



BY CHOICE HOTELS

## Comfort Inn & Suites near Union Station

1600 New York Avenue. Washington, DC 20002

202-832-3200. 202-832-1791 Fax

[www.choicehotels.com/hotel/DC012](http://www.choicehotels.com/hotel/DC012)

### CATERING POLICY & PROCEDURES

Our Sales Manager will be happy to plan a menu especially designed for you or to assist you in selecting the proper menu items and arrangements to ensure a successful event. We will honor dietary cuisine requests.

#### FOOD & BEVERAGE SERVICE

The preparation, sales and service of food products are regulated by the District of Columbia Health Department. Food may not be taken off the premises after it has been served. No alcoholic beverage is allowed to be brought into the Meeting Rooms.

#### FUNCTION ROOM ASSIGNMENTS

Room assignments are made according to the guaranteed minimum number of guests anticipated. Because these attendance figures may vary from expected attendance, we reserve the right to change room reservations to best accommodate either increasing or decreasing attendances figures.

#### PRICES, SERVICE CHARGE & TAXES

Prices for food & beverage are subject to change without notice. All catering and banquet charges such as food & beverage, audio/visual and other miscellaneous charges are subject to a 20% taxable service charge and/or 10% District of Columbia State Tax. If your group is tax exempt, please provide a copy of your tax exempt certificate when payment arrangements are confirmed.

#### GUARANTEE GUEST COUNT

The exact number of persons to be in attendance for your event must be given three (3) business days prior to the function date. This number is not subject to reduction. If no final guarantee is received, we will consider the number indicated on the original contract to be the correct guaranteed number of guests and will bill according to that number.

#### CANCELLATION

For any reason the function must be cancelled. 50% of contracted revenue will be applicable if the event is cancelled 14 days prior to scheduled function. If the function is cancelled 7 days prior to scheduled function 100% of contracted revenue will be applicable.

#### BILLING & CREDIT

An acceptable form of payment must be agreed upon during the initial booking arrangements. Payment in full is required Ten (10) business days prior to the event unless credit arrangements have been established with the hotel. Payment in the form of a personal check must be received ten (10) business days prior to event.

#### SECURITY

The hotel does not assume responsibility for damage or loss of any merchandise or articles left on the premises prior to, during or following the event. In the event that you or your guests damage Hotel property, you will be held fully responsible for all replacement costs and repair charges as determined by Hotel management.

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### **RISE AND SHINE**

#### **Continental Breakfast**

Assorted Breakfast Pastries, Muffins

Served with Butter and Preserves

Assorted Chilled Juices

Freshly Brewed Coffee, Decaffeinated Coffee, Teas

\$6.00 per guest

#### **Healthy Start Breakfast**

Assorted Fresh Bagels

Served with Butter, Preserves, Cream Cheese

Assortment of Yogurts, Granola Bars

Assorted Chilled Juices

Freshly Brewed Coffee, Decaffeinated Coffee, Teas

\$7.00 per guest

#### **Hot Breakfast**

Bacon Strips or Sausage Patty, Fluffy Scrambled Eggs

Assorted Breakfast Pastries, Muffins, served with Butter and Preserves

Assorted Chilled Juices

Freshly Brewed Coffee, Decaffeinated Coffee, Teas

\$14.00 per guest

#### **French Connections**

Delicious French Toast Sticks served with Maple Syrup and Whipped Butter

Accompanied by fresh Fruit Salad and Croissant

\$10.00 per guest

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### A-LA-CARTE

Coffee Service: Freshly Brewed Coffee, Decaffeinated Coffee, and Teas	\$3.00 per guest
Assorted Sodas	\$1.50 each
Chilled Orange, Cranberry, and Apple Juices	\$2.50 per guest
Bottled Spring Water or Assorted Soft Drinks	\$2.00 per bottle
Fruit Punch, Iced Tea or Lemonade	\$16.00 per gallon
Individual Cold Cereal with Milk	\$2.50 per guest
Assorted Muffins	\$25.00 per dozen
Assorted Danish	\$25.00 per dozen
Assorted Bagels	\$25.00 per dozen
Fruit Salad	\$2.50 per guest
Assorted Fruit Yogurt	\$1.25 per piece
Assorted Granola, Nutri-Grain Bar	\$1.75 per piece
California Trail Mix	\$16.00 per pound
Freshly Baked Brownies or Cookies	\$22.00 per dozen
Snack Table: Pretzels, Potato Chips and Honey Roasted Peanuts	\$4.50 per guest

### REFRESHMENT BREAKS

#### Cookie Jar Break

Freshly Baked Cookies

Skim and 2% Milk, Assorted Sodas, Bottled Spring Water

Freshly Brewed Coffee, Decaffeinated Coffee, Teas

\$7.00 per guest

#### Healthy Trail

Yogurt, California Trail Mix, Banana

Chilled Juices, Bottled Spring Water

\$8.00 per guest

#### Fancy Finger Desserts

Assortment of Caramel Apple Bars, Chunky Brownie Bars

Lemon Bars and Coconut Blackout Bars

Freshly Brewed Coffee, Decaffeinated Coffee, Teas

\$9.00 per guest

#### Gourmet Cake

Banana Chocolate Chip, 24 Carrot

Death by Chocolate, New York Cheesecake and Lemon Mousse Cake

\$45 each (8 slices)

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### LUNCH EXPRESS

(10 guests minimum)

#### Deli Classic Sandwich

Assorted Selection:

Roast Beef, Virginia Baked Ham, Turkey, Grilled Chicken, Chicken Salad,  
Tuna Salad, Turkey Salad, Corned Beef, Pastrami, Roast Pork  
American & Swiss, Potato Salad or Cole Slaw, Lettuce, Tomato, Pickle, Rolls

Assorted Sodas and Bottled Water

\$11.00 per guest

#### It's a Wrap

Freshly prepared chef selection Wrap Sandwiches

Potato Salad or Cole Slaw, Fresh Baked Cookies

Assorted Sodas and Bottled Water

\$11.00 per guest

#### Fajita Wrap Platter

Strips of Grilled Chicken, Green and Red Peppers, Grilled Onions Marinated in Southwest Seasoning

Assorted Tortilla Wraps with Salsa, Sour Cream and Guacamole

\$11.00 per guest

#### Mini Croissant Platter

Assorted Mini Croissant Sandwiches including Virginia ham with Brie, Roast Beef and Caramelized Onions,  
fresh turkey and Havarti Cheese, Grilled Chicken, Tuna and Chicken Salad

Two mini croissants per person

\$9.00 per guest

#### Finger Sandwich Platter

A variety of Salad and Traditional Sandwiches on Assorted Breads.

Two finger sandwiches per person

\$9.00 per guest

#### Boxed Lunch

Assorted Selection:

Roast Beef, Virginia Baked Ham, Turkey, Grilled Chicken, Chicken Salad,  
Tuna Salad, Turkey Salad, Corned Beef, Pastrami, Roast Pork  
American & Swiss, Potato Salad or Cole Slaw, Lettuce, Tomato, Pickle, Rolls

Assorted Sodas

\$12.00 per guest

Add Cookies & Brownies and Chips for \$4.00 per person

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### HOT BUFFET

(10 people minimum)

All entrees include 1 side dish, tossed salad, dinner rolls and butter

#### Barbecue Spareribs

Smoked Pork or Beef Rib  
\$22.00 per guest

#### Chicken Cordon Bleu

Chicken Breast stuffed with Virginia Baked Ham  
and Provolone Cheese  
\$22.00 per guest

#### Chicken Fajitas

Grilled strips of Chicken, Green and Red Peppers  
Onions seasoned with Southwestern Spices  
\$21.00 per guest

#### Honey Spiral Ham

Pre-sliced Honey Baked Ham  
\$16.00 per guest

#### Jambalaya

A New Orleans specialty of shrimp, chicken, and  
sausage in a seafood red sauce over rice  
\$22.00 per guest

#### Side Dish (choose one)

Cole Slaw, Mixed Vegetables  
Mashed Potatoes, Pasta Salad  
Green Beans, Potato Salad  
Baked Beans, Broccoli

#### Rotisserie Chicken

Dark or White  
\$14.00 per guest

#### Fried Chicken or Jamaican Jerk Wings

\$14.00 per guest

#### Curry or Jerk Chicken

\$14.00 per guest

#### BBQ Pull Pork Sandwich

\$10.00 per guest

#### Side Dish (choose one)

Collard Greens, Carolina Yam Mash  
Mac & Cheese, Caribbean Cabbage, Corn  
Whipped Mashed Potato, Potato Salad,  
Black Eye Peas, Chicken Stock Rice

#### Chicken or Beef Stroganoff

Shiitake Mushrooms over Rice  
\$22.00 per guest

#### Grilled Lemon Chicken

Fresh grilled chicken served over rice with a  
creamy lemon sauce  
\$22.00 per guest

#### Meat Lasagna

Meat or Vegetarian  
\$22.00 per guest

#### Meat Balls and Pasta

Meatballs in Tomato Sauce with Penne Pasta  
\$22.00 per guest

#### Seafood Supreme

Shrimp, Crab Meat, and Cheese Filled Tortellini  
served in a Creamy Seafood Sauce  
\$24.00 per guest

#### Desserts

Sweet Potato Pie, Bread Pudding, Chocolate  
Cake, Lemon Pound Cake,  
Sweet Potato Cake  
\$5.00 per guest

**Add drinks to complete the meal**

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### PLATTERS

#### Fresh Fruit Mosaic

Seasonal fresh sliced fruit attractively arranged  
Decorated with kiwi and berries  
Small (10-15) \$60.00 Large (16-30) \$103.00

#### Cheese Board

An assortment of cheese cut in cubes  
Cheese selection includes Muenster, provolone, havarti, Swiss, and cheddar  
Crackers Basket  
Small (10-15) \$55.00 Large (16-30) \$97.00

#### Fresh Veggie Dipper

Garden fresh vegetables including broccoli, carrots, celery, cherry tomatoes  
green and red peppers, zucchini, squash, cucumber, and cauliflower.  
Small (10-15) \$51.00 Large (35-40) \$90.00

#### Buffalo Wings

Spicy Wings served on a garnished platter, with a Zesty Ranch Dip and Celery Sticks  
Small (10-15) \$59.00 Large (16-30) \$124.00

#### Cocktail Meatballs

(20 guest minimal)  
\$6.00 per guest

#### 3 Foot Executive Hero

Fresh Roast Beef, Virginia Baked Ham, Turkey Breast and Swiss cheese  
Lettuce, Tomato. Mayo and Dijon Mustard  
3 Foot Serves 10-15 people \$77.00 5 foot Serves 20-30 people \$142.00