

events by Marriott



[breakfast](#)



[breaks](#)



[lunch](#)



[reception](#)



[dinner](#)

[beverage](#)



[healthy](#)

[technology](#)

[info](#)

crafted for you

Marriott University Park Hotel

880 east second street | tucson | arizona 85719

www.tucsonmarriott.com

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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

> [plated](#) > [buffet](#)



continental breakfast am: | \$20

chilled juice assortment

bakery basket including house-baked croissants, muffins and danish pastries

colombian coffees

specialty teas

enhancements | \$4 each person

fresh bagels assortment with flavored cream cheese

bacon, sausage or ham combination sandwiches with herb-parsley scrambled eggs and choice of english muffin or croissant

house made honey-nut granola with 2% milk and strawberries

fresh berry-yogurt-walnut parfait

soft drink station with PEPSI* regular and diet products

COKE* products are available with 48 hour notice

(*soft drink stations have a 2 hour duration)

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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#)

plated breakfast am: | \$23

chilled cranberry or orange juice

scrambled eggs

farmhouse sausage links

hash browns

breakfast breads

colombian coffee

specialty teas



beverage enhancements | prices as marked

mimosa \$5 per person

bloody mary \$5 per person

soft drink station (2 hours) \$4 per person

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

> plated > buffet

breakfast BUFFET | \$25 per person

carafes of chilled juices

assorted dry cereals with 2% milk

scrambled eggs

sugar cured bacon or farmhouse sausage links

hash browns

fresh, sliced melons & fruit

breakfast breads

colombian coffee

specialty teas

breakfast buffet ENHANCEMENTS |

\$ 4 each per person

cinnamon-banana french toast

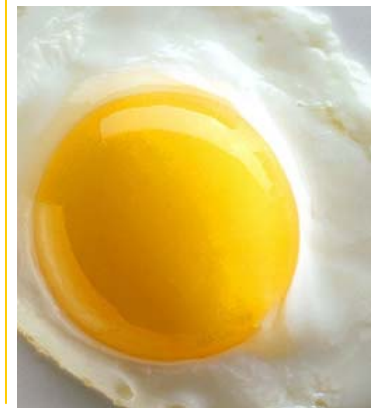
4 oz breakfast top sirloin

hot oatmeal with brown sugar, nuts and raisins

scottish smoked salmon with bagels and cream cheese

soft drink station featuring PEPSI* regular & diet sodas (*2 hour duration)

COKE* products available with 48 hour notice



STATION enhancements | \$7 each per person

omelet station*

waffles

*\$75 attendant fee

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#)



enhancements | \$4 each per person

prickly pear smoothies

hot chocolate with kahlua whipped cream

southwestern omelet station*

(*\$75 attendant fee)

SOUTHWESTERN breakfast

buffet | \$ 25 per person

chilled juice assortment

pineapple spears with mango yogurt

sliced fruit display

breakfast quesadillas with egg, cheese and mild chilies

huevos rancheros

smoked bacon

chorizo

breakfast potatoes with sweet peppers salsas roja y verde

fresh breads & mexican pastries

colombian coffee

specialty tea

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events by Marriott

breaks

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)



DELIGHT

- muffins
- juices
- nuts
- popcorn
- pretzels
- cakes
- soda
- cappuccino

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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

> am - morning

> pm - afternoon

ala carte selections

per dozen | \$37 per selection

danish pastries

french croissants

cinnamon rolls

muffin assortment

bagels and cream cheese

ala carte selections

prices are marked |

silced fresh fruit (*per person*) \$5

whole fruits (*each*) \$2

bacon-egg croissant (*each*) \$4

sausage-egg biscuit (*each*) \$4

beverages

per gallon | \$42

colombian coffee regular & decaffeinated coffee

specialty teas

iced tea

assorted fruit juices

hot chocolate

lemonade and fruit punch

beverages

per person | \$4

soft drinks

bottled water

energy drinks



[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

> am – morning

> pm - afternoon

ala carte selections

per person | \$4 per person – each selection

soft pretzels with grain mustard

cracker jacks

assorted candy bars

dannon yogurts

energy and granola bars

popcorn

chips and salsa

DOVE ice cream bars

potato chips

per person | \$5 per person – each selection

strawberry – pineapple fruit kabobs

assorted jumbo cookies

chocolate fudge brownies

churros

fresh seasonal berries with whipped cream and brown sugar

beverages

per gallon | \$42 per selection

colombian regular & decaffeinated coffee

specialty teas

iced tea

assorted fruit juices

hot chocolate

lemonade and fruit punch

per person | \$4 per person – each selection

soft drinks

bottled water

energy drinks



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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

> am - morning

> pm - afternoon

breaks

pm executive | \$13 per person

assorted jumbo cookies

fudge brownies

bottled water

soft drinks

colombian coffees

specialty teas



fruit and more | \$15 per person

seasonal sliced fresh fruit platter

whole fruit basket

assorted yogurts

trail mix and granola bars

fancy mixed nuts

bottled water

soft drinks

sonoran sampler | \$14 per person

tri-colored tortilla chips

house made salsa

fresh guacamole

queso dip

chicken quesadillas

agua mineral

soft drinks

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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

> am - morning > pm - afternoon



breaks

ballpark | \$12 per person

buttered popcorn

roasted peanuts

cracker jacks

tortilla chips with queso dip

soft drinks

iced tea

Ice cream | \$14 per person

DOVE ice cream bars

KLONDIKE bars

ice cream sandwiches

chocolate strawberries

fancy mixed nuts

chilled frappucinos

soft drinks

enhancements | \$4 each

soft pretzels with grain mustard

assorted candy bars

dannon yogurts

ice cream bars

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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

> am - morning

> pm - afternoon



Meeting planner package

chairman | \$80 per person

am: continental breakfast

luncheon buffet*

pm: executive break

reception**

meeting space***

audio-visual****

enhancements |

lavaliere microphone \$125

cash or hosted bar \$75

*buffet is for a minimum of 25 people (2 entrees only). Plated option is available

**reception consists of cheese tray with crudités, passed hors d'oeuvres, soft drinks and iced tea for 1 hour

***general session based on standard setup- classroom, theater or conference

****podium, microphone, screen and flipchart

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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

> am - morning > pm - afternoon



meeting planner package

C.E.O | \$60 per person

am: continental breakfast

luncheon buffet*

pm: executive break

meeting space**

audio-visual***

enhancements |

lavaliere microphone \$125

cash or hosted bar \$75 per bar

*buffet is for a minimum of 25 people (2 entrees only). Plated option is available

***general session based on standard setup- classroom, theater or conference

***podium, microphone, screen and flipchart

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lunch

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#) [> box](#)



salads
hamburgers
fish
beef
pasta
desserts
beverages
sandwiches

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[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#) [> box](#)



lunch

luncheon salads* | \$18 per person

grilled chicken caesar

chilled shrimp caesar

poached salmon, mixed greens and
balsamic vinaigrette

*all salads include the following:

fresh breads and creamery butter

dessert (see dessert page for selection)

colombian coffee

iced tea

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[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#) [> box](#)



lunch

luncheon sandwiches | \$17 per person

focaccia...ham, turkey & gouda on herb focaccia with horseradish aioli

turkey-boursin... smoked turkey, boursin cheese and avocado on large croissant with bacon, lettuce and tomato

chicken wrap... flour tortilla, grilled chicken, pepper jack cheese, cilantro mayonnaise, lettuce and tomato

prosciutto-roma... shaved prosciutto, fresh mozzarella, roma tomato and roasted garlic-basil aioli on potato hoagie

ciabatta... italian ham and provolone cheese, genoa salami, pepperoni, tomato and balsamic vinaigrette on caibatta bread

Make any Sandwich a boxed lunch for \$3 more.

Box lunch includes whole fruit, cookie, chips and soft drink,

enhancements | \$3 per person- each selection

soup du jour

mixed greens salad

*all sandwiches include the following:

potato chips

pasta salad

dessert (see dessert page for selection)

colombian coffee

iced tea

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[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#) [> box](#)



lunch

entrees | \$23 person

tuscany chicken... baked, stuffed with baby spinach and fresh mozzarella... served with roasted garlic-parmesan gnocchi, roasted vegetables and tomato coulis

manicotti romano... pasta and ricotta with asiago-bechamel sauce, fresh basil and prosciutto

roasted portobello... eggplant, zucchini, polenta cake, orzo and tomato-basil sauce

pork loin... roasted, with smashed potatoes, garlic-mustard grain demi-glace

salmon... pan seared, sautéed leeks, arugula, herb risotto and balsamic glaze

*all lunch entrees include the following

mixed green salad

fresh breads and creamery butter

colombian coffee

dessert (see dessert page for selection)

iced tea

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#) [> box](#)

lunch

deli buffet* | \$21 per person

mixed garden greens

sliced fruit

pasta salad, potato salad

turkey, roast beef, ham, salami

swiss cheese, cheddar cheese

lettuce, tomato, sweet onions
and pickles

assorted delicatessen breads
and rolls

dessert assortment

iced tea / coffee

bistro buffet* | \$ 21 per person

gourmet wraps

bistro sandwiches

sliced fruit

potato salad

orzo pasta salad

potato chips

dessert assortment

iced tea / coffee



*buffets are for a minimum of 25 people

please add \$3 per person for less than 25 people

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[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#) [> box](#)

luncheon buffet creation* | \$25 per person

salads (choose two)

mixed garden greens

potato salad

pasta salad

caesar salad

orzo pasta salad

mashed potatoes

long grain and wild rice

polenta

fettuccini

roasted yam potatoes



entrees (choose two)

tuscany chicken

manicotti roma

roasted pork loin

southwestern chicken

pan seared salmon

sliced top sirloin

herb-grilled chicken

roasted portobello

beef short ribs

accompaniments

chef's fresh vegetable of the day

fresh breads and creamery butter

dessert selection (see dessert page)

colombian coffee

pan seared salmon

iced tea

*buffets are for a minimum of 25 people

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[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#) [> box](#)

specialty luncheon buffets | \$26 per person



sonoran buffet*

cilantro potato salad
chopped fruit salad
tortilla chips and house salsa
yucatan chicken
carne asada
calabacitas
spanish rice
cornbread with honey butter
mexican pastry assortment

italian buffet*

antipasto tray
caesar salad
chicken piccata
seared sea bass
vegetable lasagna
roasted eggplant
garlic bread sticks
italian mini-pastries

Specialty buffets include

bread as noted
iced tea / coffee

*buffets are for a minimum of 25 people
please add \$3 per person for less than 25 people

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[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#) [> box](#)

dessert | please select one

fruit tart

carrot cake

key lime pie

caramel apple granny

strawberry shortcake

chocolate mousse cake

berries with whipped cream



specialty dessert enhancements | \$3 per person – each selection

key lime calypso with chocolate weave and vanilla genoise

classic tiramisu

raspberry-chocolate pyramid with white chocolate mousse

chocolate pyramid noisette with hazelnut mousseline

dark chocolate and chocolate genoise with baked hazelnuts

viennese table* | \$21 per person each selection

enhance any function with a truly incredible array of confections from around the globe... napoleons, tortes, tarts, éclairs and canolis are just a few of the incredibly delicious items your guest will select from. for a truly memorable experience, select the viennese table for your next function

*as an enhancement for entrees \$10 per person

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events by Marriott

reception

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)



ESSENCE

canapés

shrimp

wraps

bruschetta

tenderloin

cheese

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events by Marriott

[breakfast](#)[breaks](#)[lunch](#)[reception](#)[dinner](#)[beverage](#)[healthy](#)[technology](#)[info](#)

receptions*

prices based on a minimum of 50 people

priced at 2 hours of consumption

[>hors d'oeuvre](#) [> station](#) [> themed](#)

package one

reception* | \$40 per person

gourmet cheese board

crudités with dipping dressing

caramelized peppers & onion with
balsamic reduction on crostini

smoked chicken quesadilla

mushrooms stuffed jalapeno sausage

polenta with pork & apple chutney

package two

reception* | \$50 per person

gourmet cheese board

crudités with dipping dressing

parma ham-asiago crostini

roasted eggplant with hummus

chicken satay

mushroom stuffed jalapeno sausage

spanakopita

coconut shrimp

choice of carved turkey or NY Strip

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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)



[>hors d'oeuvre](#) > [station](#) > [themed](#)

hot hors d'oeuvres | \$4 each (minimum 50 pieces)

- spanakopita
- machaca burrito
- chicken empanadas
- petit quiche lorraine
- chicken satay
- mushroom stuffed with jalapeno sausage
- chicken brochette
- meatballs (swedish, bbq, sonoran)
- pot stickers with soy-ginger dipping sauce
- coconut shrimp
- tenderloin crostini with creamed horseradish
- asiago and asparagus in phyllo

cold hors d'oeuvres | \$4 each (minimum 50 pieces)

- caramelized peppers & onions with balsamic reduction on crostini
- roasted eggplant with hummus
- parma ham & asiago croustade
- Wild mushroom pate on baguette
- canapé of roasted vegetables with basil pesto
- mission Figs, parma ham, crème fraiche
- fresh mozzarella & roma tomato on sourdough toast point with vinaigrette drizzle
- seared ahi tuna on won-ton chip with wasabe aioli
- jumbo shrimp cocktail

station enhancements to buffet or reception

- stir-fry station (choose two)
chicken or beef \$12
- pasta bar \$12
- fajita station \$12
- chilled seafood station \$17
- *chef's fee: \$75 per hour

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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[>hors d'oeuvre](#) > [station](#) > [themed](#)

display trays | \$5 per person- each selection (minimum 25 people)

imported & domestic cheeses

seasonal fruits and berries

vegetable crudité's with ranch dressing

grilled vegetable display

antipasto tray

carving stations* | pricing as noted

whole roasted tenderloin \$300
(serves approximately 25 guests)

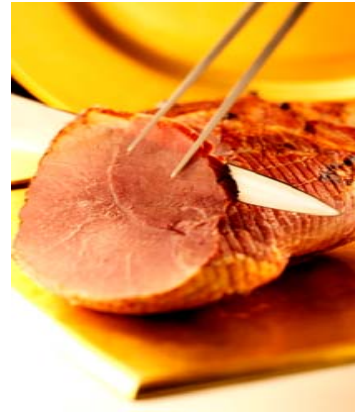
boneless breast of turkey \$275
(serves approximately 35 guests)

honey glazed ham \$250
(serves approximately 40 guests)

whole loin of smoked pork \$175
(serves approximately 30 guests)

horseradish crusted prime rib \$325
(serves approximately 30 guests)
(served with appropriate accompaniments)

*carving fees: \$75 per hour



themed stations | \$15 per person

pasta bar

combination beef/chicken fajitas

stir-fry station with chicken or beef

chilled seafood station

*chef's fees: \$75 per hour

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events by Marriott

dinner

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)



FLAVOR

- salads
- salmon
- poultry
- scallops
- filet
- lamb
- desserts
- beverages

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events by Marriott

[breakfast](#)[breaks](#)[lunch](#)[reception](#)[dinner](#)[beverage](#)[healthy](#)[technology](#)[info](#)

[> plated](#) [> buffet](#) [> a la carte](#)

plated entrées*

beef | prices as marked

grilled flank steak with chimichurri, roasted sweet potatoes, grilled squash	\$35
grilled top sirloin, herb roasted potatoes, wild mushrooms and zinfandel jus	\$35
n.y. strip steak, sundried tomato reduction, grilled artichoke, mushroom risotto	\$40
filet mignon, red chile crust, mole, crisp polenta, grilled squash	\$50
filet mignon, boursin whipped potatoes, port reduction	\$50
pepper crusted beef tenderloin, roasted chipotle onion sauteed, fava beans with pancetta lardons and herb roasted fingerling potatoes	\$55
Tomahawk ribeye, chipotle dusted & grilled, with a boar bacon, Corn risotto topped with tobacco onions	\$55

*all dinner entrees include the following:

- tossed seasonal greens/ choice of dressing
- fresh breads and creamery butter
- colombian coffee/ iced tea service
- dessert (see dessert page for selection)

wine with dinner \$8

merlot or Chardonnay (one glass per person)

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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#) [> a la carte](#)



plated entrées continued*

fish | prices as marked

trout relleno, rainbow trout, calabacitas, tequila butter, polenta \$35

grilled mahi mahi, thai red curry, roasted pineapple orange relish,
coconut rice \$35

ancho maple salmon, sweet corn ragout, apple fennel slaw \$38

cider poached salmon, grilled apple compote, wild rice, calvados
butter \$40

*all dinner entrees include the following:

tossed seasonal greens/ choice of dressing

fresh breads and creamery butter

colombian coffee/ iced tea service

dessert (see dessert page for selection)

wine with dinner \$8

merlot or Chardonnay (one glass per person)

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events by Marriott

[breakfast](#) [breaks](#) [lunch](#) [reception](#) [dinner](#) [beverage](#) [healthy](#) [technology](#) [info](#)

[> plated](#) [> buffet](#) [> a la carte](#)

plated entrées continued*

pork | prices as marked

pumpkin crusted pork mignon, molasses sweet potato puree, corn cake, tart apple jus \$35

Slow roasted pork loin, scalloped potatoes, mustard seed Demi \$35

Center cut pork chop, roasted corn pudding, glazed carrots Pasilla butter \$38

Roasted pork loin, sweet potato, onion and chipotle hash \$38

Bacon wrapped pork loin, apple chutney, Parsnip puree and ancho demi glace \$40



***all dinner entrees include the following:**

- tossed seasonal greens/ choice of dressing
- fresh breads and creamery butter
- colombian coffee/ iced tea service
- dessert (see dessert page for selection)

wine with dinner \$8

merlot or Chardonnay (one glass per person)

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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#) [> a la carte](#)



plated entrées continued*

chicken | prices as marked

herb chicken, horseradish roasted potatoes, asparagus, wild mushrooms, cabernet reduction \$35

tuscany chicken, grilled chicken, mozzarella cheese, baby spinach, tomato coulis, asiago gnocchi \$36

grilled breast of chicken, poblano cream sauce, borracho black Beans, grilled squash, roasted red pepper rajas \$36

cilantro mustard seed chicken, grilled chicken, mole verde, cotija layered potatoes \$36

free range chicken, manchego cheese, sofrito, chorizo risotto \$38

***all dinner entrees include the following:**

tossed seasonal greens/ choice of dressing

fresh breads and creamery butter

colombian coffee/ iced tea service

dessert (see dessert page for selection)

wine with dinner \$8

merlot or Chardonnay (one glass per person)

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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

enhanced salad selection | for plated entrées \$4

[> plated](#) [> buffet](#) [> a la carte](#)

Butter lettuce, candied pecans, bleu cheese crumbles, dried cranberries, raspberry vinaigrette

Romaine hearts, roasted tomatoes, fresh mozzarella, bread shards

Choice of dressing

Organic spinach, shaved onions, garlic croutons, warm pancetta dressing

Mixed baby greens with tortilla rajas, roasted pasilla chile, grilled corn and cotija cheese

Grilled belgian endive, radicchio, long stem artichoke hearts

Baby bok choy, cucumber, carrot, toasted sesame seeds

Soy-ginger vinaigrette

Crunchy jicama and mango salad with chilled lime vinaigrette



[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> plated](#) [> buffet](#) [> a la carte](#)

appetizers

dinner | price as marked per person

Grilled asparagus, eggplant, roasted tomatoes, feta, citrus vinaigrette \$5

Tequila cured salmon, fennel slaw, bread shards \$8

Antipasto plate, coppa, salami, roasted pepper artichoke, pearlini, extra virgin olive oil \$8

Smoked jumbo shrimp, southwestern tartar sauce, crisp tortillas \$9



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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

> plated > buffet > a la carte

your creation (minimum 25 people)

salads | please select 2

caesar salad

orzo-vegetable salad

mesclun mix of seasonal greens

roasted sweet potato salad

artichoke-sun dried tomato salad

greek salad



*Dinner buffets will be accompanied by the chef's selection of appropriate starch, vegetable and dessert; bakery breads and creamery butter / iced tea and coffee

dinner buffet*

select 2 \$38 per person

select 3 \$45 per person

entrees |

iowa pork chops with wild mushrooms

grilled chicken with sweet peas

sonoran chicken adobo

idaho brook trout with rosemary and Italian bacon

spanish saffron-seafood paella

exotic mushroom ravioli with malted ale beurre blanc

marinated roasted sirloin

dinner buffet | \$50 pp (minimum 25 people)

cilantro-mustard seed chicken

fresh salmon with poblano-tequila butter

red chili crusted new york strip steak

calabacitas

charro beans

dinner buffet station additions / price per person

stir-fry station (choose two) \$12*
chicken, beef or pork

pasta bar \$10*

fajita station \$12*

seafood station \$16

*chef's fee: \$75 per hour

desserts enhancements | \$2 per person

mini-pastries

sacher torte

classic tiramisu

chocolate trilogy

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[breakfast](#) [breaks](#) [lunch](#) [reception](#) [dinner](#) [beverage](#) [healthy](#) [technology](#) [info](#)

[> plated](#) [> buffet](#) [> a la carte](#)

dessert | please select one

- carrot cake
- key lime pie
- caramel apple granny
- chocolate torte
- chocolate mousse cake

dessert enhancements | \$4 per selection

- key lime calypso with chocolate weave and vanilla genoise
- classic tiramisu
- raspberry-chocolate pyramid with chocolate mousse
- chocolate pyramid noisette with hazelnut mousseline
- sacher torte
- dark chocolate and chocolate genoise with baked hazelnuts

viennese table* | \$10 enhancement

enhance any function with a truly incredible array of confections from around the globe... napoleons, tortes, tarts, éclairs and canolis are just a few of the incredibly delicious items your guests will select from. for a truly memorable experience, select the viennese table for your next function.

***as an enhancement for entrees \$10 per person**



*ask your catering manager about our specialties desserts

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events by Marriott

beverage

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)



ENJOY

- martinis
- champagne
- cordials
- margarita
- red wine
- white wine
- tonics
- beer
- non-alcoholic

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> bars](#) [> wines](#)



red wines

merlot

beringer stone cellars	28
beaulieu vineyards	30
clos du bois	38
meridian	38

cabernet sauvignon

beringer stone cellar	28
columbia crest	38
aquinas	40
estancia	44
franciscan	68

shiraz

rosemount	35
-----------	----

pinot noir

mark west	35
-----------	----

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)



[> bars](#) [> wines](#)

blush/sweet wines

white zinfandel

beringer white zinfandel 28

riesling

chateau st. michelle 35

white wines

chardonnay

beringer stone cellar 28

clos du bois 38

chateau st. jean 40

sterling 40

robert mondavi 42

ferrari carano 48

pinot grigio

meridian 38

sauvignon blanc

brancott 40

kenwood 40

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> bars](#) [> wines](#)



champagne and sparkling wine

tott's sparkling	28
frexinet cava	30
mumm's brut prestige	52
moet white star champagne	90

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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> bars](#)

[> wines](#)



Premium

gordons vodka	6
cruzan aged light	6
gordons gin	6
grants family reserve scotch	6
jim beam	6
canadian club	6
jose cuervo	6
korbel brandy	7

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> bars](#) [> wines](#)



cocktails

Super Premium

smirnoff vodka	7
bacardi	7
beefeater gin	7
dewars scotch	7
jack daniels	7
seagrams	7
1800 silver	7
korbel brandy	7

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

[> bars](#) [> wines](#)



domestic premium | \$4

budweiser
michelob ultra

regional craft | \$5

samuel adams
serra nevada
dos equis amber



domestic light | \$4

bud lite
miller lite
coors lite

import | \$5

corona
guinness
heineken
stella artois lager

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events by Marriott

healthy

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)



granola
yogurt
nuts
salad
fruit
salmon
vegetables
pita

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[home](#) < >



[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

plated low cholesterol | \$22

per person

fresh orange juice

colombian coffees

herb scrambled eggs

char-grilled top sirloin steak

broiled parmesan tomato



Plated low fat/cholesterol | \$22

per person

fresh orange juice

colombian coffees

Scrambled egg-whites florentine

soy sausage patties

Baked breakfast potatoes

Toast and english muffins

*75 attendant fee applies

Healthy breakfast buffet | \$29 per person (minimum 25 people)

omelet station* featuring: egg beaters egg whites whole eggs
traditional HEALTHY omelet fillings

In chafing dishes:

sugar cured ham steaks soy sausage patties breakfast potatoes
individual oatmeal crème brulee

In addition:

Fresh bakery items assorted fruit juices
Sliced fruit cottage cheese
Low-fat bagel assortment low-fat flavored cream cheese
Honey-nut granola – 2% milk colombian coffees and fancy teas



[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

carb conscious | \$12

- low carbohydrate bagels
- non-fat cream cheese
- carb-conscious yogurts
- hard-boiled eggs
- atkin bars
- bottled water

plated low fat/low cholesterol | \$20

- miso-glazed salmon
- lemon grass broth
- steamed rice
- baby bok choy
- rolls and butter
- iced tea



low fat/low cholesterol | \$12

- fresh whole and sliced fruits
- low-fat yogurts
- special k with non-fat milk
- berry-granola parfaits
- freshly made fruit smoothies

plated low carbohydrate | \$

- chilled frilled shrimp
- salad nicoise
- mustard vinaigrette
- rolls and butter
- ice tea



enhancements | \$3 per person – each election

- hagen-dazs lower-fat frozen yogurt bars
- fancy mixed nuts
- fresh fruit kabobs with strawberry yogurt drizzle



[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

for you" dinners

plated low carbohydrate | \$45

- porcini-crusted n.y. strip steak
- spinach au gratin
- charred onion-arugala salad
- crisp lavosh and promise butter substitute
- iced tea / coffee
- (for cedar river all natural beef, add \$5)



plated low fat | \$40

- pan-seared salmon
- leeks and balsamic drizzle
- brown rice
- grilled asparagus
- seasonal mixed greens
- bakery breads and creamery butter
- iced tea / coffee

Plated low cholesterol | \$40

- mahi-mahi with citrus relish
- wild rice
- seasonal vegetable julienne
- seasonal mixed greens
- bakery breads and creamery butter
- iced tea / coffee

Salad enhancements | \$3

- Iceberg lettuce wedge with tomato and cucumber
- Butter lettuce with candied pecans and raspberry vinaigrette
- mesclun mix of seasonal greens and roma tomatoes with vinaigrette dressing

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events by Marriott

technology

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)



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lights
camera
action

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

equipment

audio | prices are as marked

podium microphone	\$35
table, podium or standing microphone	\$40
wireless: handheld, lavalier microphone	\$125

mixers

multi CD player	\$50
patch for house sound	\$50

sound systems

powered speaker	\$100
two powered speakers on stands	\$200

visual

LCD projector, 2500 + lumens	\$350
LCD projector, 3500 + lumens	\$450

screens

meeting room drop screen	\$30
5ft, 6ft, or 8ft wide (sized to room)	\$50



additional meeting aids | prices are as marked

flip chart easel, pad and markers	\$45
signage easel	\$20
conference speaker phone	\$125
white board 4x6	\$50
a/c extension cord	\$10
6 outlet multi strip	\$10
text goes here text goes here	
century gothic font size	

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)



meeting assistant package | \$100

AC cables

data cable

Up to an 8' skirted tripod screen

technical support

(charges apply when non-hotel projectors used)

ballroom assistant package | \$250

AC cables

data cable

Up to a 7.5' x 10' fast-fold screen

Technical support

(charges apply when non-hotel projector used)

TV/dvd package | \$150

40" flat panel monitor, dvd and chart

don't see what you are looking for?

we have a very extensive and top of the line audio visual department. The items listed are our frequently used items. Let us know what you need and chances are we can provide that service for your event.

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events by Marriott

by Marriott

info

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)



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events by Marriott

[breakfast](#)

[breaks](#)

[lunch](#)

[reception](#)

[dinner](#)

[beverage](#)

[healthy](#)

[technology](#)

[info](#)

General Information

We are eager to help you, both in the planning and execution of your function. Should our menus not fulfill your needs, we will create customized selections, tailoring menus to your specifications.

Food and Beverages

All food items served on Hotel premises must be supplied and prepared by the Hotel culinary staff. All alcoholic beverages to be served on Hotel premises (or elsewhere under the Hotel alcoholic beverage license) must be dispensed by Hotel servers and bartenders only. Alcoholic beverage service will be denied to guests intoxicated or under age.

Liability

The Hotel reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The Hotel cannot assume responsibility for personal property and equipment brought onto the premises

Billing and Deposits

We require credit to be established with our accounting office thirty (30) days prior to arrival if you need billing privileges. Credit can only be established for functions over \$1,000. Approved billings are payable within 30 days of receipt of statement. If no billing arrangements have been made, full payment is due three (3) working days prior to the event or all charges are guaranteed with a major credit card. Advance deposits, when required, are non-refundable 60 days prior to the event.

Guarantee Agreement

We require confirmation of guaranteed attendance at least 72 hours in advance of all functions. Your bill will be based on the guaranteed number plus any overage. Meals will be prepared for your guaranteed number. Our kitchen will make every effort to duplicate your menu for additional guests, however, in the event this cannot be done, a substitute entrée will be provided. In the event we do not receive a guarantee, we will consider the number of guests originally contracted for as the guarantee

Engineering, Electrical, A/V

Special engineering requirements must be communicated to our catering department at least 21 days prior to the function. Charges will be based on the labor involved and the amount of power consumed. A wide selection of Audio/Visual services and equipment are available in-house on a rental basis. Orders may be placed through the catering department. Outside A/V is not permitted without written Hotel approval. The Hotel will impose a \$100 charge per function room per day for any outside source equipment.

Lost and Found

The Housekeeping department administers Lost and Found. The Hotel cannot be responsible for loss or damage to any articles or merchandise left in the Hotel prior to or following your function. Security arrangements should be made for all items set prior to the planned event or left unattended for any length of time.

Insurance & Indemnification

Guests shall hold the Hotel harmless from any and all claims, suits, losses, damages and expenses relating to injuries in connection with the function or resulting from damage or destruction of any hotel property by guest or attendee of any function on hotel premises