
PROM
PACKAGES

HARTFORD MARRIOTT
DOWNTOWN

HARTFORD MARRIOTT DOWNTOWN®

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HartfordMarriott.com



PROMS AT THE HARTFORD MARRIOTT DOWNTOWN

Our prom packages are designed to create the most fun celebration imaginable, keeping convenience to you, our guests of honor, in mind. The offerings in these prom packages are guidelines to creating a special evening. Our Event Specialists welcome the opportunity to customize a prom package to suite your individual needs. Our Meeting Planners guide will provide additional information regarding the Marriott Hartford Downtown's facility and procedures. Your Event Manager is your best source for questions related to your downtown experience. Please do not hesitate contacting us for assistance.

OUR PACKAGES INCLUDE...

- Three Course Dinner
- Ballroom equipped with tables and chairs
- Dance Floor
- Ivory Floor Length Linens and Napkins

CATERING AND BANQUET GUIDELINES

Banquet Agreement

All reservations and agreements are made upon, and are subject to the guides of Marriott Hartford Downtown, and the following conditions.

Food and Beverage

Due to liability and legal restrictions, no outside food or beverage of any kind may be brought into the hotel by the customer, guests, or exhibitors. Marriott Hartford Downtown is the only licensed authority to sell and service liquor for consumption on the premises. Connecticut law requires persons to be a minimum of 21 years of age to consume alcoholic beverages. Marriott Hartford Downtown reserves the right to refuse alcohol service to anyone.

Tax

All federal, state, and municipal taxes which maybe imposed or applicable to this agreement and to the services rendered by the hotel are in addition to the prices, herein agreed upon, and the patron agrees to pay for them separately.

Catering Fees

- Deposit with contract – 25% of the estimated total will be due with a signed contract
- There is a 22% service charge and a 7.35% CT state sales tax added to all food, beverage, audio visual and room rental charges. The service charge is a taxable item in the state of CT
- All prices are quoted per person unless otherwise indicated
- To ensure food quality, buffet pricing is based on two (2) hours or less and refreshment breaks are based on one (1) hour or less
- Additional charges may be incurred for extending hours of service
- Attendants and bartenders are subject to a \$125 fee per attendant

Refresh Policy

Please refer to menus for service times on all meal periods. We will gladly refresh any service beyond these times at the a la carte prices, which are available from your event manager.

Guaranteed Minimums

All items ordered must serve the minimum guarantee number of guests. In order to protect the service and quality of your event, we do not accept orders for items that serve less than your total guaranteed minimum.

Food and Beverage Guarantee

- Ten (10) working days prior to all food and beverage functions the hotel requires the customer to submit an expected number of guests for each scheduled event. The expected number of guests cannot be reduced by more than 10% at the time the hotel receives the guaranteed number of guests.
- The guaranteed number of guests for all food and beverage functions must be submitted to the catering department by 12:00 PM (noon), three (3) business days prior to the date of the function. If the guarantee is not received by the cut off date and time, the hotel will assume that the expected number of guests noted at the top of the banquet event order for the expected number of guests submitted to catering ten (10) working days prior to the event as the guarantee. The guarantee becomes the minimum number of guests used in calculating food preparation. Should the actual number of guests in attendance of the event exceed the guarantee the customer will be charged for that number of guests.
- On plated food and beverage functions, the hotel will set seating for three percent (3%) over the guarantee for all group events with a maximum overset of ten (10). Food will only be prepared for the guarantee, not the overset.

Prices

The hotel guarantees prices six (6) months prior to your event. Specific per person prices and menus may be outlined in your contract to avoid market increase.

Function Rooms

Function rooms are assigned by the hotel according to the guaranteed minimum number of guests anticipated. Increased room rental fees are applicable if group attendance drops below the estimated attendance at the time of booking. The hotel reserves the right to change groups to a room more suitable for the attendance, with notification.

Signage and Décor

Marriott Hartford Downtown reserves the right to approve all signage, staging, props, and decor. Signs, banners or posters are not to be taped, stapled, nailed, or affixed in any other manner to the walls or columns in the hotel, nor should they obstruct permanent hotel signage from view. All signs, banners, or displays submitted for approval must be professionally produced. No handwritten materials may be used. Marriott Hartford Downtown reserves the right to prohibit the display of proper of free standing display items in the hotel, including public areas.

Banners & Rigging

We will gladly hang one (1) banner on a complimentary basis. Any additional banners may be hung at a charge of \$25 each. The hotel must supervise all rigging services and use of equipment. Clients are never permitted to hang their own banners.

Security

- Chaperones: School is to provide one (1) chaperone per every 50 students guaranteed.
- Uniformed Hartford Police: Hotel to provide, school to pay for. The hotel lets police know how many students will be in attendance and they will decide how many officers are needed. The hotel is to inform you of the rate so school can budget for it.
- The Marriott Hartford Downtowns' safety services department provides basic security of the hotel and is not available for the sole purpose of securing the event.
- A list of all attendees is to be given to the hotel three days prior to the event.
- Any person who leaves the third floor for any reason will not be permitted back into the ballroom.

Smoking

In accordance with the Connecticut Clean Air Act, Marriott Hartford Downtown is a smoke free environment. Smoking is permitted in designated areas only.

Damages

Any damages to the hotel, as a results of group activity, will be subject to a repair charge. A scheduled walk-through should be arranged through Event Management prior to move-in and after move-out to assess the condition.

PLATED DINNER

BEVERAGE SERVICE

Unlimited Lemonade, Iced Tea, and Fruit Punch

COCKTAIL HOUR

Mediterranean Station

Seasonal Vegetable Crudités

Julienne Carrots, Celery, Red and Green Peppers, Broccoli, Asparagus, Cauliflower, Mushrooms, and Cucumber
Ranch Dressing

DINNER

Salad

Garden Salad with Tomatoes, Black Olives, Cucumber, Shredded Carrots, and Croutons
Choice of two (2) dressings: Italian, Ranch, Raspberry Vinaigrette, Creamy Peppercorn

Entrée, *Select two (2)*

Herb grilled Chicken Breast with Sauvignon Cream and Parsley Pecorino Oil

Pan-seared Salmon with a Tangerine Beurre Blanc

Baked Tilapia Filet with Miso Roasted Yellow Bell Pepper Coulis

Rigatoni Cacciatore with sautéed Broccoli, Onions, Mushrooms, and Chicken with Picante Cream Tomato Béarnaise Sauce

Herb roasted Garlic marinated grilled Hanger Steak with Zinfandel Rosemary Reduction

Roasted Pork Loin with Cherry Brandy Espagnole

Vegetarian Options Available

Dessert

Classic New York Style Cheesecake with Raspberry Coulis

Chocolate Cake with Crème Anglaise

Carrot Cake with Cream Cheese Frosting

THREE COURSE DINNERS INCLUDE...

Salad, Dinner Rolls and Butter, Entrée, Chef's Selection of Starch and Vegetable, and Dessert

Freshly Brewed Regular Coffee, Decaffeinated Coffee and Assorted Herbal Teas

PRICING

\$55 per person

22% service charge and 7.35% CT state sales tax

Please review catering and security guidelines.

BUFFET DINNER

BEVERAGE SERVICE

Unlimited Lemonade, Iced Tea, and Fruit Punch

COCKTAIL HOUR

Mediterranean Station

Seasonal Vegetable Crudités

Julienne Carrots, Celery, Red and Green Peppers, Broccoli, Asparagus, Cauliflower, Mushrooms, and Cucumber

Ranch Dressing

DINNER

The Gala Buffet

Choice of...

Traditional Caesar Salad with Fresh Romaine, Shaved Parmesan Cheese, Sourdough Croutons and Caesar Dressing OR
House Garden Salad with all of the fixings: Cherry Tomatoes, Shredded Carrots, Olives, Cucumber, Croutons and Shredded
Cheese, choice of Italian or Ranch Dressings

Herb roasted Chicken with Lemon Zest Cream Sauce

Salmon Fillet with Mango Chutney

Penne Pasta with Tomato Cream Sauce

Dessert Station

Assorted Mini Pastries and Petit Fours

BUFFET DINNER INCLUDE...

Salad, Dinner Rolls and Butter, Entrée, Chef's Selection of Starch and Vegetable, Dessert

Freshly Brewed Regular Coffee, Decaffeinated Coffee and Assorted Herbal Teas

PRICING

\$60 per person

22% service charge and 7.35% CT state sales tax

Please review catering and security guidelines.