

events by Marriott



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lunch



reception



dinner

beverage



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crafted for you

UMUC INN & CONFERENCE CENTER BY MARRIOTT

3501 University Blvd. East | Adelphi | Maryland 20783

www.marriott.com/wasum

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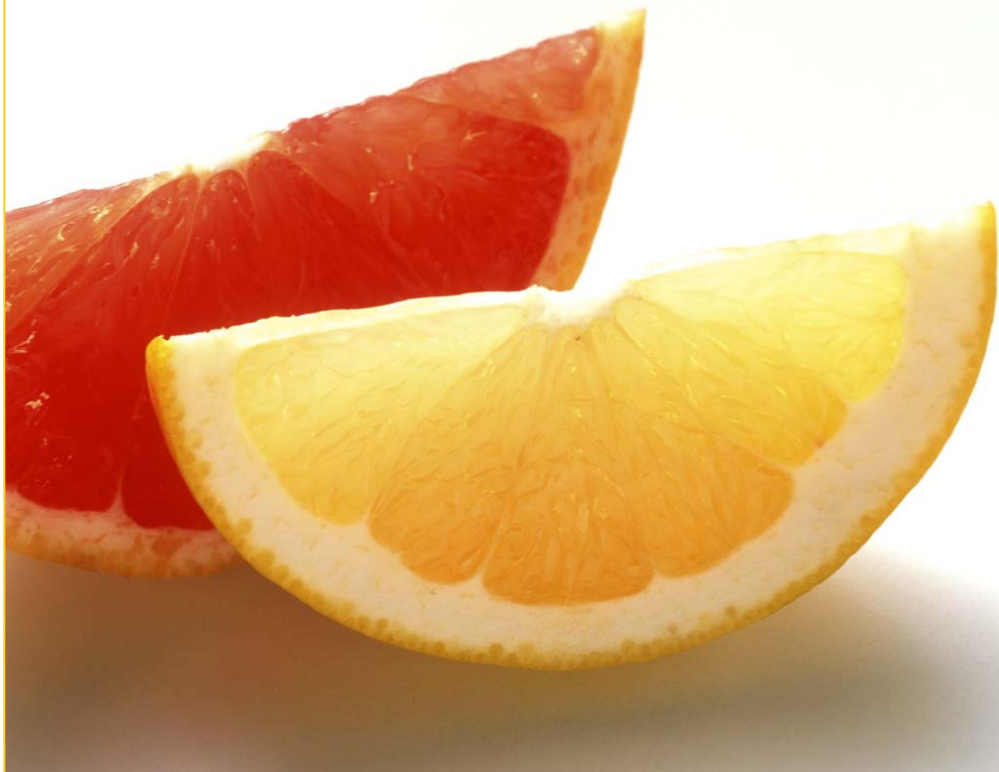
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SEASON

[cereals](#)

[juices](#)

[coffee](#)

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[milk](#)

[yogurt](#)

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[morning enhancements](#) | \$6.00

omelet station- made to order

waffle station- made to order

\$125 attendant fee

* all pricing exclusive of 6% state tax and 22% service charge

continental breakfast

[continental express](#) | \$17.00

freshly brewed coffee, decaffeinated coffee and herbal teas

assorted soft drinks and bottled waters

chilled fruit juices

sliced fresh fruits

assorted breakfast breads and bagels

[morning enhancements](#) | \$3.00

Starbucks® frappuccinos

bottled iced teas

energy beverages

hard boiled eggs

oatmeal

yogurts and cereals

[morning enhancements](#) | \$4.00

scrambled eggs

bacon/sausage

selection of meats and cheeses

stuffed croissants with scrambled eggs, Canadian bacon and cheddar cheese

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all breakfast buffets include:

coffee, decaffeinated coffee and specialty teas
chilled assorted juices

*for buffets under 50 people, please add \$3 per person to the stated prices

*for functions under 25 people, a \$40 banquet service charge will apply

breakfast buffets

all American buffet | \$22

ripe sliced seasonal fruit
assorted cold cereals
fluffy scrambled eggs
French toast
hash browns
crisp bacon and sausage
flaky biscuits and petit muffins

ICC energy breakfast buffet | \$25

ripe sliced seasonal fruit
low fat yogurt
hot oatmeal served with brown sugar and raisin
bran and cranberry muffins
assorted cereals with 2% and skim milk
egg white omelets made to order

\$125 attendant fee

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DELIGHT

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

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deluxe all day break service | \$ 32

morning |

coffee, decaffeinated coffee, herbal teas

chilled juices

assorted soft drinks and bottled waters

sliced fresh fruits

bagels and breakfast breads

assorted yogurts and granola bars

chefs choice of one hot item

afternoon |

coffee, decaffeinated coffee, herbal teas

assorted soft drinks and bottled waters

whole fresh fruits

cookies and brownies

chips and pretzels

chefs choice of one hot item

* all pricing exclusive of 6% state tax and 22% service charge



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continental breakfast

continental express | \$17.00

freshly brewed coffee, decaffeinated coffee and herbal teas

assorted soft drinks and bottled waters

chilled fruit juices

sliced fresh fruits

assorted breakfast breads and bagels

morning enhancements | \$3.00

Starbucks® frappuccinos

bottled iced teas

energy beverages

hard boiled eggs

oatmeal

yogurts and cereals

morning enhancements | \$4.00

scrambled eggs

bacon/sausage

selection of meats and cheeses

stuffed croissants with scrambled eggs, Canadian bacon and cheddar cheese

morning enhancements | \$6.00

omelet station- made to order

waffle station- made to order

\$125 attendant fee

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> am - morning

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afternoon break | \$14

coffee, decaffeinated coffee, herbal teas

assorted soft drinks and bottled waters

whole fresh fruits

cookies and brownies

chips and pretzels

chefs choice of one hot item



afternoon enhancements | \$3

Starbucks® frappuccinos

bottled iced teas

energy drinks

novelty ice cream bars

power bars

individual bags of chips and pretzels

assorted candy bars

additional breaks |

(prices based on a 2 hour duration)

coffee service | \$6

coffee, decaffeinated coffee and specialty teas

coffee and soft drink service | \$9

coffee, decaffeinated coffee, specialty teas

soft drinks and bottled waters

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ESSENCE

salads

hamburgers

fish

beef

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desserts

beverages

sandwiches

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buffet lunches

down home country deli | \$27

soup du jour

market tossed salad

chicken salad

tomato mozzarella salad

southwestern orzo salad

roast beef, turkey, ham and pastrami

cheddar, Swiss and havarti cheeses

red leaf lettuce, sliced Roma tomatoes and sliced pickles

assorted breads and rolls

desserts of the day

Terrapin grill buffet | \$29

roasted tomato and pepper soup

grilled seasonal vegetable salad

pesto potato salad

open flame grilled chicken breast sandwiches

smoked charred burgers

steak fries

assorted breads and pocket pitas

desserts of the day



all lunch buffets include:

coffee, decaffeinated coffee, specialty teas and iced tea

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buffet lunches

Caesar buffet | \$32

tomato Florentine soup

chilled tortellini salad

vegetable salad

Caesar salad with a selection of chilled grilled steak, chicken and shrimp

rosemary Tuscan bread and cheese toast points with bruschetta topping

tiramisu, crème brulée and biscotti

assorted fresh seasonal fruits

all lunch buffets include:

coffee, decaffeinated coffee, specialty teas and iced tea

*for buffets under 50 people, please add \$3 per person to the stated prices

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Italian buffet | \$ 33

minestrone soup

chilled farfalle primavera

house salad with three dressings

sliced mozzarella and tomatoes drizzled with balsamic vinegar and fresh basil

seasonal fish with a lemon caper sauce

chicken saltimbocca with julienne prosciutto and a sage madeira sauce

penne pasta with sun dried tomatoes, diced peppers, parmesan cheese in a garlic olive oil

broccoli with roasted pine nuts

garlic and focaccia bread

rum cake, tiramisu and strawberries with whipped cream

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buffet lunches

[oriental buffet](#) | \$29

wonton soup

house greens with sweet and sour dressing

shrimp and glass noodle salad

vegetable and lo mein salad

steamed white rice

stir fried vegetables

sesame crusted chicken with tangy glaze

grilled orange peel sliced steak

assorted rolls

desserts of the day

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coffee, decaffeinated coffee, specialty teas and iced tea

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buffet lunches

Eastern shore fest | \$40

(this buffet is not included in package pricing. It can be included at an additional \$5 per person to the package cost.)

Maryland crab soup with salty biscuits

garden salad

St. Michaels coleslaw

tomato cucumber salad with red onion vinaigrette

grilled chicken with old bay lemon sauce

hickory-roasted BBQ briskets of beef

petit crab cakes with bayside red pepper remoulade and Solomon's cocktail sauce

old bay potato wedges

Choptank River roasted corn and peppers

rolls and butter

lemon Chantilly, three-berry tart, and bourbon pecan pie

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coffee, decaffeinated coffee, specialty teas and iced tea

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plated lunches

classic chicken Caesar salad |

traditional Caesar dressing tossed with crisp romaine lettuce hearts, aged parmesan-Romano cheese, and herbed croutons topped with

chicken	\$26
beef	\$28
shrimp	\$30

NY deli plate | \$26

whole fresh fruit basket

thinly sliced ham, roast beef, and smoked turkey on field greens, garnished with sliced tomato, red onion, and a deli dill wedge.

potato salad and lemon cole slaw.

fresh sourdough rolls and sliced breads

Mediterranean salad |

Mediterranean salad served on spinach and mixed field greens with kalamata olives, onions, tomatoes, feta cheese and lemon vinaigrette dressing

grilled chicken	\$26
sliced tenderloin	\$28
grilled salmon	\$30

Thai steak salad | \$32

sliced tenderloin over marinated Udon Noodles

Asian style vegetables topped with micro greens

rolls and butter

all lunch buffets include:

coffee, decaffeinated coffee, specialty teas and iced tea



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plated lunches



chicken Tuscany | \$30

tender chicken breast with sliced Roma tomatoes, smoked mozzarella, puttanesca sauce on angel hair pasta

roasted "bistro" style chicken | \$31

roasted chicken breast with garlic mashed potatoes, baby carrots, haricot vert and natural gray

Tillman island crab cakes | \$38

(this entrée is not included in package pricing. It can be added at an additional \$4 per person to package pricing)

"a bay area favorite" sweet jumbo lump crabmeat, chives and old bay, grilled and served with roasted red pepper remoulade

*for functions under 25 people, a \$40 banquet service charge will apply

* all pricing is exclusive of 6% tax and 22% service charge

** all entrees are served with a house salad, vegetable and starch, rolls and butter, dessert of the day, coffee and iced tea.

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plated lunches

jerk spiced crusted salmon | \$33

pan seared and jerk crusted salmon served with saffron basmati rice and spiced jerk sauce

Mediterranean penne pasta | \$28

sautéed sun-dried tomatoes, garlic, fresh basil, black olives and artichokes tossed with a penne pasta al dente.

roasted eye round of beef | \$32

roasted eye round of beef served with sautéed mushrooms in natural juices



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canapés

shrimp

wraps

sushi

bruschetta

tenderloin

dim sum

oysters

cheese

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hors d' oeuvre

the following selections | \$325 per 100 pieces

chicken tender fritters with cajun dipping sauce

sesame chicken with honey mustard sauce

mini chicken wellington

blackened chicken sate

smoked chicken quesadilla

beef empanada

beef tenderloin sate

scallops wrapped in bacon

crab stuffed mushroom caps

parmesan artichoke hearts

black bean spring roll

dill cheese puff

brie en croute

spanakopita

vegetable quesadilla

mini deep dish pizza

assorted dim sum

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hot hors d'oeuvre

the following selections | \$425 per 100 pieces

mini crabcakes

cold hors d'oeuvre

the following selections | \$325 per 100 pieces

tomato, zucchini and basil bruschetta

endive stuffed with a salmon cream cheese

baby fresh mozzarella tomato skewers

the following selections | \$375 per 100 pieces

chilled shrimp

* all pricing is exclusive of 6% tax and 22% service charge

>hors d'oeuvre > station > themed

reception stations

the displays below are designed to serve your guests for up to 2 hours

Asian | \$10

a delightful combination of stir fry vegetables, rice and a choice of one: beef, chicken or pork

trattoria | \$12

penne pasta and cheese filled tortellini ready to be combined with:

choice of 2:

sweet Italian sausage, primavera vegetables, or poached shrimp and scallops

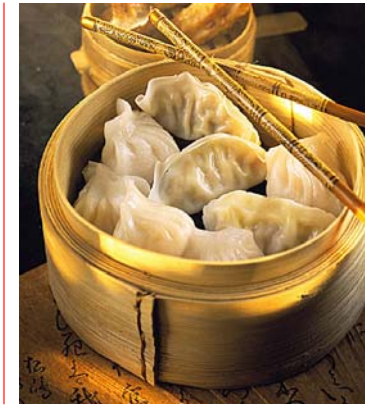
choice of 2:

robust pomodoro sauce, silky vodka sauce or pesto

topped with basil, oregano and parmesan Romano cheese

fajita stand | \$14

grilled chicken or beef with onions and peppers folded in a flour tortilla with your choice of spicy picante sauce, Monterey jack cheese, cheddar cheese, sour cream and guacamole



carving board |

- roasted leg of lamb rosemary mint sauce \$15
- Smithfield baked ham with Dijon mustard \$13
- seared tenderloin with horseradish cream sauce \$14
- roasted turkey breast served with cranberry sauce \$11

and seasoned mayonnaise sauce

-all carving stations include petite rolls and appropriate condiments

* attendant required \$125 each

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reception enhancements

the displays below are designed to serve your guests for up to 2 hours

old world cheese board | \$7

imported and domestic cheeses, seasonal fruits accompanied by crusty breads and crisp crackers

grilled primavera platter | \$6

a colorful array of marinated and grilled seasonal vegetables

crudités | \$6

display of assorted raw vegetables served with a herb dip

Chesapeake bay raw bar | \$14

oysters, chilled shrimp and crab claws served on ice with hot sauces and horseradish

Japanese sushi | \$12

a variety of authentic sushi and California rolls with wasabi and pickled ginger

fresh fruit display | \$7

a variety of cubed fresh fruit with a yogurt dipping sauce



crab dip | \$11

made with Maryland jumbo lump crab meat served with pita chips and French bread

Viennese dessert table | \$11

a dazzling assortment of petit desserts, including cream puffs, fruit tarts, chocolate covered strawberries, and much more

Add a cart of flavored coffees and teas for an additional \$6

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FLAVOR

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- scallops
- filet
- lamb
- desserts
- beverages

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dinner buffets

[east coast clam bake](#) | \$55

clam chowder

garden salad with three dressings

homestyle cole slaw

spicy BBQ chicken with rosemary

beer-steamed little neck clams and mussels

sliced marinated grilled flank steak

seasonal vegetables

corn on the cob

butter milk biscuits

New York style cheese cake with strawberries and mini pastries

[all dinner buffets include:](#)

coffee, decaffeinated coffee and specialty teas

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dinner buffet

Mexican festival | \$48

chicken tortilla soup

garden taco salad

black bean, corn, peppers and shrimp salad

chicken **or** beef fajitas with peppers and onions

roast pork loin with a chipotle sauce

Spanish style rice

cumin flavored green beans

baked apple tart

caramel flan

tres leche

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dinner buffet

taste of Italy | \$58

minestrone soup

Caesar salad

marinated vegetable salad

pan seared chicken breast topped with smoked mozzarella cheese, sliced tomatoes and a marsala sauce

grilled salmon with a white bean sauce

penne pasta with prosciutto and baby peas tossed in olive oil, fresh garlic and lemon

wild mushroom risotto

ratatouille

assorted Italian breads

tiramisu and crème brule

assorted fresh seasonal fruits and biscotti

Mason-Dixon sampler | \$60

Maryland crab soup

field greens salad

cucumber and "lope" salad with fresh dill

roasted grilled marinated Flank steak with roasted vegetables

Maryland crab cakes with a red pepper remoulade

southern fried chicken breast

country style mashed potatoes with onions

fresh vegetables of the season

fresh sourdough rolls

peaches and cream cheesecake

carrot cake



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plated dinners

[chicken Diane](#) | \$40

sautéed chicken breast served in a brandy, lemon, onion and Dijon sauce

[chicken al caroccio agrodloce](#) | \$40

chicken breast sautéed with ginger, garlic, bay leaves and served with a balsamic citrus sauce of honey, chablis, lemon, orange and balsamic vinegar

[blue cheese crusted sea bass](#) | \$48

roasted sea bass with a blue cheese crust finished in a lemon herb sauce

[salmon saor](#) | \$48

seared salmon with caramelized onions, red wine and balsamic vinegar, pine nuts, golden raisins and chives.

[grilled filet mignon](#) | \$52

8 ounce barrel cut filet mignon finished with port demi glaze

[sliced pepper crusted tenderloin](#) | \$46

peppered tenderloin with a merlot demi glaze



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plated dinners

Maryland crabcake platter | \$52

twin Maryland style lump crabcakes seared golden brown with a bayside red pepper remoulade

ICC duet | \$54

4 ounce filet mignon and a Maryland crab cake finished with appropriate sauces

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red wines

[red wine specialties |](#)

Jakes Fault, Shiraz, California	\$26
Estancia, Pinot Noir, Monterey	\$35
Bonterra, Syrah, Organic, Mendocino	\$38
Ravensthorch, Zinfandel, California	\$30

[merlot |](#)

Penfolds, Rawson's Retreat, Australia	\$24
Beaulieu Vineyards Coastal, California	\$28
Meridian, Merlot, Santa Barbara	\$30
Columbia Crest, Washington	\$27
Bonterra, Organically Grown, Mendocino	\$38
Rutherford Hill, Merlot, Napa	\$45

[cabernet sauvignon |](#)

Penfolds, Rawson. South Eastern Australia	\$24
Meridian, Santa Barbara	\$25
Beaulieu Vineyards Coastal, California	\$28
Bonterra, Organically Grown, Mendocino	\$38
Rosemount Estate, South Eastern Australia	\$45

* all pricing is exclusive of 6% tax and 22% service charge

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white wines and champagne

sparkling wines |

Mumm Cuvee Napa, "M" Napa	\$35
Freixenet, Blanc de Blancs, Cava	\$25
Gloria Ferrer, Blanc de Noirs, Sonoma	\$40
Piper-Heidsieck, Brut, France	\$45

white specialties |

Pighin, Pinot Grigio, Italy	\$30
Casa Lapostolle, Sauvignon Blanc, Chile	\$25
Veramonte, Sauvignon Blanc, Chile	\$30
Bonterra, Viognier, Organic, Mendocino	\$38

chardonnay |

Penfolds, Rawsons Retreat, South Australia	\$24
Beaulieu Vineyard Costal, California	\$28
Clos du Bois,, Sonoma	\$30
Bonterra, Organic, Mendocino	\$38
Meridian, Santa Barbara	\$30

blush/sweet wine |

Beringer, White Zinfandel, California	\$24
Chateau Ste. Michelle, Riesling, Washington	\$30

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bartender fee | \$125.00 each

cashier fee | \$20.00 per hour

* host bar pricing is exclusive of 6% tax and 22% service charge

cocktails

host bar |

top shelf brands	\$6.25
premium brands	\$5.75
imported beer	\$4.50
domestic beer	\$4.00
wine by the glass	\$5.25
soft drinks & bottled water	\$2.75
juices	\$2.75

cash bar |

top shelf brands	\$7.75
premium brands	\$7.25
imported beer	\$5.50
domestic beer	\$5.00
wine by the glass	\$6.75
soft drinks & bottled water	\$3.50
juices	\$3.50

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cocktails

[premium package bar |](#)

first hour \$16.00 per person

• \$6.00 per person for each additional hour

[top shelf package bar |](#)

first hour \$17.00 per person

* \$7.00 per person for each additional hour

bartender fee | \$125.00 each

cashier fee | \$20.00 per hour

* host/package bar pricing is exclusive of 6% tax and 22% service charge

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[premium brands](#) |

Smirnoff
Beefeater
Bacardi
Maker's Mark
J & B
Canadian Club
Jose Cuervo Gold
Christian Brothers

[top shelf brands](#) |

Absolut
Tanqueray
Captain Morgan
Jack Daniels
Johnnie Walker Red
Crown Royal
Cuervo 1800
Courvoisier VS

[beers](#) |

Budweiser
Bud Light
Coors Original
O'Doul's
Samuel Adams
Amstel Light
Heineken

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SMART

granola

yogurt

nuts

salad

fruit

salmon

vegetables

pita

meeting package

deluxe day package | \$104

- all day continuous refreshment breaks
- private catered luncheon
- meeting space based upon the number of attendees
- standard audio visual equipment for general session room
- all service charges
- complimentary parking

** Up to (6) items, based on number of people, are included as standard audio visual. See Sales Manager for details.



- all packages are subject to 6% state tax

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additional features of the inn and conference center

- over 39,000 square feet of meeting space
- 39 meeting rooms
- individual climate control meeting space
- variable lighting options
- ergonomically designed high back chairs
- 750 seat auditorium
- 7 computer labs with over 20 wireless stations and networking capabilities
- satellite downlink and uplink
- comprehensive meeting support services
- audio visual equipment and onsite technicians
- business center with new flat screen Dell PC with high speed DSL connection
- copy and fax services
- office supplies and shipping services
- convenient location to metro station and three major airports
- close to Annapolis, Baltimore and Washington, DC



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FLAWLESS

lights

camera

action

equipment

video equipment |

32" LCD monitor	\$140
VHS/DVD player	\$80
50" LCD/plasma monitor	\$500
mini DV camcorder	\$250

screens |

tripod screen (6' or 8')	\$55
6 x 8 fastfold with dress kit	\$150
7.5 X 10 fastfold with dress kit	\$180



LCD monitor packages | \$ 220

package includes 32" monitor on a rolling cart with either a DVD player or 1/2' VCR player and all connection cables.

* pricing is exclusive of 6% tax and 22% service charge

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LCD projector packages |

package includes LCD projector on a power cart with a VGA cable. packages vary by projector brightness.

LCD projector (3000 lumens) \$475

LCD projector (5000 lumens) \$625

LCD projector (6000 lumens) \$800 (Large Venue)

overhead projector packages |

package includes an overhead projector on a rolling cart with a spare lamp inside. screen additional.

overhead projector \$80

connectivity |

wired internet connection (up to 100Mbps) \$175

analog phone connection (fax, modem, DID, speakerphone) \$175

* pricing is exclusive of 6% tax and 22% service charge

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meeting accessories |

laptop computers	\$175
beta SP deck	\$300
polycom speakerphone	\$160
projector cart with power	\$25
flipchart package	\$50
extension cord	\$10
power strip (5-outlet)	\$10
laser pointer	\$10
DV tape (120 min)	\$75
brass easel/tripod style	\$10
whiteboard Package	\$40
pipe and drape (blue, black, white)	\$15/ft

* pricing is exclusive of 6% tax and 22% service charge

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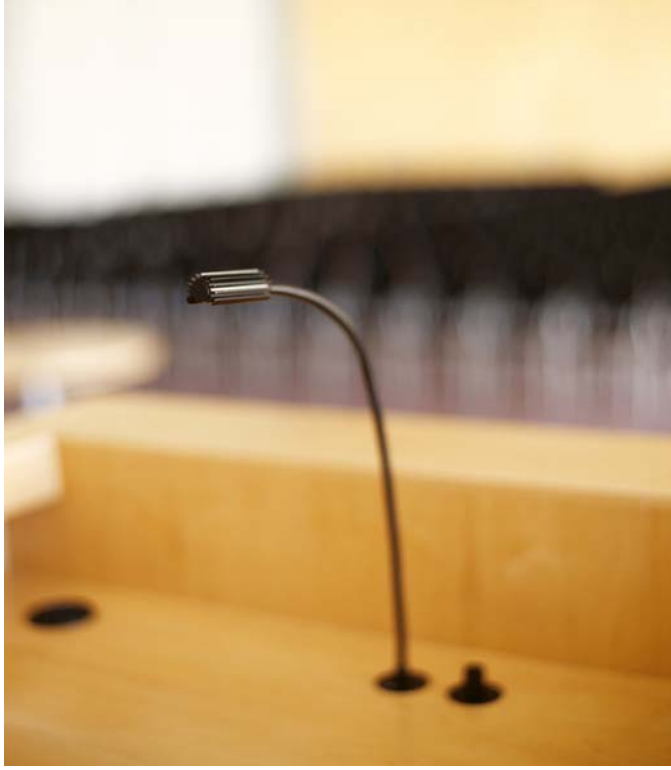
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* pricing is exclusive of 6% tax and 22% service charge

audio |

4 channel audio mixer	\$50
6 channel audio mixer	\$65
12 channel audio mixer	\$150
16 channel audio mixer	\$180
5-Disc CD changer	\$80
digital audio recording	\$150
sound patch to house sound	\$150
wired microphone (tabletop, lectern)	\$55
handheld UHF wireless microphone	\$150
lavalier UHF wireless microphone	\$150

sound packages |

we have an auditorium that seats 750 people. package includes a mixer and speakers for a superior sound performance.

auditorium sound package	\$275
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lighting packages |

stage lighting package	\$400
event or decorative lighting	Call

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video conferencing | call

point-to-point

multi point

technical support |

weekday \$65 per hour

weekend/evenings/holidays \$75 per hour

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Prices are per person. A customary 22% taxable service charge and sales tax will be added to prices

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[Agreement to Banquet Event Policies](#)

[GUARANTEES ON ALL FOOD AND BEVERAGES:](#)

We need your assistance in making your function a success. Please confirm your attendance at least 3 business days in advance. This will be considered your minimum guarantee and is not subject to reduction. If no guarantee is received, the original expected attendance on your Banquet Event Order will be used. Charges are predicated upon factors pertaining to the entire program. Revisions in your group counts, times, dates, or meal functions may necessitate renegotiating the charges.

[PAYMENT ARRANGEMENTS:](#)

Cash, Check and Credit Card Payments: All functions must be paid for in advance unless direct billing has been approved by our credit manager. Functions may be guaranteed for payment or paid for the following credit cards:

American Express, Diner's Club, Master Card or Visa. Credit cards may not be used when direct billing has been approved without approval from the credit manager. Completion of a credit authorization is required.

Billing: If credit has been extended, payment of the hotel balance due should be made upon receipt of the bill. All accounts not paid with 30 days are and one half (1.5%) per month of the unpaid balances, which is an annual percentage of 18%.

[CANCELLATION POLICY:](#)

If the hotel is advised that a definite booking is canceled, a cancellation fee will be charged. The following policy is in effect in the absence of a cancellation clause in the catering or sales confirmation agreement. The cancellation fee for your function is one hundred percent (100%) of the total estimated food, beverage and room rental charges. This cancellation fee will be charged if this function is canceled less than thirty (30) days from the event date.

[CONFIRMATION OF SET UP REQUIREMENTS:](#)

Final menu items, room arrangements and other details pertaining to this function are outlined on the enclosed Banquet Event Order. Unless otherwise stated in the Banquet Event Order, the Hotel reserves the right to change function rooms at any point should the number of attendees decrease, increase, or when the Hotel deems it necessary.

[TAX AND SERVICE CHARGE:](#)

All food, beverage, room rental and audio/visual equipment prices are subject to a 22% hotel service charge. All charges, including food, beverage, audio/visual equipment and hotel service charges are subject to 6% Maryland State Sales Tax.

[TAX EXEMPT STATUS](#)

The State of Maryland requires a completed tax exemption form from the tax exempt organization prior to their arrival. If this form is not received and verified before

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[TAX EXEMPT STATUS:](#)

Arrival, the organization will not be put on tax exempt status and must file a return with the State of Maryland in order to receive a refund.

[FOOD & BEVERAGE OUTSIDE OF THE HOTEL:](#)

All food and beverage will be provided by the Hotel and will be consumed within the time frame of the event as stated in the Banquet Event Order. The Hotel reserves the right to confiscate food or beverage that is brought into the hotel in violation of this policy without prior arrangements with the Catering Department.

[ENTERTAINMENT AND NOISE:](#)

Meeting rooms: due to the proximity of the ballrooms to the guest room areas of the hotel, most functions will not create a noise problem. Ballrooms: Due to the proximity of the Ballroom most types of entertainment may cause noise complaints. Music must be kept at an acceptable

Level as determined by the Manger on duty.

[ALCOHOL AND MINORS:](#)

The hotel does not permit the serving of alcoholic beverages to anyone under the age of twenty-one (21), or under the influence of alcohol, in accordance with the Maryland State Beverage Control Regulations. The organization understands and agrees to abide by this policy and to uphold the laws of the State of Maryland.

[CONDITIONS OF AGREEMENT:](#)

The organization agrees to begin the function at its scheduled time and to have guest and invitees vacate the designated function space at the departure time. The organization or individual booking this event further agrees to reimburse the Hotel for any overtime wage payments, other expenses or damages incurred by the Hotel because of the organization or its attendee's failure to comply with hotel regulations.

In the event the organization is a Corporation, Partnership, Association, Club or Society, the

Person signing this agreement for such entity represents to the Hotel that he/she has full authority to sign such contract and, in the event that he/she is not authorized, that he/she will be personally liable for the faithful performance of this contract.

[GUEST RESPONSIBILITY:](#)

The organization scheduling on event agrees to assume full responsibility for the conduct of its members. The organizations assume liability for charges (labor, storage, etc.) incurred as a result of materials (i.e. literature, audio/visual and equipment, books, etc.) being shipped to the Hotel.

[SIGNS/DISPLAYS/DECORATIONS:](#)

All signs, displays or decorations proposed by the client are subject to the hotel's approval. All registration, directional or advertisement signs must be printed in a professional manner. No signs, banners, displays or exhibits will be permitted in the

SIGNS/DISPLAYS/DECORATIONS:

public areas of the hotel without prior Hotel approval. Flammable substances are not permitted in the building or anywhere on the hotel's premises. The Hotel will not permit the affixing of anything to the walls, floors or ceiling with nails, staples, adhesives or any other substance without prior Hotel approval.

LABOR CHARGES:

Resetting of meeting rooms from previously agreed set-ups per your banquet event order (s) may result in additional cost to the group in the form of meeting room rental.

MATERIALS SENT TO THE HOTEL:

Due to the layout of the Hotel, it is not possible to store display materials and/or show materials. In the event a small amount of materials are used to be shipped to the hotel in advance of your function, please follow the instructions below:

- The Hotel must be notified in advance that materials are being sent. The Hotel must be informed of the quantity, arrival date and shipper at least one working day in advance to delivery.

- Each piece received must be labeled with Name of function, date of function, Catering or Convention Service manager responsible for you function. Groups must make arrangements to ship their materials out of the hotel.

- The guest or organization is responsible for sending and labeling boxes and contacting the shipping company to make the shipping and billing arrangements.

- The hotel will store properly sealed and labeled materials for up to two (2) days following the function.

SECURITY

Routine security services are provided by the Hotel. However, the guest or organization will be responsible for ordering and paying for any additional security required by the organization to protect exhibits, merchandise or to monitor

attendance of an event. In the event that additional security is deemed necessary to protect the hotel as a result of this event, arrangement will be made by the Hotel and charged to the organization or guest.

HOLD HARMLESS AGREEMENT:

The organization assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to the organization's displays, equipment and other property brought upon the premises of the Hotel and shall indemnify and hold harmless the Hotel, agents, servant and employees from any and all such losses, damages and claims.