



The HAMILTON

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THE LOFT

Maximum of 75 guests for a seated event, 150 guests for a standing event
Daytime Food & Beverage Minimum: \$1,000; \$100 room fee (ending by 4:00 pm)

Evening Food and Beverage Minimums:

Sunday - Wednesday \$3,000; \$125 room fee

Thursday - Saturday \$4,500; \$125 room fee

Thursday, Friday, & Saturday events must end by 10:00pm



THE HAMILTON LIVE

Maximum of 300 guests for a seated event, 600 guests for a standing event
Daytime Food & Beverage Minimum: \$5,000; \$500 room fee (ending by 3:00 pm)

Evening Food & Beverage Minimum:

Sunday - Thursday \$20,000; \$1,000 room fee, Friday & Saturday \$35,000; \$1,000 room fee

Evening Food & Beverage Minimum in January, July & August:

Sunday - Thursday \$12,500; Friday & Saturday \$20,000, \$1,000 room fee



THE ARBORETUM

Maximum of 180 guests for seated or standing events; \$1,000 room fee

Daytime Food & Beverage Minimum: \$15,000 (ending by 3:00 pm)

Evening Food & Beverage Minimum: Sunday-Thursday \$15,000 ~ Friday & Saturday \$20,000

MENU SELECTIONS

- All private events are required to use the private event menus
- The minimum cocktail reception package is two hours of hors d'oeuvres (\$32 per person)
- Food & Beverage Selections are due two weeks in advance
- A Bar & Beverage Package is required for the full length of the event

DEPOSIT

- Deposits are nonrefundable & non-transferable; events are not confirmed until the deposit is received
- The deposit will be applied to the final bill
- The Loft requires a \$100 deposit
- The Hamilton Live and The Arboretum require a deposit of 50% of the Food & Beverage Minimum

GUARANTEED GUEST COUNT

- The guaranteed guest count is due by noon two business days prior to the event date
- The guaranteed guest count is not subject to reduction
- If no guaranteed guest count is provided by the host, the estimated guest count will serve as the guaranteed guest count

SERVICE CHARGE AND TAX

- All food and beverage items are subject to 20% service charge plus 10% DC tax
- All charges, included the service charge, are subject to 10% DC tax (excluding room fees)
- Food & Beverage Minimums do not include service charge and DC tax
- A valid DC Sales and Use Tax Exempt Certificate is required for tax exemption

Each event space has unique AV capabilities as well as possible floorplan set ups and customizations. We would love to discuss your specific event needs and preferences to help determine which of our event spaces might be the best fit for your event!

BAR & BEVERAGE MENU

PREMIUM OPEN BAR

premium liquor, beer, upgraded wine, non-alcoholic beverages

First Hour \$22 per guest

Second Hour \$19 per guest

Additional Hours \$16 per guest/per hour

STANDARD OPEN BAR

standard liquor, beer, house wine, non-alcoholic beverages

First Hour \$20 per guest

Second Hour \$17 per guest

Additional Hours \$15 per guest/per hour

BEER & WINE OPEN BAR

beer, house wine, non-alcoholic beverages

First Hour \$18 per guest

Second Hour \$15 per guest

Additional Hours \$13 per guest/per hour

BRUNCH OPEN BAR

champagne, mimosas, and Bloody Marys

Two Hours \$20 per guest

Additional Hours \$10 per guest/per hour

HOST BAR

beverages will be billed to the host upon consumption

CASH BAR

all beverages to be purchased by guests

a bartender fee of \$2 per guest, will be applied to the host (\$100 minimum)

NON-ALCOHOLIC OPEN BAR

soda, juice, iced tea coffee, tea

\$5 per guest

BREAKFAST & BRUNCH MENUS

WEEKDAY BREAKFAST BUFFET

Available Monday – Friday from 7:30am to 10:30am; pricing is based on a two-hour event includes coffee, hot tea and orange juice

CONTINENTAL \$18 per person

assorted breakfast breads, seasonal fruit

ALL AMERICAN \$20 per person

scrambled eggs, bacon, sausage, home fries

AMERICAN CONTINENTAL \$24 per person

combination of Continental and All American menus

BRUNCH BUFFET

Available all week, 8:30am to 4:00pm

\$32 per guest for two hours, includes:

coffee, hot tea, orange juice, iced tea, bacon, sausage, breakfast breads, home fries & three entrees

select three:

Eggs Benedict

Biscuits & Sausage Gravy

Seasonal Salad

French Toast

Scrambled Eggs

Seasonal Fish

Roasted Vegetables

Eggs Norwegian

Chicken Milanese

Seasonal Fruit

Seasonal Frittata

Breakfast Burritos

ACCOMPANIMENTS

Seasonal Fruit, \$5 per guest

House Made Granola & Yogurt Parfaits, \$4 per guest

Omelette Station, \$7 per guest

Smoked Salmon Platter, \$7 per guest

TWO COURSE LUNCH MENU

priced per guest; includes salad, entrée, soda, tea, and coffee (for three hours)
when providing two entrée choices, guests will make entrée selection during event

FIRST COURSE

select one:

Hamilton House Salad
Seasonal Salad
Caesar Salad

ENTRÉE

for events of 75 guests or less, select two:
for events over 75 guests, select one:

Roasted Chicken \$25
Seasonal House Made Pasta \$25
Seasonal Fish \$28
Pan Roasted Salmon \$28
Jumbo Lump Crab Cake \$30
Steak Selection \$31

seasonal sides will accompany all entrees

vegetarian and vegan options are available on request

DESSERT (additional \$5 per person)

select one:

Flourless Chocolate Torte
Iced Mini Bundt Cake
Seasonal Fruit Dessert

Outside Dessert Fee is \$3 per guest.

THREE COURSE SEATED DINNER MENU

pricing per person includes salad, entree, dessert, soda, tea and coffee
when providing two entrée choices, guests will make entrée selection during event

FIRST COURSE

select one:

Hamilton House Salad
Seasonal Salad
Caesar Salad

ENTREE

for events of 75 guests or less, select two:
for events over 75 guests, please select one:

Roasted Chicken \$38
Seasonal Pasta \$38
Seasonal Fish \$43
Pan Roasted Salmon \$43
Jumbo Lump Crab Cakes \$52
Seasonal Steak \$56

DUETS (entire event must have this selection)

Filet Mignon & Salmon \$58
Filet Mignon & Jumbo Lump Crab Cake \$60

seasonal sides will accompany all entrees; vegetarian/vegan options are available on request

Children's Menu: \$15.00 per child aged 10 and under

DESSERT

select one:

Flourless Chocolate Torte
Iced Mini Bundt Cake
Seasonal Fruit Dessert

Outside Dessert Fee is \$3 per guest; if substituted for dessert course, fee does not apply.

COCKTAIL RECEPTION

PASSED HORS D'OEUVRES

Pre-Dinner Reception, \$17 per person (must be followed by full meal)

Two Hour Cocktail Reception, \$32 per person (minimum requirement for cocktail reception)

Select Five:

Mini Crab Cake	Ham Wrapped Scallops	Tomato & Goat Cheese Tart
Cheeseburger Slider	Mini Pepperoni Pizza Bite	Steak au Poivre Crostini
Short Rib Gnocchi Spoon	Mini Meatball Sub	DC Half Smoke Bite
Mumbo Chicken Slider	Seasonal Ceviche Cup	Mini Croque Monsieur
Grilled Chicken Skewer	Shrimp & Grits Spoon	Seared Tuna
Mini Falafel Pita	Sriracha Mac & Cheese Bite	Spinach & Ricotta Raviolini
Mini Chicken Empanada	Pork Belly, Sriracha, Pickle	Seasonal Vegetable Crostini
additional \$2 per piece:	Mini Lobster Roll	Grilled Lamb Skewer

DISPLAY PLATTERS

available in addition to a cocktail reception or dinner; priced per 25 guests

Charcuterie

assorted cured meats, breads
\$200

Jumbo Shrimp Cocktail

cocktail sauce, lemon
\$3.50 per piece

Hummus & Vegetable Crudités

toasted pita
\$110

Sushi Rolls

chef's choice, 12 assorted rolls
\$150

American Farmhouse Cheese

artisanal cheese, fruit, crackers
\$185

Mini Sweets & Treats

assorted, house made
\$200

BUFFET MENUS

LUNCH BUFFET \$38 per person

includes salad, two entrees (or one entrée and one pasta), two sides, dessert, soda, tea & coffee

DINNER BUFFET \$48 per person

includes two salads, two entrées, one pasta, two sides, dessert, soda, tea & coffee

SALADS

lunch select one; dinner select two:

Hamilton House
Seasonal
Caesar

ENTREES

select two:

Roast Chicken
Flank Steak
Pan Roasted Salmon
Seasonal Fish

\$10 Additional:
Jumbo Lump Crab Cakes
Tenderloin

HOUSE MADE PASTA

dinner select one:

Chicken
Shrimp

Beef
Vegetarian

SIDES

select two:

Green Beans
Seasonal Vegetables
Parmesan Garlic Red Potatoes

Mashed Potatoes
Macaroni & Cheese
Chef's Choice Seasonal Whole Grain

DESSERT

Assorted Hamilton House Made Sweets & Treats

SANDWICH BUFFET (lunch only) \$25 per person

Hamilton House Salad, Pasta Salad, Assorted Sandwiches & Wraps (Vegetarian Included),
House Made Potato Chips, Cookies & Brownies

Add Fruit: \$5 per person

REQUEST FOR EVENT BOOKING

THE HAMILTON

Thank you for choosing The Hamilton for your upcoming event. Please fill out the following information and fax or email back this form. After we receive this booking form, a confirmation email and a credit card authorization through Tripleseat will follow.

Event Name: _____ **Guest Count:** _____

Day & Date: _____ **Start Time:** _____ **End Time:** _____

Room Request: _____ **Event Type:** Cocktail Reception Buffet Sitdown

Contact Name: _____ **Company Name:** _____

Telephone: _____ **Email:** _____

Events are not confirmed until the deposit is received. The Loft requires a \$100 deposit. The Hamilton Live and The Arboretum require a deposit of 50% of the Food & Beverage Minimum.

I fully understand that all deposits are non-refundable and non-transferable. The Hamilton Live and The Arboretum event cancellations within two (2) calendar months are subject to 50% of estimated bill or \$75 per person (whichever amount is greater). Cancellations within one (1) calendar month are subject to 100% of estimated bill, or \$75 per person (whichever amount is greater). The cancellations in The Loft one week out are subject to 50% of the estimated bill or \$30 per person (whichever amount is greater). Cancellations of The Loft within one week are subject to 100% of the estimated bill.

TERMS & CONDITIONS

1. I understand my credit card will be charged a non-refundable deposit via our secure online system.
2. I agree to the food and beverage minimum for my requested space as stated in the event packet as well as the minimum required food for my event.
3. I am responsible for confirming guest count no later than noon 2 business days prior to the event. This number is a guarantee, and not subject to reduction. Should number of guests be higher than guarantee on day of the event, we will charge accordingly. If guest count is not confirmed, we will charge per the most recently submitted count.
4. Prices are subject to change until menu selections are confirmed per your banquet event order.
5. All food and beverage is subject to a service charge of 20% (15% service, 5% admin fee). All charges, rental and service charges, are subject to a 10% DC tax.
6. Food or beverage may not be brought on or off premise without the written permission of the event department. Outside wine is subject to a \$20 corkage fee per bottle and outside dessert is subject to a \$3 fee per person.
7. All audio-visual items must be approved by the event department, and may not be permitted in all event spaces.
8. Final payment must be made in full by the end of the event. Billing is not available.
9. The Hamilton reserves the right to require wrist banding for guests attending events.
10. We require a credit card on site for final payment, or you may pre-pay in advance by check or credit card. If payment is not presented, we must use electronically stored credit card information for final payment and/or any overages on the day of the event.
11. I understand I am responsible for any damages incurred by an outside vendor in this space.

Name: _____ Date: _____ Signature: _____