



Frequently Asked Questions

Senate Office Buildings, Senate Visitor's Center, U.S. Capitol

What is the best way to contact Restaurant Associates for my catering needs?

You may make the initial contact via telephone at 202-224-2363. After the initial contact, all orders, signed contracts, changes or cancellations must be submitted to your sales consultant via email. Please do not leave orders, changes or cancellations on the answering machine or via fax.

Email: kosborn@restaurantassociates.com

lzajac@restaurantassociates.com

When do I need to turn in my catering request?

Once you have been assigned a room, contact the catering department immediately to begin the planning process. In order to ensure that your menu selections are available and that your event is properly planned, please submit your request via email at least five business days prior to your event. We understand that last minute events do occur and will do our best to accommodate your needs. Late requests may be subject to an additional staffing fee and may require reasonable menu substitutions.

When do I need to provide my final guaranteed guest count?

The final guest count must be provided 72 business hours prior to your event. After this time we will be unable to reduce your guest count. We will do our best to accommodate any increases you have after this time but may need to make reasonable menu substitutions.

When do I provide payment for my event?

Once we receive your Request for Service Form, your sales consultant will send an Event Proposal to you via email. The last page of the proposal is a credit card authorization form. Please complete the form and return it at least 5 business days prior to your event. Once payment information is received, your event will be confirmed. We will charge your credit card the day of the event. If you are paying by check we need a credit card number guarantee the event. As long as your check is received prior to the event, your card will not be charged. Please do not mail anything directly to the Senate campus.

Our mailing address is:

Restaurant Associates
United States Senate
Dirksen Senate Office Building, SD BR04
Washington, DC 20510

In addition to the cost on the menu, are there any additional costs associated with catering?

Yes, in addition to the menu cost, there is a 35% surcharge on food and beverage. Separate labor charges and equipment cost are billed based on your event needs.

What is included in the equipment charge?

Your equipment charge includes all necessary dining and serving equipment and in house buffet and guest table linens. Linens are based on guest tables of 10, extra linen may require an additional charge. The price of the china and disposable equipment is the same; however china events require more labor than disposable events.

How may I upgrade my event?

We are happy to provide rental linens, floral arrangements, votive candles, china, flatware, beverage ware, cocktail and bistro tables, chairs and specialty items for an additional charge. Your sales consultant will be happy to customize your event to meet your unique needs.

How do I submit my room set up and AV requests?

Restaurant Associates does not handle room reservations, room set up or audio visual needs. Please have your sponsoring Senator's office submit your needs to the proper departments. If you have questions regarding room set up options or room capacities please contact the following offices:

Senate Office Buildings – SH, SR, SD – Senate Superintendent's Office 202-224-3146

Capitol and Senate Visitor's Center – S, SVC - Capitol Facilities Office 202-224-2343