



Catering Guidelines and General Information

Welcome to the Hotel Helix and Helix Lounge. This modern boutique hotel and trendy lounge join together to create a perfect event for you. In order for your function to run smoothly and efficiently, we ask that you become familiar with the following information. Please feel free to contact your Catering Manger if you have any questions or concerns.

Food and Beverage

All food and beverage must be purchased from Hotel Helix.

Menu Selection and Prices

All menus are subject to a 20% service charge and a 10% DC sales tax. Special meal requests can be accommodated with prior approval from the chef.

Guarantees

A guaranteed guest count must be received by 5pm three working days before the event and cannot be altered. In the event that the guest count will differ from the guaranteed number after the 72 - hour cut off period has passed, we will incorporate the following policies: If your guest count exceeds the guaranteed number, we will serve these guests. However, we can and will make appropriate menu substitutions as we deem necessary. If the guest number is less than the guaranteed number, we can and will incorporate a fee not to exceed the difference in food and beverage cost. If no guarantee is received, the number on the Banquet Event Order will be considered the guarantee and you will be billed according to this number. A \$50.00 service charge will be added to the final bill for groups under 15 attendees.

Deposit / Payment

A deposit equal to 50% of the estimated charges must secure all events. Payment of the balance may be made in full 3 days before the event or a credit card must be kept on file with a signature and instructions to charge any balance due. Until the deposit is received, any booking is regarded as tentative and may be canceled by the hotel in place of a confirmed event. We accept all major credit cards. Personal or company checks will be accepted with prior authorization from management.

Cancellation

Should a confirmed reservation be canceled within 30 days of the event, the deposit will be non-refundable.

Set-Up

We will set up your private room in any configuration most advantageous to your function. The hotel reserves the right to substitute alternate space within the property if it deems necessary or if the attendance deviates substantially from the number originally indicated. We will also be happy to provide a private bar and bartender for a fee of \$75.00 fee per bartender.



Linen

Elegant ecru linen is our customary function setting, however special arrangements can be made for tailored linen colors.

Audio Visual Needs

All equipment needs may be arranged through our catering department. The hotel and restaurant assume no responsibility for client provided Audio Visual. Cancellation of Audio Visual 24 hours or less will be charged in full. Audio Visual charges do not include 5.75% sales tax

Entertainment

Our staff will aid you in finding the perfect accompaniment to your event. The Hotel Helix reserves the right to monitor the volume of entertainment for the benefit and comfort of all our guests.

Flowers and Decorations

Your Special Events Coordinator will be happy to assist with any of your decorating needs. Due to the detail in décor, we request that nothing is affixed to the walls, floor or ceiling with nails, staples, tape, etc.

Coat Check

For your convenience, a coat check is provided. Arrangements for coat check personnel are possible through the catering department. A charge of \$100.00 for each attendant will be added to the bill.

Parking

Your event coordinator can arrange valet parking for your event.

Security

The Hotel Helix will take all necessary care, but not accept responsibility for the damage or loss of articles brought into the premises before, during, or after an event. Special security can be arranged through the hotel at an additional cost.

Packages

If you need to send packages to the hotel, please advise the catering department. Make sure to include your group name, date of function(s) and number of boxes shipped on all labels. We request that you send your packages at least 3 days in advance of your function.

Shipping Instructions

All parcels are to be addressed:

Hotel Helix

1430 Rhode Island Avenue, NW

Washington, DC 20005

Attention: Name of Catering or Convention Services Contact

Hold For: Function or Group Name and Date of Your Function(s)



Signature Meetings

Creative amenities are a cornerstone of Kimpton Hotels, and meetings here are anything but ordinary. With both precision and originality, we make your meetings important, enjoyable, and maybe even unforgettable. We designed four Signature Meetings to stir your imagination, challenge your expectations, and raise the return on your meeting investment. Select from the following examples, or contact us to customize a meeting package that is perfect for you.



ELEMENTS OF WELLNESS

If fitness fits with your philosophy, then get ready to feel good all over with aromatherapy, massage breaks and healthy fare.

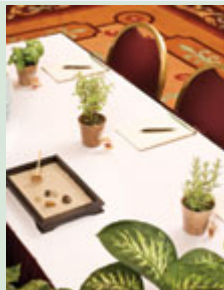
Go to: [ELEMENTS OF WELLNESS](#)



FUN WORSHIP

Kimpton Hotels offer a clever collection of playful distractions to add unexpected fun to your meetings. From hula hoops to ice cream scoops, let the good times roll.

Go to: [FUN WORSHIP](#)



EARTHCARE

Invite one extra guest to your meetings - the Earth. Kimpton's EarthCare package adds a new meaning to "good business," by infusing meetings with recycled paper products, delicious natural food and conservation tips. A portion of the proceeds is donated to the Trust for Public Land.

Go to: [EARTHCARE](#)



DEGREES OF DISCOVERY

Enjoy ten-minute tutorials on everything from how to place a putt to how to sip a Syrah. Take home more than your meeting notes - leave with a bite-sized discovery about yourself.

Go to: [DEGREES OF DISCOVERY](#)



Breakfast

Light Continental Breakfast

Selection of fresh pastries
Juice, coffee or tea
\$14.00 per person

Continental Breakfast

Cereal and granola
Selection of fresh pastries
Juice, coffee or tea
\$16.00 per person

Executive Continental

Selection of fresh fruit and yogurt
Cereal and granola
Selection of fresh pastries
Juice, coffee or tea
\$18.00 per person

Breakfast Additions

Some Like It Hot

Scrambled Eggs with Bacon or Sausage
\$10.00 per person

Bagel Shop

Toasted bagels with cream cheese
\$3.00 per person

Selection of Fresh Cut Fruit

\$5.00 per person

Fruited and Natural Yogurt

\$2.50 per person

Atkins It

Hard-boiled eggs and selection of sliced meats
and cheeses
\$8.00 per person

Selection of Fresh Pastries

\$40.00 per dozen

Coffee break

Freshly brewed coffee, decaf or hot tea
\$50.00 per gallon



Everyone Needs a Break

Hollywood Break

Popcorn, jelly beans, and assorted
Mini candy bars
\$9.00 per person

South of the Border

Tortilla chips, house made guacamole and
Salsa
\$7.00 per person

Just like Mom Used to Make

Chef's assortment of cookies, really rich walnut
brownies, and rice krispy treats
\$7.00 per person

The Ball Park

Popcorn, pretzels with mustard and
Mixed roasted nuts
\$7.00 per person

Sugar Buzz

Assortment of candy bars
\$7.00 per person

Jane Fonda Workout

Seasonal whole fruit, nuts and granola bars
\$10.00 per person

Snacks... On A Plane!

To-Go Break, Present with Take-Out Containers
Whole Fruit, Individual bags of Terra Chips, Popcorn and Trail Mix,
Individually wrapped brownies and cookies, Individual bags of M&Ms,
Power Bars and Bottled Water.
\$10.00 per person

Freshly Baked Chocolate Chip Cookies	\$22.00 per dozen
Goey Walnut Brownies	\$24.00 per dozen
Rice Krispy Treats	\$24.00 per dozen
Granola Bars	\$32.00 per dozen
Popcorn	\$3.00 per person
Mixed Roasted Nuts	\$3.50 per person
Pretzels with Mustard	\$3.00 per person
Tortilla Chips and Salsa	\$3.00 per person

Beverages

Bottled Sodas & Water - Coke, diet coke, ginger ale, sprite, & Panna	\$3.00 per bottle
Bottled Juices - Orange, cranberry, apple, pineapple	\$4.00 per bottle
Coffee - Freshly brewed coffee, decaf or hot tea	\$50.00 per gallon



Box Lunches

All box lunches served with lettuce and tomato, fresh cut fruit, granola bar, cookie and a soda

(Select Two)

Grilled chicken breast on rosemary foccacia bread

Roasted turkey breast with cranberry mayonnaise on multi grain bread

Baked honey glazed ham with honey mustard mayonnaise on sienna bread

Grilled eggplant, oven roasted tomatoes, roasted peppers, arugula and mayonnaise on foccacia bread

Thin-sliced roast beef with chipotle mayonnaise on baguette

\$20.00 per person

Lunch Buffets

Executive Deli

(Minimum guarantee is 10 guests)

Mediterranean pasta salad

Mixed baby greens with sherry mustard vinaigrette

Marinated Artichokes, Roast Peppers

Assorted breads, condiments, and potato chips

Smoked turkey breast, honey ham, roast beef

Assortment of sliced cheeses

Brownies and cookies

Freshly brewed coffee, decaffeinated coffee and hot tea

\$25.00 per person



Lunch Buffets (Cont'd)

Warm Sandwich Buffet

(Minimum guarantee is 15 guests)

Grilled vegetable salad, sun dried tomato vinaigrette
Orzo pasta salad with ratatouille, basil vinaigrette

Grilled breast of chicken with lettuce and tomato, pommerey mayonnaise served on warm foccacia bread

Marinated flank steak and provolone cheese with grilled peppers and onions served on warm sourdough baguette

New York cheesecake

Freshly brewed coffee, decaffeinated coffee and hot tea

\$30.00 per person

That's a Wrap

(Minimum guarantee is 15 guests)

Tomato and seedless cucumber salad with dill vinaigrette

Pre-Wrapped

(Select three)

Chicken Caesar salad

Ham and gruyere cheese

Traditional tuna salad

Sliced roast beef with cheddar cheese

Thai chicken salad

Bacon, lettuce, and tomato with pesto mayonnaise

Lemon bars and biscotti

Freshly brewed coffee, decaffeinated coffee and hot tea

\$32.00 per person



Lunch Buffets (Cont'd)

Pita Pockets

(Minimum guarantee is 15 guests)

Cheese tortellini salad with spinach, artichokes, olives, tomatoes, and basil with sherry vinaigrette

(Select three)

Chicken fajitas

Beef fajitas

Chicken gyros with onions and cucumber yogurt sauce

Smoked turkey with cheddar cheese

Grilled vegetables

Mini tart assortment

Freshly brewed coffee, decaffeinated coffee and hot tea

\$33.00 per person

A Taste of Greece

(Minimum guarantee is 25 guests)

Greek salad with Kalamata olives, feta and cherry tomatoes

Garlic and oregano roasted potatoes

Seasonal vegetables with fresh herbs

Freshly baked rolls with butter

Atlantic salmon with tapenade vinaigrette

Paprika roasted chicken with lemons and olives

Fresh fruit tart with whipped cream

Freshly brewed coffee, decaffeinated coffee and hot tea

\$33.00 per person



Lunch Buffets (Cont'd)

Let's Have a BBQ

(Minimum guarantee is 25 guests)

Iceberg wedge with creamy blue cheese dressing and garlic croutons
Creamy honey poppy cole slaw
Brown sugar baked beans
Corn bread

Jack Daniels BBQ chicken
Grilled sliced flat iron steak with smothered onions

Chef's assortment of cookies
Freshly brewed coffee, decaffeinated coffee and hot tea

\$36.00 per person

A Taste of New England

(Minimum guarantee is 25 guests)

Boston bibb lettuce with spiced walnuts and buttermilk dressing
Butter and parsley boiled new potatoes
Creamed spinach

Broiled cod with smoked bacon and corn salsa
Linguine with clam sauce

Seasonal fruit cobbler with whipped cream
Freshly brewed coffee, decaffeinated coffee and hot tea

\$36.00 per person



Plated Lunch

Pre-order due 72 hours in advance

All lunches include:

Salad, freshly baked bread with creamy butter, and dessert

Freshly brewed coffee, decaffeinated coffee and hot tea

Salad

Traditional Caesar salad with herbed croutons and Parmesan cheese

Mesclun greens with plum tomatoes, red onion, croutons, ricotta salata, balsamic vinaigrette

Tossed garden salad with plum tomatoes, cucumber and julienne carrots, sherry vinaigrette

Baby spinach, roasted peppers, marinated mushrooms, goat cheese, and
Honey Dijon vinaigrette

Lunch Entrée Selections

Mushroom ravioli, white wine, mascarpone

\$29.00 per person

The following entrees served with Chef's selection of seasonal vegetable

Paillard of chicken and angel hair pasta with spinach, tomatoes and shiitake mushrooms,
Roasted garlic rosemary sauce

\$31.00 per person

Chicken Vesuvio, lemon, white wine and garlic with roasted potato wedge

\$30.00 per person

Marinated beef tips in Bordelaise sauce with wild mushrooms over wide egg noodles

\$32.00 per person

Grilled salmon with tomato bacon salsa and wild rice

\$32.00 per person

Dessert Selections

Cheesecake with raspberry coulis, fresh whipped cream

Seasonal sorbet

Fresh fruit tartlet, Chantilly cream

Classic carrot cake

Prices do not include 10% sales tax and 20% service charge

5-18-06 Menus Subject to Change



Plated Dinner

Dinners are a three course minimum

Pre-order due 72 hours in advance

All dinner selections include:

Chef's selection of potato, pasta or rice and seasonal vegetables

Freshly baked breads and creamy butter

Freshly brewed coffee, decaffeinated coffee and hot tea

Appetizers

(Select One)

Grilled Portobello mushroom roasted sweet peppers, shaved Parmesan, balsamic-infused mushroom essence

\$7.00 per person

Wild mushroom risotto cake with grilled shrimp and crème fraiche

\$8.00 per person

Chilled poached salmon saffron orzo and Napa slaw, rice wine vinaigrette

\$8.25 per person

Salads

(Select One)

Traditional Caesar salad with Parmesan cheese and herbed croutons

\$6.00 per person

Mixed baby field greens with artichokes, plum tomatoes, cucumber and balsamic vinaigrette

\$6.50 per person

Spinach salad with roasted peppers, marinated mushrooms and goat cheese, honey Dijon balsamic vinaigrette

\$6.50 per person

Prices do not include 10% sales tax and 20% service charge

5-18-06 Menus Subject to Change



Plated Dinner (Cont'd)

Dinner Entrée Selections

(Select two, vegetarian option available upon request)

Cheese ravioli in light tomato cream sauce

\$25.00 per person

Penne pasta with grilled seasonal vegetables, fresh mozzarella with plum tomatoes and basil

\$25.00 per person

Boneless breast of chicken filled with spinach, mushrooms and Gruyere cheese

Wild mushroom essence, oven roasted potatoes

\$27.00 per person

Paillard of chicken and angel hair pasta with spinach, tomatoes and

Shiitake, roasted garlic and rosemary sauce

\$26.00 per person

Oven roasted sea bass on horseradish-mashed potatoes topped with tomato confit and

Extra virgin olive oil

\$28.00 per person

Halibut and wilted spinach in white wine and shallots wild mushroom risotto

\$26.00 per person

Grilled marinated salmon with lemon beurre blanc saffron rice

\$27.00 per person

Filet of beef tenderloin with shiitake mushroom, Madeira, natural jus

Roasted rosemary red potatoes

\$31.00 per person

Grilled American lamb rib chops with rosemary and Pommery merlot, natural jus and

Idaho potato gratin

\$33.00 per person

Provimi veal rib chop filled with prosciutto, mozzarella and mushrooms, pinot noir natural jus

Rosemary garlic potatoes

\$34.00 per person

Prices do not include 10% sales tax and 20% service charge

5-18-06 Menus Subject to Change



Plated Dinner (Cont'd)

Combination Entrée Selections

Petite filet mignon with garlic shrimp, Burgundy wine reduction, red skin mashed potatoes
\$33.00 per person

6oz Filet mignon paired with pan-seared salmon, cabernet sauce porcini risotto
\$32.00 per person

Seafood grill of tiger prawn, blackened halibut, pan-seared sea scallops
Pineapple, mango and papaya compote saffron rice
\$35.00 per person

Dessert Selections

(Select One)

Fresh fruit tart with crème Anglaise
\$5.50 per person

Trio of sorbets
\$5.25 per person

New York style cheesecake with strawberries
\$6.00 per person

Tiramisu
\$6.50 per person

Dessert Enhancement

(1 piece per person)

Chocolate dipped fruits, gourmet cookies, truffles, assorted tarts and pastries
\$3.75 per person



Displays

- | | |
|--|---|
| International and domestic cheeseboard with
Fresh fruit garnish
Assorted crackers and sliced baguette
(Serves 50)
\$265.00 | Sopprasata, coppa, salami, prosciutto
Mozzarella, provolone, asiago
Roasted red peppers, olives, marinated
artichokes and oven dried tomatoes
Herbed foccacia and bread sticks
(Serves 25)
\$250.00 |
| Fresh vegetable crudité with house made dips
(Serves 50)
\$225.00 | Jumbo shrimp, snow crab claws
Oysters on the half shell
Clams on the half shell
Served with lemon wedges and
Assorted Sauces
\$19.00 per person
(4 pieces per person) |
| Hummus, Turkish eggplant,
Feta cheese, roasted peppers, assorted olives
Flatbread and warm pita bread
(Serves 50)
\$250.00 | Sliced Fresh Seasonal Fruits and Berries
Fruited Yogurt and Dark Chocolate
Dipping Sauce
(Serves 50)
\$225.00 |
| Baked Brie en crouete with mango chutney
served with sliced baguettes
(Serves 25)
\$180.00 | |

Hors D'oeuvres

(Minimum of 25 pieces each)

Cold Hors D'oeuvres

\$3.50 each

- Crostini with roast beef, horseradish cream
and pickled onions
 - Sesame crusted ahi tuna on crisp wonton with
wasabi cream
 - Jumbo chilled prawns with chipotle cocktail
sauce
 - Oysters on the half shell with chile ginger
mignonette
 - Wasabi crab on scallion pancake
- \$3.00 each
- Tomato and fresh mozzarella bruschetta with
balsamic essence
 - Tarragon Chicken Salad Croutons

Hot Hors D'oeuvres

\$3.50 each

- Cajun spiced prawns wrapped in bacon
 - Grilled Moroccan BBQ baby lamb chops
 - Crab cakes with lemon tarragon aioli
 - Mini hamburgers with blue cheese
- \$3.00 each
- Apple and blue cheese tarts
 - Mini Baked Brie en Crouete
 - Spicy Chicken Skewers
 - Mini Vegetable Egg Roll with Spicy Mustard



Stations

Potato Station

(Select one)

Baked or mashed potatoes served with:

Cheddar cheese, bleu cheese, smoked bacon, sour cream, chives, creamy butter, freshly chopped herbs and flavored oils

Potatoes au gratin

Mashed sweet potatoes

Chive potato pancakes with applesauce and sour cream

\$8.00 per person

Salad Station

(Select one)

Traditional Caesar salad with herbed croutons and shaved asiago cheese

Spinach salad with roasted peppers, marinated mushrooms and ricotta salata, honey Dijon balsamic vinaigrette

Grilled marinated vegetables - Asparagus, yellow squash, zucchini, sweet pepper, eggplant and cherry tomatoes tossed in sun-dried tomato vinaigrette

Chilled pasta salad - Soba noodles, broccoli, peapods, bean sprouts, carrots, zucchini, mushrooms and Napa cabbage soy sesame vinaigrette

Mixed baby field greens with artichokes, plum tomatoes, cucumber and olives with balsamic vinaigrette

\$6.50 per person

Sweet Things Station

(Minimum 20 guests)

Chef's selection of petite pastries and cookies

\$7.00 per person

Dessert Extravaganza Station

(Minimum 20 guests)

Chocolate dipped strawberries, assorted tarts and pastries, petit fours, truffles, gourmet cookies, assorted miniature cheesecakes, and seasonal fruits and berries

\$14.00 per person

Prices do not include 10% sales tax and 20% service charge

5-18-06 Menus Subject to Change



Beverage Service

Bartender fee of \$75.00 per bartender
Recommended: One bartender per 60 guests

Hosted Bar by the Hour

(Minimum two hours, prices not applicable for events in lounge)

	Two Hours	Each Additional hour
Name Brand	\$24.00	Add \$9.00
Premium Brand	\$27.00	Add \$10.00

Beverages by the Drink

(Prices not applicable for events in lounge)

Specialty Martini	\$9.00
Premium	\$12.00
Name	\$10.00
Beer	\$7.00
Wine	\$9.00
Sodas	\$3.00
Juices	\$4.00
Bottled Mineral Water	\$6.00

Beverage Brands

Type of Liquor	Name	Premium
Vodka	Svedka	Grey Goose
Gin	Tanqueray	Bombay Sapphire
Rum	Bacardi	Bacardi
Bourbon	Makers Mark	Woodford Reserve
Tequila	Jose Cuervo	Patron



Hotel Event Space Dimensions and Capacities

Events are sensational when hosted by Hotel Helix

Production Room 680 sq ft

Classroom: 42
Reception: 65
Conference: 30
Hollow Square: 30
U Shape: 26
Theatre: 60
Banquet Rounds: 50

Casting and Soundstage 1560 sq ft

Classroom: 60
Reception: 150
Conference: Not available
Hollow Square: Not available
U Shape: Not available
Theatre: 80
Banquet Rounds: 120

Casting or Soundstage 780 sq ft

Classroom: 30
Reception: 50
Conference: 30
Hollow Square: Not available
U Shape: Not available
Theatre: 40
Banquet Rounds: 60

Casting A/B or Soundstage A/B 390 sq ft

Classroom: 20
Reception: 30
Conference: 24
Hollow Square: 24
U Shape: 20
Theatre: 30
Banquet Rounds: 30

Helix Lounge – A World Gone Fabulous

Helix Lounge provides unique space for your private and semi-private receptions

Helix Lounge

Reception: 125

Patio

Reception: 45

Alcove

Reception: 30



Audio Visual Equipment

Projectors / Screens / Accessories

3M Overhead Projector with Lamp	\$50.00
Kodak Ektagraphic Slide Projector	\$50.00
Slide Projector with Wireless Remote	\$80.00
LCD Projector (SVGA)	\$450.00
Tripod Screen	\$40.00
Power Strip	\$10.00

Easels / Board / Timers / Pointers

Flip Chart Easel with Pad and Markers	\$40.00
Flip Chart Pad	\$15.00
White Board with Easel and Markers	\$35.00
Laser Pointer	\$40.00
Easel	\$25.00

Speaker Phone

Polycom Conference Speaker Phone	\$160.00
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Microphones

Handheld Microphone	\$35.00/each
Lavalier Microphone	\$40.00/each
2 Small Powered Speakers with Wired Microphone	\$140.00
Wireless Lavalier or Handheld System	\$220.00
8 Microphone Input and Mixer	\$70.00
4 Microphone Input and Mixer	\$40.00

Lecterns

Table Top Lectern	\$45.00
Standing Lectern	\$65.00

Video Playback System

VHS Player with 25" Monitor	\$160.00
Monitor	\$120.00
Stereo	\$50.00

Please place requests at least 48 hours prior to meetings or we may not be able to guarantee availability. Additional equipments available, please contact our sales department for more information. Prices are subject to 5.75% sales tax



Miscellaneous For Parties

Neck massage Booths

Fortune Tellers

Tarot Card Readers

Magicians

Wine Tasting Tables

Music DJ

Karaoke

Live Music:

Jazz trios, Classical or Jazz Guitarists, and Pianists

All prices provided upon request