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Lynchburg

fresh



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

Hot Breakfast Table | \$12
Blueberry & Chocolate Muffins
Sliced Bagels - Plain & Cinnamon Raisin
Butter, Cream Cheese and Preserves
Seasonal Fresh Whole Fruit
Cereal (choose two)
Scrambled Eggs with Bacon OR Sausage
Breakfast Potatoes
Chilled Milk & Assorted Juice Selection

Enhancement | \$1.50
Freshly Brewed Starbucks Coffee



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breaks

Lighten Up | \$8
Granola Yogurt Parfaits
Blueberry Scones
Juice Assortment

Take Five | \$6
Blueberry & Chocolate Muffins
Whole Fruit Selection
Juice Assortment

Health Nut | \$8
Assorted Energy Bars
Whole Fruit Selection
Individual Packets of Trail Mix
Chilled Bottled Water

Take Ten | \$6
Freshly Baked Cookies & Brownies
Individual Assortment of Chips
Ice Cold Soft Drink Selection

Enhancements | \$1.50
Freshly Brewed Starbucks Coffee



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lunch

Bistro Choice Lunch | \$14
each individual guest selects menu
5 - 25 guests only

Beverages (select one)

- Pepsi
- Iced Tea
- Diet Pepsi
- Bottled Water
- Sierra Mist

Main (select one)

- Chunk White Tuna Salad on Whole Grain
- Grilled Chicken Caesar Wrap
- Turkey Reuben on Marble Rye
- Tart Apple Salad
- Half Turkey BLT or Cheddar French Dip with
Cup of Broccoli Cheddar Soup

Sides (select one)

- Potato Chips
- Fresh Cut Fruit

Dessert (select one)

- Turtle Nut Brownie
- Iced Lemon Pound Cake



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lunch

Bistro Market Lunch | \$18
Green Leaf Salad with Two Dressings or Classic
Caesar Salad

Fresh Fruit Salad

Turkey Reuben, Chicken Caesar Wrap, Chunk
White Tuna Salad or Cheddar Roast Beef
(choice of three) with appropriate condiments
and pickle spears

Individual Bags of Chips
Turtle Nut Brownies, Iced Lemon Pound Cake
or Chocolate Chip Cookies
(choice of two)

Sweetened and Unsweetened Tea

Enhancements | \$2
Broccoli Cheese Soup
Chicken Noodle Soup



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technology

easel chart with markers | \$15

overhead projector | \$15

Polycom conference speakerphone | \$25

television with DVD player | \$50

LCD projector | \$75

complimentary enhancements

display tables

projector table

registration table

4 x 4 projection screen

free standing floor podium



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considerations

General Information and Policies

Prices listed are per person or per item, per day and are subject to change. There is a \$50 minimum for food and beverage service for up to 9 attendees and a \$150 minimum for 10 or more attendees. All food and beverage must be purchased and served by the hotel. Current sales tax of 11.5% as well as an 18% service charge will be added to all food and beverage costs.

Room rental fees are determined upon original event details. Changes made from your original agreement may require that a new, revised agreement be signed. Applicable sales tax of 5% is added to all room rental fees.

Guarantees

To insure success of your meeting, guarantees must be received at least 3 business days prior to your event. Otherwise, your tentative number will act as your final guarantee. An authorized credit card, cash or certified check deposit for all event charges is also required no later than 72 hours in advance to the date of the event (not applicable for direct bill accounts).

Shipping

When shipping materials to the hotel, please include the company or group name and date of the meeting on the outside of the package. The hotel cannot assume responsibility for the damage or loss of such items sent for storage.

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