



Capitol Lounge Event Planning  
231 Pennsylvania Ave SE  
Washington, DC 20009  
(V) 202.547.0065 • (F) 202.546.6361  
[www.capitolloungedc.com](http://www.capitolloungedc.com)

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### Contact Information

Event Coordinator: Adam Manson  
Contact Phone Number: (202) 547 – 0065  
Contact Email Address: [events@capitolloungedc.com](mailto:events@capitolloungedc.com)

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### General Information

Capitol Lounge is the Hill's most popular bar destination. With two floors and three bars, the Lounge is equipped to meet your entertaining needs.

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### Available Times

We offer breakfast and brunch on Saturday and Sunday with starting times beginning at 10am and ending at 1pm. Evening events can be on any day and may begin anywhere from 4pm until 8pm. There are no time limits for events, but there is a two-hour minimum.

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### Event Space

The basement bar on the lower level accommodates up to 120 people. It is equipped with four televisions, two pool tables and a juke box. Semi private pre-fixe dinners may be arranged in our main dining room for up to 30 people.

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### Deposit/Cancellation Policy

No deposit is required. A 72-hour cancellation is required for events. 25% of the estimated cost will be charged to the credit card on file if this policy is not met. If food is selected for you event, a charge will apply for the cost of the items if the cancellation policy is not met.

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### Gratuity & Tax

A sales tax rate in the District of Columbia is 10% and is included in all quoted prices. A 20% will be added to all open bar events and the balance of cash bar events.

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### Food Options

The menu is arranged for entertaining, so you may select as much or as little as needed. Some items are available in bulk, such as pizzas, or on a per person basis, such as chicken tenders. All food is buffet style unless a private lunch or dinner has been arranged. Options are listed below.

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### Buyout Options

Capitol Lounge is available for buyouts on any day of the week. Buyouts include an open bar, food throughout the evening, a \$100 allowance for juke box music and pool tables. The rate for Sundays, Mondays and Wednesdays is \$7,000. The rate for Tuesdays, Thursdays, Fridays and Saturdays is \$10,000. A 20% gratuity is applicable. Nights before federal holidays are charged at the \$10,000 level.

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### Other Options

There may be some other arrangements you would want to make regarding your event planning. Please contact the events coordinator, Adam, at 202.547.0065 or email at [events@capitolloungedc.com](mailto:events@capitolloungedc.com)



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**OPEN BAR – BEER, WINE & LIQUOR**

(X)	Options	Number Of Hours		Rate		Total
	Open Bar – 1 to 30 people		x	\$600	=	
	Open Bar – 31 to 60 people		x	\$800	=	
	Open Bar – 61 to 90 people		x	\$1,000	=	
	Open Bar – 91 to 120 people		x	\$1,200	=	

**OPEN BAR – BEER & WINE**

(X)	Options	Number Of Hours		Rate		Total
	Open Bar – 1 to 30 people		x	\$500	=	
	Open Bar – 31 to 60 people		x	\$700	=	
	Open Bar – 61 to 90 people		x	\$900	=	
	Open Bar – 91 to 120 people		x	\$1,100	=	

**CASH BAR**

(X)	Options	Number Of Hours		Minimum Revenue		Total
	Cash Bar – 1 to 30 people		x	\$600	=	
	Cash Bar – 31 to 60 people		x	\$800	=	
	Cash Bar – 61 to 90 people		x	\$1,000	=	
	Cash Bar – 91 to 120 people		x	\$1,200	=	

**BUYOUT**

(X)	Options		Total
	Sunday, Monday, Wednesday	=	\$7,000
	Tuesday, Thursday, Friday, Saturday	=	\$10,000



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**NOSTALGIA: BEER KEGS (100 PINTS)**

(X)	Options	Item Requested	Quantity		Rate		Total
	Capitol Amber, Budweiser, Bud Light, Yuengling			x	\$400	=	
	Sierra Nevada, Bass, Boddingtons, Blue Moon, Stella, Guinness			x	\$500	=	

**NOSTALGIA: WINE BOTTLES**

(X)	Options	Item Requested	Quantity		Rate		Total
	Sauvignon Blanc	N/A		x	\$27	=	
	Syrah, White Blend, Red Blend			x	\$31	=	
	Pinot Grigio, Merlot, Cabernet Sauvignon, Chardonnay			x	\$36	=	
	Pinot Noir	N/A		x	\$40	=	
	BV Tapestry (Bordeaux Blend)	N/A		x	\$63	=	

**NOSTALGIA: LIQUOR (.75 L OR 1L)**

(X)	Options	Item Requested	Quantity		Rate		Total
	Smirnoff Flavored Vodka, Stolichnaya, Jose Cuervo, Captain Morgan, Malibu, Bacardi, Seagrams 7, Jim Beam, Southern Comfort, Jagermeister			x	\$102	=	
	Tanqueray, Tanqueray Lime, Jack Daniels, Bushmills, , Jameson, Seagrams VO, Bulleit Bourbon			x	\$119	=	
	Ketel One, Bombay Sapphire, Dewars White Label, J. Walker Red, Cragganmore			x	\$136	=	
	Grey Goose, Belvedere, Crown Royal, Woodford, J. Walker Black			x	\$153	=	
	Patron Silver, Totem Tequila, Fina Estampa Tequila, Herencia De La Plata Tequila, Glenlivet, J. Walker Green, Glenfiddich, Grand Marnier, Hennessey VS			x	\$170	=	
	Talisker, Bakers, Courvoisier VS			x	\$187	=	

The Capitol Lounge would be happy to special order an item for you if available.



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**BUFFET BRUNCH**

(X)	Options	Number Of Guests		Rate		Total
	Standard Buffet Brunch: Scrambled Eggs, Bacon, Sausage, Home Fries, Toast, Coffees, Juices, Sodas And Teas		x	\$14	=	
	Upgrade Scrambled Eggs To Migas		x	\$2	=	
	Upgrade Toast To Bagels		x	\$1	=	
	Add Pancakes		x	\$3	=	
	Add French Toast		x	\$3	=	
	Add Sides Of Salsa And Cheddar Cheese		x	\$1	=	
	Add Bottomless Bloody Mary Bar		x	\$10	=	
	Add Bottomless Mimosas		x	\$10	=	

**PLATED LUNCH OR DINNER**

(X)	Options	Number Of Guests		Rate		Total
	Entrée Choice Of Grilled Hangar Steak, Fish And Chips, Roasted Chicken, Or Meatloaf		x	\$14	=	
	Add Side Salad With Balsamic Dressing		x	\$5	=	
	Add Chef's Choice Of Dessert		x	\$5	=	
	Add Choice Of Soda, Juice, Coffee, Tea		x	\$2	=	

**COCKTAIL EVENTS**

(X)	Options	Quantity		Rate		Total
	Cheese Pizza		x	\$13.50	=	
	Pizza With One Topping		x	\$14.50	=	
	Pizza With Two Toppings		x	\$15.50	=	
	Chips And Salsa (Serves 4-6)		x	\$5.00	=	
	Spiced Peanuts (Serves 1-2)		x	\$1.00	=	
	French Fries (Serves 4-6)		x	\$5.00	=	
	Chicken Quesadilla (6 Pieces)		x	\$8.00	=	
	Chicken Tenders (Each, 10 Minimum)		x	\$2.00	=	
	Chicken Wings (Each, 20 Minimum)		x	\$0.75	=	



Capitol Lounge Event Request  
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**SUMMARY AND  
 BILLING INFORMATION**

Name Of Group / Event: \_\_\_\_\_

Date And Time Of Event: Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Number Of Guests: Min: \_\_\_\_\_ Max: \_\_\_\_\_ Final: \_\_\_\_\_ office use

Event Format (Circle): Open Bar Cash Bar Plated Meal Brunch Buffet Buyout

Other Arrangements: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ESTIMATE AND PAYMENT INFORMATION**

Host Name: \_\_\_\_\_

Host Phones: Voice: ( ) Fax: ( )

Host Email: \_\_\_\_\_

Credit Card Info: Number: \_\_\_\_\_ Exp: \_\_\_\_\_

Estimated Price: Sub: \_\_\_\_\_ Grat: \_\_\_\_\_ Total: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Manager Approval: \_\_\_\_\_

\*By signing, I agree to all terms, conditions, minimums and fees described above.  
 \*Space is not confirmed until a signed event request sheet has been completed, and the host has received confirmation via facsimile or email.