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Washington Capitol Hill/Navy Yard

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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

Courtyard Continental | \$14.95

- Pastries
- Breakfast Breads
- Assorted Bagels
- Cream Cheese, Butter and Preserves
- Sliced Seasonal Fresh Fruit
- Coffee and Tea Service
- Chilled Juices

Healthy Start | \$15.95

- Assorted Muffins
- Sliced Seasonal Fresh Fruit
- Assorted Healthy Cereals
- Creamy Plain and Fruited Yogurt
- Coffee and Tea Service
- Chilled Milk and Fruit Juices

Capitol Hill Breakfast Table | \$24.95

- Assorted Muffins
- Bagels with Cream Cheese, Butter and Preserves
- Sliced Seasonal Fresh Fruit
- Assorted Cereals
- Scrambled Eggs
- Breakfast Potatoes
- Sausage OR Bacon (select one)
- Chilled Milk
- Coffee and Tea Service
- Assorted Juices



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breakfast

Add Ons | Per Person

Bagels with Cream Cheese - \$2.50

Bacon - \$6.00

Sausage - \$6.00

Scrambled Eggs - \$4.00

Breakfast Potatoes - \$3.00

Plain and Fruited Yogurt - \$3.50

Breakfast Burrito - \$9.00

Bacon, Egg and Cheese Breakfast Sandwich -
\$9.00



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breaks



Fresh Start - AM Break | \$10.95
Whole Fruit

Chilled Soft Drinks and Bottled Water
Coffee and Tea Service

Healthy Choice - AM/PM Break | \$13.95
Trail Mix, Granola Bars and Whole Fruit
Coffee and Tea Service and Bottled Water

The Sweet Tooth - PM Break | \$12.95
Assorted Freshly Baked Cookies
Brownies and Blondies
Variety of Candy
Chilled Soft Drinks
Freshly Brewed Coffee

The Pick Me Up - PM Break | \$14.95
Sliced Seasonal Fresh Fruit
Assorted Granola Bars
Individually Bagged Pretzels and Chips
Coffee and Tea Service and Bottled Water

Mexican Salsa - PM Break | \$12.95
Warm Nachos served with Cheese, Sour Cream,
Guacamole and Salsa
Chilled Soft Drinks and Bottled Water

7th Inning Stretch - PM Break | \$12.95
Freshly Baked Pretzels served with Cheese and
Caramelized Kettle Corn
Chilled Soft Drinks and Bottled Water
(all prices are per person)



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snacks

Freshly Baked Cookies | \$24.00
Assorted
Per Dozen

Assorted Pastries | \$24.00
Muffins and Breakfast Breads
Per Dozen

Freshly Sliced Seasonal Fruits | \$5.95
Per Person

Assorted Soft Drinks | \$3.25
Each

Freshly Brewed Coffee, Decaf or Hot Tea |
\$40.00
Per Gallon

Trail Mix | \$3.50
Per Person

Granola Bars | \$3.50
Per Person

Individually Bagged Pretzels | \$4.00
Per Person

Individually Bagged Chips | \$4.00
Per Person



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lunch

Courtyard Deli Table | \$23.95
(10 person minimum)

Garden Salad with Assorted Dressings
Choice of Pasta, Potato or Cole Slaw Salads
Sliced Turkey Breast, Roast Beef and Ham
Swiss, Cheddar and Provolone Cheeses
Freshly Baked Bread and Rolls
Lettuce, Tomatoes, Onion and Pickles
Assorted Chips
Assorted Cookies
Freshly Brewed Iced Tea



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lunch

Trip to Italy Lunch Table | \$31.95
(15 person minimum)

Chilled Pasta Salad

Tomato Soup

Entrees (select two)

Chicken Piccata

Beef Lasagna

Tri-Color Cheese Tortellini

Freshly Baked Rolls

Chef's Choice of Seasonal Vegetables

Tiramisu

Freshly Brewed Iced Tea and Coffee Service

Mexican Fiesta Lunch Table | \$30.95
(15 person minimum)

Garden Salad with Assorted Dressings

Seasoned Chicken and Beef Fajitas

Warm Flour Tortillas, Peppers, Onions, Diced
Tomatoes, Shredded Lettuce, Guacamole, Sour

Cream and Cheddar Cheese

Tortilla Chips and Fresh Salsa

Fire Grilled Vegetables

Fiesta Rice

Lemon and Key Lime Bars

Freshly Brewed Iced Tea and Coffee Service



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lunch

Boxed Lunches | \$16.95
(minimum of 10, maximum of 30)
Freshly Made Sandwiches (select one)
Roast Beef and Cheddar Cheese on a Kaiser Roll
Turkey and Swiss Cheese in a Tortilla Wrap
Grilled Peppers, Zucchini and Squash on Focaccia Bread
Chicken Caesar Salad on a Tortilla Wrap
Served with Chips, Whole Fruit, Cookie and Canned Soft Drink

Enhancements | Per Person
Vegetable Soup - \$4.00
Seasonal Fresh Fruit Platter - \$6.50



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dinner

The Admiral's Dinner Table | \$41.95
Buffet

Salads (select one)
Classic Caesar Salad
Garden Salad

Entrees (select two)
Grilled Salmon
Fresh Whiting Fish (Baked or Fried)
London Broil
Southern Fried Chicken
Grilled Chicken Breast

Chef's Selection of Seasonal Vegetables

Sides (select one)
rice pilaf, garlic mashed potatoes or roasted
potatoes

Desserts (select two)
Cheesecake, Chocolate Cake, Carrot Cake, Key
Lime Pie, Tiramisu, Cookies & Brownies

Freshly Brewed Iced Tea and Coffee Service



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reception

Tailgate Platter | \$175.00
hamburger sliders
buffalo wings
meatballs (bbq or italian)
chicken tenders with spicy mustard
miniature quiche

The Washingtonian Platter | \$250.00
miniature chicken cordon bleu
vegetable spring rolls
chicken satay
spanakopita

The Presidential Platter | \$400.00
beef wellington
scallops wrapped in bacon
coconut shrimp with pineapple chutney
miniature crab cakes

(All platters are 100 total pieces)
Estimate 5-7 pieces per person for the first
hour and 3-4 pieces each additional hour.



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reception

Beverages

HOSTED BAR

Wine (by the bottle)

white and rose

selections range from \$29-\$37

red

selections range from \$34-\$37

beer (by the bottle)

imported - \$6.50

domestic - \$5.50

All bars include vodka, gin, rum, whisky and scotch as well as assorted mixers. A bartender is required for all bar options.

house brands - \$7.00 per drink

premium brands - \$9.00 per drink

top shelf brands - \$14.00 per drink

bartender fee \$150 for three hours

\$35 each additional hour



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reception

Beverages

CASH BAR

Wine by the glass

white and rose

selections range from \$10-\$12

red

selections range from \$11-\$14

beer (by the bottle)

imported - \$9.00

domestic - \$7.50

All bars include vodka, gin, rum, whisky and scotch as well as assorted mixers. A bartender is required for all bar options.

house brands - \$9.50 per drink

premium brands - \$12.00 per drink

top shelf brands - \$18.50 per drink

bartender fee \$150 for three hours

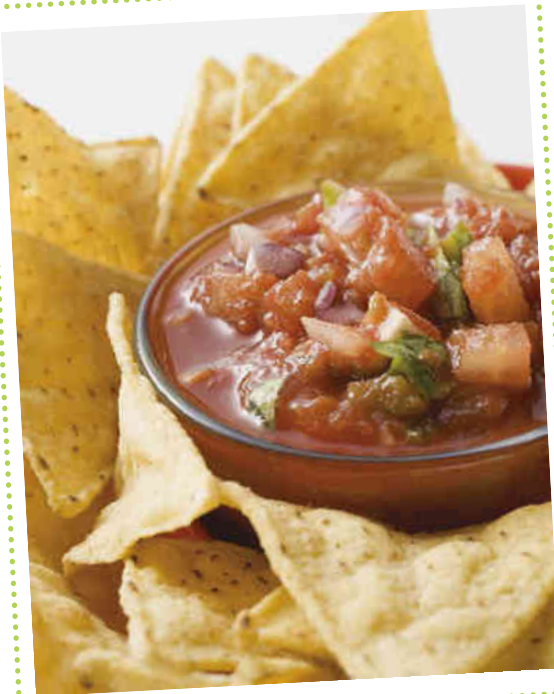
\$35 each additional hour



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reception

Shrimp Cocktail | \$10.00
Served with Cocktail Sauce (6 pcs.)

Fruit and Cheese Display | \$8.00
Assorted Cheeses Served with Sliced Seasonal
Fruits, Crackers and Baguettes

Vegetable Crudite | \$6.00
Seasonal Selection of Crisp Vegetables, Served
with Blue Cheese and Ranch Dips

(Prices Per Person)

Chips and Salsa | \$6.00
Tortilla Chips Served with Mild Salsa



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package

Silver Package | \$52.00
Continental or Healthy Start Breakfast
AM and PM Breaks (choose any)
Tax and Service Fee

Gold Package | \$68.00
Continental or Healthy Start Breakfast
AM Break (choose any)
Courtyard Deli Lunch Table
Tax and Service Fee

Platinum Package | \$88.00
Continental or Healthy Start Breakfast
AM and PM Breaks (choose any)
Lunch Table (choose any)
Tax and Service Fee

(Packages require a minimum of 15 people).
For groups of less than 20 a \$150 fee will be
charged.

Add Meeting Room Rental to any Package for
\$25 per person.



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technology



High Speed Internet | \$175.00
Wired or Wireless. Price Includes 10 Logins.
\$10 for Each Additional Login.

LCD Projector | \$300.00

32 Inch TV/DVD/VCR Combo | \$200.00

Speaker Phone | \$100

Flip Chart with Markers | \$40.00

Power Strips and Extension Cords | \$5.00

Microphones | Each

Podium/Microphone Combo - \$30.00

Handheld - \$35.00

Wireless Handheld - \$175.00

Lavaliere Microphone (wired) - \$50.00

Lavaliere Microphone (wireless) - \$150.00

Mixers

4 Microphone Input - \$35.00

4 Microphone Input Digital Auto - \$95.00

8 Microphone Input - \$80.00

8 Microphone Input Digital Auto - \$150.00

32 Channel - \$280

Set up fee for any outside Audio Visual - \$150

Audio Visual Tax | 6.00%

All Pricing is Per Day.



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considerations

All food and beverage items are subject to a 20% service fee and 10% DC Sales tax. All items are priced per person, unless otherwise noted. A/V equipment is priced per day and is subject to a 6% DC Sales tax.

Final Guarantee/Menu Selections: Final Guest count is due to the hotel 72 hours prior to your event's start date. The final number cannot be reduced. If the hotel is not able to obtain a number from you, we will use your estimated number provided on the signed agreement. For menu selections that require person minimums, if the guarantee number falls below the minimum requirement it may be subject to a \$150 Minimum Fee. Menu selections are due 7 business days prior to the event's start date and confirmed with a signed Banquet Event Order. If we are not able to obtain menu selections from you we will not be able to guarantee food and beverage for your event. No changes can be made within 5 days of the event.

Cancellation: From date of the signed contract until 30 days prior to the event there is a 25% cancellation fee for any canceled events. 50% cancellation fee for 29-15 days prior, 75% cancellation fee for 14-8 days prior and a 100% charge for any events canceled 7 days or less prior to the event date.

Payment: A completed credit card authorization form is required with your signed agreement in order to guarantee your event. Unless otherwise noted in the signed agreement, a 50% deposit is due 14 days prior to your event and 100% payment is due 72 hours prior to your event.

Pricing is subject to change at any time and without notice.

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