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Richmond Northwest

fresh



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 innovative 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 Northwest



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breakfast

Jump Start Breakfast | 5.00
 Choice of two Kellogg's cereal options: Kid's Choice, and Healthy Choice.
 Includes milk, juice, and a fresh fruit

Sports Breakfast | 7.00
 Sausage, egg, and cheese breakfast sandwich
 Breakfast Breads
 Fresh fruit and juice

Awake and Alert | 8.00
 Assorted yogurt selection
 Kashi Granola Bars
 Fresh fruit and coffee

Continental Breakfast | 10.00
 Assorted Muffins
 Sliced bagels; Plain and Cinnamon Raisin
 Butter, Cream Cheese, and Preserves
 Whole Fruits
 Chilled Juices
 Coffee and Tea





breakfast

Hot Breakfast Table | 14.95

Scrambled Eggs

Breakfast Potatoes

Sausage

Locally Baked Muffins

Breakfast Breads

Butter and Preserves

Fresh Fruit

Chilled Juices

Coffee and Tea

Enhancements

Starbucks Coffee +2.00

Tazo Teas +1.50

Hot Egg Muffin Sandwich +3.75

Kellogg's Cereals +2.00

Kellogg's Cereals and Yogurt +3.30

Locally Baked Muffins +2.25



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COURTYARD[®]
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lunch

Bistro Choice | 17.50

Choose one item from each section. Menus will be provided to guests in the morning and picked up two hours prior to lunch. For groups of 20 people or less.

Entree Selections:

- Turkey BLT on Sourdough Bread
- Grilled Chicken Caesar Wrap
- Chunk White Tuna Salad on Whole Grain
- Turkey Reuben with Swiss Cheese and Sauerkraut on Marble Rye
- Chicken Caesar Salad
- Seasonal Salad
- Half Sandwich and Cup of Soup
- Soup & Salad, small Caesar Salad and Cup of Soup

Side items

Mrs. Vickie's Potato Chips, Vegetable Sticks, or Fresh Cut Fruit

Dessert Items

Cookies, Lemon Pound Cake, or Chef's Choice

Beverages

Pepsi Soft Drinks and Unsweet Ice Tea



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lunch

Bistro Market | 22.00
Pick one salad option:

Garden Greens

Fresh greens served with croutons, tomatoes, and shredded parmesan. Choice of vinaigrette and ranch dressing

or

Caesar Salad

Fresh Romaine lettuce served with parmesan cheese, croutons, and Caesar dressing

-Tuna Salad on Whole Grain

-Turkey BLT on Toasted Sourdough

-Grilled Chicken Caesar Wrap

Creamy Coleslaw

Mrs. Vickie's Kettle Chips

Cookies, Lemon Pound Cake, or Chef's Choice

Pepsi Soft Drinks and Unsweet Tea



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package

The Benchmark | 23.00
Continental Breakfast

Locally Baked Muffins
Assorted Breakfast Breads
Butter and Preserves
Fresh Fruits
Chilled Juices
Coffee and Tea

Mid-Morning Refresh

Fresh Fruits
Pepsi Soft Drinks and Bottled Water
Coffee and Tea
Unsweet Ice Tea

Afternoon Break

Cookies, Lemon Pound Cake, or Chef's Choice
Pepsi Soft Drinks and Bottled Water
Coffee and Tea
Unsweet Ice Tea



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package

The Business Plan | 42.00
Continental Breakfast

Locally Baked Muffins
Assorted Breakfast Breads
Butter and Preserves
Fresh Fruit
Chilled Juices
Coffee and Tea

Mid-Morning Refresh

Fresh Fruits
Assorted Pepsi Soft Drinks and Bottled Water
Coffee and Tea
Unsweet Ice Tea

Bistro Market Lunch

Afternoon Break

Cookies, Lemon Pound Cake, or Chef's Choice
Pepsi Soft Drinks and Bottled Water
Coffee and Tea
Unsweet Ice Tea



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reception

Appetizers

- Spinach and Artichoke Dip +7.50
- Hummus, pita chips, and celery +7.00
- Grilled Chicken Quesadilla +9.00
- Tomato Mozzarella Flatbread +9.00
- BBQ Chicken Flatbread +9.50
- Half Dozen Wings +9.95

Wing Flavors: Classic Buffalo, Thai Sweet Chili, and BBQ

Wings will be served Classic Buffalo style unless otherwise specified 72 hours prior to event.



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dinner

Bistro Choice | 19.50

Choose one item from each section. Menus will be provided to guests in the morning and picked up two hours prior to lunch. For groups of 20 people or less.

Entree Selections:

- Turkey BLT on Sourdough Bread
- Grilled Chicken Caesar Wrap
- Chunk White Tuna Salad on Whole Grain
- Turkey Reuben with Swiss Cheese and Sauerkraut on Marble Rye
- Chicken Caesar Salad
- Seasonal Salad
- Half Sandwich and Cup of Soup
- Soup & Salad, small Caesar Salad and Cup of Soup

Side Items

Mrs. Vickie's Potato Chips, Vegetable Sticks, or Fresh Cut Fruit

Dessert Items

Cookies, Lemon Pound Cake, or Chef's Choice

Beverages

Pepsi Soft Drinks and Unsweet Ice Tea



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dinner

Bistro Market | 24.00
Pick one salad option:

Garden Greens

Fresh greens served with croutons, tomatoes, and shredded parmesan. Choice of vinaigrette and ranch dressing

or

Caesar Salad

Fresh Romaine lettuce served with parmesan cheese, croutons, and Caesar dressing

- Tuna Salad on Whole Grain
- Turkey BLT on Toasted Sourdough
- Grilled Chicken Caesar Wrap

Creamy Coleslaw

Mrs. Vickie's Kettle Chips

Cookies, Lemon Pound Cake, or Chef's Choice

Pepsi Soft Drinks and Unsweet Ice Tea

Dinner Enhancement Items | +5.00

- Pepperoni Pizza - 12 inch
- Tender BBQ Ribs- Half Rack
- Broccoli & 3 Cheese Soup
- Seasonal Soup- Call hotel for availability

The Dinner Enhancement options can be added to either dinner package.



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breaks

Lemonade Refresher | 7.00
 Fresh Lemonade, Lemon Pound Cake, and
 Blueberry Scones with preserves

After School Snack | 8.00
 Fresh Baked Chocolate Chip Cookies
 Seasonal Bars or Brownies
 Skim and 2% Milk

Refreshment Break | 7.00
 Fresh Fruit, Cookies, Pepsi Soft Drinks, Coffee
 and Unsweet Ice Tea

Awake and Alert Refresher | 5.00
 Assorted Yogurt and Kashi Granola Bars

Coffee, Tea, and Soft Drinks | 5.00
 House Coffee and tea, Assorted Pepsi Soft
 Drinks, and Unsweet Iced Tea

House Coffee and Tea | 3.00

Enhancements
 Starbucks Coffee +2.00
 Tazo Teas +1.50
 Energy Bars +2.50
 Granola Bars +2.50
 Brownies or Lemon Pound Cake +2.50
 Yogurt Parfait +3.25



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beverage

Craft Beers | 5.50
 Blue Moon Belgian White
 Samuel Adams Boston Lager
 Samuel Adams Seasonal
 Sierra Nevada Pale Ale

Imported Beer | 5.50
 Corona Extra
 Stella Artois Lager
 Heineken
 Amstel Light

Domestic Beer | 5.00
 Budweiser
 Bud Light
 Miller Lite

Wine List
 Beringer White Zinfandel - 26
 Brancott Sauvignon Blanc - 36
 Clos du Bois Chardonnay - 34
 Meridian Pinot Grigio - 32
 Estancia Pinot Noir - 36
 Clos du Bois Merlot - 36
 Estancia Cabernet Sauvignon - 36
 La Crema Pinot Noir - 48
 Robert Mondavi Merlot - 48
 Franciscan Cabernet Sauvignon - 48





technology

LCD Projector | 200

Flip Chart with Markers | 30

TV/DVD Combo | 50

Polycom Speaker Phone | 75

Power Strip/Extension Cord | Complimentary

Wireless Internet Service | Complimentary

Business Services

Incoming Fax - Complimentary

Outgoing Fax

Domestic - 1.00 (after 5 pages)

International - 3.00 (per page)

Photocopying - 0.10 (after 20 copies)



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considerations

General information and policies

Food and beverage prices are per person unless otherwise noted. Printed menus are for general reference and our event staff would be happy to customize menus to meet your specific needs. Please be advised that our menu pricing is subject to change. Any meeting wishing to bring in outside food must sign a food waiver. Prices are per person.

Guarantees

In order to make your meeting a success, please confirm your guaranteed number of guests 3 business days prior to your event. The expected number will act as the final guaranteed number if the guaranteed number is not confirmed. All charges are based upon the guarantee number.

Service Charge and Tax

All meeting room, food and beverage, and relative services are subject to applicable taxes and service charge (currently 22%) in effect on the date(s) of the event.

Shipping

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