

# events by Courtyard



breakfast



breaks



lunch



reception



dinner



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crafted for you

COURTYARD PHILADELPHIA DOWNTOWN

21 N Juniper Street | Philadelphia | PA 19107

[www.PhiladelphiaDowntownCourtyard.com](http://www.PhiladelphiaDowntownCourtyard.com)

*Listed on the National Register of Historic Places*

COURTYARD PHILADELPHIA DOWNTOWN

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215-496-3200 | www.PhiladelphiaDowntownCourtyard.com

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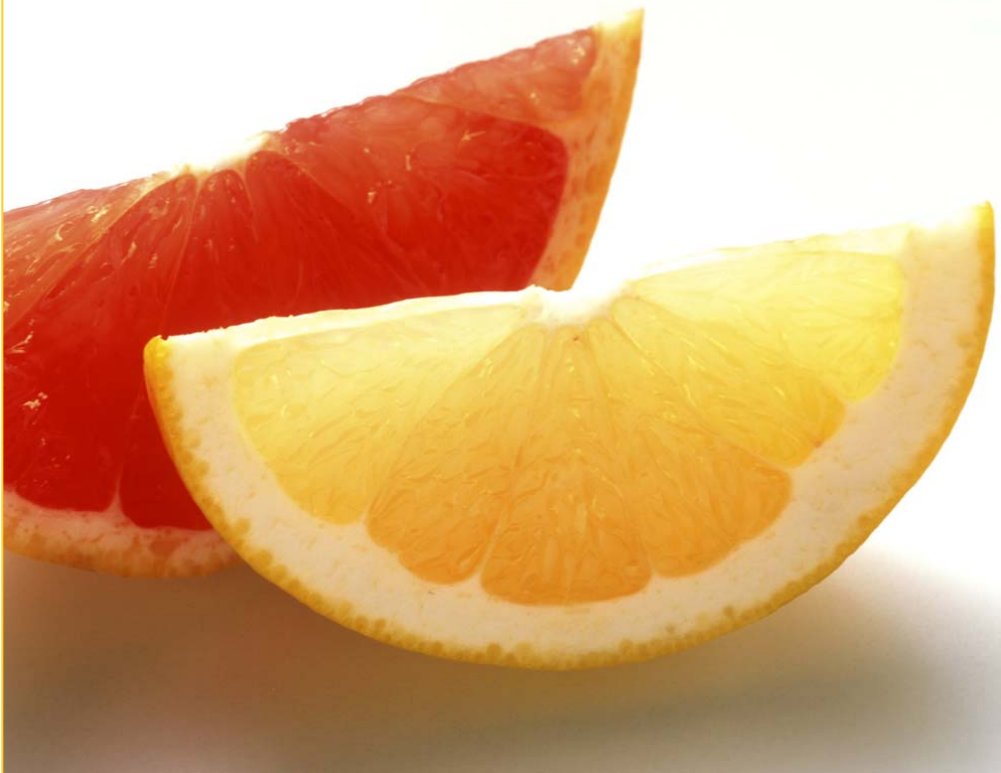
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## SEASON

- cereals
- juices
- coffee
- teas
- pastries
- milk
- yogurt
- eggs

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made to order | \$11

omelet station

waffle station

fresh fruit smoothies

\$100 attendant fee

## continental breakfast

basic | \$18

chilled orange and apple juice

freshly baked muffins, bagels, and  
breakfast pastries

whole fruit and bananas

Starbucks coffee and Tazol tea service

enhancements | \$4

sliced fresh seasonal fruits and berries

assorted breakfast cereals with whole  
and skim milk

hot oatmeal with brown sugar and  
raisins

yogurt parfait with granola

scrambled eggs with chives

enhancements | \$7

ham and cheese croissant

cinnamon French toast

European sliced meat display with  
freshly baked rolls

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## breakfast

### plated

#### eggs benedict | \$25

poached eggs served on grilled Canadian bacon and English muffin with hollandaise sauce

breakfast potatoes

grilled asparagus

#### crunchy French toast | \$24

batter dipped Texas toast coated in crushed corn flakes and served with whipped butter and warm maple syrup

choice of sausage or crisp bacon

#### all American breakfast | \$22

fluffy scrambled eggs

choice of sausage or crisp bacon

breakfast potatoes

## breakfasts include

orange juice

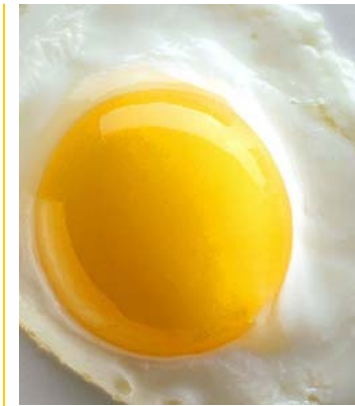
Starbucks coffee and Tazo tea service

muffins and danish

#### enhancements | \$4

fresh seasonal fruit & berry plate

yogurt parfait with granola



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## breakfast

### buffet

#### city hall | \$30

chilled orange and apple juice  
Starbucks coffee and Tazo tea

freshly baked muffins, bagels,  
and breakfast pastries

assorted breakfast cereals with  
whole & skim milk and bananas

fluffy scrambled eggs with chives

breakfast potatoes

sliced fresh seasonal fruits and  
berries

choice of two meats: bacon,  
sausage, turkey sausage, ham  
steak, corned beef hash, or  
smoked bacon

#### enhancements | \$4

hot oatmeal with brown sugar and  
raisins

yogurt parfait with granola

sausage and cheddar biscuits

cheese blintzes with strawberry  
topping

#### made to order | \$11

omelet station

waffle station

fresh fruit smoothies

\$100 attendant fee



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## DELIGHT

- muffins
- juices
- nuts
- popcorn
- pretzels
- cakes
- soda
- cappuccino

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## market style

all breaks and buffets are set "market style." "market style" presentation allows the food to be the décor and adds eye appeal. smaller platters are used and refreshed as needed so that food is kept fresh and the presentation remains eye appealing.

### mid morning break | \$10

Starbucks coffee and Tazo teas  
assorted Pepsi drinks and waters  
whole fresh fruit

### afternoon break | \$13

Starbucks coffee and Tazo teas  
assorted Pepsi drinks and waters  
cookies and brownies

### all day beverage break | \$27

Starbucks coffee and Tazo teas  
assorted Pepsi drinks and waters



### sweet enhancements | + \$3

popcorn and cracker jacks  
coffee cake  
assorted soft and crunchy granola bars  
yogurt parfait with granola  
Philadelphia Tastykakes

### beverage enhancements | + \$5

Fiji water  
vitamin water

### savory enhancements | + \$3

popcorn  
tortilla chips and salsa  
vegetables and ranch dip  
Philadelphia soft pretzels  
hummus and pita chips  
warm cashews

energy drinks  
Starbucks Frappuccino

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## ESSENCE

- salads
- cheesesteaks
- pasta
- fish
- beef
- sandwiches
- desserts
- beverages

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## lunch

### plated

freshly baked artisan breads and rolls

freshly brewed iced tea

ice water with lemon

starters | choose 1

the daily soup

green salad, blistered tomatoes, bread shard and red wine vinaigrette

caesar salad – chilled romaine tossed in traditional caesar dressing with parmesan cheese and croutons

prosciutto and grilled asparagus, lemon olive oil

desserts | choose 1

key lime pie

carrot cake

fresh berries and cream

Philadelphia cream cheese cake

chocolate mousse cake



### lunch selections

cobb salad | \$28

romaine lettuce with bands of grilled chicken, egg, avocado, bleu cheese, tomatoes, and crisp bacon, choice of dressing

grilled filet mignon | \$39

scallion home fries, pan roasted mushrooms, and steak butter

pan seared salmon filet | \$29

warm green bean and potato salad, mustard vinaigrette

parmesan chicken breast | \$28

wilted arugula and tomatoes, caper butter

hoisin glazed chicken | \$28

whole grain brown rice and vegetable stir-fry

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## lunch

deli buffet | \$33

assorted breads and rolls  
tomatoes, lettuce, onions, pickles, and olives  
accompaniments  
cookies, brownies, and blondie bars  
assorted Pepsi drinks and waters

salads | choose 2

creamy slaw  
green salad, blistered tomatoes, bread  
shards, and red wine mustard vinaigrette  
hummus, pita chips, and celery  
pearl cous cous salad with roasted  
vegetables  
fingerling potato salad with mustard  
vinaigrette  
waldorf salad of apples, walnuts, celery,  
and grapes



meats and cheeses |  
choose 3 each

cured country ham  
sliced roast turkey breast  
roast beef  
grilled lemon chicken breast  
corned beef  
genoa salami  
aged cheddar  
provolone  
swiss  
havarti



enhancements

the daily soup | \$3  
chili with cheese & onions | \$3  
mini burger sliders | \$5  
tomato focaccia pizza | \$3  
reuben on rye | \$4  
hot pastrami | \$4  
tuna salad | \$3  
chicken salad | \$3  
add an additional meat or  
cheese for an additional | \$3

all buffets under 20 people will be subject to a \$100 service charge

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## lunch

hot buffet | \$36

freshly baked breads and rolls

assorted Pepsi drinks and waters

salads | choose 2

spinach, bacon, and egg with mustard vinaigrette

green salad, blistered tomatoes, bread shards, and red wine mustard vinaigrette

hummus, pita chips, and celery

tomato, cucumber, and olives in lemon vinaigrette

pearl cous cous salad with roasted vegetables

fingerling potato salad with mustard vinaigrette

desserts | choose 2

key lime pie | carrot cake | fresh berries and cream | Philadelphia cream cheese cake | chocolate mousse cake

features | choose 2

pan roasted rosemary lemon chicken

pan seared salmon fillet with mustard vinaigrette

parmesan chicken with capers and arugula

Italian sausage and peppers

Philly cheesesteak

accompaniments | choose 2

roasted fingerling potatoes

pan roasted market vegetables

buttered green beans

buttermilk mashed potatoes

orzo risotto

enhancements

the daily soup | \$3

chili with cheese & onions | \$3

mini burger sliders | \$5

tomato focaccia pizza | \$3

petite filet with horseradish crust | \$9

all buffets under 20 people will be subject to a \$100 service charge

Prices are per person. A customary 22% taxable service charge and 8% state and local sales tax will be added to prices

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## lunch

sandwich buffet | \$34

freshly baked breads and rolls

deli chips, pickles, and olives

accompaniments

cookies, brownies, and blondie bars

assorted Pepsi drinks and waters

salads | choose 2

creamy slaw

green salad, blistered tomatoes, bread shards, and red wine mustard vinaigrette

hummus, pita chips, and celery

tomato, cucumber, and olives in lemon vinaigrette

pearl cous cous salad with roasted vegetables

fingerling potato salad with mustard vinaigrette

waldorf salad of apples, walnuts, celery, and grapes



sandwiches | choose 3

cured country ham with jarlsberg swiss and mustard

sliced roast turkey breast on sourdough

roast beef on kaiser, mustard and horseradish

grilled lemon chicken breast wrap

corned beef on marble rye

genoa salami, ham, and provolone sub

grilled portobello, avocado, and havarti on cracked wheat



enhancements

the daily soup | \$3

chili with cheese & onions | \$3

mini burger sliders | \$5

tomato focaccia pizza | \$3

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## lunch

boxed | \$30

pasta salad

whole fruit

deli chips

cookies

assorted Pepsi drinks and waters

sandwiches | choose 2

sliced ham, turkey and Swiss on a multigrain roll with sun-dried tomatoes and mayonnaise

roast beef and provolone on an onion roll with horseradish mayonnaise

grilled chicken & mozzarella on a ciabatta roll with sliced tomato and roasted pepper pesto mayonnaise

honey roasted turkey on whole grain bread with havarti cheese and Amish apple butter

grilled squash, peppers, and zucchini on herb focaccia with red pepper pesto mayonnaise

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## ESSENCE

- canapés
- shrimp
- spanakopita
- bruschetta
- sushi
- tenderloin
- lamb chops
- crab claws
- cheese

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## hors d' oeuvres

passed or displayed | \$5

chicken sate marinated in a spicy Thai peanut sauce

crab stuffed mushroom caps

southwest black bean spring roll with oriental dipping sauce

spanakopita with spinach and feta cheese

sesame chicken strips with sweet and sour honey mustard

cozy shrimp served with spicy oriental dipping sauce

beef sate marinated in teriyaki glaze

kalamata olive and artichoke tart with goat cheese and sun-dried tomato

quiche Lorraine tart with wild mushrooms, fresh herbs, and Swiss cheese

chicken Wellington with mushroom duxelle in a puff pastry

seafood puff pastry purse with baby shrimp and sour cream

vegetable spring roll with oriental plum sauce

parmesan artichoke hearts with goat cheese

beef Wellington with mushroom duxelle in a puff pastry

hors d' oeuvres may be butler passed or displayed  
recommended 1 butler per 75 guests @ \$100 ea  
hors d' oeuvre prices are per piece  
minimum order of 25 pieces per selection

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## hors d' oeuvres

passed or displayed | \$5

chicken quesadilla with peppers, onions, and Monterey jack cheese served with salsa and sour cream

scallops wrapped in bacon

mini crab cakes served with remoulade sauce

traditional bruschetta

diced tomato, onion, and basil bruschetta with olive oil and garlic on a croustade

mini beef franks wrapped in puff pastry and served with golden and spicy

---

hors d' oeuvres may be butler passed or displayed  
recommended 1 butler per 75 guests @ \$100 ea  
hors d' oeuvre prices are per piece  
minimum order of 25 pieces per selection



## hors d' oeuvres

passed or displayed | \$6

tenderloin on brioche with sweet onion marmalade

roasted jumbo shrimp wrapped in prosciutto

rosemary and Dijon scented lollipop lamb chops with mint jelly

jumbo shrimp cocktail served with lemon and cocktail sauce

vegetable sushi served with soy sauce, ginger, and wasabi mustard

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display prices based on a two hour reception minimum of 25 people unless otherwise noted

## stations

displayed

domestic & international cheese | \$7

fresh fruit, crackers, and flatbreads

grilled vegetable display | \$7

focaccia bread and parmesan cheese

Mediterranean tapenades and antipasto display | \$10

prosciutto, salami, capocola, provolone and mozzarella cheeses, grilled marinated vegetables, hummus, tabbouleh and olives served with sliced breads and crackers

mashed potato bar | \$11

crisp bacon, fried onions, cheddar cheese, sour cream, chives, and parmesan cheese

creamy chardonnay risotto | \$11

fresh asparagus, roasted peppers and choice of chicken or shrimp

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## stations

displayed

### baked brie en croute | \$9

fresh fruit, dried fruit, and French bread

### bruschetta station | \$8

tomato, onion, basil bruschetta and sun-dried tomato, kalamata olive, prosciutto tapenade with garlic crostini and focaccia breads

### fajita station | \$13

grilled chicken and flank steak with sautéed peppers and onions, jalapeno peppers, jack cheese, sour cream, guacamole, salsa and soft flour tortillas

### oriental wok station | \$12

sautéed duck breast served with field greens and crunchy noodles, oriental vegetable dumplings with classic dipping sauce, and fresh California roll



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## stations

### action

#### carved roasted pork loin | \$12

apple chutney, pommeroy mustard, and mayonnaise

#### carved Virginia baked ham | \$12

whiskey bourbon sauce and Dijon mustard

#### carved whole turkey breast | \$12

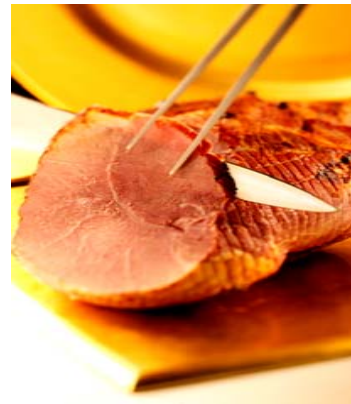
assorted jams and chutneys

#### carved whole roasted tenderloin | \$16

wild mushroom demi

#### carved roast strip loin of beef | \$16

slow roasted with shallots and creamy horseradish



#### carved cold poached salmon | \$12

dill cucumber and crème fresh

#### carved rack of lamb Provencal | \$18

rosemary herb sauce

#### Italian pasta station | \$13

rigatoni three ways:

carbonara

mushroom, spinach, tomatoes, shaved parmesan

tomato-short rib ragout

all action stations require a minimum of 25 guests. One (1) attendant per 75 guests @ \$100 ea

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display prices based on a two hour reception  
minimum of 25 people unless otherwise noted

all action stations require one (1) attendant per 75 guests @ \$100 ea

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## stations

### seafood

Chesapeake seafood raw bar | \$market

6 pieces per person – minimum 50 people

shrimp, little neck clams, and crab claws, lemon wedges, remoulade and cocktail sauces

sushi and sashimi | \$18 with chef service | \$21

vegetarian, raw and smoked fish

jumbo lump crab cake station | \$16

remoulade, black bean salsa, and spicy corn relish

sautéed shrimp or scallops | \$17

garlic, shallots and white wine pernod

smoked salmon or whitefish | \$15

pumpnickel bread and bagel chips, egg whites and yolks, capers, cream cheese, and red onions

seafood ceviche | \$15

shrimp, sea scallops, and calamari with teardrop tomatoes, spicy jalapenos, and fresh herbs

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## stations

### dessert

#### fondue | \$10

#### deluxe chocolate fountain display | \$15

minimum 50 people

fresh pineapple, cantaloupe and honeydew melon, strawberries, bananas, silky dark chocolate fondue, whipped cream, brown sugar, and pineapple sour cream

#### twilight's last gleaming | \$13

miniature French pastries, éclairs, napoleons, petit fours, strawberry shortcake, and apple cobbler with vanilla sauce

#### after the sunset | \$15

New York style cheesecake with strawberry and blueberry sauce, carrot cake, chocolate truffle tort, miniature French pastries and tarts, and fresh seasonal cubed fruit with honey lime yogurt dip

#### Viennese table | \$17

minimum 50 people

chocolate covered fruits, petit fours, napoleons, miniature éclairs, fruit tarts, profiteroles, linzer and sacher tortes, freshly brewed Colombian coffee with rock candy, swizzle sticks, chocolate shavings, and whipped cream

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## FLAVOR

- salads
- salmon
- poultry
- scallops
- filet
- lamb
- desserts
- beverages

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## dinner

### plated

freshly baked breads and rolls

assorted Pepsi drinks and waters

coffee and herbal tea service

### starters | choose 1

the daily soup

bibb lettuce, shaved cucumber, mustard dill vinaigrette

caesar salad – chilled romaine, traditional caesar dressing with parmesan cheese and crunchy croutons

steakhouse wedge, marinated tomatoes, bleu cheese dressing

### desserts | choose 1

deep dish apple walnut pie | key lime pie | carrot cake | fresh berries and cream | Philadelphia cream cheese cake | chocolate mousse cake

### hot selections

grilled filet mignon | \$50

pan roasted carrots, crushed fingerlings, steak butter

grilled salmon fillet | \$44

roasted fingerling potatoes, tomatoes, olives, fennel

pan roasted chicken breast | \$40

spinach, mushrooms, orzo pasta

roast new york striploin | \$45

loaded and twice baked potato, market green vegetable

seasonal fresh fish | \$mp

lemon grilled, herb risotto

braised boneless shortribs | \$52

root vegetables, sour cream mashed

chicken saltimbocca | \$44

parma ham, fontina and sage, broccolini

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### combination selections

- grilled filet mignon and lump crab cake | \$65  
fingerling potatoes, roasted mushrooms, asparagus
- braised boneless short rib and grilled salmon fillet | \$59  
celery mashed, pan roasted market vegetables
- pan roasted chicken breast and stuffed shrimp | \$55  
roasted fennel, fingerling potatoes, green beans

### dinner

#### combinations

- freshly baked breads and rolls
- assorted Pepsi drinks and waters
- coffee and herbal tea service

#### starters | choose 1

- the daily soup
- bibb lettuce, shaved cucumber, mustard dill vinaigrette
- caesar salad – chilled romaine, traditional caesar dressing with parmesan cheese and crunchy croutons
- steakhouse wedge, marinated tomatoes, bleu cheese dressing

#### desserts | choose 1

- deep dish apple walnut pie | key lime pie | carrot cake | fresh berries and cream | Philadelphia cream cheese cake | chocolate mousse cake

- roast new york striploin with crab | \$59  
spinach stuffed portobello mushroom cap
- petit filet mignon and rosemary lemon grilled chicken | \$61  
sour cream mashed and roasted vegetables
- sliced tenderloin of beef with garlic-lobster stuffed potato | \$mp  
creamed spinach and salt roasted tomatoes
- chicken saltimbocca and scampi style shrimp | \$59  
orzo risotto

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### dinner

buffet | \$55

freshly baked breads and rolls

assorted Pepsi drinks and waters

salads | choose 2

spinach, bacon, and egg with mustard vinaigrette

green salad, blistered tomatoes, bread shards, and red wine mustard vinaigrette

tomato, cucumber, and olives in lemon vinaigrette

pearl cous cous salad with roasted vegetables

fingerling potato salad with mustard vinaigrette

desserts | choose 2

deep dish apple walnut pie | key lime pie | carrot cake |  
fresh berries and cream | Philadelphia cream cheese cake  
| chocolate mousse cake

features | choose 2

pan roasted rosemary lemon chicken

pan seared salmon fillet with mustard vinaigrette

parmesan chicken with capers and arugula

petite filet with horseradish crust

red wine braised short rib

accompaniments | choose 2

roasted fingerling potatoes

pan roasted market vegetables

buttered green beans

butter milk mashed potatoes

orzo risotto

enhancements

the daily soup | \$3

chili with cheese & onions | \$3

mini burger sliders | \$5

tomato focaccia pizza | \$3

all buffets under 20 people will be subject to a \$100 service charge

COURTYARD PHILADELPHIA DOWNTOWN

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## ENJOY

- [martinis](#)
- [champagne](#)
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## bar packages

### open bar packages

one hour premium	\$18	one hour top shelf	\$20
two hour premium	\$26	two hour top shelf	\$29
three hour premium	\$32	three hour top shelf	\$36
four hour premium	\$36	four hour top shelf	\$40

### top shelf brands

Miller Lite, Coors Light, Yuengling Lager, Heineken, Amstel Light, O'Doul's, Jack Daniels Bourbon, Absolute Vodka, Tanqueray Gin, Dewer's Scotch, Bacardi Rum, Crown Royal Whiskey, Jose Cuervo 1800 Tequila, Sweet & Dry Vermouth, Triple Sec, Woodbridge Chardonnay, Woodbridge Cabernet Sauvignon, Beringer's White Zinfandel, assorted soft drinks, juices, and mixers

### premium brands

Miller Lite, Coors Light, Yuengling Lager, O'Doul's, Jim Beam Bourbon, Smirnoff Vodka, Gordon's Gin, Grants Scotch, Bacardi Rum, Canadian Club Whiskey, Jose Cuervo Tequila, Sweet & Dry Vermouth, Triple Sec, Woodbridge Chardonnay, Woodbridge Cabernet Sauvignon, Beringer's White Zinfandel, assorted soft drinks, juices, and mixers

### cordials | \$5

B&B, Baileys, Amaretto Di Saronno, Drambuie, Frangelico, Grand Marnier, Irish Mist and Kahlua

all bars require one (1) bartender per 75 guests @ \$100 ea

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## bar packages

### host bar and cash bar packages

**host bar** – host pays per drink on consumption plus taxes and 22% service charge

**cash bar** – individual guests pay per drink – tax and service charges included



	host bar	cash bar
martinis	\$11.5	\$12
cordials	\$9.5	\$10
premium mixed drinks	\$7.5	\$8
top shelf mixed drinks	\$8.5	\$9
wine (by the glass)	\$9	\$9.5
domestic bottled beer	\$5.5	\$6
import bottled beer	\$6.5	\$7
soft drinks & bottled water	\$3.5	\$4

cash bars require a minimum of \$500 per bar sales. balances will be applied to the final bill

all bars require one (1) bartender per 75 guests @ \$100 ea

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### merlot

Clos du Bois North Coast | \$52

California

### shiraz

Rosemont | \$40

Australia

### red wines

#### pinot noir

Mark West | \$48

California

Kim Crawford, Sonoma County | \$60

New Zealand

#### cabernet sauvignon

Estancia | \$60

California

Franciscan Oakville | \$70

California

### red specialties

Ravenswood Red Zinfandel, Vintner's Blend | \$48

California

Diseno Malbec | \$40

Argentina

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## white wines

### sparkling

Segura Viudas, Brut, Cava, Aria | \$48  
NV, Catalonia, Spain

### blush

Beringer White Zinfandel | \$36  
California

### white specialties

Chateau Ste Michelle, Riesling, Columbia Valley | \$48  
Washington

Meridian Vineyards, Pinot Grigio | \$44  
California

### sauvignon blanc

Nobilo | \$42  
New Zealand

Kenwood, Sonoma County | \$40  
California

## chardonnay

Clos du Bois | \$50  
California

Saintsbury | \$60  
California

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## FLAWLESS

lights  
camera  
action

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Prices are per room per day. A customary 22% taxable service charge and 8% state and local sales tax will be added to prices

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## audio/visual packages

### visual presentation package

meeting room | \$500 ballroom or juniper's | \$625

package includes 3000 lumen LCD Projector (3500 lumen LCD for ballroom & juniper's), screen (9 X 12 Screen for ballroom & juniper's, 1 flip chart, AV cart or table with power strip, extension cord, and 30 minutes of in-house technical support

### LCD accessory package

meeting room | \$125 ballroom or juniper's | \$175

for those who bring their own LCD projector to the meeting. package includes screen, 1 flip chart with markers, AV cart or table with power strip, extension cord, and 30 minutes of in-house technical support

### tele-conference package

meeting room | \$150 ballroom or juniper's | \$200

package includes speaker phone, dedicated DID phone line, incoming calls, extension cord, and 30 minutes of in-house technical support - all outgoing calls are billed at guest room rates and are subject to 55% service charge plus 7% tax



### audio presentation package

meeting room | \$200 ballroom or juniper's | \$250

package includes microphone, four channel audio mixer, podium, audio patch into house sound, and 30 minutes of in-house technical support

### package accessories

IBAHN High Speed internet connection  
(up to 10 connections | \$200

additional high speed internet connections | \$25

audio patch into house sound | \$50

JBL amplified speakers | \$350

wireless mouse | \$100

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### IBAHN high speed internet

setup/access up to 10 connections \$200

each additional connection | \$25

prices per computer per day. Use of hubs, switches, and routers without prior consent of the hotel is prohibited

## projection

### projectors

3000 lumen desktop LCD | \$400

3500 lumen conference LCD | \$500

overhead | \$75

### screens

6 X 6 tripod | \$40

(Ballroom Salons I and IV Only)

8 X 8 tripod | \$50

9 X 12 fast-fold with black drape kit | \$150

### accessories

VGA switch | \$100

VGA extension cable | \$10

projection cart | \$35

powerstrip | \$10

extension cord | \$10

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## video

42" LCD flat screen | \$400

32" CRT | \$200

20" TV/VCR combo | \$75

VCR/DVD combo player | \$100

VCR/DVD recorder | \$200

VHS camcorder | \$150

VHS camcorder tapes | \$5

## meeting accessories

flipchart with markers & tape | \$50

additional flipchart pads | \$25

3M flipchart with markers | \$70

additional 3M pads | \$45

whiteboard with markers | \$60

podium with light | \$50

easels | \$10

banner hanging | \$50ea

black pipe & drape (per foot) | \$20

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## technical assistance

Operator Rates Per Hour - 4 Hour Minimum

regular rate | \$100

overtime rate (over 10 hours) | \$125

holidays | \$150

## audio

wired handheld microphone | \$50

wireless handheld or lavalier microphone | \$100

4 channel mixer | \$55

6 channel mixer | \$75

8 channel mixer | \$100

cassette deck with mixer | \$125

5 disk CD player with mixer | \$150

computer speakers | \$50

JBL amplified speakers | \$350

audio patch to house sound | \$50

## lighting

lectern lighting (single spotlight) | \$150

stage lighting (up to 3 lights) | \$250

uplight with color gel | \$50

custom designed gobo | \$200

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## Agreement to Policies

### Attendance Guarantee

We need your assistance in making your event a success. Please confirm your attendance at least three (3) business days in advance. Your confirmed attendance will be considered your minimum guarantee and will not be subject to reduction. If guarantee is not received, the original expected attendance on your Banquet Event Order (BEO) will be used to guarantee your final attendance.

Charges are predicted upon factors pertaining to the entire program. revisions in your group counts, times, dates, or meal functions may necessitate a renegotiation of charges.

Guarantee not to differ more than 5% from room set-up number.

### Payment Arrangements

**Cash, Check, Credit Card, and Wire Payments:** All functions must be paid for in advance unless direct billing has been approved by our credit manager. Check and wire payments must be received one (1) week prior to the date of the function. Functions may be guaranteed for payment or paid for by the following credit cards: American Express, Diner's Club, Discover, Master Card, or Visa. Completion of a credit card authorization form is required.

**Direct Billing:** Approval of Direct Billing is contingent upon completion of reference checks based on the information provided in the *Application for Direct Billing*. Hotel requires a minimum projected check total of \$3,000 to extend credit. If credit has been extended, payment of the hotel balance due should be made upon receipt of the bill. All accounts not paid within 30 days are subject to a finance charge of one and one half percent (1.5%) per month of the unpaid balance, or the maximum allowed by law on the unpaid balance, and the cost of collection, including attorney fees.

### Tax and Service Charge

All food and beverage, room rental, and audio/visual equipment prices are subject to a 22% hotel service charge. All charges, including hotel service charges, are subject to a 7% Pennsylvania state sales tax and a 1% Philadelphia local sales tax.

### Tax Exempt Status

The Commonwealth of Pennsylvania requires a completed tax exemption form from the tax exempt organization prior to arrival. If this form is not received and verified before arrival, the organization will not be placed on tax exempt status and therefore must file a return with the State of Pennsylvania in order to receive a refund.

### Labor Charges

Resetting of meeting rooms from previously agreed upon set-ups per the Banquet Event Order (BEO) may result in additional costs to the group in the form of meeting room rental.

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### Outside Food & Beverage

All food and beverage will be provided by the Hotel and will be consumed within the time frame of the event as stated in the Banquet Event Order (BEO). The hotel reserves the right to confiscate food and beverage that is brought into the hotel in violation of this policy without prior arrangements with the hotel's Catering Department.

### Outside Vendors

All vendors (i.e. entertainment, decorators, etc.) contracted directly with the organization must sign the Philadelphia Downtown Courtyard's *Vendor Agreement* and provide the hotel with the appropriate liability insurance verification.

### Guest Responsibility

The organization scheduling the event agrees to assume full responsibility for the conduct of its members and contracted vendors.

### Signs, Displays, and Decorations

All signs, displays, and/or decorations proposed by the client are subject to the hotel's approval. All registration, directional or advertisement signs must be printed in a professional manner. No signs, banners, displays, or exhibits will be permitted in the public areas of the hotel without prior hotel approval. All decorations must meet the approval of the Philadelphia Fire Department. Flammable substances are not permitted on the banquet floors or anywhere on the hotels premises. The hotel will not permit the affixing of anything to the walls, floors or ceilings with nails, staples, adhesives or any other substance without prior hotel approval.

### Damage to Space

Any damage to the hotel as a result of group activity, will be subject to a repair charge to include the cost of replacement parts and labor. Furthermore, any meeting space that is not left in a reasonable condition will be subject to a \$500 cleaning fee.

### Alcohol and Minors

The hotel does not permit the serving of alcoholic beverages to anyone under the age of twenty one (21) or under the influence of alcohol, in accordance with the Commonwealth of Pennsylvania Beverage Control Regulations. Guests may be required to provide proof of age in order to be served/sold alcoholic beverages. The organization understands and agrees to abide by this policy and to uphold the laws of the Commonwealth of Pennsylvania.

### Cancellation Policy

If the hotel is advised that a definite booking is cancelled, 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 any function is one hundred percent (100%) of the total estimated food, beverage, and room rental charges. This cancellation fee will be charged if this function is cancelled less than thirty (30) days prior to the event date.

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### Room Assignments

Final menu items, room arrangements, and other function details are outlined in your Banquet Event Order (BEO). Unless otherwise stated in the BEO, the hotel reserves the right to change function rooms at any point should the number of attendees decrease, increase, or when the hotel deems it necessary, provided the new function room(s) adequately accommodate the desired set-up.

### Function Times

The organization agrees to begin the function at its scheduled time and to have guests and invitees vacate the designated function space at the departure time. The organization or individual responsible for booking the event further agrees to reimburse the hotel for any overtime wage payments, or other expenses or damages incurred by the hotel because of the organization or its attendees failure to comply with hotel regulations.

### Materials Sent to the Hotel

Due to the layout and space limitations of the hotel, it is not possible to store display materials. In the event a small amount of materials are to be shipped to the hotel in advance of your function, please follow the instructions below:

- The hotel must be notified in advance that materials are being sent. The hotel must be informed of the quantity, estimated size and weight, arrival date, and shipper at least one (1) business day in advance of delivery.
- Each piece received must be labeled with Name of function, Date of function, and Name of Catering or Event Manager responsible for your function. Groups must make arrangements to ship their materials out of the hotel at the conclusion of the function.
- The guest or organization is responsible for sealing and labeling boxes and contacting the shipping company to make shipping and billing arrangements.

- The hotel will store properly sealed and labeled materials for up to two (2) business days prior to and following the function. Any materials requiring storage of more than two (2) days may be subject to a package storage and handling fees.

### Security

Routine security checks are provided by the hotel; however, the organization will be responsible for ordering and paying for any additional security required by the organization to protect exhibits, merchandise or to monitor attendance of an event.

### Hold Harmless Agreement

The organization assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to the organizations displays, equipment, and other property brought upon the premises of the hotel and shall indemnify and hold harmless the hotel, agents, servants, and employees from any and all such losses, damages, and claims.