

events by Marriott



breakfast



breaks



lunch



dinner



beverage



healthy

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crafted for you

HOUSTON HOBBY AIRPORT MARRIOTT

9100 Gulf Freeway | Houston | Texas 77017

www.marriott.com/property/HOUHH

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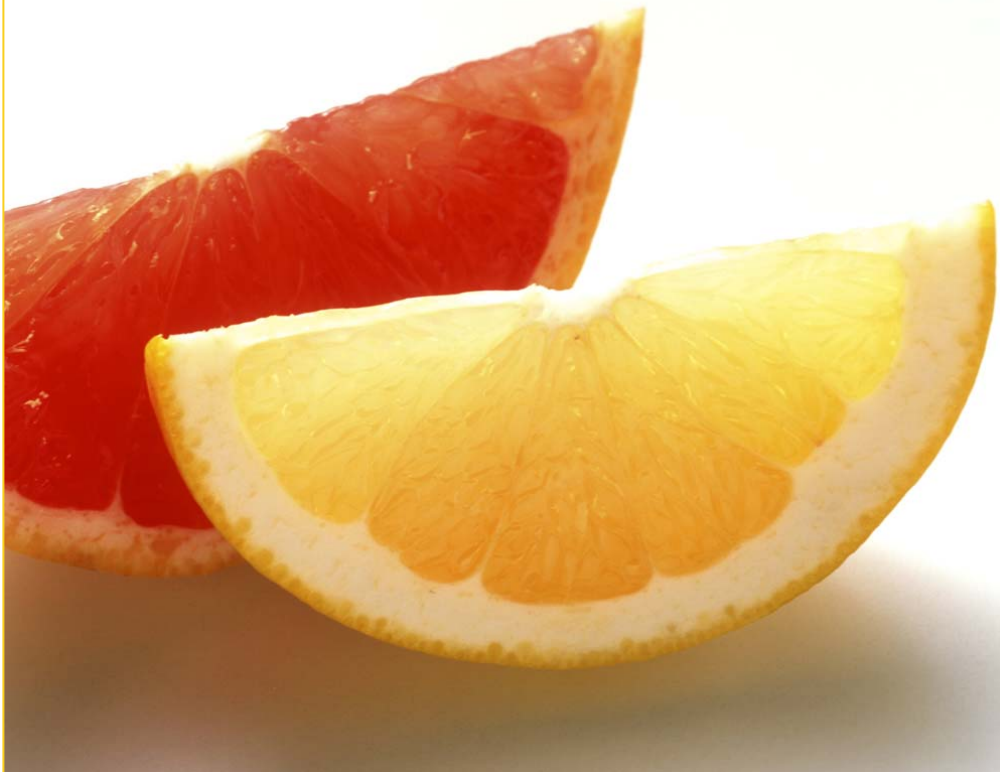
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SEASON

[cereals](#)

[juices](#)

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BREAKFAST breaks lunch reception dinner beverage healthy technology info

> plated > buffet

continental breakfast

basic | \$13

- fresh orange and cranberry juices
- sliced fresh seasonal fruits
- freshly baked breakfast pastries
- fresh baked muffins
- 100% colombian coffee and decaf
- specialty tea selections

enhancements | \$3

- kolaches
- bagels with cream cheese
- cinnamon rolls
- ham & swiss croissants
- fruit yogurt
- breakfast tacos

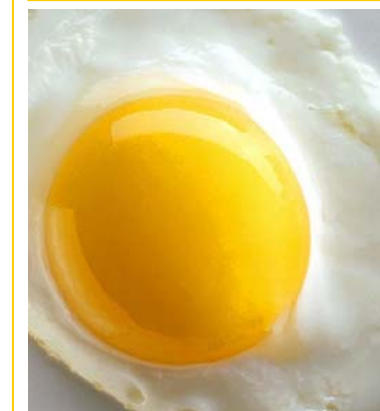
continental breakfast

deluxe | \$16

- fresh orange, cranberry, apple and grapefruit juices
- sliced fresh seasonal fruits
- hot oatmeal with brown sugar
- freshly baked breakfast pastries and muffins
- bagels with cream cheese
- fruit yogurts with granola topping
- coffee and tea service

enhancements | \$3

- ham or sausage biscuits
- fresh beignet
- *crepes station
- *omelet station
- *fresh pancake/waffle station
- *\$50 attendant fee



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breakfast

plated | \$17

farm fresh scrambled eggs

bacon

breakfast potatoes and broiled tomato

assorted pastry and muffin basket

coffee service

chilled orange juice

enhancements | \$2

sausage, may sub instead of bacon

turkey bacon

bagels with cream cheese

grits, quiche, oatmeal

biscuits and breakfast breads

*omelet station

*\$50 attendant fee

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breakfast

sunrise buffet | \$18

- chilled orange juice
- sliced fresh fruit
- assorted breakfast pastries and muffins with fruit jams
- farm fresh scrambled eggs
- crispy bacon and country sausage
- breakfast potatoes
- coffee service

enhancements | \$2

- grits
- bagels with cream cheese
- biscuits and gravy
- turkey bacon or sausage
- oatmeal
- whole fruit

breakfast

executive buffet | \$20

- includes the sunrise buffet plus:
- warm fruit cobbler
- assorted yogurts with granola topping
- croissants, muffins, danish and biscuits
- double thick french toast
- assorted cereals and milk

enhancements | \$2

- double thick french toast
- assorted cereals and milk
- assorted yogurts with granola topping
- peach or cherry cobbler
- *omelet Station
- *\$50 attendant fee



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DELIGHT

muffins

juices

nuts

popcorn

pretzels

cakes

soda

sobe

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sundae bar | \$9

vanilla ice cream, chocolate & strawberry sauces, nuts, sprinkles, crushed m & m's whipped cream and cherries

intermission | \$10

popcorn, milk duds, m & m's, assorted mini candy bars, assorted soft drinks

nacho bar | \$10

tortilla chips, salsa & chili con queso, guacamole, sour cream, diced onions & jalapeños and assorted soft drinks

executive pm break | \$10

assorted jumbo cookies, brownies, bottled water, assorted soft drinks, coffee, decaf and specialty tea selections

health club | \$9

assortment of sliced fresh fruit, yogurts, trail mix, granola bars, assorted soft drinks and bottled water

mid morning break | \$9

whole fruit, assorted snack bars, coffee, soft drinks and specialty tea selections

all themed breaks are served with 100% columbian coffee, decaf; upgrade your break to starbuck's coffee for \$3

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a la carte break

assorted candy bars	\$3 each
cracker jacks	\$3 each
soft pretzels with hot mustard	\$26 dozen
granola bars	\$3 each
popcorn	\$3 person
fancy mixed nuts	\$20 pound
fruit yogurts	\$3 each
sliced fresh fruit	\$3 person
whole fruit	\$3 each
assorted muffins	\$26 dozen
assorted danish	\$32 dozen
jumbo cookies	\$29 dozen
brownies	\$29 dozen
cinnamon rolls	\$32 dozen
ham and swiss croissants	\$34 dozen
ham or sausage biscuits	\$36 dozen
bagels with assorted cream cheese	\$32 dozen

health club | \$9

assortment of sliced fresh fruit, yogurts, trail mix, granola bars, assorted soft drinks and bottled water

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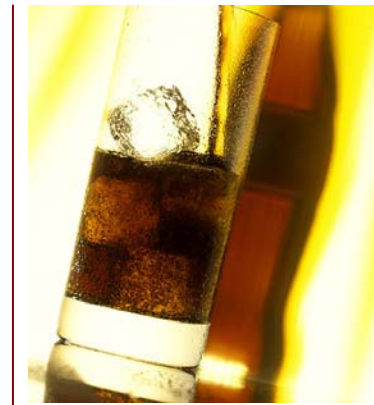
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a la carte beverages

Starbucks coffee	\$55 gallon
Starbucks decaf	\$55 gallon
freshly brewed coffee	\$40 gallon
decaffeinated coffee	\$40 gallon
specialty teas	\$38 gallon
hot chocolate	\$3 each
lemonade	\$38 gallon
fruit punch	\$38 gallon
iced tea	\$38 gallon
bottled fruit juices	\$3 each
bottled water	\$3
soft drinks	\$3
milk	\$2.50
perrier water	\$3.50



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Prices are per person. A customary 22% taxable service charge and sales tax will be added to prices

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Package A | \$74

Deluxe Continental Breakfast
8 a.m. – 12pm beverage service
sliced fresh fruit, yogurt
breakfast pastries & muffins
Chef's Choice Lunch Buffet
salad bar
two entrée buffet with desserts
beverage service
Executive PM Break
jumbo cookies & brownies
bottled water and soft drinks
coffee and tea selections
Dinner
our executive chef will custom select a plated dinner for your group
Meeting Space
general session based on standard set up

Package B | \$51

Deluxe Continental Breakfast
8am – 12pm beverage service
sliced fresh fruit, yogurt
breakfast pastries & muffins
Chef's Choice Lunch Buffet
salad Bar
two entrée buffet with desserts
beverage service
Executive PM Break
jumbo cookies & brownies
bottled water and soft drinks
coffee and tea selections
Meeting Space
general session based on standard set up

Package C | \$46

Deluxe Continental Breakfast
8am – 12pm beverage service
sliced fresh fruit, yogurt
breakfast pastries & muffins
Chef's Choice Lunch Buffet
salad Bar
two entrée buffet with desserts
beverage service
Meeting Space
general session based on standard set up

packages are based on a minimum of 20 people, less than 20 people will be an additional \$4 per person.

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Package D | \$64

Chef's Choice Lunch Buffet
salad bar
two entrée buffet with desserts
beverage service
Executive PM Break
jumbo cookies & brownies
bottled water and soft drinks
coffee and tea selections

Dinner

our executive chef will custom
select a plated dinner for your
group

Meeting Space

general session based on
standard set up

Package E | \$57

Deluxe Continental Breakfast
8am – 12pm beverage service
sliced fresh fruit, yogurt
breakfast pastries & muffins
Mid Morning Break
granola bars & whole fruit
bottled water and soft drinks
Chef's Choice Lunch Buffet

salad Bar

two entrée buffet with desserts
beverage service

Executive PM Break

jumbo cookies & brownies
bottled water and soft drinks
coffee and tea selections

Meeting Space

general session based on
standard set up

Internet | \$55

Deluxe Continental Breakfast
8am – 12pm beverage service
sliced fresh fruit, yogurt
breakfast pastries & muffins
Chef's Choice Lunch Buffet
salad Bar
two entrée buffet with desserts
beverage service

Executive PM Break

jumbo cookies & brownies
bottled water and soft drinks
coffee and tea selections

Meeting Space

general session based on
standard set up

Internet included

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hot plated lunch

all entrees include

choice of house or caesar salad

fresh seasonal vegetables

chef selection starch

chef's choice of dessert

bread service

colombian coffee and tea service



[pan seared salmon](#) | \$23

with sautéed leeks and balsamic glaze

[herb grilled chicken breast](#) | \$22

with lemon butter

[almond crusted hawaiian chicken](#) | \$22

with pineapple salsa

[chicken monterey](#) | \$21

topped with monterey jack cheese & pico de gallo

[chicken parmesan](#) | \$22

breaded chicken with italian red sauce & grated parmesan cheese

[chicken cordon bleu](#) | \$22

tender chicken breast stuffed with smoked ham and swiss cheese

[lasagna](#) | \$21

traditional or vegetarian with marinara sauce and italian breadsticks

[roasted crusted sirloin](#) | \$24

sirloin steak crusted with pepper topped with a brandy cream sauce

[grilled flank steak](#) | \$23

with roasted shallot and wild mushroom demi

[roasted pork loin](#) | \$20

with whole grain mustard cream sauce

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sandwiches

all sandwiches include

pasta salad

potato chips

chef's choice of dessert

colombian coffee and tea service

sandwiches

[focaccia](#) | \$19

thinly sliced ham, turkey and smoked gouda served on a herbed focaccia bread with lettuce, tomato and roasted red pepper mayonnaise.

[ciabatta](#) | \$19

genoa salami, pepperoni, ham and provolone cheese topped with shredded lettuce, tomato and balsamic vinaigrette, served on ciabatta bread.

[wrap](#) | \$20

large flour tortilla filled with grilled chicken, sliced pepperjack cheese, shredded lettuce, tomato and cilantro mayonnaise.

[all american burger](#) | \$18

half pound burger with apple smoked bacon, american cheese, tomato, lettuce and pickle.

[southwestern chicken](#) | \$19

grilled chicken breast with melted monterey jack cheese, topped with lettuce, tomato and cilantro mayonnaise

[sliced roast beef](#) | \$20

with melted asiago cheese on a fresh sourdough roll, topped with lettuce, tomato, red onion and horseradish cream dressing.

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lunch salads

[chicken caesar salad](#) | \$18

romaine leaf lettuce, sliced chicken breast, shredded parmesan cheese, tomato wedge
garlic croutons

[beef fajita salad](#) | \$20

fresh salad greens, wedged tomatoes, corn and red beans, monterrey jack and cheddar cheeses. topped with a jalapeño ranch dressing

[seafood cobb salad](#) | \$21

fresh salad greens, diced tomatoes, cucumbers, egg and blue cheese.
topped with shrimp and crab

lunch salads

includes the following:

bread Service

dessert

iced tea & coffee service

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chef's choice buffet

[lunch](#) | \$22

sliced fresh fruit

assorted salads

chef's selection of two meats

chef's selection of starch

seasonal vegetables

bread service

assorted desserts

iced tea

coffee and tea service



buffets are based on a minimum of 50 people, less than 50 people will be an additional \$3 per person.

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deli buffet | \$23

mixed garden greens with dressings
pasta salad, cole slaw, fruit salad
deli meats – turkey, roast beef, ham
and salami
american, swiss and cheddar cheese
bread and rolls, dessert display
iced tea and coffee service

la mexicana | \$23

mixed garden greens with dressings
southwest caesar salad with black
beans, and tortilla strips
cucumber with tomato cilantro
dressing
chef's fresh vegetable and starch
dessert display
iced tea and coffee service

bistro buffet | \$21

gourmet wraps
bistro sandwiches
potato chips
orzo pasta salad with sun dried
tomatoes
dessert display
iced tea and coffee service

choice of two entrees

beef and chicken fajitas
tamales wrapped in corn husks
spicy taco meat with tortillas & tacos
beef and chicken quesadillas
chimichangas and chile con queso
chicken monterey
chile relleno stuffed with monterey
cheese



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- canapés
- shrimp
- antipasto
- brie
- bruschetta
- tenderloin
- crab cakes
- empanadas
- cheese

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Display Trays



cheese & fruit | \$4.50

display of imported and domestic cheeses, crackers and breads, garnished with fresh fruit

gulf seafood display | \$19

iced and smoked seafood including peel and eat shrimp and jumbo crab claws

garden vegetable crudité's | \$3.50

with ranch and onion dip

antipasto platter | \$7

display of italian meats and cheeses with roasted vegetables

party platter | \$4

spinach artichoke dip, cajun ranch and salsa dip, crispy tortillas, pitas and garlic toasts

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hors d'oeuvres prices reflect a 100 piece minimum per order

hot hors d'oeuvres

cajun crab cakes with remoulade sauce | \$400

chicken satays with spicy peanut sauce | \$275

cilantro chicken empanadas | \$275

mini beef wellington | \$375

mushroom caps stuffed with crabmeat | \$325

spring rolls with hot mustard | \$300

barbecue meatballs | \$300

buffalo chicken tenders with bleu cheese | \$295

chicken tenders with honey mustard | \$300

fried jumbo shrimp | \$400

miniature baked brie | \$375

cold hors d'oeuvres

finger sandwiches | \$300

deluxe canapés | \$275

boiled shrimp with cocktail sauce | \$400

prosciutto wrapped asparagus | \$275

spanikopita | \$300

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[>hors d'oeuvre](#) > [station](#) > [themed](#)



scottish smoked side of salmon

served with rye bread, lemon, capers, onions and hard boiled eggs

hors d'oeuvres package 1 | \$33

- cheese display with fresh fruit
- vegetable crudités with ranch dip
- deluxe canapés
- chicken satays with peanut sauce
- miniature beef wellington
- crab cakes with remoulade sauce
- spring rolls with hot mustard

hors d'oeuvres package 2 | \$43

- cheese display with fresh fruit
- vegetable crudités with ranch dip
- finger sandwiches
- jumbo shrimp cocktail
- cilantro chicken empanadas
- miniature beef wellington
- crab cakes with remoulade sauce
- baked brie
- scottish smoked side of salmon

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theme stations

fajita station | \$12

sizzling beef and chicken sautéed with onions and peppers, served with soft flour tortillas, sour cream, pico de gallo, guacamole and jalapeño peppers

italian pasta station | \$11

selection of tri-colored tortellini, spinach fettuccini, mostaccioli pasta, pesto, alfredo and marinara sauces

italian sausage or grilled chicken | \$3

stir-fry station | \$15

featuring a selection of shrimp, beef and chicken to be prepared with water chestnuts, pineapple, mushrooms, olives, broccoli and peas, rice and round noodles

chocolate fondue station | \$9

chocolate fondue served with sliced strawberries, bananas, pineapple, pound cake and whipped cream

station attendant required - \$50 per attendant



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our plated entrée selection includes your choice of salad, chef's complementing starch and seasonal vegetable, Marriott bread service, choice of dessert, coffee service and iced tea

entrée selections

garlic and herb encrusted prime rib | \$38

herb encrusted prime rib, served with cabernet au jus

filet mignon | \$43

with cabernet sauce or béarnaise sauce

chicken wellington | \$34

tender chicken breast and savory mushrooms wrapped in flaky puff pastry served with a roasted red pepper sauce

sautéed breast of chicken | \$30

served with champagne sauce

chicken florentine | \$29

stuffed with ricotta chesses and spinach served with a white wine sauce

marinated pork loin | \$31

served with roasted garlic and shiitake mushroom demi

maple lacquered salmon | \$34

fillet of salmon glazed with a light maple flavor and finished with a bourbon cream sauce

blackened red snapper | \$34

Served with a cajun cream sauce

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combination entrée

Our most popular dinners feature a tender filet mignon of beef, char grilled and accompanied by your choice of the following;

broiled shrimp with crabmeat | \$48

breast of chicken with marsala & mushroom sauce | \$46

broiled salmon fillet with sun dried tomato butter | \$44

8 ounce lobster tail | market price

add a glass of wine with dinner for \$4.00 per person

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salads

caesar Salad

romaine lettuce, shredded parmesan cheese, tomato wedges and garlic croutons

chef's garden Salad

seasonal greens, julienne of carrots and zucchini, red cabbage and cherry tomatoes

the wedge

crisp wedge of iceberg lettuce, tomato and cucumber slices

spinach salad

spinach leaves, sliced mushrooms, tomato wedges and chopped egg served with a hot bacon dressing

desserts

choc'late lovin' Spoon cake

chocolate pudding between two layers of chocolate cake

carrot cake

fruity, moist and full of flavor

new york cheesecake

creamy smooth new york style cheesecake

key lime pie

authentic florida key lime...tartly refreshing in granola crust

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two entrees | \$34

three entrees | \$39

includes chef's selection of seasonal vegetables and appropriate starch

dessert display

coffee and iced tea service

dinner buffet

choose two of the following salads:

mixed garden greens with chef's dressing

caesar salad

spinach salad

pasta salad

choose two or three of the dinner entrees:

sautéed breast of chicken

chicken florentine

carved prime rib

beef medallions

red snapper

maple salmon

pork loin

meat lasagna

vegetable lasagna

prime rb

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supper in texas

dinner buffet | \$35

tossed salad

potato salad

cole slaw

smoked beef brisket

barbecue chicken

smoked sausage

ranch beans

corn on the cob

home fried potatoes

peach cobbler

pecan pie

coffee and iced tea service

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[scottish smoked side of salmon](#) | \$325

serves approximately 50 guests

served with rye bread, lemon, capers, onions
and chopped hard boiled eggs

carving stations

[steamship round of beef](#) | \$675

serves approximately 150 guests

[roasted tenderloin of beef](#) | \$325

serves approximately 25 guests

[boneless roasted breast of turkey](#) | \$225

serves approximately 35 guests

[baked honey glazed ham](#) | \$225

serves approximately 40 guests

[scottish smoked side of salmon](#) | \$325

serves approximately 50 guests

served with rye bread, lemon, capers, onions
and chopped hard boiled eggs

carving per person

[country style pitt ham](#) | \$3

[prime rib](#) | \$5

[roasted turkey](#) | \$5

[roasted pork loin](#) | \$4

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ENJOY

martinis

cordials

margarita

red wine

white wine

tonics

beer

non-alcoholic

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cocktails

hosted bar

premium bar cocktails	\$6
top shelf cocktails	\$7
imported beer	\$5
domestic beer	\$4.50
la terre wine	\$5.50
meridian wine	\$8
soft drinks	\$2.50
bottled water	\$3
cordials	\$8
non alcoholic beer	\$4

premium brands

smirnoff vodka
beefeaters gin
bacardi light rum
j & b scotch
jim beam bourbon
canadian club whiskey
rio grande tequila

top shelf brands

absolute vodka
tanqueray gin
captain morgan rum
dewars scotch
jack daniels bourbon
seagrams vo whiskey
jose cuervo gold tequila

bartender fee

bartender fee | \$25.00 hour

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cocktails

cash bar

premium bar cocktails	\$7
top shelf cocktails	\$8
imported beer	\$5.50
domestic beer	\$5
la terre wine	\$6
meridian wine	\$9
soft drinks	\$3
bottled water	\$3
cordials	\$8
non alcoholic beer	\$4.50

premium brands

smirnoff vodka
beefeaters gin
bacardi light rum
j & b scotch
jim beam bourbon
canadian club whiskey
rio grande tequila

top shelf brands

absolute vodka
tanqueray gin
captain morgan rum
dewars scotch
jack daniels bourbon
seagrams vo whiskey
jose cuervo gold tequila

bartender and cashier fee

bartender fee | \$75.00 hour

bartender fee | \$75.00 hour

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cocktails

open bar	premium	top shelf
one hour	\$13	\$15
two hours	\$20	\$25
three hours	\$26	\$31
four hours	\$32	\$37
five hours	\$36	\$43

premium brands

- smirnoff vodka
- beefeaters gin
- bacardi light rum
- j & b scotch
- jim beam bourbon
- canadian club whiskey
- rio grande tequila

top shelf brands

- absolute vodka
- tanqueray gin
- captain morgan rum
- dewars scotch
- jack daniels bourbon
- seagrams vo whiskey
- jose cuervo gold tequila



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SMART

granola

yogurt

nuts

salad

fruit

salmon

vegetables

pita



fit for you

food to fit your lifestyle

morning and afternoon break | \$32

all breaks include:

pepsi and pepsi one (carb conscious) products

snapple and diet snapple iced tea



early morning

sliced fresh fruit
(low fat/low cholesterol)

hard boiled eggs
(carb conscious)

assorted breakfast pastries and muffins with
fruit jams

afternoon delight

assortment of cookies and brownies

whole fruit

sourdough pretzels with mustard

international cheese display parmigiano
reggiano, gorgonzola, brie montrachet and
cheddar cheese (carb conscious)

fit for you

food to fit your lifestyle

breakfast

fresh fruit plate | \$10

fresh cantaloupe, honeydew, watermelon, strawberries, banana and blueberry (low fat/low cholesterol)

steak & eggs | \$21

ny strip steak served with home-style breakfast potatoes and scrambled eggs (carb conscious)

texas french toast | \$15

double thick whole wheat french toast served with fresh strawberry and banana slices (low cholesterol)



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fit for you

food to fit your lifestyle

lunch/dinner

asparagus salad | \$12

a great starter. asparagus, tomatoes and lemon basil vinaigrette served over a bed of garden greens
(low cholesterol)

grilled salmon salad | \$20

grilled salmon served over romaine lettuce finished with sun-dried tomato vinaigrette
(low fat)

tuna steak | \$34

perfectly grilled tuna with a touch of lemon butter with chef's choice of fresh vegetable and starch for the heart healthy, no lemon butter
(low fat)

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fit for you

food to fit your lifestyle

reception

fresh fruit display | \$4

an assortment of fresh sliced fruit

display of imported and domestic cheeses,
crackers and breads, garnished with fresh fruit
(low fat/low cholesterol)

cheeseboard | \$5

parmigiano reggiano, gorgonzola, brie, cheddar
cheese and crackers
(carb conscious)

breast of turkey | \$5

double thick whole wheat french toast served with
fresh strawberry and banana slices
(low cholesterol)

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FLAWLESS

lights
camera
action

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TECHNOLOGY info



av support package | \$130

package includes: cart/table, power supplies, screen and av tech assistance for set up of our guests equipment.

extension cord | \$6

power strip | \$10

video & data

LCD (2000 Lumens) \$400

LCD (3000 Lumens) \$500

LCD (5000 Lumens) \$650

overhead projector \$55

projector screens

7 x 7 screen \$45

8 x 8 screen \$55

10 x 10 cradle screen \$125

6 x 8 w/ dress kit \$100

7.5 x 10 w/ dress kit \$135

9 x 12 w/ dress kit \$145

10 x 14 w/dress kit \$200

video equipment

tv/vcr with skirted cart \$225

32" color monitor \$180

video cart w/skirt \$25

video tripod \$40

vga extension cable \$35

dvd player \$70

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TECHNOLOGY info



meeting accessories

laser pointer	\$30
projection stand	\$20
c90 audio cassette	\$3
vhs t120 cassette tape	\$6
speaker lecture timer	\$45
acetate sheets (25)	\$15
acetate mixer	\$3
flip chart easel w/ post it pad	\$40
flip chart pad	\$20
4 x 6 whiteboard/corkboard	\$50
dry erase marker	\$3
display easel	\$15
wireless mouse or remote	\$35
remote cue light	\$30

slide projector

35mm slide projector w/stand	\$50
universal slide tray	\$3
long and short throw lens	\$25

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breakfast breaks lunch reception dinner beverage healthy TECHNOLOGY info



audio

handheld microphone	\$35
wireless microphone	\$140
handheld or lavalier	\$140
4 - channel mixer	\$45
12 - channel mixer	\$130
sound Package (2 speakers, 2 stands & stand)	\$225
cd player	\$60
sound patch into house system (microphone not included)	\$50
teleconference phone	\$165
black drape	\$15 per foot
hourly labor rates	
weekdays before 6pm	\$50 per hour
weekdays after 6pm	\$75 per hour
weekends	\$75 per hour

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[guarantee agreement](#)

We need your assistance in making your function a success. Please confirm your attendance at least 3 business days in advance. This will be considered your minimum guarantee and is not subject to reduction. If no guarantee is received, the original expected attendance on your Banquet Event Order will be used. Charges are predicated upon factors pertaining to the entire program.

[payment arrangements](#)

We welcome new accounts, and require that credit be established with our accounting office thirty days prior to the arrival date if you require billing privileges. Credit can only be established for functions over \$1,000. Approved billings are payable within 30 days of receipt of statement. In the event billing arrangements are not made, full payment is due 3 business days prior to the event or guaranteed with a major credit card. Advance deposits when required, are non-refundable.

[food and beverage](#)

All food items served on the hotel premises must be supplied and prepared by the hotel's culinary team. All alcoholic beverages to be served on the hotel's premises (or under the hotel's alcoholic license) for the functions must be dispensed only by hotel servers and bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

[insurance and indemnification](#)

Guests shall indemnify and hold Hotel and its affiliates harmless from any and all claims, suits, losses, damages and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any hotel property by guests or any attendee of the function on the hotel's premises.

[engineering & audio visual](#)

Special engineering requirements must be specified to our Catering Department at least three weeks prior to the function. Charges will be based on labor involved and power drain. A wide selection of audio visual equipment and services are available in house on a rental basis. Orders may be placed through the Catering Department. Outside audio visual equipment is not permitted without approval from the hotel in writing. The hotel may charge 25% of assessed rental value on all equipment brought in from any outside source.

[liability](#)

The hotel reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property and equipment brought onto the premises.

[service charge and tax](#)

All food and beverage functions are subject to applicable service charges and tax as specified on the contract. All food and beverage functions require a minimum number of attendees. Any function not meeting the minimum requirement is subject to a surcharge of \$3.00 per person. Service fees for bartenders, food station attendants, cashiers and other additional service staff are applicable.

[lost and found](#)

The housekeeping department administers lost and found. The hotel cannot be responsible for damage or loss of any articles or merchandise left in the hotel prior to or following your banquet or meeting. Security arrangements should be made for all merchandise or articles set up prior to the planned event, or left unattended for any time.

[shipping and receiving](#)

All incoming packages should be addressed to your catering and convention services manager and marked with the company's name and date of your meeting. There is a \$5 per box per day charge for all boxes stored more than 24 hours.

[parking](#)

The hotel is not responsible for loss or damage to the automobiles or their contents while parked on hotel property.

[meeting space](#)

Function rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, the hotel reserves the right to assign accordingly the banquet function room. The hotel reserves the right to charge an additional fee for set up changes the day of the function.

[cancellation policy](#)

If the hotel is advised that a definite booking is canceled, a cancellation fee will be charged. The following policy is in effect in the absence of a cancellation clause in the catering or sales confirmation agreement. The cancellation fee for your function is one hundred percent (100%) of the total estimated food, beverages and room rental charges. This cancellation fee will be charged if this function is cancelled less than thirty (30) days from the event date.