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Melbourne West

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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

Continental Breakfast | 7.95  
Danishes, Muffins and Bagels  
Juice, Coffee and Hot Tea

Full Breakfast | 9.95  
Full Breakfast through our restaurant with  
coffee and juices set up in meeting room

Coffee and Danishes | 4.50  
Coffee, Hot Tea and Assorted Breakfast Breads

Breakfast Breads | 2.25  
Assorted Breakfast Breads including muffins  
and danishes

Fruit | 3.95  
Fresh Sliced Seasonal Fruits



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## breaks

Cookies Galore Break | 4.95  
Includes Coffee, Hot Tea, Cookies, and assorted soft drinks.

Assorted Snacks | 1.49  
Assorted Snacks and Chips

Assorted Fruit | 1.49  
An assortment of whole fruit, including bananas, apples and oranges

Fresh Baked Cookies | 2.25



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## breaks

Coffee/Hot Tea/Juices | 3.49  
Coffee and Decaffeinated Coffee, Hot Tea and Assorted Juices

Coffee, Hot Tea | 2.25  
Coffee and Decaffeinated Coffee and Hot Tea

Iced Tea | 2.25

Soft Drinks | 2.49

Bottled Water | 2.25

Assorted Juices | 2.49



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## **lunch**

Sub Lunch | 15.00 per person  
Your Choice of a 6" Sub with Pasta Salad or  
Potato Salad, Chips and served with Iced Tea

Deli Platter | 18.00 per person  
Platter of Assorted Lunch Meats and Cheeses  
along with a Variety of Breads  
Served with Chips and Iced Tea



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COURTYARD<sup>®</sup>  
Marriott



## technology

Multi Media Package | 100.00  
Includes Internet Hook-up for 1 Laptop,  
DVD/VCR Combo and a 52" HD Television for  
Laptop Presentations

DVD Player/52 | 75.00  
DVD Player which is hooked up to our 52" HD  
Television, which can be used for Laptop  
Presentations

Flip Charts | 20.00  
This includes One Free Standing Flip Chart with  
Markers.  
Additional Flip Charts are \$10.00.

52 | 50.00  
52" HD Television for Laptop Presentations

Projection Screen 6x6 | 30.00



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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 per person and subject to change.

### Guarantees

In order to make your meeting a success please confirm your guaranteed number of guest 2 business days (48 hours) prior to your event. The expected number will act as the final guaranteed number if the guarantee number is not received.

### Gratuity and Service Charge

There is an 18% gratuity added to all food and beverage prices. All food and beverage prices are subject to a 2% service charge.

### Taxes

All Meeting Spaces have a 6% state sales tax.

### 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.

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