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Columbia Downtown at USC

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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 innovating 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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## breakfast

All American - Plated | \$11.50

Scrambled Eggs, Crispy Bacon or Sausage Patties, Home Fried Potatoes or Southern Style Grits, Fresh Baked Buttermilk Biscuits  
Juice, Coffee, Hot Tea, Decaffeinated Coffee

Cinnamon Supreme - Plated | \$13.00

Cinnamon Supreme French Toast, Maple Syrup, Crispy Bacon or Sausage Patties,  
Juice, Coffee, Hot Tea, Decaffeinated Coffee

Good Cents Breakfast Table | \$14.50

Assorted Fruit Juices, Farm Fresh Scrambled Eggs, Crispy Bacon or Sausage Patties, Country Style Home Fried Potatoes or Southern Style Grits, Biscuits with Country Gravy, Fruit Preserves and Butter  
Coffee, Hot Tea, Decaffeinated Coffee

Ultimate Breakfast Table | \$16.50

Assorted Fruit Juices, Sliced Fresh Fruit, Farm Fresh Scrambled Eggs, Freshly Baked Breakfast Breads, Crispy Bacon, Sausage Patties, Country Style Home Fried Potatoes, Southern Style Grits, Biscuits with Country Gravy, Fruit Preserves and Butter  
Coffee, Hot Tea, Decaffeinated Coffee



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## breaks

Continental | \$9.00  
Assorted Chilled Juices  
Fresh Baked Breads  
Coffee, Tea, Decaffeinated Coffee

Carolina Continental | \$10.50  
Assorted Chilled Juices  
Sausage Biscuits  
Seasonal Fresh Fruit  
Coffee, Tea, Decaffeinated Coffee

Healthy Start | \$11.50  
Assorted Chilled Juices  
Bottled Water  
Seasonal Fresh Fruit  
Granola Bars  
Yogurt Cups  
Coffee, Tea, Decaffeinated Coffee



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## breaks

The Assembly | \$16.50

To Start:

Orange Juice

Freshly Baked Breads

Coffee, Tea, Decaffeinated Tea

The Middle

Coffee, Tea, Decaffeinated Tea

Assorted Soft Drinks

The End

Assorted Cookies

Assorted Soft Drinks

The Blossom | \$19.50

To Start

Freshly Baked Breads

Seasonal Sliced Fruit

Assorted Juices

Coffee, Tea, Decaffeinated Coffee

The Middle

Coffee, Tea, Decaffeinated Coffee

Assorted Soft Drinks

The End

Assorted Cookies

Brownies

Soft Pretzels

Assorted Soft Drinks

Coffee, Tea, Decaffeinated Coffee



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## breaks

Half time Break | \$10.00  
Soft Pretzels served with Mustard  
Popcorn  
Candy Bars  
Assorted Soft Drinks  
Bottled Water

Afternoon Delight | \$10.50  
Assorted Fresh Baked Cookies and Chocolate  
Brownies  
Ice Cold Milk  
Assorted Soft Drinks  
Coffee, Tea, Decaffeinated Coffee

Healthy Alternative | \$11.50  
Assorted Granola Bars  
Assorted Yogurt Cups  
Dried Fruit Mix  
Whole Fresh Fruit  
Assorted Bottled Juice  
Bottled Water

Coffee, Hot Tea, Decaf | \$25.00

Assorted Soft Drinks | \$2.00

Fresh Fruit Juices | \$12.00 Pitcher  
Orange/Apple

Bottled Water | \$2.25

Ice Tea/Lemonade | \$22.00 Gallon





## breaks

Croissants | \$24.00 Dozen

Fresh Baked Muffins or Scones | \$24.00 Dozen

Fresh Baked Cookies | \$20.00 Dozen

Chocolate Brownies | \$20.00 Dozen

Sausage or Ham Biscuits | \$24.00 Dozen

Bagels with Cream Cheese | \$24.00 Dozen

Whole Fresh Fruit | \$2.25 Piece

Popcorn | \$10.00 per bowl

Potato Chips | \$20.00 per bowl

Pretzels | \$20.00 per bowl

Party Mix | \$20.00 per bowl

Tortilla Chips and Salsa | \$22.00 per bowl



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## lunch

London Broil | \$19.00

Tender, thinly sliced flank steak served with a Mushroom Demi-Glace  
Chef's Selection of Starch and Fresh Vegetable

Roasted Pork Loin | \$18.00

Roasted pork served with Light Demi-Glace  
Chef's Selection of Starch and Fresh Vegetable

Chicken Piccata | \$18.00

Boneless Chicken Breast in White Wine  
Chef's Selection of Starch and Fresh Vegetable

Chicken Florentine | \$18.00

Chicken Breast stuffed with Spinach topped with Cheese Herb Sauce  
Chef's Selection of Starch and Fresh Vegetable

Traditional Lasagna | \$17.00

Italian Layed Lasagna with Meat & Cheeses  
Served with Garlic Bread & Stuffed Tomato

Pasta Primavera | \$16.00

Fresh Garden Vegetables Sauteed with Olive Oil, White Wine & Fresh Garlic, Tossed over Bow Tie Pasta  
Served with Garlic Bread



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## lunch

Capital Deli Table | \$18.50

Crisp Green Tossed Salad with Assorted Dressings

Display of: Ham, Roast Beef, Corn Beef, Swiss and American Cheeses, Sliced Tomato, Lettuce, Onions, and Deli Pickles

Choice of Two: Fresh Coleslaw, Pasta Salad, Potato Salad

Assorted Breads and Rolls

Mayonnaise and Mustard

Chef's Choice Dessert, Coffee, Iced/Hot Tea, Decaffeinated Coffee

Southwest Table | \$19.50

Crisp Green Tossed Salad with Assorted Dressings

Taco Table with all the Fixings

Chicken Fajitas with Tortillas, Mexican Rice and Refried Beans

Chef's Choice Dessert, Coffee, Iced/Hot Tea

Italian Table | \$19.50

Crisp Green Tossed Salad with Assorted Dressings

Spaghetti with Meat Sauce, Stuffed Shells, Chicken Parmesan, Italian Vegetable Medley, Garlic Bread

Chef's Choice Dessert, Coffee, Iced/Hot Tea



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## lunch

Create Your Own Lunch Table  
\$21.00 (2 Entrees)  
\$24.00 (3 Entrees)

Tossed Garden Green Salad  
Select Two or Three Entrees:  
Grilled Chicken Breast  
Roast Pork Loin with Natural Gravy  
Sliced Roast Beef  
Sliced Baked Ham  
Baked or BBQ Chicken

Traditional Lasagna  
Vegetable Lasagna  
Lunch Table Includes Chef's Selection of  
Starches and Vegetables  
Rolls and Butter  
Assortment of Cakes  
Coffee, Hot/Iced Tea, Decaffeinated Coffee

\*Minimum of 30 persons required or additional fees may occur for groups less than 30.



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## dinner

Boneless Chicken Breast | \$25.00  
 Grilled & Marinated Boneless Chicken Breast  
 finished with your choice of seasoning: Teriyaki,  
 BBQ, Italian Seasoning, Marsala Wine Sauce,  
 Lemon Pepper Cream Sauce  
 Chef's Selection of Starch and Fresh  
 Vegetables

Sliced London Broil | \$25.00  
 Thin sliced tender beef marinated in Chef's  
 special sauce  
 Chef's Selection of Starch and Fresh  
 Vegetables

Roast Prime Rib of Beef Au Jus | \$27.00  
 Served with Au Jus Sauce  
 Chef's Selection of Starch and Fresh  
 Vegetables

Herb Baked Salmon | \$27.00  
 Served with Lemon Dill Sauce  
 Chef's Selection of Starch and Fresh  
 Vegetables

The Combo | \$32.00  
 8 oz. New York Strip grilled to perfection and  
 accompanied by your choice of ONE of the  
 following: Grilled Shrimp or Grilled Chicken  
 Chef's Selection of Starch and Fresh  
 Vegetables



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## dinner

Create Your Own Dinner Table  
\$26.00 (2 Entrees)  
\$29.00 (3 Entrees)

Tossed Garden Green Salad  
Select Two or Three Entrees:  
Grilled Chicken Breast  
Sliced Roast Beef  
Sliced Baked Ham  
Garlic Roasted Pork Loin  
Fried, Baked or BBQ Chicken

Table includes Chef's Selection of Starches and Vegetables  
Rolls and Butter  
Assortment of Cakes  
Coffee, Hot/Iced Tea, Decaffeinated Coffee

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## considerations

All Lunch and Dinner Entrees come with Tossed Green Salad, Rolls and Butter and  
Chef's Choice Dessert

Coffee, Iced/Hot Tea, Decaffinated Tea

Prices are per person. A customary 21% taxable service charge and sales tax will be  
added to prices.

Prices subject to change.

## technology



Computer Data Display Package 1 | \$450.00  
 1 LCD projector, 1 projection cart with drape, 1 tripod screen to accommodate room size up to 8' x 8', 1 VGA cable, all required cabling and extension cords.

Computer Data Display Package 2 | \$750.00  
 1 4300 Lumen LCD projector, 1 projection cart with drape, 1 fast fold screen with dress kit or cradle screen to accommodate room size up to 7 1/2' x 10', 1 VGA cable, all required cabling and extension cords.

LCD Support Package | \$135.00  
 For guests wishing to utilize their own LCD projector- 1 projection cart with drape, 1 tripod or wall screen to accommodate room size up to 8' x 10', 1 VGA cable, all required cabling and extension cords.

Overhead Projection Package | \$100.00  
 1 Overhead projector (400 lumens), 1 projection stand with drape, 1 tripod or wall screen to accommodate room size up to 8' x 8', all required cabling and extension cords. Fast fold screens may be substituted for additional charge.

32 | \$200.00  
 1 VHS/DVD player, 1 monitor (32"), Peerless cart with all cabling and extension cords.



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**technology**



Standard Flipchart | \$40.00  
1 Dalite Flipchart w/four markers

Delux Flip Chart | \$50.00  
1 Dalite Flipcart Stand with four color markers  
and Post It Paper pad.

Polycom conferrence Phone with Spider  
Speakers. | \$100.00  
Recommended for groups orf 21 or larger.

Screens

10' Cradle Screen	\$100.00
7 1/2' x 10' Fast Fold	\$175.00

3' x 4' Whiteboard With Markers | \$35.00

Power Strip and Extension Cord | \$25.00

4 Channel Audio Mixer | \$55.00

16 Channel Audio Mixer | \$150.00

Tripod Screen | \$65.00

Microphones | \$45.00

Podium  
Tabletop  
Standing

Wireless Lavalier \$150.00



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## **GENERAL CATERING INFORMATION**

Meal prices are per person. A customary 21% taxable service charge and sales tax will be added to prices.

Prices are subject to change.

## **FOOD AND BEVERAGE**

All food and beverage served in the hotel are to be provided by the hotel.

The hotel requires one menu for all guests. Menu planning, room set-ups and other pertinent details must be arranged 14 days before arrival date. All food and beverage items are subject to a 21% service charge and prevailing tax. All food and beverage functions fewer than twenty five (25) persons are subject to a \$50.00 surcharge. Prices and items are subject to change.

If alcoholic beverages are to be served on the hotel premises the hotel will require that beverages be dispensed only by hotel servers or bartenders. Beer kegs are not permitted. The hotel's alcoholic beverage license requires the hotel to (1) request proper identification (photo ID) of any person of questionable age and refuse alcohol beverage service if the person in either under age or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person who, in the hotel's judgment, appears intoxicated

## **GUARANTEES**

A guaranteed number is required three (3) business days prior to the function for ordering purposes. You will be billed for the guaranteed number or final attendance, whichever is greater. In the event that the hotel does not receive a firm number three (3) business days prior to the event, the expected number will serve as the guarantee. If your number increases after the three (3) business day guarantee deadline, our kitchen will make every effort to duplicate your menu for the additional guests. However, if this is not possible, a substitute meal will be provided to the additional guests.

## **SEATING/TABLE LINENS**

Our banquet rooms can be set to your preference, depending upon the size of the group. Round tables will seat 8 - 10 people. Please ask about our available table linen colors. Specialty linen and chair covers are available at an additional cost.

## **MUSIC, ENTERTAINMENT, THEME PARTIES**

The catering department will assist you in making any special arrangements that you require.

## **SHIPPING AND RECEIVING**

Hotel catering staff should be advised of any packages for meetings that will be delivered to the hotel. Packages should not be delivered more than one (1) week in advance due to limited storage space. Hotel loss prevention department can assist you in shipping your packages at the completion of your function.

**AUDIO VISUAL EQUIPMENT AND AMPLIFICATION**

A wide selection of audio visual equipment and services are available on a rental basis. Orders may be placed through the catering department.

**DECORATIONS**

The catering department is happy to assist you with decorations. Due to the materials within the meeting rooms, the hotel will not permit the affixing of anything to the walls, floor or ceiling with nails, staples, carpet, tape or any other substance. Confetti, bird seed and alike are not permitted and are subject to a \$250 removal fee. We do, however, have the capability to arrange hanging signage if notified in advance.

**SECURITY**

The hotel will not assume responsibility for the damage or loss of any merchandise or articles left in the hotel prior to, during or following the banquet or meeting. Arrangements may be made for security for exhibits, merchandise or articles set up for display prior to the planned event with the catering/sales manager, approved by the hotel.

**PARKING**

Parking is available at the property and is complimentary for event attendees, this is subject to change.

**BILLING AND DEPOSITS**

Requests for credit must be established 30 days prior to arrival. Credit may be established for functions over \$1000.00, and payment in full is required within 30 days of receipt of statement. Otherwise, the entire contracted price must be paid in full and will be due three (3) business days prior to arrival by credit card or certified check.

Advance deposits, if required are good faith, non-refundable deposits and will be applied toward your final payment.

The above information and detailed specifications as outlined above are approved and accepted.

Client Signature \_\_\_\_\_

Date \_\_\_\_\_