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Houston Downtown Convention Center

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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

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breakfast

Continental Breakfast | \$11.50
blueberry and bran muffins
sliced bagels plain, sesame
butter and cream cheese preserves
whole fruit
orange and apple juice
Royal Cup coffee and tea service

Enhancements | \$2.25
butter croissants or danish
fruit yogurt
Kellogg's cereals with cold milk
classic oatmeal
dried fruit and nuts

Enhancements | \$3.00
Starbucks coffee
seasonal fresh fruit
breakfast potatoes

Enhancements | \$4.50
bacon, egg, and sharp cheddar on artisan roll
scrambled eggs
bacon or sausage

Kellogg's Jump Start Cereal Box | \$7.50
assorted Kellogg's cereals
cereal bars
orange juice or apple juice
skim or low fat milk



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breakfast

Hot Breakfast Table | \$25.00
blueberry and chocolate muffin
sliced bagels, plain, sesame
butter and cream cheese
preserves
seasonal fresh fruit
bananas
Kellogg's cereals
scrambled eggs
breakfast potatoes
sausage and bacon
chilled milk, skim and low fat
orange and apple juice
Royal Cup coffee and tea service

Enhancements | \$2.00
Starbucks Coffee



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breaks

AM Break | \$8.00
whole fruits
bottled water and Pepsi soft drinks
Royal Cup coffee and tea service

Enhancements | \$3.00
muffins
freshly baked cookies
fruit yogurt
orange and apple juice
iced teas
Starbucks coffee

Enhancements | \$3.50
high energy bars
roasted nuts individual packets



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breaks

PM Breaks | \$8.00
whole fruits
bottled Water and Pepsi assorted soft drinks
Royal Cup coffee and tea service

Enhancements | \$3.00
fudge brownies
freshly baked cookies
bags of potato chips
M&M's or candy bars
iced teas
Starbucks coffee

Enhancements | \$4.50
energy drinks



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lunch

Bistro Choice | \$18.00

Choose one item from each section. Menus will be provided to guests the morning of the function and picked up 2 hours prior to lunch break

Entree Selections:

- turkey BLT on sourdough
- chunk white tuna salad on whole grain
- grilled chicken caesar wrap
- cheddar French dip (shaved roast beef, aged cheddar, and dipping jus)
- grilled buffalo chicken: ranch, lettuce, tomato, sesame bun
- ranch salad: bacon, tomato, cheddar, grilled chicken, ranch dressing
- half tuna sandwich, cup of french onion soup

Side Item:

potato chips or fresh fruit

Dessert:

chocolate brownie or two cookies

Beverages:

assorted pepsi soft drinks, bottled water, or iced tea

Served in Bistro or in meeting room



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lunch

Bistro Deli Market Table | \$22.00
Choice of Soup
signature broccoli cheddar soup or onion soup

tuna salad on whole grain
roast turkey BLT
caesar wrap, grilled chicken
creamy coleslaw
potato chips
chocolate brownies
fresh cut fruit



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lunch

Bistro Deli Table | \$27.00
choice of soup:
signature broccoli and three cheese soup or
onion soup

BBQ chicken pizza
BBQ pork riblets
herb roasted chicken
creamy coleslaw
potato chips
chocolate brownies
assorted Pepsi soda, iced tea and water



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lunch

Enhancements

caesar salad with croutons and parmesan cheese | \$2.00

additional soup | \$3.00

grilled chicken quesadilla with salsa and sour cream | \$3.00

cheddar french dip roast beef, sharp cheddar, au jus | \$3.00

ham & swiss melt | \$3.00

chicken wings buffalo or thai spiced | \$3.50

spinach artichoke dip | \$3.00

tortilla chips with salsa and sour cream | \$1.50

hummus with celery sticks and pita bread | \$2.50

brownie | \$2.00



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package

Meeting Planners Package | \$65.00

Package includes:

Meeting room rental, catering standard audio visual (1 flip chart & screen)

Continental breakfast

Luncheon

Choose any one of our themed tables

All tables include Royal Cup freshly brewed coffee, Pepsi assorted soft drinks, bottled water & iced tea

PM break

freshly baked cookies & brownies

Unlimited Beverage Service

Orange juice-\$14.00

Apple juice-\$14.00

Cranberry juice-\$12.00

Tomato juice-\$12.00

Iced Tea-\$20.00

Basic Package Beverage

all day service of coffee, decaffeinated & Pepsi soft drinks | \$12.00

half a day service of coffee, assorted hot teas & Pepsi soft drinks | \$8.00



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reception

Hors D'oeuvres

- spinach and artichoke dip \$4
- classic buffalo wings \$5
- grilled chicken quesadilla \$5
- Northwest crab cakes \$6
- hummus and pita chips \$3
- artichoke bruschetta \$3
- vegetable tray w/ranch dressing \$5
- fruit tray \$6
- chilled jumbo shrimp \$6

Butler passed for 2 hours \$75
(\$25 each additional hour)

Breads & Spreads \$12/person
artichoke & spinach dip, garlic hummus, cheese
spread, pita chips, sliced baguettes



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reception

HOST BAR | \$75

Domestic Beers \$6

Budweiser, bud light, miller light

Premium Beers \$7

Heineken, Stella Artois Lager, Amstel Light,
Corona Extra, Blue Moon Belgian White,
Samuel Adams Boston Lager, Samuel Adams
Seasonal, Sierra Nevada Pale Ale, Regional
Craft Beer

House Wines \$29-\$47

Clos du Bois Chardonnay, Estancia Cabernet
Sauvignon, Estancia Pinot Noir, Robert
Mondovi Merlot, Beringer White Zinfandel

Liquors \$10

Dewar's Scotch, Absolute Vodka, Cuervo Gold
Tequila, Captain Morgan Rum, Tanqueray Gin

Top Shelf Liquors \$12

Jack Daniels Bourbon, Johnnie Walker Black,
Patron Tequila, Crown Royal, Grey Goose
Vodka, Kettle One Vodka, Bombay Sapphire,
Bacardi Rum

CASH BAR

Domestic beer: \$6

Premium beer: \$7

Premium brands: \$10

Top shelf brands: \$12

Wine by the glass/bottle: \$8-\$14, \$29-\$47



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dinner

humble pre-fix dinner menu 1 | \$35.00

1st course

house salad with choice of dressing
or tomato basil soup

2nd course

chicken marsala served with garlic mashed
potatoes & grilled vegetables
or grilled tilapia in jalapeno cream sauce
with grilled asparagus & wild rice pilaf

dessert

pecan pie with vanilla ice cream
or chocolate mousse cake

iced tea & coffee included

all other beverages by consumption

humble pre-fix dinner menu 2 | \$40.00

1st course

caeser salad or bacon spinach salad

2nd course

grilled chicken or shrimp alfredo
with fettuccini pasta or grilled salmon with
dijonnaise sauce with grilled asparagus & garlic
& herb roasted

potatoes

dessert

new york style cheesecake
with strawberry topping or tiramisu

iced tea & coffee included

all other beverages by consumption



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dinner

Humble pre-fix dinner menu 3 | \$45.00

1st Course

strawberry blush salad romaine, sliced strawberries, pecans, & bleu cheese crumbles or fresh caprese tomatoes, fresh mozzarella, & fresh basil

2nd course

grilled filet mignon with baked potatoes & grilled vegetables or grilled mahi mahi served with wild rice pilaf, grilled vegetables & topped with a pineapple mango salsa

dessert

fresh berries & whipped cream
or chocolate thunder cake

iced tea & coffee included
all other beverages by consumption



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technology

Meeting Essentials

projection screen complete with extension cord and power strip

6 feet \$60 / 8 feet \$65 / 10 feet \$75

overhead projector with screen, extension cord & power strip \$95

lcd projector 1500 lumen \$200 / 3000 lumen \$375

white board complete package \$35

flip chart complete package \$40

post it flip chart complete package \$60

vcr \$125 dvd \$125 vcr & dvd \$150

on cart with 20" monitor & remote control microphone

hand held wired \$40 wireless \$100

wireless lavalier \$130

visual and audio mixer

6 channel \$45 / 8 channel \$50

video screen mixer \$80



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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 5 business days prior to your event. The expected number will act as the final guarantee number if not received. There is a guaranteed minimum of 15 people required to book the Meeting Planners Package.

Service Charge and Tax

Interactive stations, hosted and cash bars require a \$40 attendant fee and minimum purchase of 2 hours.

All break item prices quoted are listed per person and based on 30 minutes of consumption.

All food and beverage prices are subject to a 22% service charge and 8.25% sales tax.

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