



WEDDING PACKAGES



Kellogg
Conference
Hotel
At Gallaudet University

WEDDING PACKAGE - TULIP

Salads 155 ++ per person

Select (1)

Tuscan Panzanella Salad | Shaved Red onion | Heirloom Tomatoes | Kalamata Olives | Cucumber | Toasted Italian Bread
White Balsamic Vinaigrette

Hearts of Baby Romaine | Shaved Prosciutto | Aged Reggiano | Peppercorn Caesar Dressing | Grilled Ciabatta

Mixed Greens | Dried Cranberries | Candied Spiced Pepitas | Manchego Cheese | Port Vinaigrette

Beets Carpaccio | Blue Cheese Crust | Arugula | EVOO | Balsamic Fig Reduction

Plated Entrees

Select (2)

Blackened Wild Salmon | Basmati Rice | Roasted Brussels Sprouts | Fried Leeks | Lemon Dill Cream Sauce

Lemon Roasted Airline Chicken Breast | Sweet Potato Hash | Sautéed Kale | Guajillo Cream

Grilled Cauliflower Steak | Corn Succotash | Arugula | Balsamic Glaze

Pan Seared Top Sirloin Steak | Mushrooms & Onions | Buttermilk Whipped Potatoes | Cabernet Ju

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.

WEDDING PACKAGE - LILY

Salads 175 ++ per person

Select (1)

Tuscan Panzanella Salad | Shaved Red onion | Heirloom Tomatoes | Kalamata Olives | Cucumber Toasted Italian Bread

White Balsamic Vinaigrette

Hearts of Baby Romaine | Shaved Prosciutto | Aged Reggiano | Peppercorn Caesar Dressing | Grilled Ciabatta

Wild Watercress | Endive | Port Poached Pears | Crumbled Blue Cheese | Sherry Vinaigrette

Baby Arugula | Watermelon Radish | Quinoa | Cucumber | Cojita Cheese | Roasted Shallot Beet Vinaigrette

Plated Entrees

Select (2)

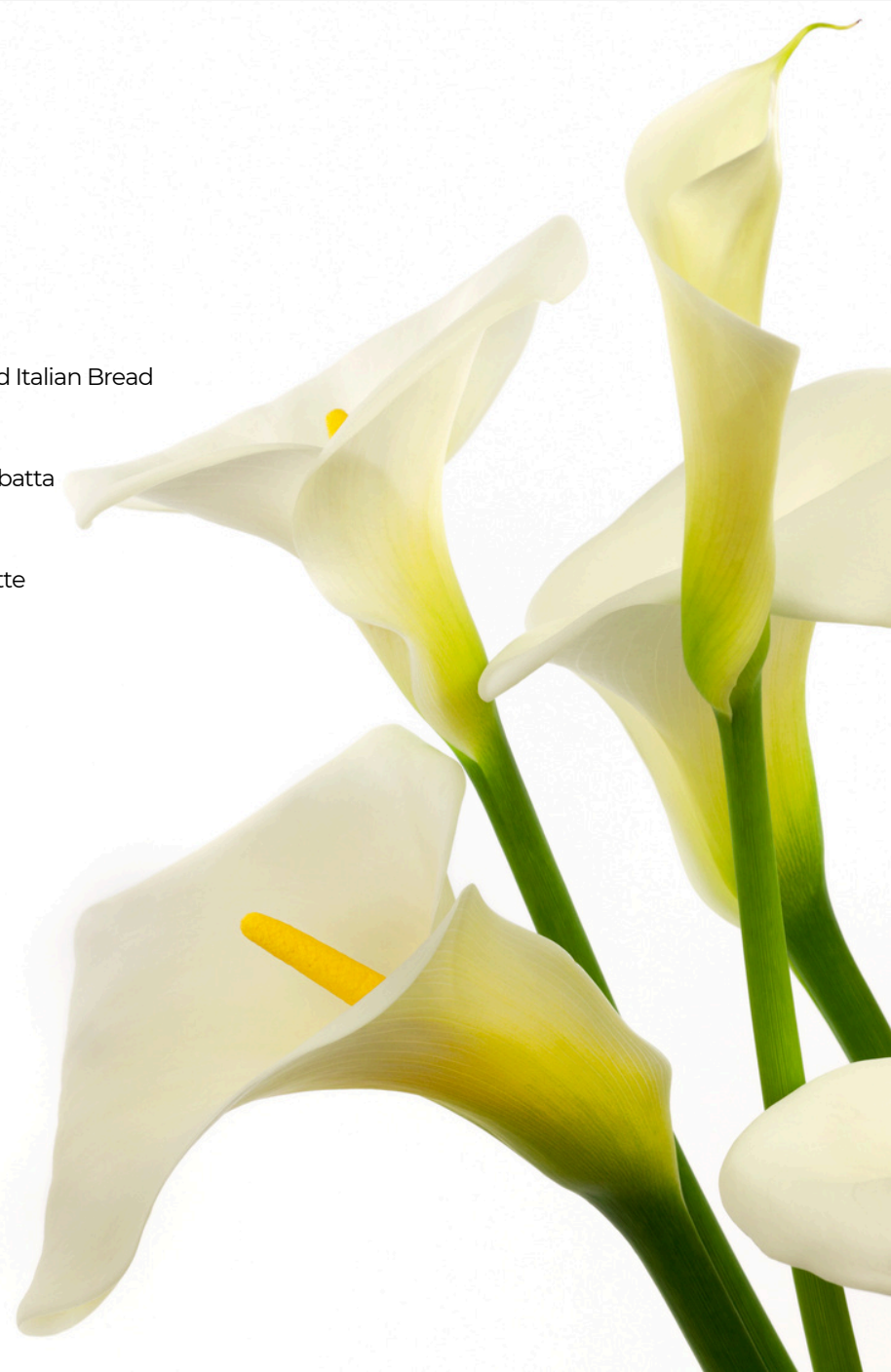
Slow Roasted Herb Sirloin | Roasted Potatoes | Creamy Spinach | Rosemary Demi Glace

Spinach & Ricotta Chicken Roulade | Potato-Cauliflower Puree | Roasted Carrots | Chicken Ju

Crab Stuffed Jumbo Shrimp | Mashed Potatoes | Asparagus | Lemon Beurre Blanc

Pan Seared Mahi Mahi | Lentils | Tri-color Cauliflower | Saffron Beurre Blanc

Cavatelli with Wild Mushroom | Asparagus | Tomato-Basil Ragout



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WEDDING PACKAGE - ORCHID

Salads 185 ++ per person

Select (1)

Tuscan Panzanella Salad | Shaved Red onion | Heirloom Tomatoes | Kalamata Olives | Cucumber Toasted Italian Bread | White Balsamic Vinaigrette

Hearts of Baby Romaine | Shaved Prosciutto | Aged Reggiano | Peppercorn Caesar Dressing | Grilled Ciabatta

Mixed Greens | Dried Cranberries | Candied Spiced Pepitas | Manchego Cheese | Port Vinaigrette

Beets Carpaccio | Blue Cheese Crust | Arugula | EVOO | Balsamic Fig Reduction

Plated Entrees

Select (2)

Peppercorn Crusted Beef Tenderloin | Duchess Potatoes | Roasted Asparagus | Au Poivre Sauce

Cranberries & Candied Orange Mousse Stuffed Chicken | Sautéed Garlic Broccolini | Boursin Whipped Potatoes | Chicken Jus

Miso Marinated Roasted Sea Bass | Bok Choy | Lemongrass Scented Jasmine Rice | White Soy Beurre Blanc

Truffled Infused Potatoes Dauphinoise | Haricot Verts | Roasted Red Pepper Coulis



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Butler Passed

Select (4)

From the Sea

Miniature Maryland Crab Cakes | Citrus Old Bay Foam
Petite Po Langoustine Po boy | Charred Shallot Truffle Aioli
Hamachi Tartare | Wakame | Tempura Nori Crisp

From the Land

Garam Masala Lamb Lollipop | Roasted Garlic Tzatziki
Braised Short Rib Stuffed Mushrooms | Chile De Arbol ChimiChuri
Shaved Venison Lavosh | Whipped Lavender Goat Cheese

From the Garden

Roasted Vegetable Arancini | Ariabatta Sauce
Hearts of Palm Cake | Citrus Remoulade
Mushroom Pâté on Crostini | Petite Fennel Salad

From the Air

Goose Jalapeno Poppers | Triple Berry Balsamic Reduction
Duck Prosciutto Wrapped Asparagus
Chicken Sausage Stuffed Dates



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WEDDING PACKAGE - STATIONARY

(Enhancement Experience)

Mediterranean Table

28 per person

Baba Ghanoush | Hummus | Muharram (Red Pepper | Walnut | Pomegranate Tabbouleh | Marinated Olives | Pita Chips
Lavash | Crostini | Focaccia

Asian Dumplings

32 per person

Shrimp Shu Mai | Pork Gyoza | Vegetable Dumplings |
Hoisin BBQ | Thai Red Chili Ponzu Dipping Sauces

Charcuterie Board

34 per person

Assortment Gourmet Salami Cured Meats | Hams Cornichons | Homemade Jam
Stone Ground Mustard | Breads and Crackers

Artisan Cheese

26 per person

A Selection of Domestic, Imported & Local Cheeses | Dried Fruits | Honey | Olives
Crisp Breads and Crostini



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WEDDING PACKAGE - STATIONARY



Viennese Dessert Table

Selection of 2 20 per person

Selection of 3 25 per person

Selection of 4 30 per person

Chantilly Chocolate Profiterole

Petite Cheesecake Waffle Cones
Chocolate | Triple Berry | Salted Caramel

Tiny Waffle Cakes
Red Velvet | Candied Orange Creme | Chocolate Ganache Cream

Hazelnut Chocolate Mousse Cruffin

Individual Artisanal Doughnuts
Apple Fritter | Maple Lardons | Pressed Lemon Custard

French Macarons (Avoiding Gluten)

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WEDDING PACKAGE - BARS & BEVERAGES

Premium Bar

Ketel 1 | Bombay Sapphire | Bacardi | Chivas Regal
 Jack Daniels | Absolute | Tanqueray | Mount Gay
 Johnny Walker Black | Jose Cuervo | Remy Martin

20 per person

Domestic Beer: Budweiser | Bud Light | Coors Lite | Samuel Adams
 Local Beer: Three Stars | DC Brau | Devil's Backbone Local Craft Beer
 Import Beer: Stella Artois | Corona | Heineken | Amstel Light Imported Beer

10 per person

13 per person

13 per person

Kahlua | Baily's Irish Cream | Grand Marnier

Red and White Wine to include a selection of:
 Pinot Giglio | Chardonnay | Cabernet | Pinot Noir

18 per person

Beverage Station

Distant Lands Fresh Ground Coffee & Damman Teas

Freshly Ground French Roast Regular Coffee \$110/ gal

Freshly Ground French Roast Decaf Coffee \$110/ ga

Damman Tea | Lemon | Honey \$110/ gal

Iced Tea \$85/ gal

Assorted Coca Cola Products \$5 each

Assorted Juices \$85/ gal

Infused Water \$25/ gal



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WEDDING PACKAGE

Complimentary Items

Bride & Groom Suite for Wedding Night

Champagne Toast or Sparkling Cider

Day of Wedding Hospitality Suite for Bride, Groom, and Bridal Party



SUCCESSFUL 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.
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- 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.
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- 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.
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- 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.
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- 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.
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- 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.
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SUCCESSFUL BANQUET & EVENTS GUIDELINES

Function Room Assignment

- 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.

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

SUCCESSFUL 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.

SUCCESSFUL BANQUET & EVENTS GUIDELINES

LABOR FEES, SERVICE CHARGES, AND 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.

PARKING

\$50.00 DAILY RATE PLUS 6% DC TAX

SUCCESSFUL BANQUET & EVENTS GUIDELINES

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.

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

SUCCESSFUL BANQUET & EVENTS GUIDELINES

General Liability & 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".