

BREAKFAST

BREAKS

LUNCH

HORS D'OEUVRES

DINNER

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DESSERT

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POLICIES & PROCEDURES



Residence Inn by Marriott - Tallahassee, Universities at the Capitol

600 West Gaines Street / Tallahassee, Florida 32304-4308
850.329.9080 / Sales 850.329.9050 / Fax 850.329.9070

BREAKFAST

THE HOME TOUCH BREAKFAST BUFFET

Sliced seasonal fruit and berries, display of assorted pastries, butter and fruit preserves
Pancakes or french toast, served with butter and maple syrup
Scrambled eggs with chives and cheese, home fried potatoes or grits
Choice of two: Crispy smoked bacon, Country sausage links, Sausage patty, biscuits with country sausage gravy

\$18 per person
(20 person minimum)

THE CONTINENTAL

A variety of freshly baked muffins, assorted danish and flaky croissants, sweet butter and fruit preserves

\$13 per person
(12 person minimum)

BUFFET TRIMMINGS

Southern style homemade cheese grits
Fresh out of the oven biscuits served with our signature sausage gravy
Fluffy buttermilk pancakes
Seasonal fresh fruit

\$6 per person

EMBELLISHMENTS ON THE GO

Egg, sausage and cheddar cheese biscuits
\$34 per dozen

Egg, bacon and cheese bagels
\$34/dozen

Assorted flavored yogurt
\$44/dozen

Mini boxes of assorted breakfast cereal with milk
\$44/dozen

Assorted bagels, muffins or danish
\$36/dozen

All breakfast buffets include Coffee, Tea and Juice (1 hour of service)

25% service charge and applicable sales tax added to all charges



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BREAKS

(20 person minimum)

All break packages include THE FLUID INFUSION for one hour

THE FLUID INFUSION

Freshly brewed gourmet coffee, decaffeinated coffee, assorted herbal teas, iced tea, bottled water and assorted fresh juices or assorted sodas

Available in 2 hour service increments

\$7 per person

THE TRIPLE PLAY

The Continental Breakfast, All Day Infusion Refresh and The Baker's Break

\$25 per person

THE BAKER'S BREAK

Fresh baked chocolate chip, peanut butter, oatmeal raisin cookies, Fudge brownies and Ice cold milk

\$10 per person

THE HEALTHY STRETCH

Create your own trail mix with a variety of fun: cashews, peanuts, walnuts, raisins, pretzels, yogurt covered pretzels, M&M's, goldfish, roasted sunflower seeds, banana chips, and much more.

Enjoy refreshing lemonade or fruit punch

\$11 per person

THE SUGAR RUSH

Displayed homemade cookies and desserts: mini scones, mini fruit tartlets, tea cookies and finger sandwiches

\$10 per person

THE AFTERNOON HOME STRETCH

Warm, soft pretzels with Gulden's spicy mustard, nachos with chili con queso dip, boiled peanuts and ice cold Gatorade

\$9 per person

MR. MARRIOTT'S ORIGINAL HOT SHOPPE

Haagen Daz ice cream bars, Toll House cookie ice cream sandwiches, vanilla ice cream to create your own sundaes and root beer floats

\$11 per person

THE SIMPLE DOZEN

Your choice of chocolate chip, peanut butter, oatmeal raisin or fudge brownies.

Does not include the Fluid Infusion.

\$30 per dozen

ASSORTED SODAS AND BOTTLED WATER

\$36 per dozen

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LUNCH

All Luncheon Buffets include Coffee and Tea service for 1 hour, with assorted fresh baked breads and Chef's dessert choice
(20 person minimum)

MAMA'S LUNCH BUFFET

Fresh mixed garden greens with assorted dressings, baked chicken quarters, homemade meat loaf, mac & cheese, hand mashed potatoes with hearty brown gravy, green beans with bacon dressing, assorted rolls, and fresh baked warm & gooey chocolate chip cookies

\$25 per person

BUILD YOUR BUFFET

Chicken Breast and Beef Brisket

Herb roasted chicken breast with silver corn relish and cotton onions and
Slow roasted beef brisket served with stone-ground mustard and horseradish demi-glaze

\$25 per person

Romanesco

Baked ziti with Italian sausage, spaghetti bolognese,
grilled chicken alfredo, meat and cheese lasagna or veggie lasagna
(choice of two)

\$22 per person

Southern Fried Chicken and Pot Roast

Chef's secret recipes served with our traditional southern sides

\$23 per person

Choice of sides:

(choice of two)

Roasted vegetable gratin

Traditional mashed potatoes

Cole slaw

Green beans with bacon dressing

Cheese grits

Italian vegetable medley

Southern style potato salad

Garden Fresh salad with homemade dressings and freshly toasted garlic croutons

WORKING LUNCH DELI BOARD

Assorted sliced deli meats and cheeses

A variety of chips and a selection of whole fruit

Homemade potato salad or

Fresh mixed garden greens with assorted dressings

Bakery fresh rolls and bread

Served with fresh baked cookie, Coffee and Tea

Includes shredded lettuce, tomatoes, onion, pickle and freshly prepared condiments

\$20 per person

(12 person minimum)

PICNIC QUICK PACK

Packed assorted deli subs on an oven baked baguette roll

Packed with chips, fresh baked cookie, whole fruit and
a bottle of water

\$15 per person

(no minimum required)

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HORS D'OEUVRES

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25 Pieces per Order

HOT

- Alligator fritter with remoulade sauce \$105
- Bacon wrapped scallops \$80
- Petite crab cakes with lemon thyme aioli \$80
- Coconut shrimp with sweet chili sauce \$75
- Soup shooters: Tomato basil, Butternut squash bisque, She crab \$75
- Chicken Cordon Bleu bites \$50
- Flaky Greek Spanakopita \$50
- Freshly baked mini assorted quiche \$50
- Hot Crab dip with assorted crackers \$50
- Marinated chicken skewers with honey teriyaki dipping sauce \$50
- Petite meatballs with choice of: swedish, BBQ, or sweet & sour sauces \$45
- Spinach artichoke with tri color chips \$45
- Mini spring rolls with hot mustard and honey mustard sauces \$40
- Buffalo wings, garnish and choice of Ranch or Bleu Cheese dressing \$40

COLD

- Smoked Salmon pinwheels with Boursin Cheese on cocktail rye \$95
- Chilled Gulf Shrimp served with cocktail sauce & lemon garnish \$75
- Chilled melon soup shooter \$65
- Skewered cherry tomatoes with basil and fresh mozzarella \$65
- Bruschetta of vine ripe tomato with fresh basil, finished with grated asiago cheese \$55
- Crisp vegetables and dip \$55
- Domestic and imported cheeses with crackers & fruit garnish \$50
- Traditional deviled eggs \$50
- A variety of tea sandwiches \$45
- Grilled winter vegetables on a garlic crostini \$45
- Sliced seasonal fruit with honey yogurt dipping sauce \$45
- Handmade tortilla chips with fire roasted salsa \$35

CARVING STATION

Based on 100 servings per selection

\$90 attendant fee per station

Roasted Fresh Turkey

Accompanied by cranberry mustard
Fresh baked rolls
\$300

Garlic Herb Crusted Round of Beef

Accompanied by creamy horseradish, dijon mustard and au jus
Fresh baked rolls
\$450

Brown Sugar Ham

Accompanied by Honey Dijon mustard
Fresh baked rolls
\$250

Dry Rub BBQ Pork Loin

Accompanied by green tomato salsa
Fresh mini cheddar biscuits
\$360

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DINNER

BUILD YOUR BUFFET

All buffets include: Coffee and Tea service for 1 1/2 hours, assorted fresh baked bread, and Chef's selection of starch, vegetable and dessert.

SALAD SELECTIONS:

Choice of two

- Pasta and marinated vegetable salad
- Classic caesar salad with freshly toasted garlic croutons
- Homestyle sour cream potato salad
- Assorted fruit platter
- Fresh spring mixed greens with choice of homemade dressing
- Cheese tortellini with marinated grilled vegetable salad

ENTRÉE SELECTIONS:

- Backyard BBQ: Falling off the bone baby back ribs and smoked chicken quarters
- Low Country Feast: Boneless chicken stuffed with cajun sausage and a hearty catfish etoufee with a smokey dark Roux
- Grilled garlic rosemary chicken breast with a sweet and tangy honey mustard sauce
- Chicken Cordon Bleu topped with swiss mornay sauce
- Mediterranean chicken topped with finely chopped olives and finished with feta cheese crumbles
- Grilled salmon with tarragon tomato vinaigrette
- Shrimp scampi with lemon garlic sauce over angel hair pasta
- Sliced sirloin of beef slow roasted served with rich au jus and creamy horseradish sauce
- Roasted herb crusted pork loin served with cranberry apple glaze

\$36 per person (2 entrées)

\$33 per person (1 entrée)

(20 person minimum)

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PLATED ENTREES

All dinner entrées include Chef's selection of starch and seasonal vegetables, freshly baked bread and butter, Iced tea, freshly brewed coffee and decaffeinated coffee as well as a selection of hot teas.

*Your entrée includes your choice of one starter course.
Plated selection pricing is based on a guaranteed minimum of 20 guests.*

Entrées

PETIT FILET AND JUMBO SHRIMP DUET \$48

Petite bacon wrapped filet topped with bleu cheese crumbles accompanied by sautéed jumbo gulf shrimp in lemon butter chardonnay sauce

SEAFOOD STUFFED GROUPER \$38

Fresh Florida grouper fillet stuffed with jumbo lump blue crab and topped with a lemon-chive butter sauce

MEDITERRANEAN CHICKEN \$31

Baked chicken breast topped with a mixture of finely chopped olives, blended herbs, and olive oil, finished with feta cheese crumbles

FILET MIGNON AU POIVRE \$46

Grilled center cut beef tenderloin served with a green peppercorn demi-glaze sauce

GRILLED FILLET OF SALMON \$28

Grilled fresh salmon topped in a sweet citrus tarragon

CENTER CUT PORK LOIN \$30

Grilled loin of pork on a puree of cranberry cabernet sauce with hints of cinnamon and ginger

HERB CRUSTED PRIME RIB \$40

Angus Prime Rib of beef, hand seasoned and slow roasted, served with light Horseradish Crème and a rich au jus

Starters

SOUPS

White chicken chili

Thai chicken soup with coconut milk and galanga

She crab soup

Tomato Bisque

SALADS

CLUB HOUSE SALAD

Mixed field greens with roasted plum tomatoes, radish sprouts, spiced pecans and sliced cucumber. Served with raspberry vinaigrette.

SUNSET SALAD

Micro greens with fresh strawberries, blueberries, mandarin orange segments, tomatoes and bleu cheese crumbles.

Served with balsamic vinaigrette

CONFETTI SALAD

Spinach and frisee topped with diced red pepper, diced tomato and grilled corn. Served with a buttermilk dill dressing.

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DESSERT

SPECIALTY CONFECTIONS

Reception Mini Shooters

Pastry chef's creative selection, fresh made! You don't have to 'shoot' them ... we provide mini sampler spoons and forks (specialty flavors available at your design)
Flavors may include: strawberry, chocolate, cappuccino mousse, key lime pie and fruit parfait.
\$100 per 25

Marquise au Chocolat

Bittersweet chocolate mousse with two layers of chocolate sponge soaked with Kirsch syrup and topped with glaze chocolate mirror
\$9 per person

Traditional Crème Brulee

With berries and chocolate dipped spoon
\$9 per person

Tuxedo Brownie Cake

White chocolate mousse laced with chunky brownie bits between moist chocolate layer cake and marble brownie bottom topped with white and dark chocolate shavings
\$9 per person

Mini Dessert Sampler

Petit fours, chocolate covered strawberry and mini pastries and truffles
\$9 per person

Flawless Finishes

Chocolate truffle cake
Reese's peanut butter pie
\$8 per selection

TIMELESS DELECTABLES

New York Cheesecake (plain or with choice of strawberry or blueberry topping)
Granny Smith apple tart
Bourbon pecan pie
Perfect chocolate cake
Chocolate baby bunt volcano - a wild berry and chocolate explosion
Key Lime pie with mango and raspberry sauce
Carrot cake with cream cheese icing
Apple or peach cobbler with chantilly cream
\$9 per person, per selection

Bread pudding with bourbon sauce
Chocolate or strawberry mousse
Lemon pound cake with fresh berries
Fudge brownie and blonde brownie duo
\$7 per person, per selection

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BEVERAGE SELECTIONS

BARS

Host Bar *Per Drink Basis*

Premium Brands	\$8.00 ++
Domestic Bottled Beer	\$4.50 ++
Imported Bottled Beer	\$4.75 ++
Wine by the Glass	\$4.75 ++
Cordials	\$7.00 ++
Soft Drinks	\$3.00 ++
Bottled Waters	\$3.00 ++

++ 25% service charge and applicable sales tax will be added

Cash Bar

Guests purchase their own drinks. Cash Bar includes tax.

Call Brands	\$6.50
Premium Brands	\$8.00
Domestic Bottled Beer	\$4.75
Imported Bottled Beer	\$5.50
Wine by the Glass	\$5.50
Cordials	\$8.00
Soft Drinks	\$3.50
Bottled Waters	\$3.50

Bartender Fee of \$150 per bar will be added to your account for all beverage services.
\$200 set-up fee per bar

Call Brands

Smirnoff, Bacardi, Captain Morgan, Parrot Bay, Malibu, Beefeater, Bombay, Montezuma, Canadian Club, Seagrams Seven, Jim Beam, J&B, Cutty Sark

Premium Brands

Absolut, Sky, Stoli, Myers Dark Rum, Tanqueray, Jose Cuervo, Jack Daniels, Seagrams VO, Makers Mark, Johnny Walker Red, Dewars

Top Shelf

Grey Goose, Belvedere, Ketel 1, Bacardi 8, Bombay Sapphire, Cuervo 1800, Crown Royal, Knob Creek, Johnny Walker Black, Chivas

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DEPOSIT: Based on the date and/or size of your event, a nonrefundable deposit of 50% will be required at the time a reservation is made. Without this deposit, there is no guarantee that a space will be held for you. This deposit will be applied as a credit to the final cost of your function. A valid credit card will be required at the time of booking.

PAYMENT: It is required that a payment in full be received no less than ten business days prior to the event.

BOOKING PROCEDURE: The Catering Department must be notified of meal selection, estimated number of guests, room arrangement, equipment requests and all other details no less than ten business days prior to your event.

GUARANTEE POLICY: The hotel must be notified of the guaranteed number of guests attending a function by 12:00 noon, ten business days prior to your event. This number will be considered your guarantee, and may not be reduced after this time. If no guarantee is received by the Catering Department prior to this deadline, we will consider your last written indication of expected guests to be the guarantee. The guaranteed number is the established minimum number for billing purposes on all functions. If fewer guests attend than the number guaranteed, you will be charged for 100% of the guaranteed number. We will set up and prepare for 5% above the guaranteed number of guests. If the number of guests attending exceeds the guarantee plus 5% allowance, you will be charged at 1.5 times the per person cost of the event for the "extra" guests. We reserve the right to substitute other available food and services if necessary in the event the number of guests exceed 105% of the guarantee.

CANCELLATION POLICY: If an event is cancelled after booking, you will be assessed a full room charge. If cancelled within 10 days of the event, in addition, 100% of your estimated number of guests listed on the Banquet Event Order will also be assessed.

PRICE QUOTATIONS: Price quotations, verbal or written, are subject to change due to fluctuations in food costs or increased costs of operation. Confirmed prices will be quoted 30 days in advance of the function. All food and beverages served are subject to a 25% service charge and applicable Florida state sales tax.

FOOD AND BEVERAGES: All federal, state, and local laws pertaining to food and beverage purchases or consumption are strictly adhered to. All food and beverages must be purchased from the Residence Inn Tallahassee, Universities at the Capitol by prearrangement with its Catering Department. No food or beverages of any kind, with the exception of wedding cakes, may be brought into the banquet rooms. The hotel prepares the quantities of food and beverages based on the guaranteed number of guests, in ample amounts to ensure that all guests at the event enjoy an attractive selection of food. Leftover food or beverages may not be taken from the premises due to state health and licensing regulations. All alcoholic beverages must be served by hotel staff and consumed on hotel premises; open beverage containers or glasses may not be taken out or off the premises. In accordance with the General Rules of the Florida Liquor Control Commission, all beer, wine and liquor served on the premises of the Residence Inn Tallahassee, Universities at the Capitol must be purchased from the Residence Inn Tallahassee, Universities at the Capitol. No alcoholic beverages will be served to persons under the age of 21. The Residence Inn Tallahassee, Universities at the Capitol reserves the right to discontinue service of alcoholic beverages to any group or individual guest should Residence Inn Tallahassee, Universities at the Capitol personnel determine that to continue such service would not be in the best interest of the guest or of the hotel.

SUBSTITUTIONS & MULTIPLE PLATED ENTRÉE SELECTION: The event host will select one entrée to be served to all guests attending the event. Substitutions may be made for guests with special dietary needs or religious restrictions. If multiple entrée selections are ordered (split entrée menu), a multiple entrée charge of \$2 per person will be assessed for two selections; \$4 per person for a three-selection menu.

PRIVATE PROPERTY: The Residence Inn Tallahassee, Universities at the Capitol does not allow anything to be affixed to any walls, floors, ceilings, or room furnishings with nails, tape, staples, or any other substances. The host of an event assumes responsibility for any and all damages to or loss of property from the function room or other areas of the hotel caused by the guests, invitees, staff, independent contractors or any others affiliated with the sponsored function. No fireworks, fire hazards, glitter, rice, birdseed, or confetti is allowed on the Residence Inn Tallahassee, Universities at the Capitol premises.

PERSONAL PROPERTY: The Residence Inn Tallahassee, Universities at the Capitol does not have space available to store personal property, equipment or supplies belonging to or rented by the guest before or after scheduled functions. All such items must be removed from the hotel immediately following the function. The Residence Inn Tallahassee, Universities at the Capitol will not assume or accept responsibility for damage to or loss of personal articles or rented equipment left in the hotel prior to, during, or following any function.

BUSINESS HOURS: The Residence Inn Tallahassee, Universities at the Capitol is open for event service seven days a week from, 7:00 a.m. to 12:00 a.m. Any noise or guest disturbance issues will be addressed with one warning prior to eviction of all guests from the function space.

CLOSING: All bands or other entertainers must finish their last set by 11:00 pm. All banquet rooms must be vacated by 12:00 a.m. Last call will be given on all cocktail service no later than 11:00 pm. The Residence Inn Tallahassee, Universities at the Capitol reserves the right to control all functions held on hotel's premises and to discontinue service of alcoholic beverages at any time if, in the judgment of the hotel's staff, it would be in the best interest of the hotel and the guests to do so.



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SMOKING POLICY: The Residence Inn Tallahassee, Universities at the Capitol is a 100% smoke-free facility. Smoking is permitted outside of the building only. No smoking is allowed on the pool deck or near the building entrance walk ways.

ROOM ASSIGNMENT AND CHANGES: The Residence Inn Tallahassee, Universities at the Capitol's private meeting rooms are reserved for guest at the discretion of the Catering Department based on other bookings and attendance estimates given at the time of the initial booking. We reserve the right to relocate any function to an alternate room. A change fee may be charged for room set-up changes requested less than two business days prior to the event.

CHAPERONES: The Residence Inn Tallahassee, Universities at the Capitol reserves the right to require hosts to provide chaperones or security personnel, at the host's expense.

ROOM SET-UP: The Residence Inn Tallahassee, Universities at the Capitol offers banquet rooms with seating capacities ranging from 10 to 225 guests. Standard set-up services include use of the room for the designated period of time, set up and use of tables, chairs, and linens, service of ice water and glasses, clean up and room breakdown. Available Residence Inn Tallahassee, Universities at the Capitol rooms and approximate maximum capacities for some standard set-ups are listed below:

Name	Reception	Banquet	Theater	Classroom	Price Per Day
Florida Room	30	24	30	15	\$350.00
Capitol Room	10	10	N/A	N/A	\$250.00
Seminole Room	140	90	110	80	\$750.00
Rattler Room	140	90	110	80	\$750.00
Universities Room	250	180	220	160	\$1500.00

IMPORTANT NOTE: Please keep in mind that actual capacity depends on the overall room set-up. Additional items like dance floor, registration area, head tables, audio-visual equipment, décor, display tables, etc. will reduce the capacity of your room.

ADDITIONAL SERVICES: The Residence Inn-Tallahassee, Universities at the Capitol's catering staff will work closely with you to ensure that every detail is addressed. To enhance your function, the following services are available through the hotel event services at an additional cost. Ask your catering representative for details:

Dance Floor	Tiered Glass Display
Mirror Tiles	Cake Cutting & Serving
Votive Candles	Custom-designed Ice Carving
Specialty Table Attendant Services	Carved Melon for Display at your Event

OUTSIDE VENDORS: In addition to the services available through the Residence Inn Tallahassee, Universities at the Capitol your catering representative has vast experience in planning functions and can provide suggestions for outside services such as florists, decorators, photographers, and musicians, as well as sources for wedding cakes and other items. Feel free to discuss these needs with your catering representative. All outside services must be purchased and authorized by a Marriott Representative.

AUDIO-VISUAL EQUIPMENT & SERVICES: A complete line of audio-visual equipment and services is available for use during your function. Audio-visual equipment and services must be ordered through your catering representative at least 72 hours in advance. A \$50.00 fee may be charged for audio-visual set-up requested less than three business days prior to the event. The following list is a portion of the full array of equipment and services available. For pricing on additional items, ask your catering representative:

Tabletop Lecturn	Laser Pointer	PCs, Laptops
Full Podium with Lecturn & Microphones	CD/Cassette Player	Extension Cords
Microphones with Stands	VCR	Power Strips
Wireless Microphones	DVD Player	Rolling White Boards
Hearing Impaired Accessories	27" TV	Flip Chart Stands
Overhead Projector	Technology Cart w/Computer,	Easels
LCD Projector	LCD Projector	Flip Chart - Adhesive
Wired Internet Access	Analog Phones	Flip Chart Paper
	Conference Phones	A/V Carts

I understand and agree to the terms, conditions, restrictions and limitations as set forth above.

Authorized Signature

Company Name

Date



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