

Marriott®

HARTFORD DOWNTOWN

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2012 Prom Packages



Plated Dinner

Beverage Service

Unlimited Soft Drinks

Cocktail Hour

Seasonal Vegetable Crudités

Julienne Carrots, Celery, Red and Green Peppers, Broccoli and Asparagus, Cauliflower, Mushrooms and Cucumber with a Ranch Dressing

Salad

Garden Salad with Tomatoes, Black Olives, Cucumber, Shredded Carrots & Croutons with your choice of two dressings: Italian, Ranch, Raspberry Vinaigrette or Creamy Peppercorn

Entrées

(Select two)

Chicken Picatta sautéed with Artichoke Hearts and Capers

Pan Seared Salmon with a Citrus Buerre Blanc

Pasta Carbonarra tossed with Pancetta, Onions and Peas in an Alfredo Sauce

Sliced Flat Iron Steak with a Roasted Mushroom Shallot Demi Glace

Vegetarian Options Available

Dessert

(Select one)

Classic NY Style Cheesecake with Raspberry Coulis

Chocolate Cake with Crème Anglaise

Carrot Cake with Cream Cheese Frosting

Price- \$52.00 per person

(21% Service Charge and 6.35% Sales Tax)

All 3~Course Dinners Include

Salad, Entrée, Chef's Selection of Starch and Vegetable, Dessert

Dinner Rolls and Butter

Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Herbal Teas

Please see Security Requirements



Buffet Dinner

Beverage Service

Unlimited Soft Drinks

Cocktail Hour

Seasonal Vegetable Crudités

Julienne Carrots, Celery, Red and Green Peppers, Broccoli and Asparagus, Cauliflower, Mushrooms and Cucumber with a Ranch Dressing

The Gala Buffet

Traditional Caesar Salad with Fresh Romaine, Shaved Parmesan Cheese,
Sour Dough Croutons and Caesar Dressing

Or

House Garden Salad with all of the Fixings,
Cherry Tomatoes, Shredded Carrots, Olives, Cucumbers, Croutons and Shredded Cheese with a Choice of
Italian and Ranch Dressings

Herb Roasted Chicken with Lemon Zest Cream Sauce

Salmon Fillet with Mango Chutney

Penne Pasta with a Tomato Cream Sauce

Dessert Station

Assorted Mini Pastries and Petit Fours

\$58.00 per person

(21% Service Charge and 6.35% Sales Tax)

Buffet Dinner Includes

Salad, Entrée, Chef's Selection of Starch and Vegetable, Dessert

Dinner Rolls and Butter

Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Herbal Teas

Please see Security Requirements



Enhancements

Chocolate Fountain

Chocolate Fountain with Fresh Strawberries, Pineapple, Bananas and Melon, Pretzels, Graham Crackers, Marshmallows and Cookies
\$14.00 per person

Smoothie Bar

One hour of unlimited Strawberry and Pina Colada made to order
\$8.00 per person

Ice Cream Bar

Assorted Haagen Dazs Chocolate and Vanilla Ice Cream, Chocolate Syrup, Strawberry Sauce, Jimmies, Maraschino Cherries, Walnuts, M&M's and Fresh Whipped Cream
\$14.00 per person

(21% Service Charge and 6.35% Sales Tax)



Catering Guidelines

Banquet Agreement

All reservations and agreements are made upon, and are subject to, the guidelines of Marriott Hartford Downtown, and the following conditions:

Food and Beverage

Due to liability and legal restrictions, no outside food or beverage of any kind may be brought into the Hotel by the customer, guests, or exhibitors. Marriott Hartford Downtown is the only licensed authority to sell and serve liquor for consumption on the premises. Connecticut Law requires persons to be a minimum of 21 years of age to consume alcoholic beverages. Marriott Hartford Downtown reserves the right to refuse alcohol service to anyone.

Tax

All Federal, State and Municipal taxes which may be imposed or applicable to this agreement and to the services rendered by the Hotel are in addition to the prices herein agreed upon, and the patron agrees to pay for them separately.

Catering Fees

- Deposit with Contract—25% of the estimated total will be due with a signed contract
- There is a 21% service charge and a 6.35% CT state sales tax added to all food, beverage, audio visual and room rental charges. The service charge is a taxable item in the State of CT.
- All prices are quoted per person unless otherwise indicated.
- To ensure food quality, buffet pricing is based on 2 hours or less and refreshment breaks are based on 1 hour or less.
- Additional charges may be incurred for extending hours of service.
- Attendants and Bartenders are subject to a \$125.00 fee per attendant.

Refresh Policy

Please refer to menus for service times on all meal periods. We will gladly refresh any service beyond these times at the ala carte prices which are available from your event manager.

Guaranteed Minimums

All items ordered must serve the minimum guarantee number of guests. In order to protect the service and quality of your event, we do not accept orders for items that serve less than your total guaranteed minimum.

Food and Beverage Guarantee

- Ten (10) working days prior to all Food and Beverage Functions the Hotel requires the customer to submit an expected number of guests for each scheduled event. The expected number of guests cannot be reduced by more than 10% at the time the Hotel receives the guaranteed number of guests.
- The guaranteed number of guests for all Food and Beverage functions must be submitted to the Catering Department by 12:00PM (noon), three (3) business days prior to the date of the function. If the guarantee is not received by the cut off date/time, the Hotel will assume that the "expected" number of guests noted at the top of the banquet event order or the expected number of guests submitted to Catering ten (10) working days prior to the event as the guarantee. The guarantee becomes the minimum number of guests used in calculating food preparation. Should the actual number of guests in attendance of the event exceed the guarantee; the customer will be charged for that number of guests.
- On plated Food and Beverage functions, the Hotel will set seating for Three Percent (3%) over the guarantee for all group events with a maximum overset of (10). Food will only be prepared for the guarantee, not the overset.

Prices

The Hotel guarantees prices 6 months prior to your event. Specific per person prices and menus may be outlined in your contract to avoid market increases.

Function Rooms

Function rooms are assigned by the Hotel according to the guaranteed minimum number of guests anticipated. Increased room rental fees are applicable if group attendance drops below the estimated attendance at the time of booking. The Hotel reserves the right to change groups to a room more suitable at the Hotel's discretion for the attendance, with notification, if attendance drops or increases.

Signage and Decor

Marriott Hartford Downtown reserves the right to approve all signage, staging, props and décor. Signs, banners or posters are not to be taped, stapled, nailed or affixed in any other manner to the walls or columns in the hotel, nor should they obstruct permanent hotel signage from view. All signs, banners or displays submitted for approval must be professionally produced. **No handwritten materials may be used.** Marriott Hartford Downtown reserves the right to prohibit the display of props or free standing display items in the hotel, including public areas.

Banners & Rigging Services

We will gladly hang one banner on a complimentary basis. Any additional banners may be hung at a charge of \$25.00 each. The hotel must supervise all rigging services and use of equipment. Clients are never permitted to hang their own banners.

Security

- **Chaperones (School to provide) 1 chaperone per every 50 students guaranteed**
- **Uniformed Hartford Police (School to secure and pay for) Let the police know how many students will be in attendance and they will decide how many officers are needed.**
- The Marriott Hartford Downtown's Safety Services Department provides basic security of the hotel and is not available for the sole purpose of securing the event.
- A list of all attendees is to be given to the hotel 3 days prior to the event.
- Any person who leaves the third floor for any reason will not be permitted back into the Ballroom

Smoking

In accordance with the Connecticut Clean Air Act, Marriott Hartford Downtown is a smoke free environment. Smoking is permitted in designated areas only.

Damages

Any damages to the hotel, as a result of group activity, will be subject to a repair charge. A scheduled walk-through should be arranged through Event Management prior to move-in and after move-out to assess the condition.



Fit for you items have been selected to meet the diverse dietary needs of our guests. Please ask your event manager for further explanation.

Our Meeting Planners' Guide will provide additional information regarding the
Marriott Hartford Downtown's facility and procedures.
Your Event Manager is your best source for questions related to your Downtown experience.
Please do not hesitate contacting us for assistance.