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San Antonio Downtown/Market Square

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

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breakfast

deluxe continental breakfast | \$10.95
includes a variety of gourmet breakfast pastries, fresh cut fruit, sweet and healthy cold cereals, skim and whole milk, and Dannon yogurts, 100% premium Columbian Coffee (regular and decaffeinated), hot herbal tea and chilled fruit juices.



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breaks

all day beverage service | \$9.95
100% premium Columbian Coffee (regular and decaffeinated), hot herbal tea, bottled water and a selection of soft drink products. service begins at start time of event and includes two (2) refresh times.

a snack with a healthier side | \$9.95
fresh selection of whole and cut fruit, granola bar, Nutrigrain cereal bars and a selection of Minute Maid juices, V8 tomato juice and bottled water.

sweet and salty break | \$9.95
a variety of candy bars, cookies, individual snack mixes, and individual mixed nuts. served with bottled water and a selection of soft drinks



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lunch

deli style luncheon | \$14.95
deli sliced honey ham, smoked turkey, american and swiss cheeses, assorted sliced breads, crisp green-leaf lettuce, fresh tomato slices, dill pickle spears and all accompaniments. served with a fresh side salad, potato chips and freshly baked Courtyard cookies

all lunches served with fresh iced tea and choice selection of soft drinks.



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COURTYARD[®]
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technology

whiteboard with dry erase markers | complimentary

podium | complimentary

screen | complimentary

high-speed internet access | complimentary

flip chart package | \$15.00

speaker phone | \$25.00 + line charges

lcd projector | \$250.00

total a/v package | \$275
includes an lcd projector, screen, speaker phone, flip chart package; everything a meeting planner would need to conduct a successful and productive meeting



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considerations

Meeting set-up styles and maximum occupancy:

Theater.....40 people

Rounds.....30 people

Classroom....27 people

Conference / Hollow square....24 people

U-Shape....24 people

Each set-up includes pens, pads, and water service.

General information and policies

Prices are per person with a minimum guarantee of 10 people. Food and beverage must be purchased and served by the hotel. Menu pricing is subject to change.

Guarantees

In order to make your meeting a success, please confirm your guaranteed number of guests 3 business days (72 hours) prior to your event. The expected number will act as the final guarantee number if the guarantee number is not received.

Service Fees and Guidelines

All prices are subject to a 22% service charge and 8.125% state sales tax.

Shipping

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

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