



AT FOGGY BOTTOM

# EVENT CATALOG

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# Why CIRCA at Foggy Bottom?

We understand that trusting a restaurant when you're planning a large event can be a leap of faith. Our goal is to exceed all expectations for you and your guests by making it easy to plan and execute. Having been in the Metro DC and Northern Virginia markets for over a decade, we have built our trust organically and provided consistent quality you can count on with a value proposition that is unmatched by our competitors. We look forward to hosting your next event and making sure you and your guests come away smiling and eager to return!

# Simple Booking

Your time is valuable, so we've gone to great lengths to take the guesswork out of booking your next event. Our goal is to streamline the process in to four simple and upfront steps. Once you're booked we're ready to go!

- What type of event and when?
- Pick a spot
- Select a menu
- Close contract details

# The Location

- CIRCA at Foggy Bottom is conveniently located across the street from the **Foggy Bottom Metro** entry at the corner of **23rd NW and I St**. We are on the **George Washington University's** historical campus and directly across the street from the **GW Hospital**.
- We are also your ideal location for a pre or post **Kennedy Center** dining experience. Kennedy Center's free shuttle departs directly across the street from CIRCA every 15 minutes from 9:45 a.m.-11:30 p.m. Monday-Thursday, 10 a.m. –midnight Fridays and Saturdays, noon-11 p.m. Sundays, and 4-11 p.m. on Federal Holidays.
- We're a few blocks away from both the IMF, the IFC, and the Department of State making CIRCA the ideal spot to host a business lunch or a gathering for dinner.



# The Space

- CIRCA at Foggy Bottom offers an expansive patio and bar area to serve a variety of large party and happy hour event purposes. Each event space has possible floorplan options and customizations
- Pick the spot that works best for your function:
  - **Patio**
  - **Hightops**
  - **Main Dining Room**



# Patio



Our **patio** is ideal for an after-work happy hour or large celebration. With a maximum capacity of 150 people, it can be sectioned off to provide a more intimate space for smaller parties. The patio also features its own 15 seat bar that allows for a convenient, full service experience.

The patio is covered by an awning and we are able to fully enclose the sides as well. For cooler days, we can turn our heaters on the patio to make the outdoor space especially cozy.

# Hightops

Our **hightops**, located in our main bar area, create great spaces for mingling and networking. The six hightops span the length of our bar and are nestled under our expansive side windows.

Depending on the size of your group, we can customize the space to accommodate up to 40 guests for a cocktail event.



# Main Dining Room



The **main dining room** is perfect for small events of up to 12, while the patio is capable of seating up to 30 guests. CIRCA at Foggy Bottom is well equipped with a variety of set banquet style menus in all price points as well as the capability to build buffets and cater outside events.

# The Food & Beverage

- At its heart, CIRCA is an American Bistro. Our menu is indicative of our commitment to the classics as well as new fare that speaks to our locations specific flavors and desires.
- We offer a variety of pre-selected menus at different price points for lunch, brunch and dinner. Each menu is crafted to include a fantastic variety of dishes at a price point within your budget. Also available are a variety of wines to choose from and pre-select for your party to keep the good times rolling from the moment you walk in the door.
- Not interested in a sit down dinner? No problem, we also offer delicious appetizer platters for sharing and passable hors d'oeuvres for cocktail parties and happy hour type events.
- Every dish, every cocktail and every guest that comes to CIRCA deserve nothing but the best in quality and we are always focused on delivering that experience to our guests.



# Step 1

## What type of party and when? (Date/Time)

- Standing cocktail or happy hour event
- Sit down dinner
- Sit down lunch



# Step 2



A



B



C

Pick a spot based on party type and size

- A. Patio (up to 150 Standing/30 Seated)
- B. Hightops (up to 40 standing/14 seated)
- C. Main Dining Room (up to 12 seated)

# Step 3

## Pre-select Menu based on budget and preference

- Pre-set Dinner/Lunch Menus
- Pre-set Platters
- Pre-set Passables
- Pre-Selected Wines
- Special Requests

# Step 4

## Close Contract Details

- Patio (up to 150 Standing/30 Seated)
- Hightops (up to 40 standing/14 seated)
- Main Dining Room (up to 12 seated)

# FAQ's

## **What is the next step?**

Send us an email at [events@eatmhg.com](mailto:events@eatmhg.com) with your event details and we will get back to you to help you plan your event!

## **What is your Large Party “Minimum Spend” Policy?**

Given the fluid nature of the restaurant business we try to keep accurate and flexible minimums. Our minimums will reflect anticipated business on the day or night of your event and the space that you are choosing to utilize. Therefore, if you're looking for main dining area on a Saturday during peak hours your minimum would be very high. On the other hand if your party is able to book off peak hours or dates we can be far more flexible with our minimum spend requirements. We always try our best to work with each and every guest and party that walks in the door. We will work to find a solution to any budget and any timeslot we have available to guarantee the best experiences for all.

## **Do you have “room fees?”**

We do not usually have any room fees, rather we have a minimum spend policy. With this arrangement you're only paying for items you receive as long as you reach the minimum quoted for your party. The only time a room fee would be applied is in the event your party fell short of the minimum spend and chose not to order anything more.

## **Do you offer gluten free (or other allergen) options on your set menus?**

Yes! Although we try to set the expectation that even those options are gluten sensitive given the seriousness of Celiac and the fact that we are not a fully gluten free kitchen. Please let us know any dietary restrictions prior to menu selection and we will do our best to accommodate.

## **Do you offer Open Bar packages?**

We do not structure open bars in an all you can drink format (Per person/hour), rather we charge based on consumption and will give alerts to the host upon request if they are nearing their budget. To the guests it appears as open bar but for accounting for the host and restaurant it works better.

# FAQ's

## **Do you have audio and video capabilities in the Private Room?**

Both the private and semi-private areas have their own television with HDMI ports on the televisions. For any other A/V need (Screens, projectors, speakers, microphones) you would need to bring in from an outside source which we can acquire for you.

## **Can we decorate the space?**

Depending on the nature of the event guests often inquire about decorations. We are open to outside decorations within reason and just ask that it not interfere with other guests that may be dining in our establishment. We typically try to avoid flashing lights, noise makers or massive balloon arrangements. But, never hesitate to ask and as always we will try to make it work!

## **Does the minimum spend include tax and gratuity?**

All quoted minimums do NOT include tax and gratuity.