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Richmond North/Glen Allen

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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

Richmond North/Glen Allen



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package

All Packages Include:
General Session Room
Complimentary Parking
Wired and Wireless HSIA
Screen and Flip Chart
Pads and Pens
Bottled Water

Continental Breakfast
Mid Morning Break
Buffet Lunch
Mid Afternoon Break

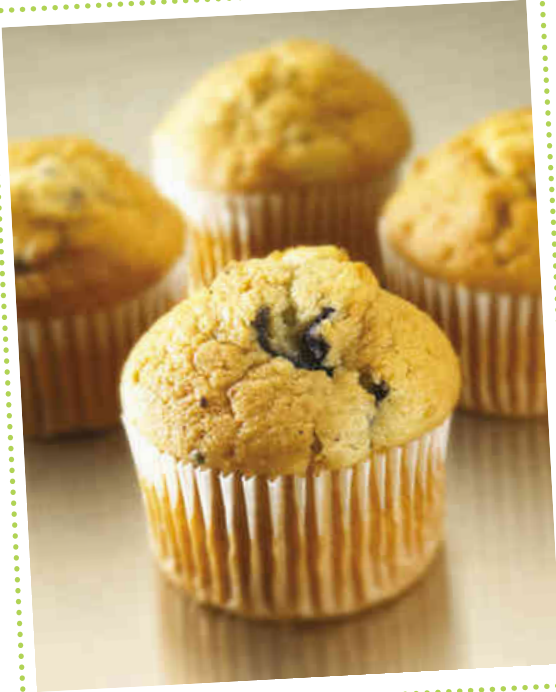
*All taxes and service charges
are included in the package



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SIXTY SECOND MEETING PLANNER PACKAGE

CONTINENTAL BREAKFAST

Chilled Fruit Juices, Whole Fresh Fruit, Muffins and Danishes, Coffee & Tea Service

MID-MORNING BREAK

Basket of Breakfast Bars and Granola Bars, Whole Fruit, Coffee & Tea Service

DELI-LUNCH BUFFET

Fresh Green Salad, Coleslaw, Sliced Cheese Platter, Assorted Deli Meats and Fresh Toppings, Variety of Breads and Rolls, Bags of Potato Chips & Pretzels, Fresh Baked Cookies, Assorted Soft Drinks

AFTERNOON BREAK

Chocolate Chip Cookies, Brownies & Blondies, Assorted Soft Drinks

69.95 per attendee

If attendance is under 25 guests, the event will be subject to a surcharge.



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EXECUTIVE MEETING PLANNER PACKAGE

DELUXE CONTINENTAL BREAKFAST

Chilled Fruit Juices, Sliced Fresh Fruit, Assorted Hot breakfast Sandwiches, Fruit Yogurts, Coffee & Tea Service

MID-MORNING BREAK

Sliced Seasonal Fresh Fruit, Granola Bars, Assorted Soft Drinks, Coffee & Tea Service

BUFFET LUNCH

Choice of Lunch Buffets with one enhancement

MID-AFTERNOON BREAK

Choice of Healthy Break, 7th Inning Stretch, or Sweet and Salty Break

79.95 per attendee

If attendance is under 25 guests, the event will be subject to a surcharge.



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breaks

AM BREAK | 7.95

Chilled Fruit Juices, Basket of Breakfast Bars & Granola Bars, Whole Fruit, Coffee and Tea Service

ENHANCEMENTS

Assorted Fruit Yogurt | 2.95

Fresh Danishes and Muffins | 3.95

Yogurt & Granola Parfait | 3.95

Starbucks Coffee | 4.95

If attendance is under 25 people, the event will be subject to a surcharge



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breaks

THEME BREAKS

HEALTHY BREAK | 8.95

Fresh Seasonal Fruit, Assorted Individual Yogurts, Individual Bags of Popcorn, Energy Bars, Assorted Soft Drinks

THE 7th INNING STRETCH | 8.95

Individual Bags of Popcorn, Individual Packets of Salted Peanuts, Assorted Candy Bars, Assorted Soft Drinks

SWEET & SALTY | 7.95

Fresh Baked Cookies, A Variety of Chips & Pretzels, Assorted Soft Drinks

THE DELUXE | 10.95

Fresh Baked Cookies, Brownies & Blondies, Sliced Fresh Seasonal Fruit, A Variety of Chips and Pretzels, Assorted Soft Drinks

ENHANCEMENTS

Fresh Baked Cookies | 2.95

Brownies or Blondies | 2.95

Cheese and Vegetable Display | 3.95

Large Soft Pretzels | 3.95

Energy Drinks | 3.95

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breakfast

A LA CARTE BEVERAGE SELECTIONS

Starbucks Regular & Decaffeinated Coffee
(approx. 20 cups) | 40.00/gallon

Regular & Decaffeinated Coffee
(approx. 20 cups) | 30.00/gallon

Assorted Bottled Juices | 2.50 each

Assorted Soft Drinks | 2.25 each

Whole, Skim, or Chocolate Milk | 1.25 each



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breakfast

CONTINENTAL BREAKFAST | 8.95
Chilled Fruit Juices, Whole Fresh Fruit,
Assorted Muffins and Danishes,
Coffee & Tea Service

ENHANCEMENTS

- Fresh Baked Cinamon Buns | 2.95
- Granola Parfaits Layered with
Vanilla Yogurt & Fresh Berries | 3.95
- Assorted Bagels & Cream Cheese | 2.95
- Assorted Granola Bars &
Nutri-Grain Bars | 2.95
- Assorted cold cereals & milk | 3.95
- Sliced Seasonal Fresh Fruit | 4.95
- Starbucks Coffee | 4.95



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breakfast

DELUXE CONTINENTAL BREAKFAST | 11.95
 Assorted Chilled Juices, Sliced Fresh Fruit,
 Variety of Hot Breakfast Sandwiches, Fruit
 Yogurts, Coffee & Tea Service

ENHANCEMENTS

- Fresh Baked Cinnamon Buns | 2.95
- Granola Parfaits Layered with
 Vanilla Yogurt & Fresh Berries | 3.95
- Assorted Bagels & Cream Cheese | 2.95
- Assorted Granola Bars &
 Nutri-Grain Bars | 2.95
- Assorted cold cereals & milk | 3.95
- Starbucks Coffee | 4.95

SUNRISE BREAKFAST BUFFET | 13.95
 Assorted Chilled Fruit Juices, Fresh Sliced
 Seasonal Fruit, Assorted Danishes & Muffins,
 Farm Fresh Scrambled Eggs, Smoked Bacon &
 Country Sausage, Breakfast Potatoes,
 Coffee & Tea Service

ENHANCEMENTS

- Fresh Baked Cinnamon Buns | 2.95
- Granola Parfaits Layered with
 Vanilla Yogurt & Fresh Berries | 3.95
- Assorted Granola Bars &
 Nutri-Grain Bars | 2.95
- Starbucks Coffee | 4.95



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PLATED SELECTIONS

Plated Breakfast are served with Fresh Orange Juice, Sweet Corn Bread with Butter and Fruit Preserves, Coffee & Tea Service

SUNRISE BREAKFAST | 12.95

Fresh Scrambled Eggs, Smoked Bacon or Country Sausage, Breakfast Potatoes or Grits

EGGS BENEDICT | 17.95

Poached Eggs & Canadian Style Bacon on Toasted English Muffin with Hollandaise Sauce served with Breakfast Potatoes & Sliced Tomato.



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lunch

BUFFET LUNCHEONS

ITALIAN SUB BUFFET | 17.95

Cesar Salad, Individual Italian Sub with Cappicola Ham, Cotto Salami, Genoa Salami, Provolone, Red Leaf Lettuce, Tomatoes, & Pepperoncinis, Condiment Selection. Buffet also includes Potato Chips, Chef's Dessert Display, & Assorted Soft Drinks

DELI BUFFET | 17.95

Fresh Green Salad, Coleslaw, Sliced Cheese Platter, Assorted Deli Meats and Fresh Toppings, Variety of Breads and Rolls, Bags of Potato Chips & Pretzels, Fresh Baked Cookies, Assorted Soft Drinks

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lunch

BUFFET LUNCHEONS CONTINUED

IT'S A WRAP | 15.95

Whole Fruit, Variety of Fresh Made Turkey, Roast Beef, Ham, & Vegetarian Wraps, Chips & Pretzels, Fresh Baked Cookies, & Assorted Soft Drinks

BUILD YOUR OWN SALAD BUFFET | 16.95

Caesar Salad Station, Mixed Greens, Baby Spinach, Tomatoes, Cucumbers, Shredded Cheese, Croutons, Grilled Chicken, Assorted Dressings, Sorbet with Fresh Fruit Garnish, & Assorted Soft Drinks

ENHANCEMENTS

Potato Salad | 2.95

Garden or Caesar Salad | 3.95

Pasta Salad | 3.95

Chicken Salad | 4.95

Tuna Salad | 4.95

Sliced Fruit Tray | 4.95

Dessert Display | 3.95

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lunch

PLATED SELECTIONS

All selections are served with warm Rolls
& Butter, Ice Tea

CHOICE OF 1 SALAD SELECTION:

Tossed Garden Salad with Choice of Dressing,
Traditional Caesar with Shaved Parmesan,
Baby Spinach with Pine Nuts
& Vinagrette Dressing

CHOICE OF 2 VEGETABLE & STARCH SELECTIONS:

Steamed Broccoli, Roasted Vegetables, Green
Beans, Herb Roasted Red Potatoes, Mashed
Potatoes, Wild Rice Blend

CHOICE OF 1 DESERT SELECTION:

Carrot Cake, Cheesecake, Chocolate Cake

CHOICE OF ENTRE SELECTIONS:

Sliced Pork Loin with Peppercorn Sauce | 17.95
Herb Roasted Chicken Breast | 15.95
Broiled Salmon with Lemon
Butter Sauce | 18.95
Pan Seared Tilapia | 17.95
Sliced Beef Sirloin | 21.95
Pasta Primavera | 14.95



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technology

IN HOUSE AUDIO VISUAL EQUIPMENT

Ceiling Mounted Screen | 75.00

Flipchart with Markers | 35.00

TV & DVD | 150.00

DVD Player | 50.00

Laser Pointer | 40.00

Speakerphone with Phone Line | 125.00

Extension Cord | 10.00

Power Strip | 10.00

LCD Projector | 175.00

Sound System | 175.00

Wireless Handheld Microphone | 115.00

Wireless Lavalier Microphone | 125.00

Podium/Lectern Microphone | 35.00

Sound System with Wireless

Microphone | 265.00

Phone Line | 50.00

Please contact us if you would like to request
an item not listed



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considerations

All menu items are priced on a per person basis unless otherwise noted.

All Charges are subject to 20% Service Charge and all current sales tax unless otherwise noted. Courtyard Richmond North Reserves the Right to substitute any menu item for a comparable item. Prices are subject to change based on market fluctuations.

Where noted in the menus, groups of less than 25 people are subject to a surcharge. This surcharge will not exceed the prices listed in the below table:

People	Surcharge
1-10	250.00
11-18	175.00
19-24	100.00

Our professional and dedicated team looks forward to working with you on your event. You can rest assured that we will be there every step of the way...and beyond.

We look forward to exceeding your expectations!