



BANQUET AND CATERING POLICIES

FOOD AND BEVERAGE SERVICE

The Courtyard Marriott is responsible for the quality and freshness of the food served to our guests. Due to current health regulations, all food served at the Hotel must be prepared by our culinary staff. Food may not be taken off the premises after it has been prepared and served. Please note that sales and service of alcoholic beverages are regulated by the state. As a result, the state does not allow guests to bring alcoholic beverages into the Hotel.

All catering and banquet charges are subject to the customary administrative fees and state sales tax.

FUNCTION ROOM ASSIGNMENTS

Room assignments are made according to the guaranteed minimum number of people anticipated. Because these attendance figures may vary from expected attendance, we reserve the right to change room reservations to best accommodate either increasing or decreasing attendance figures.

ENTRÉE SELECTION

In the event that your group requires a split menu, entrée selections are limited to a maximum of 2 selections. There may be an additional charge for this service. The Hotel requires that the client produce place cards or tickets identifying the particular entrée selected by each guest. If the Hotel needs to produce more than the initial amount guaranteed for a specific entrée, the client is responsible for paying for those additional meals.

GUARANTEES

A guaranteed attendance figure is required for all meal functions 3 business days prior to the function date, and is not subject to reduction. If the catering office is not advised by this time, the estimated figure will automatically become the guarantee. We will be prepared to serve 5% over the guaranteed number for groups.

MENU PRICING

The quotation herein is subject to a proportionate price increase to meet increased cost of food, beverages, labor cost, etc. Quotation cannot be guaranteed until 60 days prior to the time that the particular function takes place.

AUDIO-VISUAL EQUIPMENT

We will be pleased to arrange for any audio-visual requirements for your function. For extensive set-ups, arrangements can be made through our office to contact local professional audio-visual services.

BILLING

An acceptable form of payment must be agreed upon during the initial booking arrangements. Acceptable forms include advance deposit (prepayment), direct billing (subject to approval), or completed credit card authorization form.

SECURITY

The Hotel does not assume responsibility for damage or loss of any merchandise or articles left on the premises prior to, during or following any event. Arrangements for security for equipment or merchandise prior to the event can be made through your catering contact.

DECORATIONS

Your catering contact will be happy to assist you with freshly cut flowers and centerpieces, ice carvings, etc. The Hotel will not permit the affixing of anything to walls, floors, or ceilings with nails, staples, tape, or any other substance.