



## **PRIVATE EVENTS**

Thank you for considering Clyde's of Columbia for your upcoming event. Our Executive Chef and Management are here to help you create an event using the freshest seasonal fare. We offer a variety of rooms and settings to meet your event needs.

### **FRONT LIBRARY**

Maximum of 40 guests seated, 2 hour minimum required  
Daytime food and beverage minimum of \$800 for 2 hours, each additional hour \$200  
Evening food and beverage minimum of \$1600 for 2 hours, each additional hour \$500  
(\$2400 on Friday and Saturday evenings for 2 hours, each additional hour \$1000)

### **BACK LIBRARY**

Maximum of 30 guests seated, 2 hour minimum required  
Daytime food and beverage minimum of \$600 for 2 hours, each additional hour \$200  
Evening food and beverage minimum of \$1200 for 2 hours, each additional hour \$400  
(\$2000 on Friday and Saturday evenings for 2 hours, each additional hour \$800)

### **FULL LIBRARY**

Maximum of 70 guests seated, 2 hour minimum required  
Daytime food and beverage minimum of \$1400 for 2 hours, each additional hour \$400  
Evening food and beverage minimum of \$2800 for 2 hours, each additional hour \$900  
(\$4400 on Friday and Saturday evenings for 2 hours, each additional hour \$1800)

### **PAVILION (weather permitting)**

Maximum of 150 guests for a standing reception  
Food and beverage minimum of \$750 per hour, 2 hour minimum required  
\$250 room fee; alternate plan must be made for inclement weather, please inquire

### **SERVICE CHARGE AND TAX**

A 20% service charge will be added to all food and beverage charges to cover all service and admin fees. A 6% Maryland State Tax will be applied to all food, beverage and service charges. A 9% alcohol tax will be applied to all alcohol beverages.

### **GUARANTEED GUEST COUNT**

An estimated guest count must be given when reserving the space. A final guest count is due by noon two business days in advance and is not subject to reduction.

### **DEPOSITS, PAYMENTS AND CANCELLATIONS**

An initial \$200 non refundable deposit is required to hold the reservation. Payment is due at the conclusion of your event. All cancellations must be received in writing. Cancellations less than two weeks in advance are subject to 50% of the estimated cost (or \$30 per estimated guest, whichever is greater). Cancellations less than 2 business days are subject to a charge 100% of the total estimated bill (or \$30 per guest, whichever is greater).



## **BREAKFAST AND BRUNCH**

### **WEEKDAY BREAKFAST BUFFET**

Available Monday through Friday from 8AM until 11AM  
Includes freshly brewed coffee, iced tea, and orange juice  
20 guests minimum

Please circle one of the following:

All American \$15 per person  
scrambled eggs, bacon, brunch potatoes and toast

Continental \$16 per person  
seasonal fruit, assorted breakfast bread, with jam and cream cheese

American-Continental \$18 per person  
combination of All American and Continental

### **WEEKEND BRUNCH BUFFET**

\$28 per person, minimum of 20 guests  
Available Saturday and Sunday from 10AM until 3PM

Includes bacon, sausage, brunch potatoes, breakfast breads,  
freshly brewed coffee, iced tea, orange juice

Please circle three of the following:

Smoked Salmon Scramble  
Breakfast Burrito  
French Toast

Scrambled Eggs  
Seasonal Quiche

### **ACCOMPANIMENTS**

Seasonal Fruit \$5 per person  
Smoked Salmon Platter \$7 per person



## **PLATED LUNCH MENU**

### **TWO COURSE SEATED LUNCH**

menu includes two courses, soft drinks, iced tea and coffee

### **FIRST COURSE**

please circle one option

Mixed Green Salad  
Caesar Salad  
Soup of the Day

### **ENTRÉE**

please select one option

### **OPTION ONE \$20**

please circle three entrées

Chicken #1 Sandwich  
Reuben  
Cheeseburger  
Veggie Sandwich

### **OPTION TWO \$25**

please circle three, entrées

Chicken  
Salmon  
Jumbo Lump Crab Cake  
Beef Entree  
Pasta Primavera

Our Chef will prepare accompanying dishes for the entrées based on seasonal availability. Please refer to our regular menus for examples of entrée presentations.

### **ADD DESSERT COURSE \$5 PER PERSON**

please circle one

Cheesecake / Assorted Ice Cream / Sorbet

Outside dessert fee is \$3 per person



## **PLATED DINNER MENU**

### **THREE COURSE SEATED DINNER**

menu includes three courses, soft drinks, iced tea and coffee.

### **FIRST COURSE**

please circle one option

Mixed Green Salad  
Caesar Salad  
Soup of the Day

### **ENTRÉE**

please circle three entrees

Pasta Primavera \$32  
Chicken \$34  
Seasonal Ravioli \$34  
Pan Seared Salmon \$38  
Seasonal Steak \$48  
Jumbo Lump Crab Cakes \$48

Our Chef will prepare accompanying dishes for the entrées based on seasonal availability. Please refer to our regular menus for examples of entrée presentations

### **DESSERT COURSE**

circle select one option

Cheesecake  
Assorted Ice Cream  
Sorbet

outside dessert fee \$3 per person, if substituted for dessert course, fee does not apply



## **COCKTAIL RECEPTIONS AND BEVERAGE SERVICES**

### **DISPLAYED HORS D'OEUVRES**

**priced per 25 pieces, we suggest 4-6 pieces per guest per hour**

Mini Crab Cakes \$90

Chicken Skewers \$65

Spanakopita \$50

Cheese Burger Slider \$75

Bacon Wrapped Scallops \$75

Shrimp Cocktail \$90

Seasonal Crostini \$50

Vegetable Spring Rolls \$50

**priced per 25 guests**

Farmhouse Cheese Display \$175  
seasonal fruit and crackers

Hummus and Crudités \$100  
grilled pita bread

Crab and Artichoke Dip \$135  
sliced baguette

Buffalo Chicken Wings \$135  
blue cheese dressing and celery

Seasonal Flat Breads \$110

### **BAR AND BEVERAGE SERVICE**

#### **Host Bar**

All beverages will be billed to the host

Unlimited Non Alcoholic Beverages  
\$5 per guest (based on 2 hours)

#### **Cash Bar**

A \$2 per person charge with a minimum  
charge of \$100



## **BOOKING FORM**

Thank you for selecting Clyde's of Columbia for your upcoming event. Please fill out the following information and fax or email this form.

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_ Estimated Guest Count \_\_\_\_\_ Time \_\_\_\_\_

Type of Function \_\_\_\_\_ Contact Name \_\_\_\_\_

E-mail \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Room Request: Please circle your selection below

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Would you like us to add 20% gratuity onto the bill for you?    Yes    No

**Credit Card Authorization (non refundable)**

**Do not fax or email Credit Card numbers, we will call to get it from you.**

Card Holder Name \_\_\_\_\_

Card Number \_\_\_\_\_

Card type \_\_\_\_\_ Exp. Date \_\_\_\_\_ Code \_\_\_\_\_

The above card is to be used for final payment on the day (please circle): YES    NO

If you will not be using the above credit card, please indicate the alternative form of payment:

Check     Other Credit Card     Cash    PLEASE NOTE THAT BILLING IS NOT AVAILABLE.

The above card will be charged a \$200 non refundable deposit. Cancellations less than one week in advance of an event are subject to a charge of 50% of the estimated contract. Menu selection is due at least seven days in advance, final guest count is due 2 business days in advance.

1. I am aware of the food and beverage minimums as mentioned on the first page of the event packet.
2. Food and/or alcoholic beverages may not be brought on or off premises without the written permission of the management. Outside wine is subject to a \$25 corkage fee and outside dessert is subject to a \$3 per person fee.
3. Prices are subject to change until menu selections are confirmed.

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_