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Courtyard Rockville

fresh



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 innovating 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

Courtyard Rockville





breakfast

Continental Breakfast | \$10.95

- Blueberry muffins
- Plain and cinnamon raisin sliced bagels
- Sourdough and whole grain breads
- Butter, cream cheese and preserves
- Diced and whole fruits
- Chilled orange and apple juices
- Coffee and Tazo tea service

Hot Breakfast | \$15.95

- Scrambled eggs
- Breakfast potatoes
- Sausage or bacon

Includes the Continental Breakfast

Enhancements | \$2

- Variety of Kellogg's cereal with milk
- Hard boiled eggs
- Starbuck's coffee

For more information, please refer to our Considerations page



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breaks

Coffee and Tea Service | \$4.95

Regular and decaffeinate coffee and Tazo tea

Mid-Morning Break | \$6.95

Whole Fruit
Assorted muffins
Soft drinks and bottled water
Coffee and Tazo tea service

Afternoon Break | \$8.95

Turtle nut brownies or cookies
Soft drinks and bottled water
Regular and decaffeinated coffee and Tazo tea

Enhancement

Starbucks coffee - Add \$2
Energy bars - Add \$2
Energy drinks - Add \$3
Lemon pound cake - Add \$2
Soft drinks and bottled water - Add \$2

For more information, please refer to our
Considerations page



Courtyard Rockville





lunch

Bistro Market | \$17.95

Please choose one item from this section

Garden greens with red vinaigrette or ranch dressing, croutons, tomatoes and shredded parmesan cheese

Tuna Salad on whole grain bread
Roasted Turkey BLT on sourdough bread
Caesar Wrap on Flour Tortilla with grilled chicken.
Served with creamy coleslaw, chips, pickles, mustard, mayonnaise and ketchup

Turtle nut brownies or cookies

Bistro Deli Table | \$18.95

A selection of sliced Roasted Turkey Breast, Roast Beef and Country Ham.

Condiments and Sides
Cheddar, Havarti and Swiss cheeses. Tomatoes, lettuce, onions and pickles.

Assorted chips and mixed green salad

Turtle nut brownies or cookies

Minimum of 10 people



Courtyard Rockville





lunch

Bistro Choice | \$19.95

Roast Turkey BLT on sourdough bread with low fat mayonnaise

Chunk White Tuna on whole grain bread with low fat mayonnaise, iceberg lettuce and tomato

Caesar Wrap on flour tortilla with grilled chicken breast, romaine lettuce and parmesan cheese

Cheddar French Dip on a La Baccia roll with roast beef, cheddar cheese and Au jus sauce

Tomato & Mozzarella Pizza topped with sprinkled parmesan cheese

Harvest Salad with grilled chicken, Granny Smith apple, cheddar cheese, dried cranberries and walnuts mixed in

Sides: Potato chips or fresh cut fruit

Dessert: Turtle nut brownie or cookies

Beverages: Soft drinks, bottled water or ice tea

Menus will be provided in the morning and will be picked up 2 hours prior to lunch.
Minimum of 10 people



Courtyard Rockville





lunch

Enhancements | each

Broccoli Cheddar Soup - Add \$3

Seasonal Soup - Add \$3

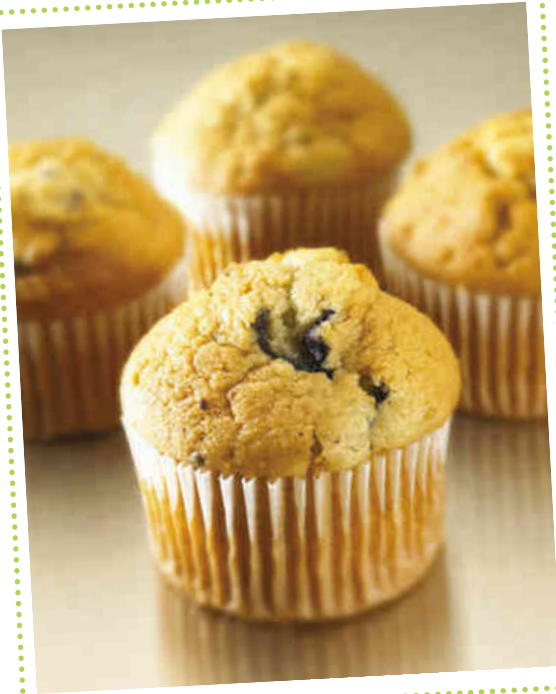
Hummus served with pita chips and celery sticks - Add \$3

Spinach and Artichoke Dip topped with cheddar cheese, served with tortilla chips, sour cream and salsa - Add \$4



Courtyard Rockville





package

The Fundamental | \$24.95

Blueberry muffins
Plain and cinnamon raisin sliced bagels
Sourdough and whole grain breads
Butter, cream cheese and preserves
Diced fruit
Chilled orange and apple juice
Coffee and Tazo tea service

Mid-Morning Break
Assorted Muffins
Whole Fruit
Soft drinks and bottled water
Coffee and Tazo tea service

Afternoon Break

Turtle nut brownies or cookies
Soft drinks and bottled water
Coffee and Tazo tea service

Minimum of 10 people

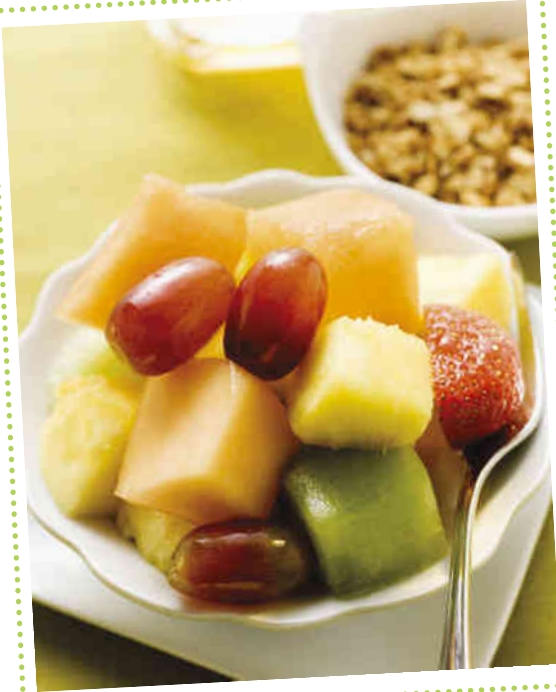
This package does not include room rental, service charges or tax. For more information, please refer to our Considerations page



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package

The Meeting Planner | \$65.95

Continental Breakfast

Blueberry muffins

Plain and cinnamon raisin sliced bagels

Sourdough and whole grain breads

Butter, cream cheese and preserves

Diced fruit

Chilled orange and apple juice

Coffee and Tazo tea service

Mid Morning Refresh

Coffee and Tazo tea service

Soft drinks and bottled water

Lunch - Choose one from our lunch selection

Afternoon Break

Turtle nut brownies or cookies

Soft drinks and bottled water

Coffee and Tazo tea service

Minimum of 20 people

This package includes room rental, flip chart, supply kit, power strip, service charges and gratuity. For more information, please refer to our Considerations page



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technology

Audio Visual Equipment | daily charge

Data and Video Projection | each

LCD Projector \$250.00

TV/DVD/VCR Combo \$150.00

Drop Down Screen - Complimentary

Conference Phone System | each

Polycom Speaker Phone \$100.00

Presentation Supplies | each

Flip Chart with Markers \$35.00

Dry Erase Board with Markers \$35.00

Table Top Podium \$75.00

Full Podium \$100.00

Power Strip - Complimentary

Supply kit - Complimentary

High Speed Internet Access | complimentary

Business Services | per page

In-coming Fax - Complimentary

Out-going Fax

Domestic \$1.00 (after 5 pages)

International \$3.00 (per page)

Photocopying \$.05 (after 20 copies)

Meeting room set up | styles

Conference: 24 people

Rounds & Hollow Square: 35 people

Classroom: 24 people

U-Shape: 24 people



considerations

General Information and Policies

Food and beverage must be purchased and served by the hotel. Food and beverage prices are per person unless noted otherwise. Printed menus are for general reference and our event staff would be happy to customize menus to meet your specific needs. Please be advised that our menu pricing is subject to change. Meeting room rental is \$400.00 each.

Guarantees

In order to make your meeting a success, please confirm your guaranteed number of guests 3 business days (72hrs) prior to your event. The expected number will act as the final guaranteed number, if the guaranteed number is not confirmed. The Meeting Planner package requires a minimum guarantee of 15 people; otherwise there will be an additional \$200 for room rental, plus 22% service charge and 6% sales tax

Service Charge and Tax

All prices are subject to a 22% service charge and 6% state sales tax. The Meeting Planner Package is inclusive of room rental and service charges; however, state sales tax will apply. Any other package does not include room rental, service charges and tax

Shipping

If shipping materials, please contact the hotel prior to your event. The hotel cannot assume responsibility for the damage or loss of merchandise sent for storage.

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