

Holiday Menu




HORS D'OEUVRES

Minimum order of 2 dozen

9 per piece

Cold



Walnut Raisin Crisp with Brie and Fig Glaze
Boursin Cheese Croutade with Sundried Tomato Pesto
Smoked Salmon Pinwheel with Chive Creamed Cheese
Garam Marsala Mushroom Duxelle on Rice Cracker
Poached Shrimp with Roasted Pepper Cocktail Sauce
Cranberry Creme Quenelle Endive with Candied Pecans
Mozzarella Brochette with Tomato and Kalamata Olives
Sundried Tomato Hummus Cucumber Cup

Hot

Savory Stuffed Mushroom Caps
Deviled Maryland Crabcake with Herb Remoulade
Grilled Sweet Chili Shrimp Skewers
Braised BBQ Pork Slider with Coleslaw
Fried Chicken Slider, Pickles, and Sriracha Aioli
Crispy Portobello Mushroom Slider with Tomato Jam
Beef Tenderloin Croustade with Horseradish Aioli
Chicken Empanada with Avocado Smash
Chicken Quesadilla with Pico de Gallo

All Food and Beverage are subject to 26% taxable service charge and 10% DC sales tax Menus are subject change without notice. Minimum of 25 guests for all catering orders or a \$125.00 surcharge will apply Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions

Beverage Station

DISTANT LANDS FRESH GROUND COFFEE & DAMMAN TEAS

Freshly Ground Regular Coffee	110/gal
Freshly Ground Decaf Coffee	110/gal
Damman Tea served with Lemon Honey	110/gal

COLD BEVERAGE

Orange Juice	85/gal
Apple Juice	85/gal
Cranberry Juice	85/gal
Iced Tea	85/gal
Assorted Soda	5 ea
Bottled Juices	6 ea
Bottled Water	6 ea

HOLIDAY SPECIALITIES

Eggnog	12 ea
Holiday Sangria	14 ea
Hot Chocolate	9 ea
Irish Coffee	14 ea



All Food and Beverage are subject to 26% taxable service charge and 10% DC sales tax Menus are subject change without notice. Minimum of 25 guests for all catering orders or a \$125.00 surcharge will apply Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions

Menu

One

PRESET MENUS ARE FOR BUFFET ONLY

LET'S BEGIN

Freshly Baked Rolls with Sweet Butter Spinach
Salad Crumbled Blue Cheese, Crispy Bacon,
Candied Pecans Port Wine Vinaigrette

MAIN ATTRACTION

Roasted Fingerling Potatoes
Green Beans and Carrots
With your Choice of the Following
Roasted Garlic Ricotta Stuffed Chicken Breast
or
Marinated Grilled Mahi Mahi with Beurre Blanc
Sauce

SELECT SWEETS

White Chocolate Raspberry Cheesecake

70 per person



All Food and Beverage are subject to 26% taxable service charge and 10% DC sales tax. Menus are subject to change without notice. Minimum of 25 guests for all catering orders or a \$125.00 surcharge will apply. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

Menu Two

PRESET MENUS ARE FOR BUFFET ONLY

LET'S BEGIN

Freshly Baked Rolls with Sweet Butter
Baby Green Salad
Sundried Tomato, Kalamata Olives, Cucumber
Italian Vinaigrette

MAIN ATTRACTION

Macaroni & Cheese
Roasted Vegetable Medley
With your Choice of the Following
Argentinian Style Marinated Skirt Steak with
Chimichurri Sauce
or
Poached Atlantic Salmon with a Pernod Cream Sauce

SELECT SWEETS

Strawberry Shortcake
Tres Leche Cake

80 per person



All Food and Beverage are subject to 26% taxable service charge and 10% DC sales tax Menus are subject change without notice. Minimum of 25 guests for all catering orders or a \$125.00 surcharge will apply Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions

Menu Three



PRESET MENUS ARE FOR BUFFET ONLY

LET'S BEGIN

Freshly Baked Rolls with Sweet Butter
Garden Arugula Salad
Crumbled Goat Cheese, Watermelon
Champagne Vinaigrette
Red Potato Salad
Roasted Shallots, Bacon Mustard Vinaigrette

MAIN ATTRACTION

Garlic Truffle Mashed Potato
Broccolini Saute with Garlic & Crushed Red Pepper
Bistro Cut Steak
Horseradish & Demi Glaze
Roasted Herb Marinated Chicken Breast
Braised Fennel & Kalamata Olive Rosemary Jus

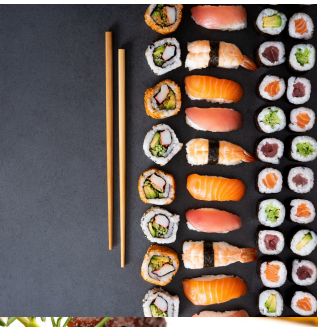
SELECT SWEETS

White Chocolate Raspberry Cheesecake
Opera Cake

95 per person

All Food and Beverage are subject to 26% taxable service charge and 10% DC sales tax Menus are subject change without notice. Minimum of 25 guests for all catering orders or a \$125.00 surcharge will apply Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions

Stationary Menu



STATIONS

Slow Braised Short Ribs **40 per person**

Whipped Parsnips Served with a Demi Glaze

Sushi Station **45 per person**

Assorted Sushi with Pickled Ginger, Wasabi, Seaweed Salad

From the Wok **35 per person**

Sweet Chili Chicken & Broccoli or Shrimp with Cashews & Snow Peas

The Carving Board **65 per person**

Roasted Breast of Turkey or Filet Mignon

Smashed Red Bliss Potatoe, Roasted Brussel Sprouts

Horseradish Cream & Cranberry Jam

Off the Grill **40 per person**

Whiskey BBQ Beef Brisket

Macaroni & Cheese, Corn Bread

DESSERT

Any selection must be by the dozen

Miniature Gingerbread Men

Miniature Meringue Cookies

Assorted Truffles

Miniature Chocolate Bites

Miniature Pecan Tarts

30 per person

All Food and Beverage are subject to 26% taxable service charge and 10% DC sales tax Menus are subject change without notice. Minimum of 25 guests for all catering orders or a \$125.00 surcharge will apply Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions

Reception

Action Station



CARVING BOARDS

Each carving serves approx. 25 guests

NY Sirloin Strip Loin **595**
Horseradish Aioli | Silver Dollar Rolls

Fennel Cracked Pepper Pork Loin **525**
Apricot Chutney | Herb Focaccia

Maple Basted Roasted Breast of Turkey **475**
Cranberry Relish | Mini Brioche Buns

Parmesan Crusted Skuna Bay Salmon **450**
Lemon Caper Remoulade Sea Salt Crostini

Attendant Required. 125/ 2hr

All Food and Beverage are subject to 26% taxable service charge and 10% DC sales tax Menus are subject change without notice. Minimum of 25 guests for all catering orders or a \$125.00 surcharge will apply Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions

Bar Packages



PREMIUM BAR

38 per person for 2 hours | 12 for each following hour

Premium Red and White Wine
Premium Brand Liquors Imported
Craft and Domestic Beers

DELUXE BAR

32 per person for 2 hours | 12 for each following hour

Deluxe Red and White Wine
Deluxe Brand Liquors Imported
Craft and Domestic Beers

BEER AND WINE BAR

26 per person for 2 hours | 12 per each following hour

Deluxe Red and White Wine Imported
Craft and Domestic Beers

Bars are priced per person for 2 hours. For additional hours appropriate charge applies.

All bars include sodas | mixers | non-alcoholic options

Bar Tender Required. 125 per hour

All Food and Beverage are subject to 26% taxable service charge and 10% DC sales tax Menus are subject change without notice. Minimum of 25 guests for all catering orders or a \$125.00 surcharge will apply Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions

Banquet & Events Guidelines

General

- To ensure product availability and guarantee menu pricing up to thirty (30) days before the event, please finalize your menu selection within this time frame. A confirmed attendance figure is required for all meal functions fourteen (14) business days before the event and cannot be reduced. This confirmed attendance figure will be considered your minimum guarantee and is not subject to reduction. In the absence of a guarantee, the original expected attendance on your Banquet Event Order will be used. Charges are based on factors related to the entire program, and any revisions in group counts, times, dates, or meal functions may require renegotiating the charges. Your cooperation is crucial in making your function a success.
- Please note that menu prices may change without notice. If the catering office is not informed by the specified time, the estimated figure will automatically become the guarantee and cannot be reduced. Any increases are subject to approval by the Sales & Catering Department.
- If the Hotel needs to prepare more meals than the initially guaranteed amount for a specific entrée, the Organization is responsible for covering the cost of those additional meals upon completion of the event. Conversely, if fewer guests attend than the final guaranteed number, the final guaranteed number will be charged.
- If the actual guest attendance exceeds the Guaranteed number an additional charge of \$15.00 per entrée will be applied to all guests and charged to the master account. In case the minimum revenue guidelines are not met in food and beverage, the remaining balance will be billed as meeting room rental.
- All pricing, except for labor, is subject to a 26% administrative fee, current 6% sales tax on audiovisual and miscellaneous banquet charges, and 10% sales tax on food and beverage. Please be aware that prices, service charges, and taxes are subject to change without notice.
- The organization agrees to begin the function at its scheduled time and to have guests and invitees vacate the designated function space at the departure time. The organization or individual booking this event further agrees to reimburse the Hotel for any overtime wage payments, other expenses or damages incurred by The Hotel because of the organization or its attendee's failure to comply with Hotel regulations. In the event the organization is a Corporation, Partnership, Association, Club or Society, the person signing this agreement for such entity represents to The Hotel that he/she has full authority to sign such contract and, in the event that he/she is not so authorized, that he/she will be personally liable for the faithful performance of this contract.

Banquet & Events Guidelines

function room assignments

- Assignment of rooms is based on the guaranteed minimum number of anticipated attendees. Due to potential variations in actual attendance, we retain the right to adjust room reservations to best accommodate changes in attendance figures, whether increasing or decreasing. The event is expected to commence at the scheduled time, with all guests vacating the function space at the specified time on the Banquet Event Order.
- An additional charge of \$150 will be applied for every 60 minutes beyond the confirmed end-time and will be billed to the master account. Any additional time required for early set-up or tear-down must be arranged in advance through the Sales & Catering Department. Setups altered within 7 days and up to the day of the event will incur a \$500 change fee.
- Regarding Decorations and Entertainment:
- Affixing anything to walls, floors, or ceilings with nails, staples, tape, or any other substance is not permitted. Failure to comply may result in repair fees determined by management. A fee of \$500.00 will be charged for the use of live flower petals, confetti, and/or glitter before, during, or after the event. Arrangements for the security of equipment or decorations prior to the event can be made through your catering contact. Sparklers, pyrotechnics, and fireworks are strictly prohibited in the Hotel. If you choose your own décor company, approval must be obtained from your Catering Sales Manager. In the case of live entertainment or D.J. services, the Hotel reserves the right to request volume reduction in response to noise complaints from other guests or groups. The Hotel also reserves the right to immediately request any live entertainment to leave if they fail to adhere to noise restraints.

Banquet & Events Guidelines

food Service

- The Hotel is responsible for ensuring the quality and freshness of the food served to our guests. In compliance with FLIK Company standards, County license restrictions, and District of Columbia Health Department regulations, all food and beverages in public areas and meeting/event spaces of the Hotel must be supplied and prepared by the Hotel and are subject to State and local alcoholic beverage laws.
- If your organization requires a choice of plated entrées, the options are limited to a maximum of two (2). Duo entrees will incur a charge at the higher entrée price, plus an additional fee of \$15.00 per person for vegetarian, vegan, or gluten entrees. All menu items must be finalized 30 days prior to the event.
- The Hotel mandates that the Organization provide place cards or tickets identifying the selected entrée for each guest. External food and beverage are not permitted without written approval from the Hotel. There is a penalty of up to \$1,500.00 per day for unauthorized food and beverage brought into and consumed in the meeting space. The Hotel reserves the right to cancel the event as a last measure if this issue is not resolved.
- No food and beverage should be taken out of the Hotel, and the Hotel will not assume liability for any items removed. An exception is made for events that bring in a wedding cake from a certified outside service. A cake-cutting fee of \$5.00 per person applies for any outside service.
- Additionally, all pricing, except for labor, is subject to a 26% administrative fee, a current 6% sales tax on audio-visual and miscellaneous banquet charges, and a 10% sales tax on food and beverage. Prices, service charges, and taxes are subject to change without notice.

beverage service

- Please be aware that the sales and service of alcoholic beverages are regulated by the District of Columbia. The Hotel reserves the right to terminate the event, and a financial penalty will be imposed if any alcohol is discovered or brought into the Hotel. Additionally, no food or beverage may be taken out of the event area at any time before, during, or after the event.
- All pricing, except for labor, is subject to a 26% administrative fee a 10% sales tax on food and beverage. a current 6% sales tax on audio-visual and miscellaneous banquet charges, prices, service charges, and taxes are subject to change without notice.
- If alcoholic beverages are to be served on the hotel premises (or elsewhere under the hotel's alcoholic beverage license), the Hotel mandates that alcohol be provided by the Hotel and dispensed only by hotel servers and bartenders. The Hotel does not permit the serving of alcoholic beverages to anyone under the age of twenty-one (21), or under the influence of alcohol, in accordance with the Maryland State Beverage Control Regulations. The organization understands and agrees to abide by this policy and to uphold the laws of the District of Columbia

Banquet & Events Guidelines

Audio Visual Equipment

- The Hotel provides an in-house audio-visual department to address any audio-visual requirements. Outside audio-visual equipment and services are not allowed without prior written approval from the Hotel.
- Audio-Visual charges are subject to the following:
 - A 26% administrative fee and current 6% sales tax.
 - Labor fee will be applied to each meeting per day per meeting
 - Any labor exceeding eight hours is subject to overtime.
 - Specialty items or items beyond the inventory will be charged to the group's master account accordingly.
- All necessary rentals will be charged to the group's master account. The group is responsible for obtaining permission from its attendees for filming, recording, and using their images. The hotel assumes no liability for this, as it is a private event. The hotel reserves the right to film, record, and use images of such events without written consent

Parking

\$50.00 DAILY RATE PLUS 6% DC TAX

Banquet & Events Guidelines

Labor Fees, Service Charges, & Taxes

- The staffing guidelines for breakfast, lunch, and dinner buffets are as follows:
- Server (Buffet): 1 server per 25 guests
- Coffee breaks: 1 server per 50 guests
- Plated breakfast, lunch, or dinner: 1 server per 10 guests
- All servers have a minimum commitment of (5) hours.
- Additional staff fees are as follows:
- Bartender Fee: \$125.00 per bartender per hour, with a 5-hour minimum and (2) hour event time
- Cashier Fee: \$125.00 per hour, with a 5-hour minimum and (2) hour event time
- Audio Visual Technician Fee: \$125.00 per hour, with a 5-hour minimum and (2) hour event time
- Resetting of meeting rooms from previously agreed set-ups per your banquet event order(s) may result in additional fee of \$500 per room plus taxes. Additional items such as easels, flip charts, tables, etc., will be charged according to the master account. In case of changes on the day of the event, labor and set-up charges of \$350.00 per room will be applied to the master account.

Billing

- All functions must be paid for in advance unless direct billing has been approved by our credit manager. Functions may be guaranteed for payment or paid for by the following credit cards: American Express, Diner's Club, Master Card or Visa. Credit cards may not be used when direct billing has been approved without approval from the credit manager. Completion of a credit authorization is required.
- All Pricing except for labor is subject to a 26% administrative fee, current 6% sales tax on Audio visual and miscellaneous banquet charges and 10% sales tax on food and beverage.
- prices, service charge and taxes are subject to change without notice.

Banquet Check Approval

At the end of the function, it is required to sign all itemized food and beverage Banquet Checks. In the absence of a signature, the Hotel will proceed with the billing.

Banquet & Events Guidelines

Packaging & Parcels

The Hotel accepts packages up to five (5) business days before your scheduled event, with return shipment within five (5) business days. Packages received or stored beyond this period are subject to additional daily charges: \$5.00 per package or \$100.00 per pallet. Shipments must be addressed to the Hotel, including the meeting planner's name, organization, and event date.

Property or Damage Loss: The Hotel does not assume responsibility for damages to or loss of any merchandise or articles left in the Hotel before, during, or after the Organization's function. Damage, loss, or theft is the sole responsibility of the patrons and their guests.

Shipping Materials: We request the Kellogg Conference Hotel at Gallaudet University ("KCH") to be placed on your mailing list for all materials concerning the Conference Center. KCH will only accept materials one week or less before your function due to limited storage space. All packages must be labeled with the following information: (1) Group Name, (2) Group Contact name, (3) Dates of Function, (4) your Conference Planning Manager's Name, and (5) "Hold for Arrival". Daily fees for Shipping and Storage at the Hotel are

OUTLINED BELOW FOR BOXES AND EQUIPMENT:

- COMPLIMENTARY FOR LETTERS, ENVELOPES, AND UP TO 5LBS.
- 6-25LBS: \$10.00 PER BOX
- 26-50LBS: \$30.00 PER BOX
- 51-75LBS: \$50.00 PER BOX
- 76-100LBS: \$75.00 PER BOX
- OVER 100LBS: \$0.40 PER POUND PER BOX
- PALLETS: \$250 EACH (CLIENT MUST DISMANTLE ALL PALLETS BEFORE STORAGE)
- STORAGE FEE: \$15.00/DAY PER ITEM – UP TO (3) DAYS

NOTE: SHIPMENTS WILL BE ACCEPTED ONLY (5) DAYS PRIOR TO THE GROUP'S EVENT.

Banquet & Events Guidelines

General Liability and Insurance

- (Group Name)_____ hereinafter referred to as "The Organization" agrees to indemnify, defend, and hold harmless the Kellogg Conference Hotel at Gallaudet University aka ("KCH"), its owners, its stockholders, its operators, its vendors, its associates hereinafter referred to as "The Hotel" from and against any claim, action, cause of action, liability, loss, damage, or expense, including reasonable attorney's fees to the extent caused in whole or in part by the negligent or willful act or omission of the organization, its agents, officers, representatives, employees, or guests. "The Organization" agrees to take full responsibility for all damage to the hotel premises by "The Organization's" staff or outside contractors. The hotel is not responsible for any loss or damage no matter the cause to any samples, displays, equipment, or personal effects brought into the hotel by "The Organization" or its invitees.
- "The Hotel" reserves the right to refuse the use of the facility to any group if such use is determined by us to be (a) potentially detrimental to the health and safety of the patrons, (b) potentially disruptive to the normal function of "The Hotel", (c) contrary to the mission of "The Hotel's" owners, its stockholders, its operators, its vendors, its associates
- "The Organization" also agrees to reimburse and hold harmless "The Hotel" for the fair value of any damages or losses caused to "The Hotel's" property or to third persons or their property by "The Organization", its guests, or invitees. Also agrees to defend, indemnify, and hold "The Hotel" harmless from any claim, liability, or expense, including attorney's fees, which may result from your organization's use of the facility unless the claim, liability, or expense arises solely from the negligence of "The Hotel". Additionally, "The Organization" must provide proof of \$1 million liability insurance coverage and name Kellogg Conference Hotel at Gallaudet University as additional insured 30 days in advance of the first event date. Changes can be made to this contract only in writing. This document constitutes a complete and binding contract. Should your meeting take place at KCH without an executed contract, it is understood that you acknowledge and agree to all provisions herein. "The Hotel" reserves the right to promulgate and furnish to "The Organization" rules and regulations with respect to the utilization of "the Hotel".