

# **Banquets and Party Booking Parameters & Guidelines**

**Private Event Phone**

**703-972-2633**

**Private Event Email**

**okras@eventplicity.com**

## **Meal Options**

- 2 course meal: Lunch \$17-\$25 Dinner \$20-\$27
- 3-course meal: Lunch \$20-\$28 Dinner \$28-\$44
- 4-course meal: Lunch \$24-\$42 Dinner \$39-\$50

## **Bar Options**

- Open Bar Wine & Beer: \$11/guest for up to 2 hours
- Open Bar Call: \$15/guest for up to 2 hours
- Open Bar Premium: \$20/guest for up to 2 hours
- Cash: Individual checks
- Bar Tab: Party organizer sets a limit on “open” amount

## **Standard Information**

- Room will seat up to 38 guests or accommodate up to 52, if standing
- Alcohol/Bar costs contribute to the minimum total
- Tax is 6% state + 4% local
- Gratuity standard is 18%
- Cake cutting charge is \$1.25 per person

## **Additional amenities available include:**

- PA with Microphone
- Projector and Screen
- Custom Decorations
- Easels
- Live Music
- Television
- Champagne Toasts

## **Conference or Cocktail Reception**

**Minimum 25 people for 2 hour event.**

**Not available on Fridays or Saturdays after 3 p.m.**

(Alcohol and other charges count toward the total.)

- Choose 3 Appetizer Options = \$16.50 per person
- Choose 4 Appetizer Options = \$22 per person

\*Minimum spends may apply