

IRIS MANNING PHOTOGRAPHY



## Contents

SETTING THE SCENE	3
ROOFTOP AT RIGGS	4
SPEND THE NIGHT	5
SUITES	6
MEMORIES MADE EASY	8
PACKAGE INCLUSIONS	9
KEEP THE CELEBRATION GOING	12
PREFERRED VENDORS	13
PLAN YOUR WEDDING	14
CELEBRATION GUIDELINES	15

## Setting the Scene

SERVICES

At Riggs Washington DC we believe your wedding day should be exactly as you have always imagined. Whether it's a rehearsal dinner in Café Riggs or an intimate wedding reception on the rooftop, we will set the scene perfectly for your special day. Our wedding team is here to curate a flawless and memorable day complete with unparalleled service and bespoke menus that you and your guests will always remember.

#### CELEBRATE YOUR MOMENT WITH US

Our priority is turning your vision into the unique celebration of your dreams. For pre-wedding events such as bachelor & bachelorette parties, bridal showers, rehearsal dinners and engagement parties, our elegant and diverse spaces offer a customizable experience. For an intimate or lavish celebration, Rooftop at Riggs will set the scene for your special day – and once the knot is tied enjoy all the nation's capital has to offer for your honeymoon, anniversary, or vowel renewal. Bespoke Catering Dedicated Wedding Specialist Preferred Rates on Accommodations Wedding Vendor Partnerships





## Rooftop at Riggs

#### ELEVATED ROMANCE

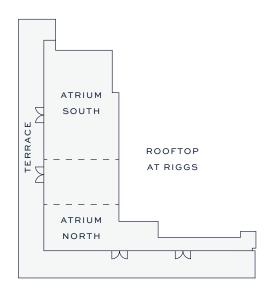
At the crown of the building sits 2,500 square feet of indoor space and features a 1,500 square feet terrace with breathtaking panoramic views of the city. Floor-to-ceiling glass windows enclose the rooftop with flexible sliding wall partitions. Wedding guests may take a private elevator to the roof and be greeted immediately in the welcome foyer that separates both sides of the rooftop allowing for a standing cocktail reception, and a seated banquet dinner in the space.

#### **ROOFTOP CAPACITIES**

ROOM NAME	SQ. FT.	SQ. M.	RECEPTION	SEATED
ATRIUM	2,480	230	200	120
ATRIUM SOUTH	1,345	125	100	80
ATRIUM NORTH	1,130	105	60	40









## Spend The Night

A modern pied-à-terre, Riggs offers 181 guest rooms and suites. Each room offers something personal and unexpected, designed to evoke the thrill of opening a safety-deposit box — a playful nod to the building's history as a bank. All rooms and suites offer views of the vibrant Penn Quarter and are outfitted with signature bath amenities from fragrance house D.S. & DURGA, bespoke wallpaper and headboards, artwork curated by design studio Voutsa, oak wood flooring and Italian Carrara marble bathrooms.

For the night of your wedding, enjoy special pricing on your wedding block.







### Suites

#### RIGGS

Once the boardroom of "the Bank of Presidents", the spacious, entertainment Riggs Suite can hold small gatherings up to 25 guests and features original stonework and delicate architecture. The room includes a large table seated for 12, a wet bar and lounge seating. Two interconnecting king bedrooms allow up to four overnight guests.

#### FIRST LADIES

Inspired by four of the United States' most eclectic First Ladies, these suites are a testament to the unique characteristics and personalities these unsung hosts brought to the White House and American public.

A palette of blues and whites nod to Caroline Harrison's extensive porcelain collection, while, in another, a baby grand piano pays tribute to Louisa Adams' love for music. These spaces offer a unique setting with one-of-a-kind furniture and opulent fixtures and artwork.

#### GALLERY

The ultra-spacious Gallery Suites are perfect for intimate moments that may require a little extra room. Featuring bespoke custom furnishings, these corner suites offer adjoining living and dining rooms as well as kitchenettes — with oversized windows that stream in an abundance of natural light and views of downtown D.C.







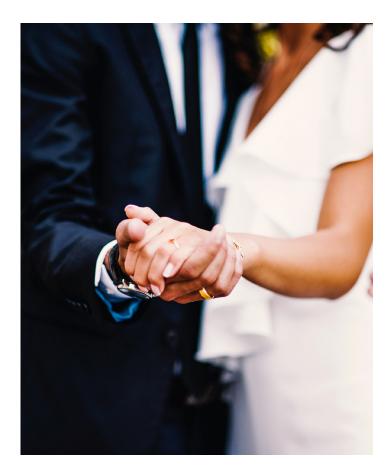






## Memories Made Easy

Riggs Washington DC's Hotel wedding packages offer couples attractive options that have been thoughtfully curated to fit a range of situations and sensibilities. No matter which of our all-inclusive wedding packages is right for you, our team will spare no effort to ensure that your day is exactly as you've always imagined it.



#### FLORA \$250

5 Hour Open Bar Selection of 3 Passed Canapes 1 Display Station 3 Course Plated Dinner Wine Service at Dinner Buttercream Bakeshop Cake

#### MINERVA \$290

5 Hour Open Bar Selection of 5 Passed Canapes 1 Display Station 4 Course Plated Dinner Wine Service at Dinner Choice of 2 Signature Cocktails Buttercream Bakeshop Cake

#### JUNO \$320

5 Hour Open Bar Selection of 6 Passed Canapes 1 Display Station & 1 Hot Station 5 Course Plated Dinner Wine Service at Dinner Choice of 2 Signature Cocktails Buttercream Bakeshop Cake 1 Late Night Station

\*Bartender fees included -\$150 per hour for chef attendant on additions. Packages are based on minimum of 50 people. Pricing reflective of individual event space rental.

#### COLD CANAPES

#### RECEPTION DISPLAYS

#### Cured Cucumber, Caviar, Greek Yogurt

Burrata Foam, Balsamic Tomato

Chilled Crab Salad

Shrimp Cocktail (Additional \$2 Per Person)

Smoked Salmon on Cucumber with Lemon Crème Fraiche

Soy and Garlic Grilled Mushroom Skewers

Brie, Ginger, Apricot, Phyllo (Additional \$2 Per Person)

#### HOT CANAPES

Chickpea Panisse, Whipped Feta, Espelette

Caramelized Onion, Mushroom, Goat Cheese Tart

Mini Crab Cake, House Remoulade

Stuffed Dates, Lebna, Sea Salt

Grilled Octopus, Romesco Sauce (Additional \$3 Per Person)

Grilled Chicken Skewer with Honey Dijonaise

Braised Short Rib Crostini with Fig and Gorgonzola Dolce

Potato Skins, Caviar, Crème Fraîche (Additional \$3 Per Person)

\*Chef Attendant Fee Required @ \$250 Each

#### MARKET CRUDITE

Raw and Pickled Vegetables Toasted Nuts and Sliced Cucumber

ARTISANAL CHEESE DISPLAY

Selection of Soft & Aged Cheeses from Vaughan Cheese Artisan Crackers & Whole Grain Toasts Mustard, Jam, Honey, & Toasted Nuts

#### BUTCHER'S BLOCK

*(Additional \$10 per person)* Local Cured and Smoked Meats Seeded Crackers & Housemade Crostini Whole Grain Mustard, Honey, & Jam

#### **RAW BAR STATION\***

(Additional \$30 per person) Jumbo Shrimp, Oysters on the Half Shell, Mussels Escabeche, Jonah Crab Claws, Scallop Ceviche Cocktail Sauce, Mignonette

#### OYSTER BAR

*(Additional \$20 per person)* Selection of Local Oysters Oyster Crackers Mignonette, Vinegars, Hot Sauce

#### ENHANCEMENT STATIONS

\*Chef Attendant Fee Required @ \$250 Each

PASTA\*

(Additional \$30 per person)

Choice of One Pasta - Gemelli, Farfalle, Penne

*Choice of Two Sauces* - Tomato Sauce, Walnut Pesto, Alfredo

*Choice of Two Proteins* - Chicken, Italian Sausage, Shrimp with Assorted Vegetables

#### PORCHETTA\*

(Additional \$35 per person) House-made Porchetta Brioche Rolls

#### PRIME RIB\*

(Additional \$40 per person) Roasted Prime Rib Whole Grain Mustard & Horseradish Horseradish Cream &Thyme Jus Brioche Rolls

POKÉ\* (*Additional \$35 per person*) Warm Rice

Tuna Poké, Salmon Poké, & Shrimp Poké

Cucumber, Seaweed Salad, Avocado, Jalapeño, Pineapple, Sesame Seeds, Spicy Aioli

BAO\* (*Additional \$35 per person*) Veggie Bao Buns With Kewpie Mayo Duck Bao Buns With Hoisin

ROASTED LEG OF LAMB\* (*Additional \$40 per person*) Salt & Herb Crusted Lamb Charred Onion & Mint Yogurt Brioche Rolls

# Plated Dinner

#### FIRST COURSE | SOUP OR SALAD

LEEK & POTATO

CHICKEN CONSOMMÉ

ROASTED SQUASH BISQUE

ROASTED BEET SALAD Goat Cheese, Pistachio, Tarragon

KALE SALAD Avocado, Cashew "Caesar", Crispy Chickpea

ARUGULA SALAD Pickled Peppers, Shallots Lemon Herb Vinaigrette, Toasted Sunflower Seeds

WARM FARRO SALAD Seasonal Vegetables Toasted Walnuts, Herbs, Banyuls Vinaigrette

BURRATA Pickled Vegetable, Compote Grilled Bread

FRISÉE SALAD Citrus Supremes, Crispy Lardons Citrus Brown Butter Vinaigrette

HAMACHI CRUDO (ADDITIONAL \$35 PER PERSON) Blood Orange, Pistachio

#### SECOND COURSE | INTERMEZZO

#### TOMATO AND RED PEPPER GAZPACHO

GRILLED WATERMELON Lime, Balsamic

CUCUMBER AND MINT Riesling Gelée

#### MAIN COURSE

BRAISED BEEF SHORT RIB Whipped Potatoes and Roasted Carrots

ROASTED HALIBUT Fennel, Tarragon, Grapefruit and Jasmine Rice

SEARED SALMON Capers, Sweet Potato Purée, Haricot Vert

GRILLED HANGER STEAK Au Poivre, Pommes Purée, Sautéed Spinach

BAVETTE STEAK AU POIVRE Haricot Vert and Whipped Potatoes

CRISPY SKIN ROASTED CHICKEN Brown Butter, Roasted Potatoes, Herbs

GRILLED MARINATED JAPANESE EGGPLANT Baby Bok Choy and Jasmine Rice

MUSHROOM RAGU CAMPANELLE

ROASTED CAULIFLOWER Onion Soubise & Olives

PARMIGIANO RISSOTTO Pecorino Romano and Seasonal Vegetables

Duet Entrée (Additional \$20 Per Person)

BEEF TENDERLOIN AND PRAWNS Pommes Purée Bernaise

CRAB CAKES Haricot Vert Remoulade

COQ AU VIN Whipped Potatoes Baby Vegetables

#### DESSERT

LEMON POPPY SEED CAKE Toasted Meringue

SEASONAL FRUIT TART Vanilla Cream

CHOCOLATE MOUSSE CUP Fresh Berries

CRÈME BRÛLÉE Chantilly Cream, Seasonal Fruit

#### 5 HOUR HOSTED PREMIUM OPEN BAR

Curated Selection of Local, Domestic, Imported, and Craft Beers

Selection of Premium White Wine, Red Wine, and Champagne

Belvedere Vodka

Fords Gin

Bacardi Rum

Altos Plata Tequila

Dewars Scotch

Maker's Mark Bourbon

\*Includes Riggs Classic Cocktails

SIGNATURE COCKTAILS Choose from our signature cocktails or your preferred beverage (ADDITIONAL \$10 PER PERSON/EACH)

RIGGS SPRITZ Vodka, Peach, Rosé, Bubbles

AGED OLD FASHIONED Single Malt Scotch, Orange, Earl Grey

ESPRESSO MARTINI Vodka, Coffee Liqueur, Espresso

CUSTOM CALL

(Additional \$18 Per Person/Each) Design your own cocktail with our team based on everything you love





## Keep the Celebration Going

#### LATE NIGHT STATIONS

#### **BISCUIT BAR**

Spicy Cheddar Biscuits & Buttermilk Biscuits Honey Butter, Edwards Serrano Ham, Popcorn Chicken Jams & Whipped Butter

#### TRIO OF SLIDERS

Pulled Pork – Pickles, Cabbage Slaw, Brioche Burger – Caramelized Onions, Pickles, Dijonaise Vegetarian – Caramelized Onions, Avocado, Blue Cheese

#### FOCACCIA FLATBREADS

Tomato, Basil and Mozzarella Caramelized Onion, Fig and Gorgonzola Roasted Garlic, Goat Cheese and Mushroom

#### SWEET TOOTH (ADDITIONAL \$10 PER PERSON)

Brownie Mousse Bowl - Valrhona Chocolate Brownie Bites, Vanilla Mousse, & Berry Compote

Strawberry Shortcake Bowl - Vanilla Cake Bites, Chantilly Cream, & Grand Marnier Strawberries

#### GRAND DESSERT DISPLAY

Mini Tarts - Lemon Meringue, Double Chocolate Profiteroles - Chocolate, Vanilla Almond Pain Perdue Bites Assorted Macarons Mini Chocolate Whoopie Pies Chocolate Pecan Pie Bars Crème Brûlée Spoons

\*Each station is \$20 per person.

#### WEDDING PLANNERS

LAURYN PRATTES EVENTS Lauryn Prattes & Leigh Heiserman (703) 787-8279 | lauryn@laurynprattes.com www.laurynprattes.com

CHEERS DARLING EVENTS Kaitlin Przezdziecki (202) 930-3115 | hello@cheersdarlingevents.com

#### www.cheersdarlingevents.com

BRIGHT OCCASIONS Margo Fischer (202) 320-5600 | thebrightoccasions@gmail.com www.brightoccasions.com

#### FLORALS

AMARYLLIS Christopher Vasquez (240) 770-8600 | info@amaryllisdesigns.com www.amaryllisdesigns.com

FLOWERS AT 38 Philippa Tarrant (202) 413-8562 | philippa@flowersat38.com www.flowersat38.com

LOVE BLOOMS Emily Harmon Lin (443) 799-8619 | emily@lovebloomshere.com www.lovebloomshere.com

#### EVENT STYLING

PARLOUR DESIGN HOUSE Roxanne Paul (240) 979-6312 | hello@parlourdesignhouse.com www.parlourdesignhouse.com

BEE INSPIRED EVENTS Maya Bosnjak (202) 340-5075 | hello@beeinspiredevents.com www.beeinspiredevents.com

SOCIAL SUPPLY DESIGN & DÉCOR (240) 203-9208 | hello@socialsupplydesign.com www.socialsupplydesign.com

#### PHOTOGRAPHY & VIDEOGRAPHY

MANNINGS PHOTOGRAPHY Iris Mannings (202) 630-2554 | hello@irismannings.com www.irismannings.com

BRITTANY DUNBAR PHOTOGRAPHY Brittany Dunbar (443) 364-8014 | brittanydunbarphotography@gmail. com www.brittanydunbarphotography.com

PAPERBOYS FILMS Jordan Eberlien (443) 695-1821 | jordan@paperboys.co www.paperboys.co LINEN & RENTALS

TABLE MANNERS DC (301) 277-0582 | info@tablemannersdc.com www.tablemannersdc.com

DC RENTAL Andrew Ginsberg (703) 671-7300 | aginsberg@dcrental.com www.dcrental.com

PARTY RENTAL LTD Andrew Ginsberg (844) 464-4776 | inquiries@partyrentalltd.com www.partyrentalltd.com

#### WEDDING CAKE

BUTTERCREAM BAKESHOP

Tiffany McIsaac (*Included in Wedding Packages*) (202) 735-0102 | tiffany@buttercreamdc.com <u>www.buttercreamdc.com</u> \*Any enhancements will be applicable for additional fees

#### TRANSPORTATION

#### BLS LIMOUSINE SERVICES

(202) 857-0440 | info@blslimogroup.com

www.blslimogroup.com



# Allow Us to Plan Your Wedding

CONTACT OUR DIRECTOR OF CATERING & EVENTS TO SCHEDULE A VENUE TOUR-

LESLEY ALDANA + 1 202 788 2789 LESLEY.A@LOREGROUP.COM

www.riggsdc.com/weddings Stay social @riggshotel

#### SERVICE CHARGE & TAX

All food and beverage is subject to a 25% Service Charge and current DC Sales Tax.

#### WEDDING TIMINGS

Events on the Rooftop should conclude by midnight, with all guests and equipment vacated by 11:00pm on the outdoor terrace and 1:00 am in the full space. Due to liquor licensing, last call will be at 11:45 p.m. Any rental items should be collected that evening so as not to incur additional costs. Setup and start time changes should be communicated no later than 3 days before the wedding day, or may incur a fee of \$250.00.

#### FINAL GUARANTEES

Final guest counts and menus, including dietary restrictions and customizations are due 1 week before the wedding date. Any later additions should be requested no later than 3 business days before the wedding date.

#### SECURING A DATE

To secure a date, a signed contract and non-refundable deposit is required. The initial deposit is equal to 25% of the estimated value of your event. You may request a soft hold on the space if available for a limited amount of time. Please contact your Event Manager for specifics.

#### PROVIDED BY VENUE

Riggs Washington DC will provide our house china, glassware, flatware, standard ivory linen, tables, and banquet chairs. The Hotel will also provide all waitstaff and bartenders, in the package pricing. Additional costs are required for a coat check, Chef attendants, welcome greeter, dancefloor, riser, and audio visual capabilities. Your Event Manager can inform you of specific pricing.

#### SCHEDULED CHANGES

The Hotel will do its best to accommodate any changes in start time from the signed Banquet Event Orders. The couple should communicate any such delays as soon as possible to their Event Manager. Should the event start later than anticipated, the Hotel cannot extend the end time past the originally contracted time.

#### HOTEL CATERING

All food and beverage must be provided by Riggs Washington DC. Menu selections and customized proposals are available through your Events Manager. We are happy to customize a menu based on your preferences. Riggs Washington DC is always pleased to provide a vegetarian/vegan option. Current package menus are valid until December 2023.

#### TASTINGS

Upon signature of a contract and initial deposit we offer the opportunity to experience our menu 3-4 months prior to the wedding. All tastings are coordinated with the Events Manager and are for two people.

#### FOOD AND BEVERAGE MINIMUM

The food and beverage minimum is the least amount of money that is required to spend on a combination of food and beverage, excluding service charge and sales tax. Additional spend could come from upgraded food or beverage options that are not included in your package.

#### OUTSIDE VENDORS

The client is responsible for any rental charges on items needed for the event that are not property of Riggs Washington DC.

Couples are more than welcome to bring their favorite DJ, small band/entertainment, florist, and decoration specialist. We request all outside vendors sign a standard form before setting up in the hotel and their information be provided to your Events Manager at least 1 month before the wedding date.

Riggs Washington DC is not responsible for the correspondence with outside vendors other than setup and teardown times at the venue.

#### WEDDING PLANNER

We recommend a wedding planner/ day-of point of contact. A banquet manager and events manager will be onsite during your wedding day to assist with the food service and Hotel needs.

#### OUTDOOR POLICY

Our rooftop terrace is included in the rental of the space and can be used weather permitting. We do not allow smoking on the terrace or tenting of the space. In accordance with our permits, this area will close at 11:00 pm

#### GUEST ROOMS

If you wish to reserve guestrooms for your family and guests, please notify your Events Manager who can provide you with availability and rates. A special rate can be extended for weddings that require 10 rooms or more on peak night.

#### BRIDAL PARTY

We recommend guestroom reservations be made for a minimum two-night length of stay with a check-in date of the night before the wedding and checkout the day after the wedding. This will eliminate the stress on the day of the wedding of having to check-in and out of guestrooms.

#### PARKING

Event valet parking is available at \$25.00 per vehicle, plus tax. If you would like to host parking for your guests, please advise your Events Manager. Overnight hotel parking is at \$64.00 per automobile, plus tax. Hotel does not have shuttle services available.

#### DELIVERIES

Arrangements for delivery of packages should be made through the Events Manager.