

## RESIDENCE INN GOVERNMENT MEETING ROOM PACKAGE



**Residence Inn by Marriott<sup>®</sup> Arlington Pentagon City**

550 Army Navy Drive, Arlington, VA 22202

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**WELCOME!**



## WELCOME TO THE RESIDENCE INN PENTAGON CITY!

**We are delighted to learn of your consideration of the Residence Inn Arlington Pentagon City to host your Meeting! Our location is ideal to host your event, because we offer:**

- Located right across from the Pentagon and the closest hotel in Arlington!
  - Located within walking distance to Metro Station - Pentagon City Mall and very close proximity to Interstate 395.
  - Complimentary Shuttle Service within 1 miles distance from our hotel.
- Convenient location to major airports including Ronald Reagan Washington National Airport and Washington Dulles International Airport.

## BOOK WITH US AND MAKE IT IS EASY!

**SELECT YOUR IDEAL PACKAGE FOR YOUR MEETING,  
FROM ANY OF OUR OPTIONS LISTED ON THE NEXT PAGES.**

## CONFERENCE PACKAGE OPTION - ONE



\$25.00 Per Person plus 10.00% sales tax

### CONFERENCE PACKAGE ONE INCLUDES:

#### ***Complimentary Meeting Room:***

- Setup and Breakdown, including 22% Gratuity charge.

#### ***Food and Beverage Services***

- Coffee and Tea Service as well as Assorted Soft Drinks and Bottled Water.

#### ***Audio Visual Services***

- LCD Projector and 8x8 Projector Screen
- Podium
- Wireless Internet Access for all attendees
- Flipchart and Markers

Minimum of 10 attendees required for this package.

Hotel reserve the right to select Function Room based on guaranteed attendee count.

## CONFERENCE PACKAGE OPTION - TWO



\$35.00 Per Person plus 10.00% sales tax

### CONFERENCE PACKAGE TWO INCLUDES:

#### ***Complimentary Meeting Room:***

- Setup and Breakdown, including 22% Gratuity charge.

#### ***Food and Beverage***

- Capital Breakfast Buffet - Assortment of Juices, Fresh Fruit, Bagels and Cream Cheese.
- All Day Beverage Service - Regular and Decaffeinated Coffee and Hot Tea Station, Assorted Soft Drinks and Bottled Water.
- Morning or Afternoon Break
  - Freshly Baked Cookies, Blondie's, Brownies, and Starbucks Frappuccino's  
Or
  - Fresh Fruit with Yogurt Dip, Power Bars, Trail Mix, Granola Bars and Vitamin Water

#### ***Audio Visual Services***

- LCD Projector and 8x8 Projector Screen
- Podium
- Wireless Internet Access for all attendees
- Flipchart and Markers

Minimum of 10 attendees required for this package.

Hotel reserve the right to select Function Room based on guaranteed attendee count.

## CONFERENCE PACKAGE OPTION - THREE



\$45.00 Per Person plus 10.00% sales tax

### CONFERENCE PACKAGE THREE INCLUDES:

#### ***Complimentary Meeting Room:***

- Setup and Breakdown, including 22% Gratuity charge.

#### ***Food and Beverage***

- Jefferson Lunch Deli Tray- Ham, Roast Beef and Turkey, Variety of Cheeses, Assorted Fresh Breads and Rolls, Condiment Tray and Potato Chips
- All Day Beverage Service - Regular and Decaffeinated Coffee and Hot Tea Station, Assorted Soft Drinks and Bottled Water
- Morning or Afternoon Break
  - Freshly Baked Cookies, Blondie's, Brownies and Starbucks Frappuccino  
Or
  - Fresh Fruit with Yogurt Dip, Power Bars, Trail Mix, Granola Bars and Vitamin Water

#### ***Audio Visual Services***

- LCD Projector and 8x8 Projector Screen
- Podium
- Wireless Internet Access
- Flipchart and Markers

Minimum of 20 attendees required for this package.  
Hotel reserve the right to select Function Room based on guaranteed attendee count.

## CONFERENCE PACKAGE OPTION - FOUR



\$55.00 Per Person plus 10.00% sales tax

### CONFERENCE PACKAGE OPTION FOUR:

#### ***Complimentary Meeting Room:***

- Setup and Breakdown, including 22% Gratuity charge.

#### ***Food and Beverage:***

- Capital Breakfast Buffet - Fresh Fruit, Danishes, Muffins, Bagels & Cream Cheese, Scrambled Eggs, Bacon & Sausage and Breakfast Potatoes.
- Morning Break - Fresh Fruit with Yogurt Dip, Power Bars, Trail Mix, Granola Bars and Vitamin Water.
- Pentagon Lunch Wraps -
  - Grilled Chicken with Guacamole, Bacon, Lettuce and Tomato.
  - Grilled Zucchini, Squash, Red Peppers, Sprouts with a Light Ranch Dressing.
  - Sliced Oven Roasted Turkey, Provolone Cheese, Lettuce, Tomato and Mayo.
  - Choice of Caesar or Garden Salad.
- Afternoon Break
  - Freshly Baked Cookies, Blondie's, Brownies, and Starbucks Frappuccino.

Minimum of 20 attendees required for this package.

Hotel reserve the right to select Function Room based on guaranteed attendee count.

## CONFERENCE PACKAGE OPTION - FOUR - CONTINUED:

### Audio Visual Services

- LCD Projector and 8x8 Projector Screen
- Podium
- Wireless Internet Access
- Flipchart and Markers
- Speakers and Microphone

## CONSIDERATIONS:

### PACKAGE CONDITIONS

All prices listed in the proposal are based on the proposed agenda, number of guests, and details provided by the recipient, thus far. Should the details and dates change, the quoted prices are subject to change.

### GUARANTEE

The Hotel must receive your final guarantee of attendance 3 business days prior to the event start date. This number will be considered a guarantee, is not subject to reduction, and charges will be made accordingly

Minimum of 20 attendees required for this package.  
Hotel reserve the right to select Function Room based on guaranteed attendee count.