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Manhattan Midtown East Courtyard

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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

The Continental East Side | \$29 per person

- fresh fruit juices
- fresh croissants, danish and muffins
- New York style bagels
- assorted whole fruits
- regular and decaffeinated coffee
- selection of international flavored tea
- condiments

The All American | \$39 per person

- fresh fruit juices
- fresh croissants, danish and muffins
- New York style bagels
- seasonal fresh fruit salad
- assorted whole fruits, yogurt, granola and cold cereals
- regular and decaffeinated coffee
- selection of international flavored tea
- condiments

Ala Carte Breakfast Items

- New York style bagels - \$25 per dozen
- assorted donuts - \$25 per dozen
- assorted granola bars - \$15 per dozen
- add scrambled eggs - \$6 pp
- add bacon or sausage - \$4 pp



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## breaks

Coffee Break | \$10 per person  
freshly brewed regular and decaffeinated  
coffee served in Barista thermos containers  
selection of international flavored tea

add bottled water and soda \$16 pp  
add coffee refresh \$10 pp

School House Break | \$22 per person  
freshly baked cookies  
chocolate brownies  
assorted mini candy bars  
regular and diet soda  
bottled water  
regular and decaffeinated coffee  
selection of international flavored tea

Healthy Power Break | \$28 per person  
power and granola bars  
protein drinks  
mixed nuts and dried fruit  
whole fruit  
sparkling and still water

New York Cupcake Surprise | \$40 per dozen  
individual assorted cupcakes



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## lunch

Cold Sandwich Lunch | \$52 per person  
a variety of Chef's sandwich selections  
classic salad and contemporary side

classic salad (choice of 1)  
Caesar salad, chopped salad or  
fresh mozzarella and tomato salad  
contemporary sides (choice of 1)  
penne margarita, Yukon potato salad or orzo  
with arugula  
sliced fruit, assorted chips  
bakery fresh sweet tray  
beverages - assorted soft drinks

Hot Lunch | \$58 per person  
includes salad options, side options and  
entree options

salad options (choice of 1)  
mixed field greens, Caesar salad,  
or baby arugula  
side options (choice of 2)  
grilled asparagus, sauteed broccoli, grilled  
vegetables, tomato and mozzarella, rice pilaf,  
rosemary potatoes or mashed potatoes  
entree options (choice of 1)  
bow tie pasta, penne ala vodka, chicken  
francaise, chicken marsala, glazed salmon,  
tilapia, flank steak or filet mignon  
bakery sweet tray  
beverages - assorted soft drinks



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## lunch

Boxed Lunch | \$52 per person  
tossed salad - assorted fresh greens, diced tomatoes, cucumbers and carrots served in a balsamic vinaigrette or honey mustard dressing

penne pasta salad - penne tossed in a roasted tomato sauce with baby mozzarella and basil

assorted wraps and sandwiches  
(choice of 3)

southwestern chicken wrap, smoked turkey breast wrap, chicken Caesar wrap, albacore tuna sandwich or portobello and dill havarti sandwich

homemade potato chips and fruit salad

dessert - assorted cookies, confections and brownies

beverages - assorted soft drinks



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## reception

Hors d'oeuvres | \$60 per person  
 choice of 6 hot or cold  
 cold - bruschetta, jumbo shrimp, chicken skewers, crab claws, mozzarella crostini or roast beef canape

hot - vegetable spring rolls, cocktail franks, coconut shrimp, mushroom caps stuffed with seafood, quiche, scallops wrapped in bacon, sesame chicken or beef wellington

### Bar Selections

#### Open Bar

premium - \$27 pp first hour  
 \$10 each addl hour

deluxe - \$25 pp first hour  
 \$8 each addl hour

#### Tab Bar

premium spirits - \$12 per glass

deluxe spirits - \$10 per glass

wine - \$8 per glass

imported beer - \$7.50 each

domestic beer - \$7 each

bottle of house wine - \$35 each

Bartender | \$350.00

bartender needed for any open or tab bar with mixed drink offerings. fee is for first four (4) hours and each additional hour \$40 per hour



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## dinner

Surf and Turf | \$68 per person  
(minimum 15 guests)

mesclun salad

choice of roast beef au jus or  
chimichurri hanger steak and  
choice of shrimp scampi  
or wild striped sea bass

served with baby bliss potatoes, grilled garden  
vegetables and dinner rolls

dessert - apple pie or oreo cheesecake

beverages - soft drinks, coffee and tea

Italian Dinner | \$68 per person  
(minimum 15 guests)

tuscan salad served with your choice of Caesar  
or balsamic vinaigrette

chicken picatta and vegetable or  
home-style lasagna served with sauteed  
broccoli, garlic bread and dinner rolls

dessert - cafe espresso cake or  
ricotta cheesecake

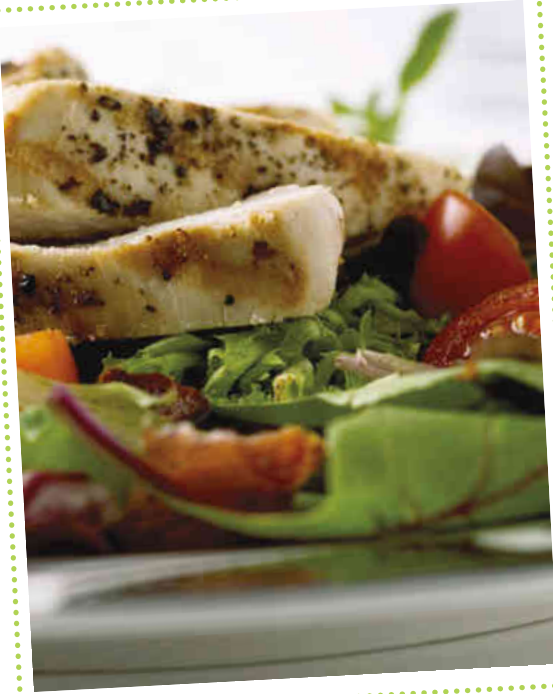
beverages - soft drinks, coffee and tea



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## dinner

Chicken and Tuna | \$68  
(minimum 15 guests)

field greens served with diced tomatoes, cucumbers and carrots with your choice of balsamic vinaigrette or ranch dressing

sesame-crusted tuna topped with a ginger-soy glaze

pesto chicken breast served with crushed pecans and pesto

jasmine rice, sautéed julienne of vegetables and dinner rolls

dessert - fresh fruit tart and mud mousse cake

beverages- soft drinks, coffee and tea



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## technology

- Audio Visual
- flip chart - \$44 per day
- white board with markers - \$50 per day
- extension cords - \$25 each
- power strip - \$30 each
- 90-minute audio tape - \$7.50 each
- easel - \$25 per day
- masking tape - \$7 per roll
- LCD projector - \$500 per day
- TV/VCR/DVD package - \$225 per day
- overhead projector - \$75 per day
- basic screen - \$125 per day
- Microphones per day
- wireless - \$250 (includes sound system)
- hand held - \$50
- sound system - \$100 per day
- tape recorder - \$50 per day
- CD player - \$175 per day  
(includes sound system)



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## technology

### Packages

package 1 - \$650 per day  
screen, LCD projector, 1 extension cord and 1  
flip chart

package 2 - \$100 per day  
screen, 1 extension cord and  
1 flip chart

### internet

wired or wireless packages per day

package 1 - \$350 - 4 connections  
package 2 - \$650 - 8 connections  
package 3 - \$1,250 - 16 connections

### in meeting rooms

wireless or wired high speed  
internet access per day  
\$250 first connection, each addl \$75

operator-assisted phone line  
\$125 per day and cost of calls

polycom speaker phone and phone line  
\$250 per day and cost of calls



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## considerations

General Information and Policies - Food and beverage must be purchased and served by the hotel. Menus are for general reference and we can customize a menu to meet your specific needs. Menu pricing is subject to change.

Guarantee - In order to make your meeting a success, please confirm your guaranteed number of guests 3 days (72 hours) prior to your event. The expected number will act as the final guarantee number if the guarantee number is not received.

Service Charge and Tax - All meeting room, food/beverage and audio visual charges are subject to a 20% Service Charge and applicable taxes in effect on the date(s) of the event. Of the 20% Service Charge applied on food and beverage total and room rental fees, 18% is distributed as a gratuity to servers/bartenders who serve your function. The 20% Service Charge on audio visual fees and, when food and beverage is not contracted for, on room rental fees is not a gratuity and is fully applied to the Hotel. An 8.875% New York State Sales Tax applies to all charges. Meeting rooms are charged 14.25% New York State Occupancy Sales Tax.

Shipping - If shipping materials to the hotel, please include company/group name, event mgr and meeting date on the outside of the package. The hotel can not assume responsibility for the damage or loss of merchandise sent for storage.

Board Room - 12 guests; daily \$1100; MacMillan - theatre - 30; schoolroom - 20; conference - 15; u-shape - 12 - full day \$1200; Empire - theatre - 70; schoolroom - 40; conference - 24 u-shape - 24; full day \$1500; East Side Cafe - theatre - 70; standing reception - 100 - \$800 (after 3 PM); East Side Cafe and Lounge - \$1100 (after 3 PM)

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