

EMISSARY

2016 EVENT PLANNING KIT

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A Unique Space For Every Event



Emissary: Premier Private Event Space in the Heart of Dupont Circle

Emissary is one of Dupont Circle's premier and most unique private event locations, and frequently hosts intimate corporate and media events, fundraisers, personal events, and weddings.

Emissary also offers a variety of packages that make it the perfect location for birthday parties, intimate and exclusive wine dinners, cocktail parties, product launches, and community fundraisers.

Our menu features seasonal ingredients and a small plates format - including a collection of artisanal cheeses and

charcuterie - all of which marry perfectly with Emissary's Sommelier's 20 plus wine collection served by the glass and bottle, as well as our craft beer and cocktail program.

Intimate Dinners and Cocktails

Guests can hold private events in one of three spaces: the Emissary Bar, the Cafe Dining Room and the Coffeehouse. All spaces can also be reserved for semi-private events, private happy hours - or as a full buyout.

We also offer the beautifully restored space at Dupont Circle Yoga, just upstairs, which we can cater with ease. Whether you're planning an intimate

dinner for a dozen friends or business associates, a contemporary, warm atmosphere for a reception, or need totally private space for a political fundraiser, Emissary can accommodate your group. With enough room for 10-125 guests for a cocktail reception, we'll tailor our space to event the largest plans.

Unique and Custom Events

Looking for a truly creative option? Emissary has an expert wine staff and professional chefs at your disposal, and we would look forward to creating a private wine or spirit tasting, or a one-time private Chef's tasting menu just for your party.

Emissary Event Spaces

The Emissary Bar, or “Speakeasy,” is our most intimate private event space, away from both the main cafe dining room and the coffeehouse. The space is dark, beautiful and intimate. The room has capacity for 12 guests directly seated at the bar with another 10 plus guests standing room, along with a lounge area which seats up to 20 comfortably or standing room of up to 30 guests.

The space features a hand-milled walnut bar, exposed brick, ample bar and table seating, period lighting, and separate music controls.

The Speakeasy is recommended space for small to medium events, celebratory seated dinners, business happy hours, presentations and private meetings, and the perfect room for controlled-access fundraisers and media events.



The Dining Room and Kitchen View Bar features an intimate bar and open floor plan, furnished with a marble bar, mid-century cafe chairs, walnut tables, bright lightening, making it perfect for larger private receptions, fundraisers, cocktail parties, media events, and private lunches.

The Dining Room has capacity for 18 guests at a seated event and up to 36 standing. The space features a long, marble kitchen view bar, and can be combined with the Speakeasy for events up to 80 people.

It is our recommended space for larger seated events and cocktails and is the best space for private chef tastings.



Event Space Descriptions (cont.)

The Yoga Studio

Features a wide-open floor plan, and floor to ceiling window overlooking P Street in Dupont Circle, making it perfect for larger private receptions, fundraisers, cocktail parties, media events, receptions, and private lunches. It is a warm, elegant space, and has capacity for 24 guests at a seated event and 72 standing.

Ambient noise level is low to moderate, as the Studio is on the restaurant's second floor, and features a separate entrance. It is our recommended space for larger cocktails, fundraisers, media events, standing parties with music, meeting, or presentation space.



Emissary, Full Restaurant has the unique ability to combine our event spaces into a single space with capacity for up to a 150 guest reception. Our second floor studio is also as a stand alone space, available for larger seated events for up to 36 guests.

Food and Beverage Minimums

Event minimums are based on a 2 hour event time.

Please contact us for date-specific pricing for a full restaurant buyout or for a main dining room buyout.

All minimums exclude a 22% taxable house fee and 10% DC sales tax

Emissary Bar / Speakeasy

Cocktail: \$500 minimum

Lunch: \$350 minimum

Dinner: \$500 minimum

Semi-Private Bar / Dining

Cocktail: \$500 minimum

Private Dining

Dinner/Cocktail: \$500 minimum

Lunch: \$350 minimum

Breakfast: \$250 minimum

Private Breakfasts and Brunches

Breakfast and Brunch Buffets

Continental Breakfast 20.00/person

Assorted French Pastries
Fresh Fruit
Greek Yogurt / Granola

Beverages

House Made Natural Sodas
Counter Culture Coffee
Teaism Iced Tea
Bottled Sparkling Water
Seasonal Juices

American Breakfast 25.00/person

Assorted French Pastries
Fresh Fruit
Greek Yogurt / Granola
Brioche French Toast

Beverages

House Made Natural Sodas
Counter Culture Coffee
Teaism Iced Tea
Bottled Sparkling Water
Seasonal Juices

Brunch 35.00/person

Assorted French Pastries
Fresh Fruit
Greek Yogurt / Granola
Brioche French Toast
Seasonal Frittata
(seasonal roasted vegetables)

Beverages

House Made Natural Sodas
Counter Culture Coffee
Teaism Iced Tea
Bottled Sparkling Water
Seasonal Juices

Please see pages 8 and 9 for more brunch style canapés and platters

Private Lunches and Dinners

Emissary lunch and dinner menus are based on our highly seasonal menu and include all non alcoholic, not bottled drinks

Starters	Entrées	Sides	Desserts
Seasonal Soup	Avocado Toast	Hummus	Bread Pudding
Market Greens Salad	Emissary Grilled Cheese	Seasonal Vegetables	Seasonal Pie
<i>add avocado +3.00</i>	Seasonal Bruschetta	Risotto	Seasonal Fruit
<i>add poached egg +3.00</i>	Braised Chickpeas	Olives/Almonds	
<i>add shrimp +4.00</i>			

Buffet Menu

Emissary Buffet Selection 40.00/person
choose 1 starter, choose 2 entrées, choose 1 side, choose 1 dessert

Extra Starter, Side or Dessert option +5.00/person

Extra Entrée option +10.00/person

Plated Menu

(available for dinner only and for a maximum of guests)

Emissary Plated Selection 50.00/person
choose 1 Starter, choice of 2 entrées, choose 1 dessert

Extra Starter or Dessert option +5.00/person

Extra Entrée +10.00/person

Extras

Fresh Baguette Bread Selection 2.00/person

Artisanal Plated Cheese Course 10.00/person

Artisanal Plated Charcuterie (Cured Meats) Course 10.00/person

Beverage Packages

Build your own Beverage Package

Start with one of our wine packages and then select the add-on items you would like to include in your custom package

All the wine, beer and liquor included in our beverage packages have been hand selected by our beverage director and cannot be substituted

Emissary Wine Selection*

24.00/person for 2 hours

House made sodas , Counter Culture Coffee, Teasm Iced Tea plus Happy Hour Wines which include a selection of one white wine, one red wine, one rose wine and one sparkling wine

Emissary Sampling Wine Selection*

36.00/person for 2 hours

House made sodas, Counter Culture Coffee, Teasm Tea plus house favorite wines which include a selection of one white wine, one red wine one rose wine and one sparkling wine

Emissary Sommeliers Wine Selection*

44.00/person for 2 hours

House made sodas, Counter Culture Coffee, Teasm Tea plus sommelier's selected favorite wines which include a selection of four different types based on preference of the event

(wines for all selections vary per availability and seasonality due rare/unique selection)

Brunch Beverage Selection

30.00/person for 2 hours

House made sodas plus mimosas and bloody marys

Beverage Package Add-ons

House Sparkling Wine	+6.00/person for 2 hours
House Beer.....	+12.00/person for 2 hours
Craft Beer	+22.00/person for 2 hours
House Liquor Selection	+36.00/person for 2 hours
Premium Liquor	+44.00/person for 2 hours

*All items listed are subject to change depending availability

Cocktail Receptions

Canapés

Choose Four Package 20.00/person

Choose Five Package 25.00/person

Choose Six Package 30.00/person

Choose Seven Package 35.00/person

(Portion sizes estimated at approx 4-6 pieces per person per hour)

Meat

Roasted Duck Breast
truffled brussels, shaved
fennel

Steak Skewers
chimmicurri sauce

**Pork and Beef
Meatballs**
tomato sauce

Assorted Deviled Eggs
traditional, bacon, capers

Melon Prosciutto
honeydew, cantaloupe

Vegetables

Bruschetta
seasonal toppings

Vegetable Skewers
salsa verde

Patas Bravas
chives, garlic

Pickled Veg Bahn mi
siracha mayo, cilantro

Roasted Beet Toast
blue cheese mousse,
macron almonds

Seafood

Shrimp Cocktail
smoky cocktail sauce

Mini Crab Cakes
old bay aioli

Tuna Tartare Crostini
cucumber ponzu sauce,

Smoked Trout Mousse
avocado, cucumber,
crispy skin

Mahi Ceviche
carrots, cilantro,
grapefruit

Smoked Salmon Rillette
rye bread, cucumbers

Sweets

Mini Brownies
powdered sugar

Fresh Fruit Skewers
sugar glaze (vegan)

**Croissant Bread
Pudding**
espresso ice cream

Mini Mousse
whipped cream

Mini Key Lime Bars

Please be advised that all our canapés, platters and boards are stationed at canapé tables

Emissary does charge a \$150 service fee for passed items (with a two hour minimum)

Cocktail Receptions

Platters and Boards

Deluxe Cheese Board (3 artisanal cheeses with accompaniments)

up to 20 guests 250.00 up to 50 guests 450.00 up to 100 guests 900.00

Deluxe Cured Meats Board (3 cured meats with accompaniments)

up to 20 guests 250.00 up to 50 guests 450.00 up to 100 guests 900.00

Deluxe Fruit Board (seasonal fresh carved fruit)

up to 20 guests 160.00 up to 50 guests 300.00 up to 100 guests 500.00

Hardwood Roasted Salmon, Salsa Verde (served warm)

up to 20 guests 200.00 up to 50 guests 500.00 up to 100 guests 1000.00

Roasted Vegetable Platter, Balsamic Glazed (served warm)

up to 20 guests 160.00 up to 50 guests 400.00 up to 100 guests 700.00

Please be advised that all our platters and boards are stationed at canapé tables and cannot be passed

Special Tastings

Tastings

A fun and novel way to educate yourself and your guests on food and wine.

Professional Wine Tasting

40.00/person (*20 guest maximum*)
4 2.5 oz tastes of wine and 1 glass of your favorite.
Choose from current wine list of 20 plus different varieties all blind tasted and selection by our sommelier

Professional Spirits Tasting

48.00/person (*20 guest maximum*)
6 1 oz pours of each spirit and a cocktail made with choose of favorite liquor
Choose from current liquor list which features only local spirits (alongside hard to find special releases) from New York to the Carolinas

Cheese and Wine Taster Package

35.00/person (*20 guest minimum*)
3 Wines and 3 Cheeses for 2 Hours
With a cheese and wine information sheet to take home with you
Let us know if you have any preferences for your wine selections

Event Planning Sheet

EVENT SPACE	SEATING	NOTES/REQUESTS *	
Semi-Private Space (Bar, Dining, or Coffeehouse) Full Bar/Speakasy Dining Room & Kitchen View Bar Second Floor - Dupont Circle Yoga Studio Emissary Restaurant - Full Buyout	•Seated •Standing •Combination •Other •Special Request	•Microphone (Avenue Lounge only) •Music Preference (Ipod/Type of music etc)	
EVENT TYPE	# GUESTS	PRICE	TOTAL
Breakfast or Brunch Please specify breakfast or brunch menu and any extras:		\$	\$
Lunch Please specify plated or buffet with choices for each course:		\$	\$
Dinner Please specify plated or buffet with choices for each course:		\$	\$
Cocktail Beverages Please specify beverage package or custom with choices:		\$	\$
Cocktail Food Please specify canapé package, boards and platters with selections:		\$	\$
Additional Costs			
Subtotal			
House Fee		22.00%	\$
Subtotal (Food, Beverages, Additional Costs and House Fee)			
DC Sales Tax		10.00%	\$
Total			\$

Event Contract

Name of Event Organizer: _____

Organizer Email Address: _____ Organizer Phone: _____

Event Date and Time: _____ Event Space: _____

Event Guest Count: _____ Event Type: _____

Estimated Event Price: _____ (before 22% House Fee plus 10% DC Sales Tax)

Credit Card Type/Number: _____ Expiration Date: _____

Authorized Signature: _____

Emissary Events Policies

- Reservations are not final until a confirmation, in writing or email, has been sent from Emissary Restaurant.
- Events cancelled or moved less than 21 days prior to the event date will forfeit 25% of the event estimate.
- Events cancelled or moved less than 14 days prior to the event date will be charged 50% of the event estimate.
- Events cancelled or moved less than 7 days prior to the event date will be charged the full event estimate.
- “No shows” or cancellations with less than 2 hours notice will be charged the full event estimate plus the service charge and tax.
- All cancellations or date changes must be received by email at least 21 days before the confirmed event date to avoid cancellation fees - all changes to an event must be made in writing and confirmed by an event manager
- A final guest count is needed no later than 72 hours before the event. Any decreases in guest count will be subject to the guest count given prior to the 72 hour cut off point
- A 22% House Fee plus 10% DC sales tax will be applied to all private event sales. The 10% tax is added onto the food, beverages, other fees and house fee.
- The House Fee includes supplies for event preparation and breakdown, staff compensation, materials, credit card processing fees, equipment, and other costs associated with providing space for your event and is taxed.
- Events exceeding their agreed upon time slot will be charged in increments of the agreed upon minimum. (for example: \$1500 minimum from 6pm to 8pm, if the event ends at 8.30pm, the minimum will increase to \$1875)
- All event minimums plus tax and service charge must be met on one bill and settled with no more than 2 types of payment (e.g. 2 credit cards or 1 credit card and 1 check etc)
- Any items left overnight at Emissary are left at owner’s own risk.
- For Cocktail Reception, a tip jar will be placed at the bar, please check the box if you would prefer that no tip jar is present:

I understand and agree to the above policies.

Authorized Signature

Date

By signing, I agree to all terms, conditions, and fees outlined above and by Emissary Restaurant in this document.
Please email to info@emissarydc.com. Contracts are accepted on a first come first served basis, and reservations are not final until a confirmation is received in writing from Emissary Restaurant.

Frequently Asked Questions

Q: What kind of environment and service can I expect at Emissary?

A: Emissary is a casual, upscale bistro. Servers are attentive and well educated in the food and wine at Emissary.

Q: How are your prices determined?

A: Emissary's prices are highly competitive with other Central Washington event spaces, and reflect the following considerations:

- Unlike many restaurants, Emissary does not charge a "room" fee, regardless of whether your private event is for 25 or 100+ guests.
- Our per-head price reflects our extensive experience with how much food and beverage the average party is likely to consume during a 2-hour period, and we will Emissary keep your guests glasses fully replenished until the end of the event.
- Emissary does not include professional or party planning charges. Instead, we charge a straight 22% House Fee that covers staff requirements that go into the preparation, setting up, serving, and cleaning of your event.
- The food, wine, and spirits available to your party are the same as those offered to our regular guests. We do not substitute inferior products for our events, but offer you the same high quality, hand-selected ingredients, spirits, beers and wines you see on the rest of our menu.

Q: How do I reserve space?

A: You can confirm the availability of a date by emailing info@emissarydc.com. If the date is available, space is considered reserved once a signed contract has been received via email and you have received a confirmation email.

Q: After I faxed back my contract I was told that space was no longer available, what happened?

A: Due to the large number of requests for private space, we honor a first come first served policy.

Q: I need valet parking, can you offer that to me?

A: At this time Emissary does not offer Valet parking.

Q: How long will my event last?

A: There is a 2 hour minimum for cocktail receptions, additional hours may be arranged.

Q: Can I buy the entire downstairs in addition to the second floor spaces?

A: Yes, you can buyout the whole restaurant. Please ask our event manager for details on buyout minimums.

Q: All of these rules seem really strict and unbending, do you ever make exceptions?

A: Sure, on a case-by-case basis.

Q: Can I book the space without seeing it first?

A: Booking a space without seeing it is permitted, but we strongly advise visiting for a tour of the room you may be interested in.

Q: Is your private event space accessible for those with wheelchairs or disabilities?

A: Yes, our entire first floor space is accessible. The Yoga Studio is not accessible as it is on the second floor of a 150 year old building.