

events by Courtyard

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COURTYARD PHILADELPHIA DOWNTOWN
21 N Juniper Street | Philadelphia | PA 19107

2011-2012 Package Menus

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welcome

The Philadelphia Downtown Courtyard is proud to offer our premier package service for your event. Our talented culinary team is here to ensure that your attendees are treated to a creative and scrumptious assortment of food and beverage offerings, and our experienced service team will focus on the following keys to success to guarantee your satisfaction.

Keys to Success:

Elegant/Intimate Setting with Ample Space

Comfortable/Distracted-Free Meeting Environment

Superior Service from Dedicated Event Team

Exciting Buffet Designs to Enhance your Guests' Experience

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meeting planner packages

the Courtyard meeting planner's packages have been designed to provide meeting and event planners with the hassle-free convenience of planning a meeting with all of the necessary essentials.

full day package with lunch

includes continental breakfast, mid-morning refresh, communal lunch buffet, afternoon break, basic audio/visual equipment, and meeting room rental.

15-49 guests | \$99

50 guests and above | \$89

half day package

includes choice of continental breakfast for am meeting or afternoon break for pm meeting, communal lunch buffet, continuous beverage service, basic audio/visual equipment, and meeting room rental.

15-49 guests | \$84

50 guests and above | \$74

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audio/visual equipment

included in package

3000 lumen lcd projector (3500 lumen for ballroom and Junipers)
screen
power supply
30 minutes of in house technical support

audio/visual enhancements

flipchart | + \$45
high speed internet connection (up to 10 connections) | + \$200
audio patch into house sound | + \$50
JBL amplified speakers | + \$350
computer speaker | + \$50
wireless handheld or lavalier microphone | + \$100
4 channel mixer | + \$55
wireless mouse | + \$100
laser pointer | + \$100

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continental breakfast

chilled orange and apple juice

freshly baked muffins, bagels, and breakfast pastries

whole fruit and bananas

Starbucks coffee and Tazol tea service

in-room enhancements | + \$ 4

Assorted Starbucks frappuccino

Dannon yogurt smoothies

yogurt parfait with granola

hot oatmeal with brown sugar and raisins

scrambled eggs with chives

in-room enhancements | + \$ 7

ham and cheese croissant

cinnamon French toast

cheese blintzes with strawberry sauce

European sliced meat display with freshly baked rolls

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breaks

continuous beverage service

Starbucks coffee and Tazo teas
assorted Pepsi drinks and waters

mid-morning break

freshly baked muffins, bagels, and breakfast pastries
soft and crunchy granola bars
selection of seasonal whole fresh fruit

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package 1 | deli buffet

the daily soup

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

fingerling potato salad with mustard vinaigrette

freshly baked breads and sandwich rolls

cured country ham, sliced roast turkey breast, and roast beef

aged cheddar, provolone, and Swiss cheese

tomatoes, lettuce, onions, pickles, and olives

accompaniments

cookies, brownies, and blondie bars

mixed snack break

assorted mixed nuts

chocolate dipped dried fruits

assorted biscotti

domestic cheese display

whole fresh fruit

enhancements

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 lunch buffets served with a selection of rustic rolls and flat breads with butter and margarine, Starbucks coffee and Tazo tea service, freshly brewed unsweetened iced tea, and assorted regular & diet Pepsi products

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package 2 | hot and healthy buffet

spinach, bacon, and egg with mustard vinaigrette
tomato, cucumber, and olives in lemon vinaigrette
pan roasted rosemary lemon chicken
pan seared salmon fillet with mustard vinaigrette
pan roasted market vegetables
orzo risotto
carrot cake
fresh berries and cream

healthy break

warm cashews
classic hummus with soft and crunchy pita chips
crisp seasonal vegetables with ranch dipping sauce
fruit kabobs

enhancements

the daily soup | \$3
chili with cheese & onions | \$3
mini burger sliders | \$5
tomato focaccia pizza | \$3
petite filet with horseradish crust | \$9

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package 3 | roman caesar buffet

bocconcini mozzarella salad
 roast potato and green bean salad with roasted red peppers
 create your own caesar salad bar including
 marinated grilled thin flank steak
 seared sliced chicken breast
 herb marinated jumbo shrimp
 crisp bacon, hard cooked eggs and shredded parmesan cheese
 crisp romaine lettuce, tomatoes and garlic croutons
 traditional caesar dressing
 tiramisu, éclairs, and cannolis

roman colosseum break

assorted full size candy bars
 cracker jacks and popcorn
 warm cashews
 tortilla chips and salsa

enhancements

the daily soup | \$3
 chili with cheese & onions | \$3
 mini burger sliders | \$5
 tomato focaccia pizza | \$3
 petite filet with horseradish crust | \$9

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package 4 | philly cheesesteak buffet

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

pearl cous cous with seasonal roasted vegetables

tomato, cucumber, and olives in lemon vinaigrette

create your own philly cheesesteak bar including sliced beef and chicken cheesesteak

sautéed onions, mushrooms, and cheese sauce

individual bags of potato chips

Philadelphia cream cheese cake

chocolate mousse parfait

taste of philly break

Philadelphia soft pretzels

Tasty Kakes

assorted flavored water ice

enhancements

the daily soup | \$3

chili with cheese & onions | \$3

mini burger sliders | \$5

tomato focaccia pizza | \$3

petite filet with horseradish crust | \$9

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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.

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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 6% 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.

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.

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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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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 arriving 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.

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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.