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Boston Lowell/Chelmsford

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## Welcome to a Refreshing Approach to Events

Whether you're organizing a business meeting or planning a special occasion for friends and family, no hotel makes it easier or more convenient to get things done on your terms than the Courtyard by Marriott. With flexible meeting spaces, fresh and innovative catering, and state-of-the-art audio-visual services, you can count on having all of the choices and options to make the most of your event. You can also count on our dedicated staff of hospitality professionals to take care of the details from start to finish.

We have enclosed sample menus, pricing and space plans to help you get started. If you are looking for something special, please do not hesitate to ask. Our team will do everything to help you design an event that exceeds your attendees' expectations.

Looking forward to serving you soon,

The Courtyard Events Team

Boston Lowell/Chelmsford



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## breakfast

Continental Breakfast | \$9.95

assorted chilled juices

bagels with cream cheese

variety of fresh baked goods

assorted yogurts

fresh fruit

butter, honey, preserves

Royal Cup Coffee, regular and decaffeinated

Bigelow Tea



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## breaks

Classic Royal Cup Coffee Break | \$4.00  
Royal Cup Coffee, regular & decaffeinated  
Bigelow Tea

Traditional Favorite | \$7.00  
freshly baked cookies with assorted soft drinks

Energy Break | \$5.00  
assorted energy bars, candy bars, granola bars  
with bottled waters.

Healthy Snack | \$9.00  
fresh sliced fruit with yogurt, granola, and skim  
milk.

Beverage Break | \$5.00  
assorted soda, juice, bottled water, and  
gatorades.



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## lunch

Entrée selections (cold) | \$18.95  
all cold buffets are accompanied by soup or salad, potato chips, marinated relish tray, assorted beverages & dessert

assorted submarine sandwiches

assorted meat & cheese platter with sliced tomatoes, lettuce & onions

assorted croissant sandwiches

assorted club sandwiches

Entrée selections (hot) | \$19.95  
all hot buffets are accompanied by soup or salad, fancy rolls, starch, vegetable, assorted beverages & dessert

chicken parmesan

baked ziti with fresh veggies & meat sauce

herb crusted chicken

chicken broccoli & ziti

Entrée selections (hot) | \$21.95  
steak tips

grilled beef & chicken fajitas



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## lunch

Working Lunch | \$17.95

all box lunches are presented in a convenient container accompanied by a side salad or fresh fruit, potato chips, cookie and beverage

Imported ham & havarti served on a bulkie roll imported ham and havarti pesto cheese, crisp lettuce, tomato & honey mustard

Turkey terrific croissant herb crusted roasted turkey with stuffing, cranberry sauce & mayonnaise

Smoked turkey on sun dried tomato wrap smoked turkey, mixed greens, tomato & swiss cheese with honey mustard

Vegetarian on spinach wrap tabouleh, hummus, feta cheese, roasted red peppers, kalamata olives, pepperocini, mixed greens & tomato on a spinach wrap



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## lunch

Working Lunch | \$17.95

all box lunches are presented in a convenient container accompanied by a side salad or fresh fruit, potato chips, cookie and beverage

Chicken salad on rosemary foccacia  
all white meat chicken, minced onion, green leaf lettuce & tomato

Italian on piantedosi sub roll  
crisp lettuce, genoa salami, provolone cheese, tomatoes, pickles, onions, cappicola & imported ham

Grilled chicken caesar on sun dried tomato wrap

grilled chicken breast, hearts of romaine, garlic croutons, tomato & grated romano cheese, served with creamy Caesar dressing

Tuna salad on whole grain bread  
tuna salad with fresh dill, minced red onion, green leaf lettuce & tomato

Grilled flank steak on garlic & herb wrap  
marinated & thinly sliced with pepper jack cheese, mixed greens, tomato & creamy horseradish sauce



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## technology

connectivity

Polycom speaker phone \$120.00

High speed internet connection - complimentary

Meeting accessories

LCD projector \$250.00

Television with dvd/vcr \$25.00

Flip chart with markers \$25.00

Whiteboard with markers - complimentary

Podium with microphone - complimentary

Other audio visual services available upon request



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## considerations

### General Information and Policies

Food and beverage must be purchased and served by the hotel. Printed menus are for general reference and our event staff would be happy to customize menus to meet your specific needs. Menu pricing is subject to change.

### Guarantees

In order to make your meeting a success please confirm your guaranteed number of guests 3 business days (72 hours) prior to your event. The expected number will act as the final guarantee number if the guarantee number is not received. A minimum of 10 guests is required for the lunch menus.

### Service Charge and Tax

All food and beverage prices are subject to a 18% gratuity charge and a 6.25% State Sales Tax.

\$20.00 catering delivery fee

\$50.00 Setup fee for meals only in meeting rooms

### Shipping

If shipping materials to the hotel, please include the company/group name, event manager and date of meeting on the outside of the package. The hotel can not assume responsibility for the damage or loss of merchandise sent for storage.

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