

# EMISSARY

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A NEIGHBORHOOD COFFEEHOUSE, BAR, AND CAFE IN  
THE HEART OF HISTORIC DUPONT CIRCLE.

EMISSARY IS ONE OF THE NEIGHBORHOOD'S MOST  
UNIQUE PRIVATE EVENT LOCATIONS. WE FREQUENTLY  
HOSTS INTIMATE CORPORATE AND MEDIA EVENTS,  
FUNDRAISERS, PERSONAL EVENTS, AND YES - EVEN  
WEDDINGS!

WE CAREFULLY-SOURCE AND CREATE OUR MENU WITH  
ORGANIC INGREDIENTS, AMAZING COUNTER CULTURE  
COFFEE, AND LOCAL CRAFT BEER, WINE, AND  
BRILLIANT COCKTAILS.

A Unique Space For Every Event



# SPACES



## SPEAKEASY - BAR & LOUNGE

Our most intimate event space, away from both the main cafe dining room and the coffeehouse, The two spaces are dark, beautiful and intimate. You have the option of combining the lounge area, inclusive of couches and tables, along with the bar space - or keep them separate! The spaces feature a custom art-deco inspired walnut bar, exposed brick, ample bar and chair seating, period lighting, and separate music controls. The entirety of both spaces are recommended for small to medium events. Both are perfect for a wide variety of intimate events, such as, celebratory drinks, business happy hours, presentations, and cocktail receptions.

### Bar:

12 seated  
+10 standing

### Lounge area:

15 seated  
25 standing

### Bar & Lounge Combined:

45 standing



## DINING ROOM & SPEAKEASY

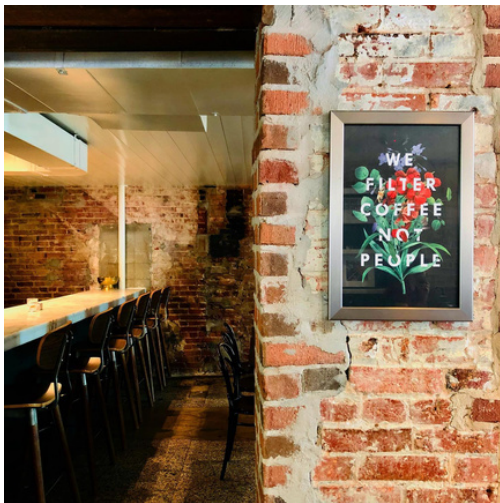
This is the “middle” space of Emissary cafe. It features an intimate bar and open floor plan, furnished with a marble bar, mid-century cafe chairs, walnut tables, warm lighting, and small tables. The dining room and bar is perfect for larger private receptions, fundraisers, cocktail parties, media events, private lunches. This space can easily be combined with our speakeasy to accommodate a much larger event.

### Room & Mid-Bar:

20 seated  
40 standing

### Combined with Speakeasy:

80 standing



## EMISSARY PATIO

Emissary has a new and expanded outdoor seated dining area. Weather permitting, each deck can fit up to 28 guests seated or about 35 standing. With a variety of seating options, plants, umbrellas, and string edison bulb lights, the open-air environment provides an open and newly designed space to enjoy the fresh air. We recommend the patio for a morning brunch, evening cocktails on a warm evening, and anyone looking to have a more ventilated event option.

### Patio:

28 seated  
35 standing





# OTHER LOCATIONS

## DUPONT YOGA STUDIO

The Dupont Yoga Studio is a warm and elegant space located just above the Emissary restaurant. This space features a wide-open floor plan and floor to ceiling windows overlooking P Street in Dupont Circle - making it perfect for larger private receptions, weddings and special events. Being a yoga studio, the space does not have furniture, but we can always help you with ordering chairs and are accommodating to special requests! Although the space is not conducive for serving food, we are able to serve light refreshments. We use this as a gathering space, mostly recommended for weddings ceremonies, media events, product launches, workshops, or as a presentation space.

**Studio:**  
48 seated  
98 standing

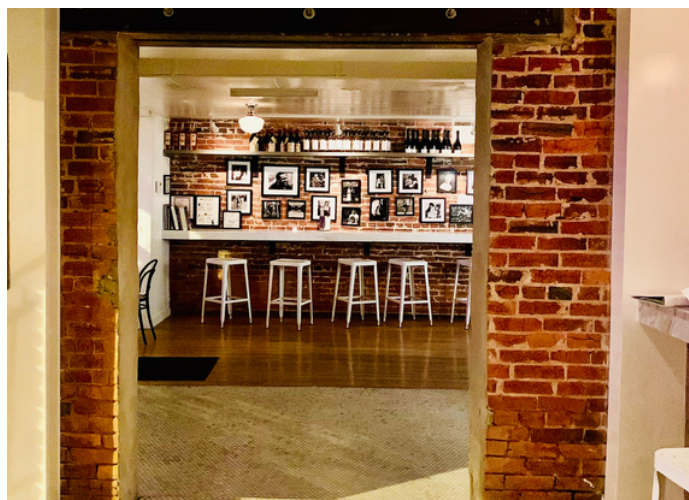
**With Emissary:**  
200 standing

## LA BICICLETTA

Our sister restaurant, La Bicicletta is located directly across the street from Emissary Cafe. It is a neighborhood café & bar inspired by our love of cycling, coffee, and real ingredients. We are able to provide small bites from the menu in addition to our event menu selections. The space mimics Emissary's warm, modern and intimate atmosphere. can host up to 45 people seated and 75 standing. We recommended this space for brunches, birthday parties, wine tastings, receptions, workshops, larger group gatherings, and more! Check it out at [www.labiciclettadc.com](http://www.labiciclettadc.com)

**Restaurant & Bar:**  
25 seated  
50 standing

**With Patio:**  
70 standing



# EVENT OPTIONS

Emissary does not charge anything for venue space, instead we offer multiple food and beverage packages for you to choose from! Please note that each option is based on the capacity of each event space and our hours of operation.

## SEMI PRIVATE EVENTS

With no charge for the space, we will reserve an area for groups from **12 to 25**. In the section of your choice in one of our rooms (bar, speakeasy, dining room, - or - coffeehouse) the other sections of the space will remain open to the public. You will be well taken-care by a dedicated staff assigned to your party. For this option, we require a **minimum purchase of one of our food + beverage packages**, charged per person on a two hours basis. For additional time, we required a purchase of a drinks package only.

## PRIVATE EVENTS

If you are thinking of a more intimate event with a **larger group (25+)**, a fully private reception in one of our three spaces is the most popular among our guests. With no space fee, we have a **minimum consumption of \$2000** (exclusive of sales tax, gratuity and admin fees) per 2 hours, that can be easily met by purchasing one of our food + drinks packages. If your number of guests surpass the max capacity of guest per room, we can combine two of our most suitable spaces for you.

## FULL BUYOUT

If you are seeking full privacy, or hosting an **event of more than 80 people**, Emissary offers full restaurant buyouts. We have the ability to combine our event spaces into a single space with capacity for up to a 100 guest reception - or up to 150 with our yoga studio. If you are interested in hosting an event for over 90 people, then please contact our events manager with what you are looking for and they will get back to you with a proposal.

Additional charges: There is a 21% staff service charge and 5% administrative - this goes to staff taking care of you, from start to finish! We also ask that you sign an agreement 8 days prior to the event day.



# EVENING PACKAGES

We offer a choice of 4 to 8 canape selections that will be presented at food stations buffet style and are refreshed through the duration of the event.

## CANAPES

SELECTION OF FOUR	\$28 Per Person
SELECTION OF SIX	\$38 Per Person
SELECTION OF EIGHT	\$48 Per Person

Portion sizes estimated at approx 4-6 pieces per person per hour

## MENU SELECTIONS

- Local & Artisanal Cheeses Boards
- Artisanal Plated Charcuterie
- Roasted & Grilled Vegetable Platter
- Roasted Salmon, Salsa Verde
- Salmon Lox hors-d'œuvre
- Organic Arugula Salad with Pecorino
- House-made Pork & Beef Meatballs
- Smoked Salmon Toasts
- Smashed Avocado Toast
- Chicken Empanadas in Blue Corn Dough
- Fig & Goat Cheese Phyllo
- Classic Spinach Spanakopita
- Truffle Mac & Cheese Tarts
- Manchego & Quince Tarts
- Wagyu Beef Franks in Blankets
- Gnocchi with our house-made Pesto
- House-made garlic Hummus with rustic toast
- Truffle herbed Popcorn

\*ALL ITEMS LISTED ARE SUBJECT TO CHANGE DEPENDING ON AVAILABILITY  
WE WILL WORK TO CUSTOMIZE YOUR SELECTION!

# ADDITIONAL FOOD PACKAGES & SELECTIONS

## PLATTERS & BOARDS

### **Deluxe Cheese Board: 3 artisanal cheeses with accompaniments**

up to 20 guests \$200  
up to 50 guests \$300  
up to 100 guests \$400

### **Hardwood Roasted Salmon, Salsa Verde**

up to 20 guests \$200  
up to 50 guests \$500  
up to 100 guests \$1000

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up to 20 guests \$200  
up to 50 guests \$500  
up to 100 guests \$1000

### **Custom Board & Toast Selection**

## DESSERTS

Gluten Free Carrot Cupcakes

Double Chocolate Cake

Affogatos (Espresso with Ice Cream)

Fresh Fruit Board

Can be part of your numbered canapé selection or as an optional add-on

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# BEVERAGE, BAR, & COCKTAIL PACKAGES

## LOCAL CRAFT BEER & ORGANIC WINE SELECTION

This comprises all available house local craft beers and wine options, which includes a selection of organic or naturally made white wine, red wine, rose wine and sparkling wine (prosecco or sparkling chardonnay).

**\$34 per person  
for 2 hours**



## LOCAL CRAFT BEER, ORGANIC WINE & SPECIALTY COCKTAIL

This comprises all available house local craft beers and wine options, which includes a selection of organic or naturally made white wine, red wine, rose wine and sparkling wine (prosecco or sparkling chardonnay) - as well as a custom cocktail for your event! We can do most cocktails off of our menu and as always seasonal options, such as spiked apple cider or rum chai during the winter.

**\$42 per person  
for 2 hours**



## PREMIUM OPEN BAR

This option offers our complete beverage menu, featuring house cocktails with mostly local spirits, classic cocktails, organic wines, local craft beers, counter culture espresso drinks, and teism tea options.

**\$50 per person  
for 2 hours**



## NON-ALCOHOLIC PACKAGE

This option offers our complete soft beverage menu, featuring counter culture espresso drinks, and teism tea options. This is inclusive of all available soft drinks (sprakling water, juice, soda) and mocktails upon request. (3rd and subsequent hours \$5pp)

**\$12 per person  
for 2 hours**

# Frequently Asked Questions

## **Q: What kind of environment and service can I expect at Emissary?**

A: Emissary is a casual, upscale bistro with a contemporary, warm atmosphere. Servers are attentive and well educated about the food and wine at Emissary.

## **Q: How are your prices determined?**

A: Emissary's prices are highly competitive with other Central Washington event spaces, and reflect the following considerations:

- Unlike many restaurants, Emissary does not charge a "room" fee, regardless of whether your private event is for 25 or 100+ guests.

- Our per-head price reflects our extensive experience with how much food and beverage the average party is likely to consume during a 2-hour period, and we will keep your guests glasses fully replenished until the end of the event.

The food, wine, and spirits available to your party are the same as those offered to our regular guests. We do not substitute inferior products for our events, but offer you the same high quality, hand-selected ingredients, spirits, beers and wines you see on the rest of our menu.

## **Q: How do I reserve space/event?**

A: You can confirm the availability of a date by clicking on "Start Planning Your Event Here" link on our website, [emissarydc.com](http://emissarydc.com). This link will lead you to fill out an Event Request Form. You will receive a response to this request within 48hrs. If the date is available, the space will be considered reserved once you have signed a contract or you have received a confirmation email.

## **Q: Can I have my event last longer than 2 hours?**

A: Our event packages are for two hours. We are happy to increase the time of your event on a case-by-case basis!

## **Q: I need valet parking, can you offer that to me?**

A: At this time Emissary does not offer Valet parking.

## **Q: Can I book the space without seeing it first?**

A: Booking a space without seeing it is permitted, but we strongly advise visiting for a tour of the space you are interested in.

## **Q: Is your private event space accessible for those with wheelchairs or disabilities?**

A: Yes, our entire first floor space is accessible. The Yoga Studio is not accessible as it is on the second floor of a 150 year old building.

## **Q: Can we decorate the venue? What about chairs, microphones, projectors, and other additional equipment?**

A: Yes, the host can decorate as much as they would like to. Please ask the events coordinator for more details and if you would like help with this. Our events coordinator is happy to help with the ordering of chairs, a projector or any other equipment needed. We have a microphone in house that is easy to set up and moves around.

## **Q: Can I play my own music?**

A: We have Sonos music systems & ipads we can provide. Depending on the event's structure, if you would like to play your own music, you can share it with us and we can put it on the system.

## **Q: All of these rules seem really strict and unbending, do you ever make exceptions?**

A: Of course, on a case-by-case basis.