



# PRIVATE EVENT INFORMATION

On the lakefront in Downtown Columbia  
10221 Wincopin Circle | Columbia, Maryland 21044 | 410.730.2829



*Clyde's*  
of  
Columbia

THE **SOUND**RY

# EVENT INFORMATION

Set against a lakeside community, Clyde's of Columbia & The Sundry attracts nearby shoppers, business people, and families in a friendly atmosphere to enjoy dining with a view.

We are proud to feature local, fresh, and sustainable foods across our menus. Long ago, Clyde's Restaurant Group chose to bypass traditional commercial produce routes and opt for locally-raised, farm-grown vegetables and fruits. Not only does this provide fresher ingredients for our chefs and guests, but we consider it part of our ongoing collaboration with the local economy to design dining experiences that support the region's growth. In addition to our local and farm-grown produce, we serve Bell & Evans chicken and Cedar River Farms® Natural Beef, both free of hormones and antibiotics. We offer select gluten-friendly items and can modify others upon request. Care is taken to avoid cross-contact, however our kitchen is not completely gluten-free. Please discuss any food allergies or dietary needs with our event team.

Thank you for considering Clyde's of Columbia and The Sundry 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.

# EVENT DETAILS

## SERVICE CHARGE AND TAX

### CLYDE'S OF COLUMBIA

Optional 20% gratuity can be added to all Food & Beverage items for all services. All Food & Beverage items are subject to a 5% administrative fee. All food, beverage, and service charges are subject to a 6% Maryland State Tax. All alcoholic beverages are subject to a 9% Alcohol Tax. A valid Maryland State Tax Exempt Certificate is required for tax exemption.

### THE SOUNDRY

All Food & Beverage items are subject to a 20% service charge. All food, beverage, and service charges are subject to a 6% Maryland State Tax. All alcoholic beverages are subject to a 9% Alcohol Tax. A valid Maryland State Tax Exempt Certificate is required for tax exemption.

## OTHER FEES

Any outside Food & Beverage requires written permission. Outside dessert fee is \$3 per person. If substituted for dessert course, this fee does not apply.

## GUARANTEED GUEST COUNT

An estimated guest count must be given when reserving the space. A final guest count is due by noon, three business days in advance and is not subject to reduction. If no guarantee guest count is provided by the host, the estimated guest count will serve as the guaranteed guest count.

## DEPOSITS AND PAYMENTS

### CLYDE'S OF COLUMBIA

An initial \$200 non-refundable and non-transferable deposit is required to hold the reservation. Events are not confirmed until deposit is received. Payment is due at the conclusion of your event. Billing is not available.

### THE SOUNDRY

An initial \$500 non-refundable and non-transferable deposit is required to hold the reservation. Events are not confirmed until deposit is received. Payment is due at the conclusion of your event. Billing is not available.

## CANCELLATIONS

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).

# EVENT SPACES

## CLYDE'S OF COLUMBIA

### FRONT LIBRARY

Maximum of 40 guests seated, minimum of 2 hours

Daytime Food & Beverage minimum of \$900, each additional hour \$200

Evening Food & Beverage minimum of \$1800, each additional hour \$500

*(Friday and Saturday evenings: minimum of \$3600 for 3 hours, each additional hour \$1000)*

### BACK LIBRARY

Maximum of 30 guests seated, minimum of 2 hours

Daytime Food & Beverage minimum of \$700, each additional hour \$200

Evening Food & Beverage minimum of \$1400, each additional hour \$400

*(Friday and Saturday evenings: minimum of \$2200 for 3 hours, each additional hour \$800)*

### FULL LIBRARY

Maximum of 70 guests seated, minimum of 2 hours

Daytime Food & Beverage minimum of \$1600, each additional hour \$400

Evening Food & Beverage minimum of \$3200, each additional hour \$900

*(Friday and Saturday evenings: minimum of \$5800 for 3 hours, each additional hour \$1800)*

### PAVILION (WEATHER PERMITTING)

Maximum of 150 guests for a standing reception, minimum of 2 hours

Food & Beverage minimum of \$750 per hour

Set up/Breakdown Fee: \$250

*Alternate plan must be made for inclement weather, please inquire*

## THE SOUNDRY

Maximum of 150 guests seated, 275 standing

Room Rental Fee: \$500

Daytime Food & Beverage Minimums: Monday – Friday \$1,500

Saturday – Sunday \$2000

Evening Food & Beverage Minimums: Monday – Thursday \$2750

Friday – Saturday \$5500

Sunday \$3000

# BAR AND BEVERAGE SERVICES

## PREMIUM OPEN BAR

*Premium liquor, beer, wine, non-alcoholic beverages*

One hour \$22 per person

Second hour \$18 per person

Additional hours \$15 per person/per hour

## STANDARD OPEN BAR

*Standard liquor, beer, house wine, non-alcoholic beverages*

One hour \$18 per person

Second hour \$16 per person

Additional hours \$12 per person/per hour

## BEER & WINE OPEN BAR

*Beer, house wines and non-alcoholic beverages*

One hour \$16 per person

Second hour \$14 per person

Additional hours \$10 per person/per hour

## BRUNCH OPEN BAR

*Sparkling Wine, Mimosas and Bloody Marys*

Two hours \$20 per person

Additional hours \$10 per person/per hour

## HOST BAR

*Select from premium, standard, or beer & wine only*

Beverages will be charged to final bill based upon consumption

## CASH BAR

*All beverages to be purchased by guests*

Bartender service fee of \$2 per person (minimum fee of \$100) will be charged to final bill

## NON-ALCOHOLIC OPEN BAR

*Soda, juice, iced tea, coffee*

\$5 per person

# BREAKFAST AND BRUNCH MENU

## WEEKDAY BREAKFAST BUFFET

Monday – Friday, 10 AM – 1 PM

Minimum of 20 guests

*Includes freshly brewed coffee, iced tea, and orange juice*

*Please select one:*

**CONTINENTAL** ..... \$20 per guest  
seasonal fruit, coffee cake, bagels, jam, and cream cheese

**ALL AMERICAN** ..... \$22 per guest  
scrambled eggs, bacon, brunch potatoes, toast

**AMERICAN-CONTINENTAL** ..... \$26 per guest  
combination of All American and Continental

## WEEKEND BRUNCH BUFFET

Saturday & Sunday, 10 AM – 3 PM

Minimum of 20 guests, \$35 per guest

*Includes bacon, sausage, brunch potatoes, breakfast breads, coffee, iced tea, and orange juice*

*Please select three:*

Corned Beef Hash

Breakfast Sandwiches

French Toast

Scrambled Eggs

Seasonal Frittata

Sausage Gravy & Biscuits

Breakfast Enchiladas

## ACCOMPANIMENTS (MINIMUM OF 25 GUESTS)

Seasonal Fruit ..... \$6 per guest

Smoked Salmon Platter ..... \$8 per guest

Deviled Eggs ..... \$48 per platter

# PLATED LUNCH MENU

## TWO-COURSE PLATED LUNCH

*Includes starter, choice of two entrées, soft drinks, iced tea, and coffee*

### FIRST COURSE

*Please select one:*

Seasonal Market Salad

Caesar Salad

Soup of the Day

Cream of Crab Soup

### ENTRÉE

*Please select two:*

Veggie Sandwich ..... \$24

Chicken #1 Sandwich ..... \$25

Cheeseburger ..... \$25

Reuben ..... \$26

Seasonal Ravioli ..... \$28

Chicken ..... \$30

Salmon ..... \$32

Jumbo Lump Crab Cake ..... \$34

Hanger Steak ..... \$34

Vegetarian and vegan

options available upon request ..... \$30

\$16 children's menu available for ages 10 and under

*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** ..... Add \$6 per guest

*Please select one:*

Cheesecake

Assorted Ice Cream

Sorbet

# PLATED DINNER MENU

## THREE-COURSE PLATED DINNER

*Includes starter, choice of two entrées, dessert, soft drinks, iced tea, and coffee*

### FIRST COURSE

*Please select one:*

- Mixed Greens Salad
- Caesar Salad
- Soup of the Day
- Cream of Crab Soup

### ENTRÉE

*Please select two:*

- Pasta Primavera .....\$35
  - Seasonal Ravioli.....\$38
  - Chicken.....\$40
  - Pan-Seared Salmon .....\$44
  - Seasonal Steak.....\$58
  - Jumbo Lump Crab Cakes .....\$58
  - Vegetarian and vegan options available upon request .....\$40
- \$16 children's menu available for ages 10 and under

*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

*Please select one:*

- Cheesecake
- Assorted Ice Cream
- Sorbet

# COCKTAIL RECEPTIONS & BEVERAGE SERVICES

## PASSED OR DISPLAYED HORS D'OEUVRES

*Priced per 25 pieces*

*We suggest 4-6 pieces per guest, per hour.*

- Mini Crab Cakes..... \$120
- Bacon-Wrapped Scallops.....\$90
- Shrimp Cocktail..... \$100
- Meatballs.....\$65
- Fried Oysters.....\$95
- Burger Sliders.....\$90
- Chicken Sliders.....\$90
- Caprese Skewers .....\$80
- Crab-Stuffed Mushroom ..... \$100
- Chorizo-Stuffed Mushroom.....\$75
- Smoked Salmon Crostini.....\$75
- Bruschetta Crostini .....\$50
- Seasonal Crostini.....\$50

## DISPLAYED HORS D'OEUVRES

- American Farmhouse Cheese..... \$200  
*seasonal fruit, crackers*
- Hummus and Crudités ..... \$125  
*grilled pita bread*
- Antipasto Platter..... \$200
- Crab and Artichoke Dip ..... \$165  
*sliced baguette*
- Buffalo Chicken Wings..... \$165  
*blue cheese dressing, celery*

# REQUEST FOR EVENT BOOKING

Thank you for choosing Clyde's of Columbia & The Sundry for your upcoming event. To secure an event space, please complete and return this form.

**EVENT NAME:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_ **NUMBER OF GUESTS:** \_\_\_\_\_

**START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_ **EVENT SPACE REQUEST:** \_\_\_\_\_

**EVENT TYPE (CIRCLE ONE):**      **COCKTAIL RECEPTION**      **PLATED MEAL**      **BUFFET**

**COMPANY NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

I understand all deposits are non-refundable. 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).

1. 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. Final menu selection is due seven days in advance.
2. Optional 20% service charge can be added to all food & beverage items for all service and administrative fees. All food, beverage, and service charges are subject to a 6% Maryland State Tax. All alcoholic beverages are subject to a 9% Alcohol Tax. A valid Maryland State Tax Exempt Certificate is required for tax exemption.
3. Any outside food & beverage requires written permission. Outside dessert fee is \$3 per person. If substituted for dessert course, fee does not apply.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_