



Event Planner's Guide

*Room Display
&
Rental Rates*

Courtyard by Marriott
1710 Newbury Rd
Thousand Oaks, CA 91320
(805) 499-3900

TownePlace Suites by Marriott
1712 Newbury Rd
Thousand Oaks, CA 91320
(805) 499-3111

Catering: (805) 262-4128



Thank you for choosing the Courtyard by Marriott/ TownePlace Suites by Marriott Meeting Rooms! We're the experts you can count on to make your meeting a success. Our meeting professionals approach every event, large or small, with a dedicated focus providing you the comfort level you deserve! Our catering services will enhance the overall impact of your function, whether it is a lunch, dinner or reception by providing an elegant, yet comfortable atmosphere.

Sean Briody, Sales Coordinator
 Courtyard by Marriott Thousand Oaks
 Direct Line: (805) 262-4128

Meeting rooms are priced by time frame:









8am – 5pm: \$300 per day + tax

6pm – 10pm: \$200 per day + tax

Make sure to use your Marriott Rewards when booking your meeting!

Complimentary items include:

High speed wired & wireless internet, coffee service located in the lobby area, white board easel w/ markers, water stations, candy, extension cords and power strips

Meeting Capacity Chart	 Total Sq Ft	 Room Size	 Classroom	 Theater	 Banquet	 Conference	 U-Shape	 H-Square
TPS Conference Room	240sf	17x16	N/A	N/A	16pp	12pp max	9pp max	12pp max
Courtyard Sherwood Room	575sf	23x25	2pp/table=20 w/out aisle=24 3pp/table=30 w/out aisle=36	50 max	32pp max	2pp/table=16 3pp/ table=22	2pp/table=16 3pp/table=22	2pp/table=16 3pp/table=22
Courtyard Sterling Room	480sf	24x20	2 pp/table=16 w/ out aisle=18 3pp/table=24 w/out aisle=27	40 max	24 max	2pp/table=12 3pp/ table=18	2pp/table=10 3pp/ table=15	2pp/table=12 3pp/table=18

Classroom tables are 6' x 18"
Conference tables are 6' x 2 1/2'
Banquet tables are 60" in diameter