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Arlington Crystal City/Reagan National 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

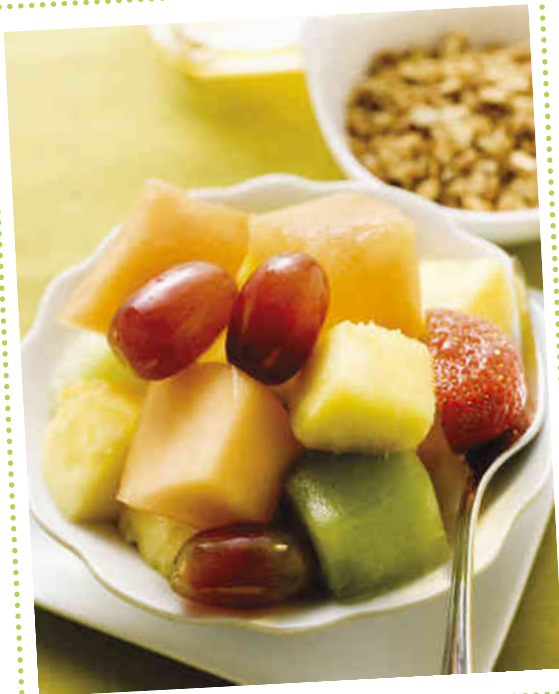
hot breakfast table | \$21  
fresh scrambled eggs  
bacon or sausage  
breakfast potatoes

blueberry and seasonal muffins  
sliced bagels  
butter, cream cheese and preserves  
seasonal fresh fruits  
assorted Kellogg® cereals

skim and low fat milk  
orange and apple juice  
fresh brewed coffee and tea service

pricing based on 1 hour service  
enhancements are ordered based on final  
guarantee

\$75 catering service charge for less than 15  
guests



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## breakfast

continental breakfast table | \$16  
blueberry and seasonal muffins  
sliced bagels  
butter, cream cheese and preserves  
whole fruit  
orange and apple juice  
coffee and tea service



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## breakfast

enhancement | \$2  
Starbucks® drip coffee  
assorted Tazo® Teas  
assorted low fat yogurt  
breakfast meat, bacon or sausage  
hard boiled eggs  
blueberry scones

enhancement | \$4.25  
assorted Kellogg cereals with skim and low fat  
milk  
oatmeal served with a side of raisins, walnuts,  
and brown sugar

breakfast sandwich enhancement | \$5  
sausage egg and cheddar muffin sandwich

enhancements based on final guarantee





## beverage

coffee service | \$5  
fresh brewed coffee and tea service

beverage service | \$6  
assorted pepsi and diet pepsi products  
bottled water

beverage break | \$8  
fresh brewed coffee and tea service  
assorted pepsi and diet pepsi products  
bottled water

enhancements | \$2  
Starbucks drip coffee  
assorted Tazo Teas  
assorted Gatorade bottled drinks  
assorted fruit juice

Need breakout ideas?  
Ask an Events Team member about custom  
break options served in The Bistro with  
Starbucks drip coffee and select menu items

pricing based on 2 hour service  
enhancements are ordered based on final  
guarantee



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## breaks

all day break | \$34  
continental breakfast table

mid morning service  
fresh brewed coffee and tea service  
assorted pepsi and diet pepsi products  
bottled water

afternoon break  
choice of classic break, healthy break, or  
energy break

all day beverage break | \$20  
includes morning, mid morning, and afternoon  
service of fresh brewed coffee and tea service  
assorted pepsi and diet pepsi products  
bottled water

pricing based on 2 hour services  
enhancements are available



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## breaks

healthy break | \$14  
fresh carrots and celery display served with hummus and ranch dressing  
pita chips  
whole fruit  
fresh brewed coffee and tea service  
assorted pepsi and diet pepsi products  
bottled water

energy break | \$12  
assorted energy bars, whole fruit, pretzels, and peanut butter  
fresh brewed coffee and tea service  
assorted pepsi and diet pepsi products  
bottled water

classic break | \$10  
assorted cookies and brownies or lemon bars  
whole fruit  
fresh brewed coffee and tea service  
assorted pepsi and diet pepsi products  
bottled water

enhancement | \$2  
Starbucks drip coffee  
assorted Tazo Teas

enhancements | \$3.25  
yogurt granola parfait

pricing based on 2 hour service



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## lunch

pasta table | \$30

caesar salad

rigatoni pasta and cheese tortellini served with side choices of pesto cream sauce and tomato marinara

sliced grilled chicken and sausage

market vegetable

tiramisu cake

assorted pepsi and diet pepsi products, bottled water and bottled iced tea

country kitchen table | \$30

bistro salad served with ranch and vinaigrette

corn on the cob

coleslaw

bbq pork riblets and chicken wings

key lime pie

assorted pepsi and diet pepsi products, bottled water and bottled lemonade

pricing based on a 1 hour service

recommended for groups of more than 15 guests

\$75 catering service charge for less than 15 guests



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## **lunch**

For a group of less than 15 guests  
Try Bistro Choice

Give your attendees the freedom to place individual orders from a custom menu

Service can be inside the meeting room or in  
The Bistro

Bistro Choice | \$16  
a choice beverage, menu item served with  
coleslaw, side item, and dessert

pricing based on 1 hour service

individual payment options available | ideal for  
government groups

21% service charge will be added to guest  
tickets for groups requesting individual  
payment



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## **lunch**

Bistro Market | \$20  
salad, assorted chips, assorted Bistro Lunch|  
selection of 3 cold sandwiches, fresh cut fruit  
and dessert

assorted pepsi and diet pepsi products, bottled  
water and bottled iced tea

dessert | select two  
turtle nut brownies, lemon pound cake, or  
chocolate chip cookies

enhancement | \$3.75  
broccoli and cheese, soup of the day, or  
seasonal soup

pricing based on 1 hour service  
recommended for any size group



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## lunch

Bistro Lunch | selections  
available for Bistro Choice and Bistro Market

cold sandwich | options  
turkey blt on sourdough toast, grilled chicken  
caesar wrap, chunk white tuna salad on whole  
grain, bbq chicken wrap, or chicken salad on  
whole grain

hot sandwich | options  
cheddar french dip, grilled buffalo chicken with  
ranch dressing, turkey reuben on marble rye, or  
bistro burger with cheddar & bacon

salad | options  
perfect caesar salad, chicken available  
tart apple salad with cheddar, cranberries and  
walnuts, chicken available, or seasonal salad

half & half | options  
select a choice of half cold sandwich and a cup  
of soup

select a choice of half salad and a mug of soup

soup selections include broccoli and cheese,  
soup of the day, or seasonal soup

ask about our seasonal item  
\*cold sandwiches recommended for Bistro  
Market



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## dinner

Bistro Dinner Table | \$45  
choice of salad, soup, market vegetables or  
chef choice potatoes and two entrees, with  
chef's choice dessert

assorted pepsi and diet pepsi products, bottled  
water, and bottled iced tea

fresh brewed coffee and tea service

select two entrees

New York Strip, marinated London broil, herb  
crusted pork tenderloin, carved Virginia glazed  
ham, chicken marsala, grilled fish, or Maryland  
crab cakes

pricing based on 1 hour service

\$75 catering service charge for less than 15  
guests

Need a custom dinner menu?

Ask an Events Team member about custom  
dinner options to meet your specific event  
needs.

Pricing will vary based on the selection and  
availability of the requests



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## reception

hors d'oeuvres, 100 piece minimum | \$5 per piece

### hot selections

- mozzarella sticks with marinara sauce
- spicy buffalo wings with bbq or teriyaki
- assorted miniature quiche
- beef brochette with teriyaki sauce
- veggie egg rolls with sweet and sour sauce
- beef sate with soy and pineapple marinade
- swedish meatballs
- empanadas
- tender breaded chicken fingers
- sesame chicken
- smoked chicken quesadilla
- chicken & pineapple brochettes
- tuxedo cocktail franks
- mini beef wellington
- bacon wrapped scallops
- southwest black bean spring roll
- coconut shrimp or chicken

### cold selections

- stuffed cherry tomato
- assorted finger sandwiches
- rosettes of smoke salmon
- salami coronets with garlic-herb cream cheese
- mango sate with jalapeno mint sauce
- fresh mozzarella and tomato kabob
- assorted brochettes

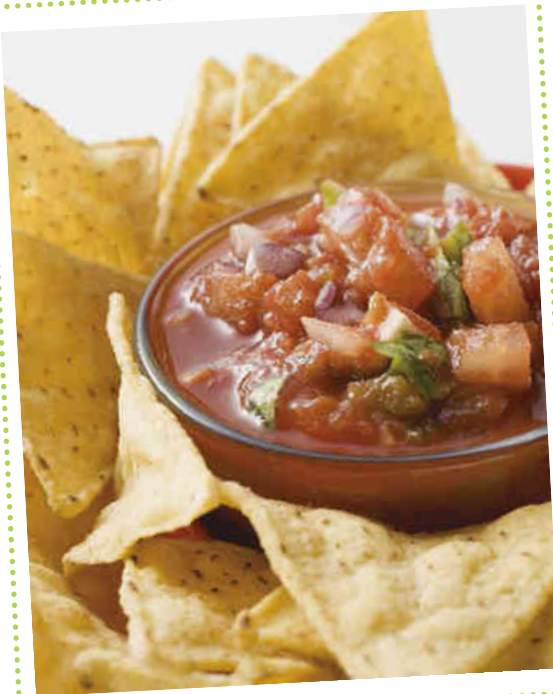
Consider 3-5 pieces per person | per hour  
\*minimum 2 hour reception



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## reception

displays

antipasto | \$10

salami, pepperoni, havarti cheese, baby mozzarella, roasted sweet peppers, green and black olives  
served with flatbread

fruit and cheese | \$7

a collection of gourmet cheeses  
served with fresh fruit and crackers

fresh vegetable crudite | \$8

a collection of fresh vegetables served with ranch and hummus



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## reception

host bar | \$16-\$20 for first hour  
minimum 2 hour reception  
requires bartender

Host will pay for all drinks by the hour

full bar available

contact hotel for package pricing and  
selections

bartender | \$125 first hour  
minimum 2 hours

additional hour(s) | \$35



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## technology

enjoy complimentary wireless  
access code required

lcd package | \$550  
white screen, lcd projector, extension cord and  
power strip

white screen | \$50

self stick flipchart with markers | \$50

conference phone with local phone access |  
\$250

additional audio visual equipment available |  
contact hotel for pricing  
portable sound system  
push to talk microphones  
wired microphones  
lavalier microphones  
mixer  
television with dvd or vcr

extension cord | \$10



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## considerations

### General Information and Policies

Printed menus are for general reference. Pricing and menu items are subject to change. Menu is per person pricing unless otherwise noted.

Food and beverage must be purchased and served by the hotel.

### Guarantees

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 Charge and Tax

All food and beverage prices are subject to a taxable 21% service charge and 9% State Sales Tax. All audio visual equipment is subject to a taxable 21% service charge and 5% State Sales Tax.

### 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 can not assume responsibility for the damage or loss of merchandise sent for storage.

Self Parking available for all events, current rates apply for daily and overnight parking

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