

*Jula's*  
ON THE POTOMAC



# EVENT BROCHURE

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[julasotp.com](http://julasotp.com) | 571.344.9100



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## ABOUT US

Experience the exquisite ambiance of Jula's on the Potomac, situated in the heart of Metro DC. Our premier venue boasts stunning views of the Potomac River, providing a breathtaking backdrop for any occasion. Step into our refined and welcoming atmosphere and prepare to be dazzled. With a maximum capacity of 250 guests, Jula's is the ideal choice for events of any size. Our versatile seating options include the elegant dining room, private dining room, outdoor terrace, and waterfront balcony. Whether you're planning a small intimate gathering or a grand celebration, we have the perfect space to accommodate your needs. Conveniently located near Reagan National Airport, King Street, and boutique hotels, Jula's is a highly sought-after destination for events.



At Jula's, we understand that every occasion is special and unique. That's why we treat each event as if it were our own. From menu creation and wine selection to seating charts and more, our dedicated team works closely with each host to ensure a memorable and stress-free event. In addition to standard dining reservations, we offer options for full restaurant buy-outs, semi-private events, and large party bookings. Come and experience the beauty and hospitality of Jula's on the Potomac for your next event.

## CONTACT

571.344.9100 | [events@julasotp.com](mailto:events@julasotp.com)

## EVENT SPACE

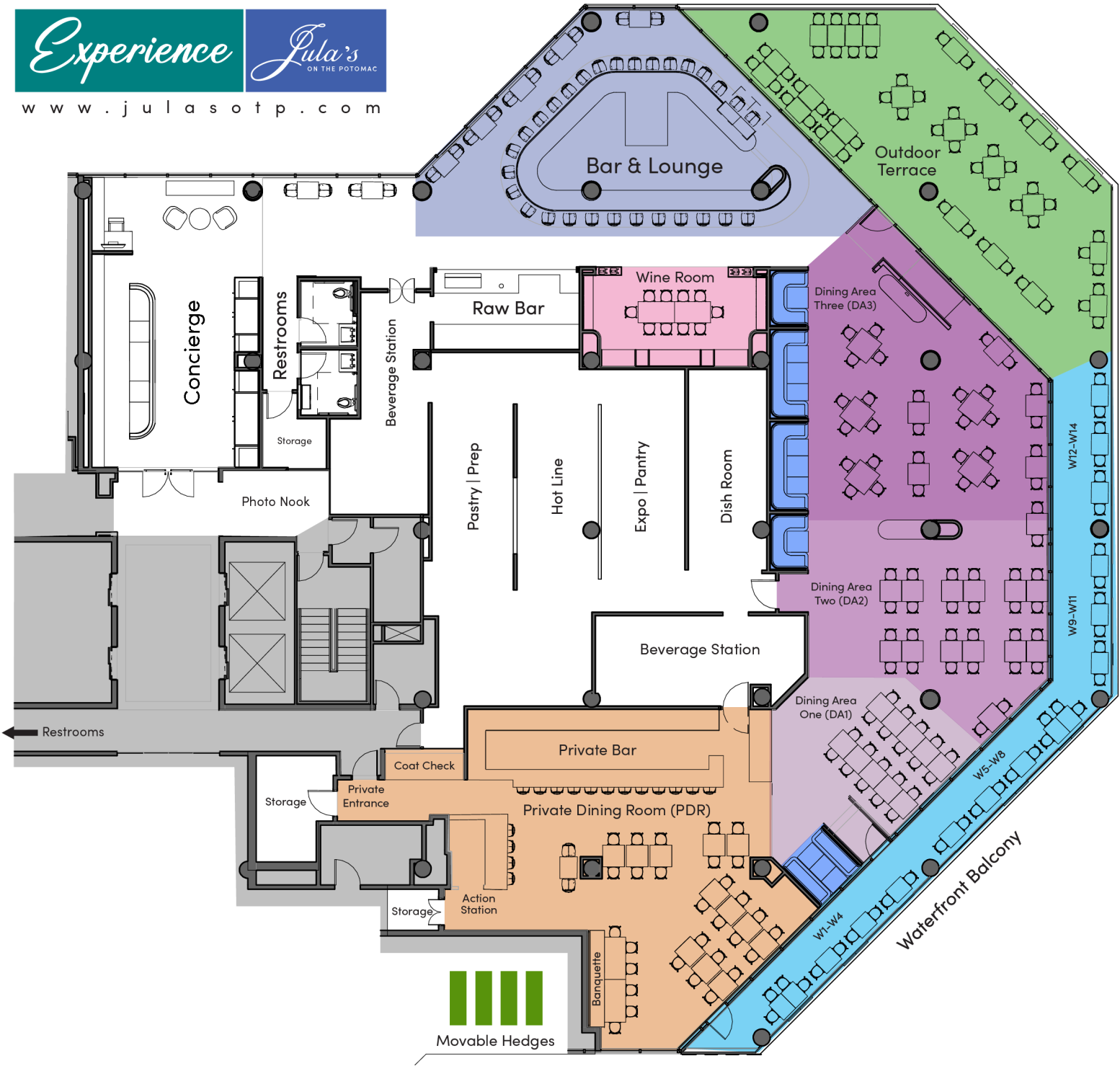
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Whether you're celebrating a milestone occasion or making memories with friends and family, enjoying an experience at Julia's on the Potomac is a powerful way to connect.

We encourage you to stop by for a tour and initial meeting, so we can share with you the magic of our space. Call or email to make an appointment with our Event Director, or stop by at your convenience for a self-guided tour.

In the meantime, please take the virtual tour on our website. It provides an excellent sense of the space.

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<p><b>Full Buyout</b></p> <p>Capacity: 130 Seated   250 Reception</p>	<p><b>Partial Buyout</b></p> <p>Capacity: 130 Seated   200 Reception</p>	<p><b>Bar &amp; Lounge</b></p> <p>Capacity: 40 Seated   25 Reception</p>
<p><b>Private Dining Room</b></p> <p>Capacity: 34 Seated   50 Reception</p>	<p><b>Booth H5</b></p> <p>Capacity: 6 Seated</p>	<p><b>Booths H1-H4</b></p> <p>Capacity: 14 Seated</p>
<p><b>Dining Area One</b></p> <p>Capacity: 20 Seated</p>	<p><b>Dining Area Two</b></p> <p>Capacity: 26 Seated</p>	<p><b>Dining Area Three</b></p> <p>Capacity: 32 Seated</p>
<p><b>Waterfront Balcony</b></p> <p>Optional Add-On Space</p>	<p><b>The Terrace</b></p> <p>Capacity: 100 Reception</p>	<p><b>Wine Room</b></p> <p>Capacity: 10 Seated</p>



## PRIVATE DINING ROOM (PDR)

Breathtaking views abound in the private dining room perfectly suited for a seated event or cocktail reception. The modern, stylish decor creates a relaxed yet refined ambience. Enjoy the full experience with a waterfront balcony add-on. Additional features include a private entrance, coat check, private bar, action station, zoned lighting and sound system, and a 65" Smart TV perfect for slideshows and branding.

Seated: 34 | Reception: 50



## SEATING ARRANGEMENTS

The guest of honor can hold court at the leather banquette. It seats up to 10 and has a spectacular view of the Potomac River.

The remaining furniture can be configured in multiple ways depending on your event style and preferences.



## PRIVATE DINING ROOM AMENITIES

When you book the Private Dining Room, you get exclusive access to the private entrance, coat check, and the private bar. Your dedicated bartender/mixologist will focus their time and attention on just you and your guests. If your menu includes a buffet, we feature the bar to the right and the food to the left.



## ACTION STATION

The Action Station is an add-on feature for private events.

It is equipped with power and is suitable for a DJ booth, champagne bar, carving station, charcuterie display, mac & cheese bar, omelete & waffle station, and so much more.

This area is also ideal for registration, swag bags, a gift table, or a host's staging area.

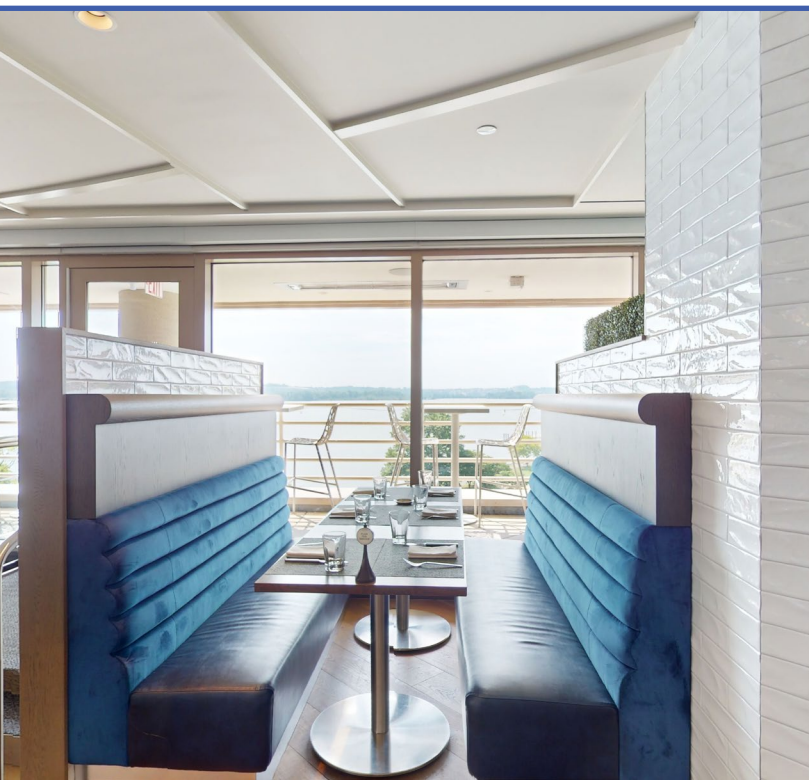




## DINING AREA ONE (DA1)

Dining Area One provides an amazing view for all guests. It may be booked as a stand-alone dining area or added to an adjacent space. The tables are 30" x 30" and can be pushed together to create two tables of 10 or separated into two tables for 6 and two tables for 4. Enjoy the full experience by adding on waterfront balcony tables W5-W8. It's the perfect place to enjoy pre-dinner cocktails while taking in the view.

Seated: 20



## HIDEAWAY BOOTH H5

Hideaway Booth H5 may be booked with the Private Dining Room (PDR) and/or Dining Area One (DA1). It has a water view and provides an additional six seats, plus a bit more space.

Seated: 6



## DINING AREA TWO (DA2)

Dining Area Two has a spectacular view and is the one area where we can accommodate a long table of 14. It may be booked as a stand-alone dining area or added to an adjacent space. Enhance the view by adding on waterfront balcony tables W9-W11. Dining Area Two lends itself to many table combinations, such as four tables of 6, two tables of 12, and so on.

Total Seats: 26



## A SENSE OF PRIVACY

Events and large party bookings come in many different sizes! In order to provide multiple options and simultaneous bookings, we divide the restaurant into several areas.

We utilize moveable hedges, signage and rope & stanchions to block off space and create a sense of privacy.

If privacy is of great importance, we highly recommend you book the private dining room. It offers the most privacy of all the dining areas.



## DINING AREA THREE (DA3)

Dining Area Three overlooks the terrace, as well as the Potomac River. It boasts executive-style seating with tables for 2 and tables for 4. It is ideal for luncheons and corporate dinners, but can also be utilized for large events such as wedding receptions when booked with other dining areas. The tables are 30" x 30" and 42" x 42". Like sizes can be joined to create tables of 6. When booking DA3, you may also want to book Waterfront Balcony tables W12-W14 so your guests can enjoy the outdoor space.

Seated: 32



## HIDEAWAY BOOTHS H1-H4

The Hideaway Booths are perfect for the guest(s) of honor and key members of the party. They provide a bit of privacy with just enough accessibility to guests. Our Bride & Grooms and bridal parties simply adore this spot. They are available as an add-on to Dining Area Three (DA3).

Seated: 14



## WATERFRONT BALCONY

Our heated waterfront balcony is available as an add-on space for private and semi-private events. The view is simply amazing and something you and your guests will always remember. You may book individual sections or the entire balcony, depending on your indoor booking. For example, many hosts who book the Private Dining Room also book Waterfront Balcony tables W1-W4. It's quite the draw during welcome receptions and for after dinner drinks.

Seated: 32



## HEAT LAMPS

There are 13 recessed heat lamps lining the balcony and terrace. They're zoned, so we're able to control the level of heat emitting from each section. Because after all, some like it hot, and some like it cold!

## MUSIC & LIGHTING

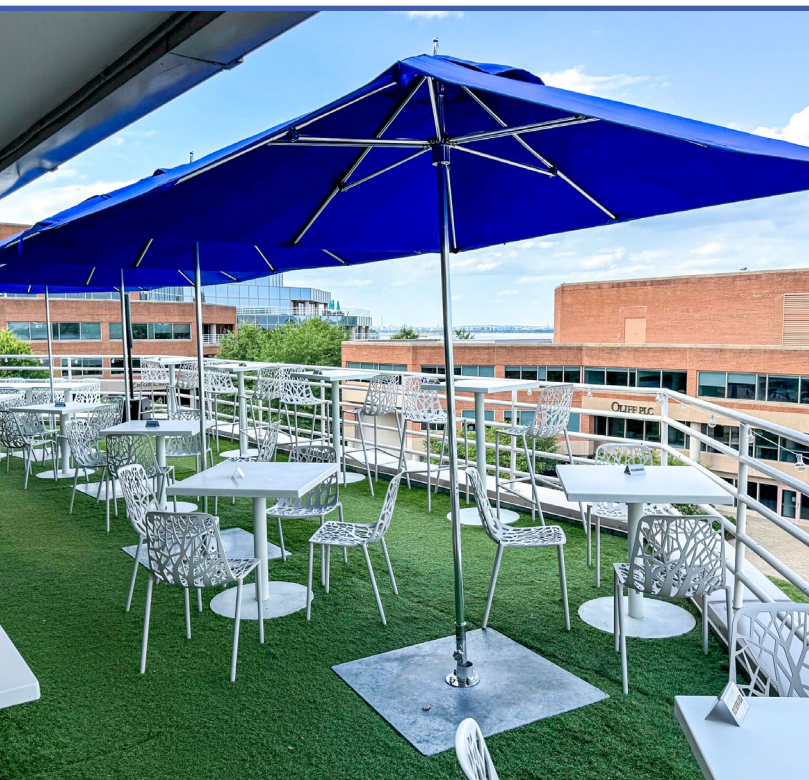
Our sound system is zoned, so we're able to adjust the volume on the balcony, as well as on the terrace. The recessed lighting is dimmable, allowing for just the right ambience.



## THE TERRACE

With its panoramic view of the Potomac River, MGM National Harbor, and the Capitol, the terrace is the perfect location to party with friends and family. We offer Cocktail Receptions exclusively on the terrace. We do not offer seated events as the space is simply not conducive to this style of event. When you book the terrace, you must also book the PDR in case of inclement weather.

Seated: 55 | Reception: 100



## FURNISHINGS

The Terrace offers standard height seating for up to 48 guests, plus an additional eight seats at high top tables.

18 of the standard height seats are located under the structural awning with recessed heat lamps.

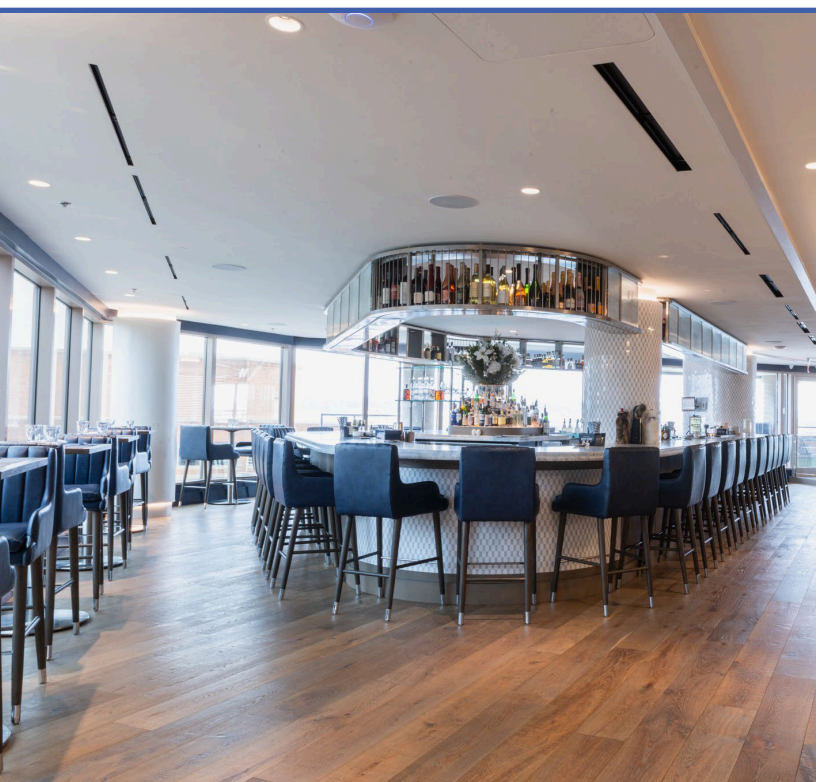
The four Tucci umbrellas have 200 lb. steel plates and are designed for high winds of up to 20 mph. Due to their weight, we do not relocate them under any condition.



## THE WINE ROOM

Overlooking the Bar & Lounge, the Wine Room is the place to “see and be seen”. Surrounded by an impressive array of wine and champagne, you and your guests will receive the royal treatment when you secure a large party reservation with a dedicated server.

Seated: 10



## BAR & LOUNGE

With sweeping views of the Potomac River and the Capitol, the Bar & Lounge is ideal for informal gatherings designed to impress.

Offering exquisitely crafted cocktails, an ever-evolving wine list, and an impressive array of alcohol-free options, you can be sure to find something to fit your taste.

Pre-order a seafood tower and chef’s charcuterie to wow your guests upon arrival.

Seated: 40 | Reception: 25

# PRICE LIST

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## FOOD & BEVERAGE MINIMUMS (F&B)

We have food and beverage (F&B) minimums for use of specific dining areas. The F&B minimum is the food and beverage subtotal before sales tax and service charge are added. If your F&B spend falls short of the required amount, the difference will be charged as a miscellaneous fee.

## SERVICE CHARGE, TAXES & FEES

Events are subject to a 25% service charge, 6% state tax and 5% city tax. Credit card charges/credits will incur a 3% processing fee. ACH payments/credits will incur a 1% fee.

## GUEST PARKING

Ample parking is available in the on-site garage managed by Colonial Parking, plus there is a limited amount of free and paid street parking. The parking garage rates are \$8-10 on weekdays before 5 pm, \$5 after 5 pm on weekdays and all day on weekends. Validation tickets may be purchased in advanced for \$10 each.

## OUTSIDE DESSERT FEE

You are welcome to bring in a cake, cupcakes, or other specialty dessert. We charge \$5 per person, which includes us receiving, cutting, plating, serving, and cleaning.

## CORKAGE FEE

\$50 per bottle. One bottle per event. It cannot be part of our wine list.

## EVENT DIRECTOR

From start to finish, our Event Directors play a crucial role in creating memorable, well-orchestrated, stress-free events. In addition to consultations, tours, menu planning and proposal writing, they assist with coordinating party rentals, floral and cake deliveries, DJ and musician set-up, seating charts, guest registration, and so much more. Fees vary based on services provided.

**Booking Fee** \$100 (required with all event bookings)

Includes initial emails and phone conversations during the booking process, one in-person tour and/or meeting, basic menu planning, written proposal with up to two revisions, contract execution, payment handling and event team meetings.

**Event Coordination Package** \$200 (required with all event bookings)

Includes basic assistance with outside vendors, host provided playlists and slideshows, seating arrangements, décor set-up, lighting levels, and similar tasks. The Event Director will conduct meetings with the event team to go over your event details to ensure everything is executed to your specifications. They will be available throughout your event as your direct Point of Contact (POC).

**Add-on Rate** \$100 per hour / Includes meetings, custom menu planning, seating charts, event consulting, and so much more.

# PRICE LIST

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## FOOD & BEVERAGE MINIMUMS PER SPACE

### PRIVATE DINING ROOM

2 Hours | Off-Peak Time | \$2,000

2 Hours | Peak Time | \$3,500

3 Hours | Off-Peak Time | \$3,000

3 Hours | Peak Time | \$4,500

4 Hours | Off-Peak Time | \$4,000

4 Hours | Peak Time | \$5,500

### DINING AREA ONE

3 Hours | Off-Peak Time | \$1,500

3 Hours | Peak Time | \$2,500

4 Hours | Off-Peak Time | \$2,500

4 Hours | Peak Time | \$3,500

### DINING AREA TWO

3 Hours | Off-Peak Time | \$2,000

3 Hours | Peak Time | \$3,000

4 Hours | Off-Peak Time | \$3,000

4 Hours | Peak Time | \$4,000

### DINING AREA THREE

3 Hours | Off-Peak Time | \$2,500

3 Hours | Peak Time | \$3,500

4 Hours | Off-Peak Time | \$3,500

4 Hours | Peak Time | \$4,500

### BALCONY ADD-ON

Tables W1-W4 \$1,000 space rental

Tables W5-W8 \$1,000 space rental

Tables W9-W11 \$750 space rental

Tables W10-W14 \$750 space rental

### RESTAURANT BUY-OUT

Dinner | Tues-Thurs | \$15,000

Dinner | Fri-Sat | \$25,000

Brunch | Saturday | \$15,000

Brunch | Sunday | \$25,000

### WINE ROOM (up to 10)

Dinner | 5-7 pm | \$500

Dinner | 6-9 pm | \$1,000

Dinner | 7:30-10 pm | \$750

Brunch | 9-11 am | \$300

Brunch | 11:30 am -2:30 pm | \$500

Brunch (Sunday) | 3-5 pm | \$300

### BAR & LOUNGE

2 Hours | Off-Peak Time | \$30 PP

2 Hours | Peak Time | \$40 PP

### TERRACE

2 Hours | Off-Peak Time | \$2,500

2 Hours | Peak Time | \$3,500

3 Hours | Off-Peak Time | \$3,500

3 Hours | Peak Time | \$4,500

### HIDEAWAY BOOTH ADD-ONS

Booths H1-H4 \$1,000 space rental

Booth H5 \$300 space rental

### PEAK VS OFF-PEAK

Friday, Saturday and Sunday are all considered peak timing. All other timeframes vary based on time of year, availability, and other rotating factors. Final pricing is determined at the time of booking.



# BOOKING INFO

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There's nothing quite as spectacular as partying on the Potomac! Please carefully read through the Booking Information, much of which is included in our contract.

## DEPOSIT

To confirm your date, an event booking agreement must be signed and a 50% deposit of the estimated cost must be received. The remaining balance is due 10 days prior to your event. Acceptable methods of payment are cash, check, credit card or ACH. Processing fees may apply. If your event is less than two weeks away, payment will be due in full at the time of booking.

## GUEST COUNT

Your final guest count must be received no later than 4pm, 10 days prior to your event. This number will be considered a guarantee and is not subject to reduction. You will be charged for this number of guests, regardless of how many guests actually attend. If the number increases on the day of your event, we will do everything possible to accommodate the additional guests. Charges will apply.

## MENU SELECTIONS

Final host and guest menu selections are due no later than 10 days prior to your event. You will be provided with an excel spreadsheet to use to provide us with your guests' names, menu selections, and dietary notes. Any changes to the menu or guest selections after the 10-day mark will incur a \$25 processing fee per occurrence. If you elect to have your guests order at the table, there will be a \$20 per person surcharge for parties of 20 or more.

## EVENT DAY EXPENSES

At the conclusion of the event, any additional expenses will be charged to the credit card on file, unless otherwise directed. Please note: the minimum spend amount must be met on a single tab. Individual guests' checks do not apply toward the food & beverage minimum. Upon request, we will divide the final tab between up to three (3) credit cards for final payment.

## EVENT TIMING

An established duration of time for your event is noted on your event agreement. We will gently remind the host when their event is scheduled to conclude. If your event exceeds the time noted, a \$100 fee per 15-minutes will apply pending confirmation of space availability from your Events Director.

## CANCELLATION POLICY

Deposits are refundable up to 45 days prior to the event date (minus credit card or ACH processing fees). After the 45-day time period, the deposit would be forfeited in the event of cancellation. Final payment is due 10 days prior to the event date and is non-refundable. Please note, when we reserve space for your event, we turn away other event requests and may not be able to rebook the space should you cancel or reschedule, which is why we have this policy in place.

# BOOKING INFO

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## MENU CUSTOMIZATIONS

We are happy to accommodate menu customizations based on budget, dietary restrictions, and special requests. A \$100 hourly fee may apply. Please note, sample menus and pricing are subject to change.

## OUTDOOR EVENTS

For all outdoor events, the final weather call will be made six (6) hours prior to the event start time. If the likelihood of rain is 50% or greater, the restaurant will move an outdoor event to the reserved indoor space.

## DELIVERIES

Packages may be delivered to the restaurant up to 24 hours' prior to the Event. All packages, boxes and/or materials received by the Restaurant will be assessed a \$5.00 handling fee, per item, that will be billed to your Final Bill. Due to space constraints, we regret that we cannot store your décor or florals more than 24 hours before or after your event.

## DECORATIONS

You may access the space 15 minutes before your event to decorate and place florals. If you require more time, you may book the space up to an hour prior to your event. Fees will apply. We do not allow glitter, confetti, or anything that can damage the ceiling or walls. All decorations and florals must be removed within your event time.

## OUTSIDE VENDORS & ENTERTAINMENT

All outside vendors contracted for the event (florists, rentals, décor, entertainment) must be approved by the Venue no later than 10 days prior to your event. The Venue is not responsible for organizing or confirming arrangements with outside vendors or planners unless contracted to do so. Coordination charges may apply.

## FURNITURE ARRANGEMENTS

We are happy to rearrange our furniture to your specifications. If porter service is required, then charges will apply at a rate of \$50 per person per hour.

# *Jula's* ON THE POTOMAC



## CONTACT

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