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Springfield Airport

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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 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

Continental Breakfast | 8.25
Assorted Muffins, Sliced Bagels, Butter, Cream Cheese, Whole Fresh Fruit, Orange Juice, Apple Juice, Coffee and Tea Service.

Enhancements to Breakfast
Fruit Yogurt \$1.75/person
Cereals with cold milk \$1.75/person
Egg, Sausage and Cheddar Sandwich
\$3.75/person
Scrambled Eggs, Bacon, and Potatos
\$7.50/person
Starbucks coffee \$2.00/person





breaks

Beverage Service | 3.25
Regular Coffee, Decaf Coffee, and Hot Tea

AM Break | 6.50
Coffee, Decaf Coffee, Hot Tea
Bottled Waters, Assorted Soft Drinks,
Whole Fresh Fruit

PM Break | 7.50
Coffee, Decaf Coffee, Hot Tea
Bottled Waters, Assorted Soft Drinks, Whole
Fresh Fruit, and Cookies

Enhancements to Breaks
Fruit Yogurts \$2.25
Yogurts (on own without break) \$3.50
Orange or Apple Juice \$1.75/ person
Ice Tea \$1.75/ person
Cookies \$1.75/ person
Brownies \$1.75/ person
Assorted Sodas \$2.50/ each
Bottled Water \$2.50/ each
Assorted Candy Bars \$2.00/ each
Starbucks Coffee \$2.00/each



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COURTYARD[®]
Marriott



lunch

The Bistro Choice (Boxed Lunch) | 13.50
Your choice sandwich includes Potato Chips, Whole Fresh Fruit, Pickle, Brownie or Cookie, and Ice Tea

Turkey & Swiss Cheese on Texas Toast Bread accompanied by Bacon, Lettuce, and Tomato.

Roast Beef & Cheddar on Whole Grain Bread

Veggie Sandwich
Layered Fresh Lettuce, Tomato, Cucumber, Swiss Cheese on Whole Grain Bread

Chicken Caesar Wrap
Grilled chicken breast, crispy lettuce, Caesar dressing, and Parmesan cheese wrapped in a flour tortilla.

Bistro Market | 15.50
Assorted Display of Sandwiches (cut in half)
Garden Salad, Sliced Fresh Fruit, Potato Chips, Pickles, Dessert, Ice Tea

Barbeque Table | 17.75
(Minimum of 15)
Chef Choice Meat, Garden Salad, Coleslaw, Potato Chips, Pickles, Dessert, Ice Tea



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lunch

Bistro Table | \$17.50
 (3) Assorted Sandwiches
 (2) Types of Individual Bags of Chips
 Creamy Coleslaw
 Pickles
 Green Salad
 (2) Desserts
 Soup
 Bottled Water
 Assorted Pepsi Soft Drinks

Enhancements to Bistro Buffet
 BBQ Chicken Pizza \$2.00/person
 Chicken Wings, Buffalo or Thai spiced
 \$3.00/person
 BBQ Porks Riblets \$3.00/person
 Herb Roasted chicken \$3.00/person

Appetizers
 Chips & Salsa \$3.00/person
 BBQ Chicken Wings \$3.75/person
 Veggie tray \$3.50/person
 Ribs \$5.50/person
 Mini Sandwiches \$4.00/person



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technology

Audio Visual Equipment
LCD Projector \$125.00

8' Projection Screen \$20.00

TV/VCR Combo \$75.00
Wireless Microphone \$45.00

Wired Microphone \$35.00

Lapel Microphone \$40.00
Flipchart with Markers \$35.00
Speaker Phone \$40.00

Dry Erase Board \$35.00
Extension Cord \$5.00

Power Strip \$5.00
Patch Fee \$25.00
Podium \$20.00



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considerations

Courtyard by Marriott - John Q Hammons hotel

General Information and Policies

Food and beverage must be purchased and served by the hotel. Printed menus are for general reference and our event staff would be happy to customize menus to meet your specific needs. Menu prices are subject to change.

Service Charge and Tax

All food and beverage are subject to a 21% service charge and state sales tax.

Final Guarantee

Final guarantee is due to the hotel three (3) business days prior to the event date, otherwise, the original estimated number of attendees will apply as the guarantee.

Shipping

If shipping materials to the hotel, please include the company/group name, event manager and date of the meeting on the outside of the package(s).

The hotel cannot assume responsibility for damage or loss of merchandise sent for storage.

Cash Bars are \$75.00 for set up plus \$10.00 per hour for the bartender.