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Courtyard by Marriott Brussels

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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 Brussels. 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

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## meeting rooms setups

capacity in persons

	Cabaret	Theater	Class	Board	U-shape	Square	Recept.	Banquet
Athens	96	275	132	-	69	80	320	170
Athens I	60	155	84	-	39	56	200	96
Athens II	48	120	63	-	33	42	120	64
Seoul	24	60	36	16	24	30	75	32
Atlanta	24	60	36	16	24	30	75	32
Barcelona	24	60	36	16	24	30	75	32
Sidney	24	60	36	16	24	30	75	32
Antwerp	42	120	63	24	39	42	120	56
Stockholm	-	26	-	10	-	-	-	-
Amsterdam	-	26	-	16	-	-	30	-
Montreal	12	40	-	16	-	-	45	-
Paris	24	60	36	20	24	30	70	32
Tokyo	12	40	-	16	-	-	45	-
Rome	-	-	-	8	-	-	-	-
London	24	60	36	20	24	30	70	32
Zinc	-	-	-	-	-	-	-	-

## ground floor



## meeting rooms measures

in meters

	m2	Height	Length	Width	Door H.	Door W.
Athens	245	2,80	19,86	11,80	2,11	1,86
Athens I	145	2,80	11,9	11,80	2,11	1,86
Athens II	100	2,80	7,85	11,80	2,11	1,86
Seoul	60	2,80	7,88	7,84	2,11	0,93
Atlanta	60	2,80	7,88	7,84	2,11	0,93
Barcelona	60	2,80	7,88	7,84	2,11	0,93
Sidney	60	2,80	7,88	7,84	2,11	0,93
Antwerp	100	2,80	13	7,46	2,11	0,93
Stockholm	26	2,80	6,87	3,81	2,11	0,93
Amsterdam	26	2,80	6,87	3,81	2,11	0,93
Montreal	35	3,60	7,85	4,38	2,11	0,93
Paris	57	3,60	7,85	7,40	2,11	0,93
Tokyo	35	3,60	7,85	4,38	2,11	0,93
Rome	17	3,60	4,42	3,85	2,11	0,93
London	57	3,60	7,60	6,84	2,11	1,86
Zinc	110	-	-	-	-	-

## first floor



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## Package

Full Day meeting package as of 59.00€

- Meeting room rental from 9.00 am to 6.00pm
- Audiovisual equipment included: 1 Beamer, 1 screen, 1 flipchart, 1 high speed internet connection
- \*Morning coffee break – still water, mints, notepads and pens
- Sandwiches lunch served in front of your meeting room with soft drinks, water and coffee or tea.
- \*Afternoon coffee break
- Free parking for the organizer.

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## Package

Full Day Meeting Package 75.00€

-Meeting room rental from 9.00 am to 6.00 pm

- Audiovisual equipment included: 1 Beamer, 1 screen, 1 flipchart, 1 high speed internet connection

-Still water, mints, notepads and pens

-\*Welcome coffee break

- \*Morning coffee break

- Business Lunch Buffet served in the Zinc Brasserie\* including: a fine selection of sandwiches, crispy salads, one hot dish, cheese, fresh fruits and delicious desserts, either 2 glasses of wine per person or soft drinks, water, and coffee or tea at the end

-\*Afternoon coffee break

- Free parking for the organizer.

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## Green Meeting Package

Full Day Meeting Package 76.00€

« We believe the future of business is **green** because we are all guests on this planet »

Book your **Green Meeting Package** now and help us work towards a greener and healthier planet.

- 1€ out of each meeting package will be donated to the Amazone Sustainable Foundation in the name of your company, to help protect the Brazilian Amazone rainforest
- Recycled notepads
- Recyclable pens
- Lunch buffet with seasonal products
- Free parking for all hybrid cars and for the organizer

### Marriott Hotels in Brussels

For more information or to book one of our **Green Meeting Packages**, please contact us at:

- +32 2 505 2000
- [Brussels.salesoffice@marriott.com](mailto:Brussels.salesoffice@marriott.com)

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## Package

Personalize your event

- Permanent coffee station in the meeting room
- 3 courses menu of the chef
- Cocktail before or after your meeting
- Gift for your participants
- Dinner
- Half day meeting package ...

NOTHING IS IMPOSSIBLE; ASK OUR  
DEVOTED EVENT COORDINATORS

\*Business lunch buffet is always served in the Zinc Brasserie. In case you would prefer a standing lunch in front of your meeting room there will be a supplement of 5.00€ per person.

\*Fixed coffee break station in the foyer 1st floor.



## Breaks

### 1st floor coffee break station

Fixed coffee break in the foyer with coffee machine espresso, tea, fresh orange juice, juices, an assortment of healthy, sweet and salty snacks such as yoghurts, fresh pastries, homemade smoothies, cookies or wraps changing all day

### Welcome Coffee break 8.00€

Coffee, teas, fruits juices, fruits, fresh pastries of the day.

### Classic coffee break 9.00€

Coffee, teas, fruits juices, fruits and different variations of sweet and salty snacks.

### Permanent coffee break 13.00€

5 hours permanent coffee, teas, fruits juices, fruits and different variations of sweet & salty snacks.  
Served in front of your meeting room.

Refreshed upon request.



## Menu

### The Smart menu 39.00€

Fresh rolls of beef carpaccio and potato salad, Arugula salad and a balsamic dressing.

Or

Fresh pink shrimps tartar with cucumber in sour cream, served with a chilled gazpacho sauce.

\*\*\*\*\*

Oven roasted cod filet with a pistachio crust, tomato butter and tagliatelles with zucchini strings.

Or

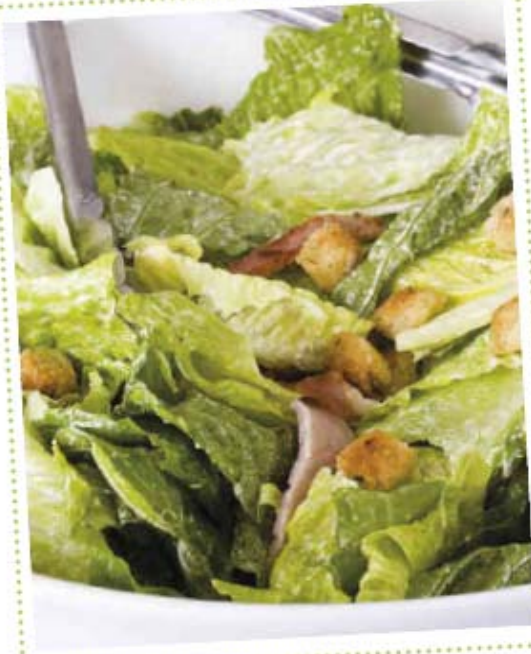
Grilled chicken breast with a light pepper perfumed sauce, gratinated penne with Gouda cheese.

\*\*\*\*\*

Belgian waffle with whipped cream, strawberries and chocolate sauce.

Or

Lightly spiced orange salad



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## Menu

### The Energizing menu | 45.00€

Smoked salmon with fresh cress salad, honey and mustard dressing, pine nuts crust.

Or

Italian ham salad with sundried tomatoes, green asparaguses and parmesan shavings.

\*\*\*\*\*

Lamb steak with a rosemary sauce, potato galette and a confit of southern vegetables.

Or

Filet of pan fried sea bream, white wine basil sauce, grilled eggplants and tomatoes served with crushed buttered potatoes

\*\*\*\*\*

Apple tart « tatin » with vanilla ice cream and a caramel sauce.

Or

Panacotta cake with cherry and amaretto glaze

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## Menu

### The Design menu | 49.00€

Scampi's cooked in a transparent "papillote" with fresh coriander butter and vegetables.

Or

Terrine of "foie gras" with an onion "confit" and a toasted brioche.

\*\*\*\*\*

Filet of veal on wild mushrooms, roasted potatoes and a Tonka beans flavoured sauce.

Or

Filet of sea bass on a vegetable "stoemp", caramelized onions sauce.

\*\*\*\*\*

Cheese plate

\*\*\*\*\*

Hot chocolate cake with a custard cream sauce.

Or

Papillote of banana with chocolate sauce and a vanilla ice cream.

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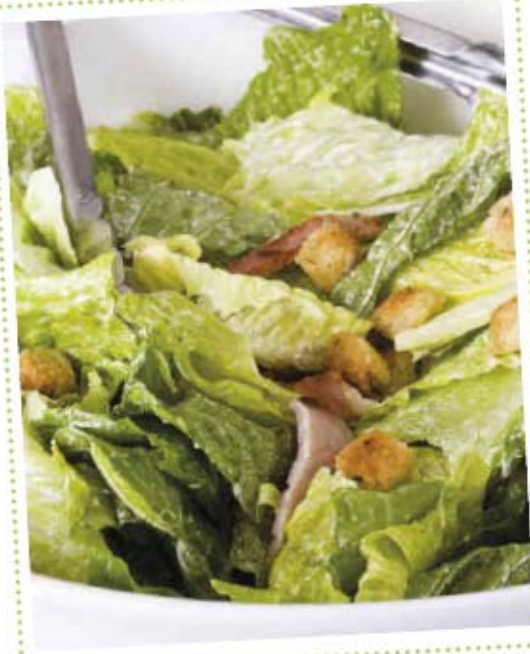
## Menu

**The Chef's menu 32.00€**

A light 3-course menu, which is especially tailored for the busy life of business people around the world.

Our Executive chef will invent a new menu every day.

The price excludes beverages, coffee and/or tea.



## Buffet

### The Smart buffet | 39,00€

- Pink shrimps and asparagus tartar
- Smoked chicken and parmesan salad
  - Pasta salad with ham
  - Salmon rolls with goat cheese
- Prawns skewers with guacamole
  - Seafood salad
- Beef carpaccio with arugula
- Caesar salad
- Tomato and mozzarella with pesto

\*\*\*\*\*

### - Pea soup

\*\*\*\*\*

- Roasted salmon with a beurre blanc and tagliatelles
  - Or
  - Filet of cod with crushed buttered potatoes and zucchini
  - Or
  - Red mullet with a sauce vierge and confit of grilled eggplant
- \*\*\*\*\*
- Crown of lamb with a rosemary sauce
  - Or
  - Roasted pork filet, tarragon cream
  - Or
  - Roasted chicken breast with pommes « pont neuf »

\*\*\*\*\*

Assortiment of home made desserts

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## Buffet

**The energizing buffet | 49,00€**

- Salmon carpaccio with honey and mustard dressing
  - Smoked duck and mango salad
  - Rice salad with chorizo and scampi's
  - Tomato filled with grey shrimps
  - Crab salad on an endive leaf
- Tuna tartar with coriander and sour cream
  - Pod peas salad with shrimps
  - Caesar salad
  - Penne and parmesan salad  
\*\*\*\*\*
  - Tomato and basil soup  
\*\*\*\*\*

Grilled scallops with sautéed zucchini

Or

See bass filet on warm sautéed potatoes and onions

Or

Tagliatella with seafood and saffron sauce  
\*\*\*\*\*

Beef "Bourguignon" with steamed potatoes

Or

Lamb filet in pastry with goat cheese, tomatoes and basil

Or

Guinea fowl wrapped in bacon and cream sauce  
\*\*\*\*\*

Assortment of home made dessert



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## reception

Cocktail Bistro ½ hour | 9.00€

Wine, beer, soft drinks, water & fruit juices

Cocktail Estaminet belge ½ hour | 10.00€ pp

4 Belgian beers, wine, soft drinks, water & fruit juices

Cocktail Champagne ½ hour | 12.50€ pp

Champagne, wine, beer, soft drinks, water & fruit juices

Cocktail Lounge ½ hour | 17.50€ pp

Whisky, gin, vodka, champagne, wine, beer, soft drinks, water & fruit juices

Prices for 1 hour per person:

Cocktail Bistro: 11.00€

Cocktail Estaminet belge : 15.00€

Cocktail Champagne : 17.50€

Cocktail Lounge : 22.00€



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## Technology

LCD Projector 3200 lumen / 180.00€

Flat screen / 180.00€

Polycom speaker Phone / 60.00€

CD or DVD player / 50.00€

Sound System as of / 130.00€

Wireless Handheld Microphone / 45.00€

Wired Handheld Microphone / 30.00€

Laser Pointer & Slide Changer / 15.00€

Lectern / 100.00€

Stage / upon request





## STAY CONNECTED

Internet @ Courtyard by Marriott Brussels

Public Areas: Wireless

1 hour: 6.95 €

24 hour: 19.95 €

Guest Rooms: Wired

1 hour: 6.95 €

24 hour: 19.95 €

Purchase via Credit Card, Direct Billing on Room or connect card available at the Front office

Meeting Rooms: Wired, Wireless

24 hour: 19.95 €

Connection activated in the room = Connection available in the public area and Meeting rooms

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## REWARD YOURSELF

### **Marriott Rewarding Events**

Another free benefit of being a Marriott Rewards member

With Rewarding Events<sup>SM</sup> you earn up to 50,000 points toward free nights for your ultimate getaway with each group, event or meeting at participating Marriott brand hotels worldwide.

Whatever you need to plan, whether it's a soccer group, board meeting, or family reunion, choose Marriott and keep the Rewards for yourself.

### **Preference Plus Program**

Are you in charge of organizing events or booking hotel reservation for your company ?

Join our unique Preference Plus Program ! As a member, you can join many privileges and awards.

How can you collect points ? It's simple: You receive one point for each night a guest you booked stays in the Brussels Marriott hotel, the Renaissance Brussels hotel or the Courtyard by Marriott Brussels.

You can also collect points for meetings. Points are calculated on the total number of participants.

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## THE MARKET.

How does it work ?

The Courtyard by Marriott Brussels provides a fridge in each guest room.

Next to the Front Desk, guests will find the « Market » where they can choose between a large selection of products as well as snacks & drinks to bring to their room.

Open: 24h/24h Everyday

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## STAY FIT & RELAXED

- Our fitness center is open 24/7
- Free of charges for hotel guests
- Sauna
- Individual lockers in locker rooms
- High Tech Fitness Machines
- Free weights
- Water dispenser
- Energizing drinks 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 succes 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.

### Service Charge and Tax

\*\*\*\*\*

All prices are included service and VAT.

### 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.