

AT CLARENDON

# EVENT CATALOG

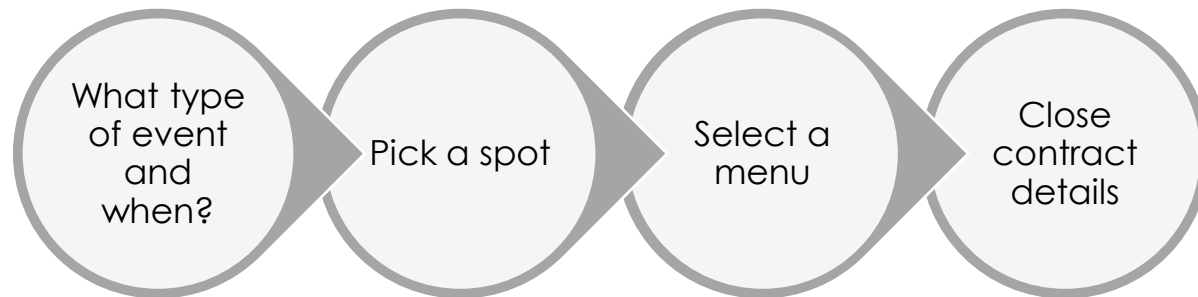
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703-522-3010

# Why CIRCA at Clarendon?

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!



# The Location

CIRCA at Clarendon is conveniently located on the corner of Clarendon Blvd and Garfield St in the heart of Clarendon. We are one block off of the Clarendon metro station entrance.



# The Space

- CIRCA at Clarendon is a beautiful, lively corner space with many excellent options for large party and happy hour events.
- Pick the spot that works best for your function:
  - **Wine Room**
  - **Bar Area**
  - **Main Dining Room**





# Wine Room



Off of our main dining room, is our stunning semi-private **Wine Room** with the capacity to hold up to 14 guests for a seated lunch/dinner.



# Bar Area

At the far side of our bar area, and against a floor to ceiling window, sits a cozy **Bar Banquette**, which seats up to 20 guests comfortably. This area captures the energy of the bar, but provides enough intimacy to enjoy your guests' company.

Our bar provides excellent flexibility and options for happy hour and cocktail events. **Partial Bar** options can accommodate groups anywhere from 25-50 guests, and offer a variety of pre-ordered food options. A **Full Bar buyout** provides space to accommodate up to 90 guests.

# Main Dining Room



The **main dining room** is available for buyouts and seated events of up to 50 guests. CIRCA at Clarendon offers prix-fixe menus as well as the capability to build buffets and cater outside events. If you're looking for the newest hot spot to host your next event, you'll find CIRCA checks all the boxes to exceed expectations.



# 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 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 / D

E

Pick a spot based on party type and size

- A. Wine Room (up to 14 seated)
- B. Bar Banquette (up to 20 seated)
- C. Partial Bar (up to 50 standing)
- D. Full Bar (up to 90 standing)
- E. Full Restaurant Buyout

# 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 – Food and beverage minimums are subject to change. Estimates are listed below.

- A. Wine Room (up to 14 seated) : \$400 - \$800
- B. Bar Banquette (up to 20 seated): \$400 - \$1,000
- C. Partial Bar (up to 50 standing): \$1,000 - \$2,000
- D. Full Bar (up to 90 standing): \$3,000 - \$6,000
- E. Full Restaurant Buyout: Inquire directly

We are currently waiving minimums for lunches Monday – Friday up to 20 people – you can book directly on OpenTable. We do require a minimum for parties of more than 20 people.

# FAQ's

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

Visit our events page at <https://event.circabistros.com/> and click on "Inquire Now" under our Circa at Clarendon location. Fill in 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. The agreement contains a credit card authorization form to hold the space, but no charges will be made upfront unless a deposit is required.

## **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! We offer a gluten sensitive menu. We understand that sensitivity to gluten can vary and feel it's important to note CIRCA is not a gluten free environment. 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?**

Unfortunately, we do not have audio or video capabilities in our spaces at the moment.

## **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. Suggested gratuity is 20% and Arlington tax is 10%.

## **Can we bring our own cake/desserts?**

Of course you can! We are more than happy to store it in our fridge while you dine and cut it for you once it's ready. We do have a cake fee of \$25 each.



# FAQ's

## **Do you accommodate Tax Exemptions?**

Yes, we can absolutely accommodate your tax exemption! As long as you provide your valid tax exemption form/card, you will not be charged tax. If you are not Tax Exempt, you will be charged 10% DC tax.

## **What if my party size changes before the event?**

A guaranteed guest count is due by noon two business days prior to the event date. If the guaranteed guest count is not met, the party will still be charged the minimum spend based on the guaranteed guest count.

## **What if my party wants to stay after its allotted time slot?**

We are more than happy to try our best to accommodate your group in the restaurant, but we cannot guarantee the same space for your group beyond the event's time slot. The space is subject to the needs of the restaurant after this time.

## **Can I have my guests open individual tabs for my event?**

You may allow your guests to open individual tabs for the event. Although, these tabs will not be factored into the minimum spend. If you plan on splitting the payment over a couple of cards, please let us know ahead of time. However, in order to track the minimum we require everything to be on one check.