDWICH BUFFET | 30

Chef's Specialty Soup Du Jour Tossed Garden Salad with Assorted Dressings Assorted Sliced Fruits and Berries Pasta Salad Array of Fine Quality Deli Meats and Cheeses Assorted Breads and Rolls City Club Cookies and Brownies

### GOURMET SANDWICH & WRAP BUFFET | 40

Tossed Garden Salad with Assorted Dressings
Chef's Specialty Soup Du Jour
Assorted Sliced Fruits and Berries
Pasta Salad
Hot Pastrami & Swiss | Whole Grain Mustard, Marble Rye

Smoked Turkey & Boursin Wrap | Avocado, Roasted Pepper, Tomato & Alfalfa

Heirloom Tomato & Mozzarella | Basil Butter, Ciabatta Bread

Nutty Chicken Salad Croissant | Vine Ripened Tomato, Seasonal Greens, Local Honey Aioli

Club Made Potato Chips

City Club Cookies, Brownies and Petit Fours

# TASTE OF ITALY | 45

Roasted Tomato Basil Soup | Herb Croutons
Couscous Salad | Roasted Squash & Olive Vinaigrette
Heirloom Tomato and Mozzarella Salad | Basil Pesto and Balsamic Reduction
Antipasti Platter | Fresh Mozzarella, Mixed Olives, Marinated Artichokes
Chicken Saltimbocca | Prosciutto di Parma, Crispy Sage
Classic Meat Lasagna
Saffron & Garbanzo Rice Pilaf | Wild Mushrooms
Green Beans Almandine
Rosemary Focaccia Bread

Tiramisu Cannoli



# Lunch Buffet

# AMBASSADORS LUNCH BUFFET | 47.00

One Soup, One Composed Salads, Two Entrées, One Starch and One Vegetable Accompaniment & Choice of One Dessert (Parties under 10 Guests are welcome to partake in the Member's Chef Table Buffet in the Front Lounge @ \$30.00++/per person) 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, Tear Drop 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 Two

Chicken Caprese | Fresh Mozzarella, Roasted Tomato, Fresh Basil, Balsamic Reduction

Tuscan Spiced Chicken | Citrus Pan Jus

Crispy Buttermilk Chicken Breast | Local Honey Drizzle

Crispy Asian Beef Tips | Vegetable Stir Fry, Hoisin

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 Fire Grilled Vegetable Medley

Quinoa Pilaf Asparagus

Creamy Parmesan Risotto Seasonal Succotash Crispy Fingerling Potatoes Stir Fried Green Beans Ginger-Lime Basmati Rice

**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

Blondies & Brownies

# Hospitality Breaks

#### THEMED PACKAGE BREAKS

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

Plav 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 Trav | 9

Assorted Club Baked Cookies

#### **BEVERAGE PACKAGES**

**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

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



# Meeting Packages

All Day Meeting Packages Available | Minimum of twenty-five guests required. Priced per person.

# THE CAPITAL PACKAGE | 70.00

City Club Beverage Station | page 8

Basic Continental Breakfast | page 3

Soup & Salad Lunch Buffet | page 6

Crunchy Munchies Hospitality Break | page 8

Basic AV | Screen, Projector & Podium with Microphone

### THE COLUMBIA SQUARE PACKAGE | 100.00

Gourmet Beverage Station | page 8 Build Your Own American Breakfast Buffet | page 3 Taste of Italy Buffet | page 6 South of the Border Hospitality Break | page 8 Basic AV | Access to all In-house Audio Visual Needs

# THE PENN QUARTER RECEPTION PACKAGE | 50.00\*

\*This reception package can be added on to any meeting held at the City Club of Washington

One Hour Beer & Wine Open Bar Package Chef's Display of Cheese, Fruit and Vegetables Chef's Choice of Three Passed Hors D' Oeuvres



# **CORPORATE EVENT SPACES**



FUNCTION ROOM	BANQUET	RECEPTION	THEATRE	U-SHAPE	HOLLOW SQUARE	CONFERENCE
The Inaugural Room	70	250	250	2	-	-
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	2	30	-	¥	2	-
Member Lounge	2	170	-	9	2	127
Front / Member Lounge	2	200	1	2	2:	-

<sup>\*</sup>All food and beverage purchases are subject to an automatic 10% Sales Tax and a 22% Service Charge, a portion of which may be distributed by the Club to certain food and beverage service employees. The Service Charge is not a tip or gratuity.

# 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.

#### **FASHION ETIQUETTE**

The City Club if 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.

# General Information

#### **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.



# 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

<u>From Route 66:</u> 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.

<u>From Interstate 395:</u> 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.

<u>From Silver Spring, Maryland:</u> 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.

<u>From Baltimore:</u> 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