

# EVENT MENUS

Downtown Washington, DC Convention Center

**COURTYARD**<sup>®</sup>  
BY MARRIOTT

*The*  
**DELEGATE**

**Residence INN.**<sup>®</sup>  
BY MARRIOTT



## BREAKFAST BUFFETS

### *Continental Breakfast \$35* per person

Freshly Brewed Coffee, Decaffeinated Coffee, And Assorted Teas

Fresh Orange Juice, Cranberry Juice, And Apple Juice

Seasonal Sliced Fruit And Berries

Locally Baked Muffins, Croissants, and Bagels with Butter, Cream Cheese, And Assorted Jams

### *Deluxe Continental \$39* per person

Freshly Brewed Coffee, Decaffeinated Coffee, And Assorted Teas

Fresh Orange Juice, Cranberry Juice, And Apple Juice

Seasonal Sliced Fruit And Berries

Locally Baked Muffins, Croissants, And Bagels With Butter, Cream Cheese And Assorted Jams

Individual Fruit Yogurts

Cage-free Hard-boiled Eggs

Steel Cut Oatmeal Served With Toasted Pecans, Fresh Berries, Honey, Raisins

### *All American \$45* per person

Freshly Brewed Coffee, Decaffeinated Coffee, And Assorted Teas

Fresh Orange Juice, Cranberry Juice, And Apple Juice

Seasonal Sliced Fruit And Berries

Locally Baked Muffins, Croissants, And Bagels Served With Butter, Cream Cheese And Assorted Jams

Assortment Of Cereals With Whole Or Skim Milk

Cage-free Scrambled Eggs

Crispy Apple Wood Smoked Bacon

Chicken Sausage

Breakfast Potatoes

Steel Cut Oatmeal Served With Toasted Pecans, Fresh Berries, Honey, Raisins

*There is a \$150 service charge for groups less than 25 people.*

# The DELEGATE

## Add An Enhancement To Your Breakfast Buffet

### *Breakfast Egg Station\* \$18<sub>per person</sub>*

Cage-free Eggs Prepared Any Style And Chef Prepared Omelets  
Accompanied By Mushrooms, Onions, Peppers, Spinach, Tomatoes,  
Diced Ham, Chopped Bacon, And Cheddar Cheese

**\*Station attendant required \$150 each; one attendant required per 50 guests**



### *Meeting Package \$74<sub>per person</sub>*

#### **PRE-MEETING SERVICE**

Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas,  
Fresh Orange Juice, Cranberry Juice, and Apple Juice  
Locally Baked Muffins, Croissants, and Bagels Served With  
Butter, Cream Cheese, and Assorted Jams  
Seasonal Sliced Fruit

#### **MID-MORNING SERVICE**

Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas  
Assorted Soft Drinks and Bottled Water  
Assorted Granola and Power Bars  
Assorted Bagged Chips

#### **MID-AFTERNOON SERVICE**

Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas  
Assorted Soft Drinks and Bottled Water  
Whole Fresh Fruit  
Assortment of Freshly Baked Cookies

*There is a \$150 service charge for groups less than 25 people.*

## PLATED BREAKFAST

*\$42 per person*

### FOR THE TABLE

Freshly baked muffins & breakfast breads served family style with butter and assorted jams

### FIRST COURSE

Greek yogurt with fresh fruit & honey

### MAIN COURSE

(please choose one option)

#### THICK CUT BRIOCHE FRENCH TOAST

strawberries, whipped cream, maple syrup

#### BLUEBERRY BUTTERMILK PANCAKES

whipped honey butter, maple syrup

#### AVOCADO TOAST

grape tomatoes, parsley, toasted sourdough bread, extra virgin olive oil

### THE DELEGATE BREAKFAST

scrambled eggs, chicken sausage or applewood smoked bacon, breakfast potatoes

### L STREET SCRAMBLE

Cage-free eggs scrambled with applewood smoked bacon, sausage, cheddar cheese,  
mushrooms, onions, red bell peppers, tomatoes, & scallions

### BEVERAGES

Fresh orange juice

Freshly brewed coffee, decaffeinated coffee, and assorted teas

## COFFEE BREAK PACKAGES

All breaks include: Freshly brewed coffee, decaffeinated coffee and assorted teas

*Grab & Go \$22 per person*

Whole fresh fruit

Assorted granola bars and power bars

*Health Nut \$26 per person*

Individual parfaits with house made granola, yogurt and fresh berries

Fresh fruit kabobs

*Chips & Dips \$15 per person*

Guacamole, fresh pico de gallo, hummus, onion dip, corn tortilla chips, potato chips, and pita chips

*Cookies and Milk \$20 per person*

Chocolate chip, peanut butter, oatmeal raisin and white chocolate macadamia nut cookies, whole & 2% milk

*Market Display \$22 per person*

Fresh vegetable crudité with chipotle ranch

Fresh sliced fruit with honey yogurt dip

**\*Coffee/beverage breaks are based on 2 hours of service\***

*\*Indicates prices are per person; There is a 150 service charge for groups less than 25 people  
A minimum quantity of one dozen must be ordered for individual items.*





## À LA CARTE ENHANCEMENTS

priced per person

House Made Potato Chips \$6

Whole Fresh Fruit \$7

Popcorn, Potato Chips, And Pretzels \$6

Assorted Granola Bars \$6

Assorted Candy Bars \$6

Individual Fruit Yogurts \$6

Individual Hummus And Pita Chips \$7

Warm Soft Pretzels, Jalapeño Cheddar Sauce, Whole Grain Mustard \$15

Seasonal Fruit Cups \$7

Build Your Own Parfait: Yogurt, Fresh Berries, Granola \$10

Guacamole and Salsa Display, Tortilla Chips \$11

## BY THE DOZEN\*

Assorted Bagels With Cream Cheese & Jam \$48 Per Dozen

Assorted Cookies And/Or Brownies \$48 Per Dozen

Assorted Pastries \$48 Per Dozen

Assorted Muffins \$48 Per Dozen

Mini Cupcakes \$48 Per Dozen

**\*Minimum Order Of 1 Dozen Required**

## ON CONSUMPTION BEVERAGES

Freshly brewed coffee, decaffeinated coffee, hot water, assorted teas \$85 per gallon

Assorted juices \$6 per person

Assorted Pepsi products \$6 per person

Flavored fruit water \$30 per gallon

Freshly brewed iced tea or lemonade \$60 per gallon

## PLATED 3 COURSE LUNCH

*\$52 per person*

### SOUP OR SALAD (choose one)

**SEASONAL SOUP**, chef crafted

**CAESAR SALAD**, romaine hearts, garlic focaccia croutons, shaved parmesan

**SPINACH SALAD** baby spinach, blistered grape tomatoes, goat cheese, warm sherry-bacon vinaigrette

**CHOPPED SALAD** mixed baby greens, blue cheese, bacon, red onion, focaccia croutons, red wine vinaigrette

### ENTRÈES (choose one)

**PAN ROASTED SALMON\*** with harissa sauce

**ROASTED CHICKEN** with roasted chicken jus

**MUSHROOM FETTUCINE V** roasted forest mushrooms, thyme, mascarpone cheese

**CHARGRILLED SKIRT STEAK\*** maître d' butter (+\$4)

**Chef's choice of seasonal vegetables and whipped potatoes, freshly baked rolls & butter, coffee, hot teas**

*\*Consuming raw or under-cooked foods may increase your risk of food-borne illness, especially in certain medical conditions. GF - gluten-friendly | V - vegetarian*

### DESSERTS (choose one)

**NEW YORK STYLE CHEESECAKE**

With whipped cream & seasonal berries

**FLOURLESS CHOCOLATE CAKE (GF)**

Rich chocolate and raspberry sauces

**SEASONAL BERRIES & WHIPPED CREAM (GF)**



## LUNCH BUFFETS

### *Mount Vernon Deli \$55 per person*

Chef crafted seasonal soup

Fresh field greens, cucumber, tomato, hard boiled egg, cheddar cheese, and olives, chipotle ranch, and balsamic dressings

Hummus with, roasted red peppers, feta cheese, extra virgin olive oil, and grilled pita

Cold deli meats: shaved turkey breast, Virginia ham, roast beef

Cheeses: aged cheddar, swiss, and provolone

Sliced tomatoes, red onions, leaf lettuce, mayonnaise, dijon mustard, and pesto aioli, multigrain, and sourdough breads

Assorted bagged chips

Assorted cookies

Freshly brewed coffee, decaffeinated coffee, and assorted teas

### *Build Your Own Salad \$50 per person*

Chef crafted seasonal soup

Spinach, romaine, and mixed greens

Oven roasted tomatoes, sliced cucumbers, shredded carrots, sliced avocado, olives, roasted peppers, chickpeas, parmesan cheese, cheddar cheese, and toasted pecans

House made bleu cheese, chipotle ranch, and balsamic dressings

Choice of two: grilled chicken, grilled portobello mushrooms, shrimp (add 6.00) or skirt steak (add 8.00)

Warm assorted rolls with butter

Assorted mini pastries

Freshly brewed coffee, decaffeinated coffee, and assorted teas

### *A Taste of Mediterranean \$66 per person*

Chef crafted seasonal soup

Warm focaccia with extra virgin olive oil

Fresh field greens, cucumber, tomato, onions, olives, and feta cheese Red wine vinaigrette, Garlic Caesar, and balsamic dressings

Hummus with roasted red peppers, feta cheese, extra virgin olive oil, and pita

Oven roasted herb vegetables & Cous-Cous Salad

Grilled Lemon Chicken with tzatziki sauce

Oregano grilled flank steak

Cheesecake, orange blossom honey

Freshly brewed coffee, Decaffeinated coffee, and assorted teas

### *South of the Border \$65 per person*

Chef crafted seasonal soup

Fresh field greens, romaine, cucumber, tomato, carrots, egg, cheddar cheese, and olives

Citrus vinaigrette and chipotle ranch

Lime Marinated skirt steak , Chili lime chicken

Warm tortillas, Shredded lettuce, pico de gallo, sour cream, shredded cheddar cheese

Spanish rice

Tres leches cake

Freshly brewed coffee, decaffeinated coffee, and assorted teas

*There is a \$150 service charge for groups less than 25 people.*



## **BOXED LUNCH**

*\$40 per person*

### **TURKEY AND SWISS**

Oven roasted turkey breast with baby spinach, swiss cheese, roasted garlic mayo,  
and vine ripe tomatoes on sourdough bread

### **SMOKED VIRGINIA HAM AND GOUDA**

Smoked ham, smoked gouda, green leaf lettuce, vine ripe tomatoes, and  
whole grain dijonnaise on rye bread

### **ROAST BEEF AND CHEDDAR**

Roast beef, cheddar cheese, green leaf lettuce, vine ripe tomatoes on multi-grain bread  
with horseradish mayo

### **Dietary Options also available:**

#### **VEGETARIAN**

Yellow squash, zucchini, mushroom, goat cheese,  
roasted red peppers, basil pesto on multi-grain bread

#### **GLUTEN FRIENDLY**

Mixed green salad, vine ripe tomato, olive, cucumber,  
carrot, grilled chicken, balsamic vinaigrette

**All box lunches include the following items:**

**Whole fruit | Bag of chips | Cookie**

**Napkins and disposable utensils as needed**



**PASSED HORS D'OEUVRES  
RECEPTION**

*\$7 per piece*

*Cold*

**TOMATO BRUSCHETTA**

**DEVILED EGGS** smoked paprika, chive

**CAPRESE SKEWERS** grape tomato, fresh mozzarella

**SHAVED ROAST BEEF CROSTINI** with horse radish cream

*Hot*

**QUICHE TARTLETTE** bacon & swiss or spinach

**THAI CHICKEN SATAY** with spicy peanut sauce

**LEMONGRASS CHICKEN POTSTICKER** with sweet chili sauce

**PROSCIUTTO WRAPPED ASPARAGUS** with balsamic glaze

*\$8 per piece*

*Cold*

**SHRIMP COCKTAIL**

**SALAMI, MOZARELLA & CORNICHON SKEWER**

**LOCAL CHEESE & GRAPE SKEWERS** with fig jam

**SMOKED SALMON & CREAM CHEESE CROSTINI** with  
crispy capers

*Hot*

**MINI CRAB CAKES** With Old Bay aioli

**ALL-BEEF MEATBALLS** with cabernet gravy

**BACON WRAPPED DATES** stuffed with blue cheese

**MUSHROOM ARANCINI** with truffle aioli



## RECEPTION

\*Station attendant required \$150 each; one attendant required per 50 guests

### CARVING STATIONS

**HERB ROASTED TURKEY BREAST \* \$21 per person**

Oven roasted turkey breast, cranberry-orange relish,  
Dijon honey mustard and fresh rolls

**BOURBON BROWN SUGAR GLAZED HAM \* \$21 per person**

Mango chutney and Dijon honey mustard, fresh biscuits

**CEDAR PLANKED SALMON \* \$26 per person**

Apricot-whole grain mustard glaze

**ROAST STRIP LOIN OF BEEF \* \$28 per person**

**(roasted beef tenderloin \$4 supp. Per person)**

Roast strip loin of beef, carved with rolls,  
horseradish cream, whole grain mustard, fresh rolls

### RECEPTION STATIONS

**SLIDER STATION\* \$22 per person**

**(choose two)**

Barbeque Pulled pork slider, slaw, brioche bun

Burger slider, baconnaise, pickle chip, aged

cheddar, brioche bun

Fried Chicken slider, pickle chip, buttermilk

ranch, brioche bun

Crabcake, slaw, old bay aioli, brioche bun (+\$4)

**FAJITA STATION\* \$28 per person**

Lime marinated grilled chicken,

grilled skirt steak, flour tortillas,

pepper-jack cheese, pico de gallo,

sour cream, guacamole, sautéed

onions and peppers

**PASTA STATION\* \$24 per person**

Cheese Tortellini with garden tomato sauce

Penne with basil pesto,

oven roasted cherry tomatoes

Bowtie pasta with creamy

alfredo sauce, parmesan

Add grilled chicken +\$2 / grilled shrimp +\$4

**FLATBREAD STATION\* \$16 per person**

Margherita Flatbread with garlic roasted

tomatoes and mozzarella

Spiced Pepperoni Flatbread with mozzarella

and zesty tomato sauce

Oven-roasted Cremini Mushroom Flatbread

## RECEPTION

### RECEPTION DISPLAYS

#### **FRESH SEASONAL CRUDITÉS \$13 per person**

Fresh seasonal vegetables with chipotle ranch dipping sauce

#### **IMPORTED AND DOMESTIC CHEESE \$17 per person**

Assorted crackers, grapes & berries

#### **ANTIPASTO DISPLAY \$26 per person**

Marinated mushrooms, artichokes, roasted bell peppers, grilled asparagus, marinated kalamata olives, fresh mozzarella, chef selected cured meats, and sliced baguette

#### **SEASONAL FRUIT DISPLAY \$15 per person**

honey yogurt dip

#### **BUILD YOUR OWN NACHO BAR \$17 per person**

Corn tortilla chips with queso dip, guacamole, salsa, sour cream, cheddar cheese, pico de gallo, jalapeño peppers

#### **JUMBO SHRIMP COCKTAIL DISPLAY \$24 per person**

Cocktail sauce and lemon wedges (3 shrimp per person)

#### **SOFT PRETZELS AND DIPS \$15 per person**

Hot soft pretzels, jalapeño cheddar-beer sauce, creamy whole grain mustard



## PLATED COURSE DINNER

*\$72 per person*

### SOUP

Chef crafted soup

OR

### SALADS (choose one)

**CAESAR SALAD** romaine hearts, garlic focaccia croutons, shaved parmesan

**SPINACH SALAD** baby spinach, blistered grape tomatoes, goat cheese, warm sherry-bacon vinaigrette

**CHOPPED SALAD** mixed baby greens, blue cheese, bacon, red onion, hard boiled egg, focaccia croutons, red wine vinaigrette

### ENTRÉES (choose two)

*Two selections can be offered for groups under 30 if specific counts are provided 72 hours in advance*

**EGGPLANT CAPONATA** cauliflower rice

**PAN ROASTED SALMON\*** creamy quinoa, sautéed asparagus, harissa

**ROASTED CHICKEN** oven roasted chicken breast, red bliss potatoes, asparagus, chicken jus

**JUMBO LUMP CRAB CAKES** whipped potatoes, coleslaw, jalapeño tartar sauce (+\$8)

**FILET MIGNON\*** root vegetable au gratin, creamed spinach, red wine demi-glace (+\$8)

**MUSHROOM FETTUCINE** roasted forest mushrooms, thyme, mascarpone cheese

**Chef's choice of seasonal vegetables and whipped potatoes, freshly baked breads, coffee, hot teas and iced tea**

\*Consuming raw or under-cooked foods may increase your risk of food-borne illness, especially in certain medical conditions.

### DESSERTS (choose one)

**APPLE CARAMEL TART**

Caramel sauce

**NEW YORK STYLE CHEESECAKE**

Seasonal berries

**FLOURLESS CHOCOLATE CAKE (GF)**

Rich chocolate and raspberry sauces

## DINNER BUFFET

*\$80 per person*

### STARTERS

(choose two)

#### CHEF CRAFTED SOUP

**CAESAR SALAD**<sup>V</sup> romaine hearts, garlic focaccia croutons, shaved parmesan

**QUINOA & KALE SALAD**<sup>GF, V</sup> baby kale, feta cheese, red grapes, marcona almonds, lemon-herb vinaigrette

**CHOPPED SALAD** baby greens, blue cheese, bacon, red onion, hard boiled egg, croutons, red wine vinaigrette

**Additional Starter \$8/person**

### ENTRÉES

(choose two)

**EGGPLANT CAPONATA** cauliflower rice

**PAN ROASTED SALMON\*** harissa sauce

**OVEN ROASTED CHICKEN BREAST** chicken jus

**JUMBO LUMP CRAB CAKES** jalapeño tartar sauce (+\$8)

**FILET MIGNON\*** red wine demi-glace (+\$8)

**MUSHROOM FETTUCINE** roasted forest mushrooms, thyme, mascarpone cheese

**Chef's choice of seasonal vegetables and whipped potatoes, fresh rolls & butter, coffee, hot teas**

*\*Consuming raw or under-cooked foods may increase your risk of food-borne illness, especially in certain medical conditions. GF - gluten-friendly | V - vegetarian*

### DESSERTS

#### NEW YORK STYLE CHEESECAKE

Seasonal berries

#### FLOURLESS CHOCOLATE CAKE (GF)

Rich chocolate and raspberry sauces

Freshly brewed coffee, decaffeinated coffee, and assorted tea

*There is a \$125 service charge for groups less than 25 people.*

## BAR

<b>OPEN BAR</b>	<b>HOST BAR</b>	<b>CASH BAR</b>
<p><b>HOUSE OPEN BAR</b> First hour - 26/person Each additional hour - 12/person</p> <p><b>PREMIUM OPEN BAR</b> First hour - 21/person Each additional hour - 13/person</p> <p><b>LUXURY OPEN BAR</b> First hour - 31/person Each additional hour - 14/person</p> <p><b>BASIC WINE AND BEER BAR</b> First hour - 23/person Each additional hour - 10/person</p> <p><b>PREMIUM WINE AND BEER BAR</b> First hour - 25/person Each additional hour - 11/person</p> <p><b>PLATINUM WINE AND BEER BAR</b> First hour - 28/person Each additional hour - 12/person</p> <p><b>Bartender required - 150/4 hours</b> <b>Each additional hour - 50/hour</b> <b>1 Bartender per 75 people</b></p>	<p><b>HOUSE OPEN BAR</b> Cocktails 11 Wine 11 Imported beer 8 Domestic beer 7 Water 5.50 Soft Drinks 5.50</p> <p><b>PREMIUM HOST BAR</b> Cocktails 12 Wine 12 Imported beer 8 Domestic beer 7 Water 5.50 Soft Drinks 5.50</p> <p><b>PLATINUM HOST BAR</b> Cocktails 13 Wine 13 Imported beer 8 Domestic beer 7 Water 5.50 Soft Drinks 5.50</p> <p><b>Bartender required - 150/4 hours</b> <b>Each additional hour - 50/hour</b> <b>Cashier required - 150/4 hours</b> <b>Each additional hour - 50/hour</b> <b>1 Bartender per 75 people</b></p>	<p><b>HOUSE CASH BAR</b> Cocktails 12 Wine 12 Imported beer 9 Domestic beer 8 Water 6 Soft Drinks 6</p> <p><b>PREMIUM CASH BAR</b> Cocktails 13 Wine 13 Imported beer 9 Domestic beer 8 Water 6 Soft Drinks 6</p> <p><b>PLATINUM CASH BAR</b> Cocktails 14 Wine 14 Imported beer 9 Domestic beer 8 Water 6 Soft Drinks 6</p> <p><b>Bartender required - 150/4 hours</b> <b>Each additional hour - 50/hour</b> <b>Cashier required - 150/4 hours</b> <b>Each additional hour - 50/hour</b> <b>1 Bartender per 100 people</b></p>

*Open bar is unlimited beverage. Host and cash bar are on consumption beverage.*

## BEVERAGE

### LIQUOR

#### HOUSE LIQUOR

Absolut Vodka | Bacardi Rum | Beefeater Gin | Jose Cuervo Tequila | Jim Beam Whiskey | JW Red Scotch

#### PREMIUM LIQUOR

Tito's Vodka | Captain Morgan Rum | Bombay Sapphire Dry Gin | Milagro Tequila  
Jack Daniels Whiskey | JW Black Scotch

#### PLATINUM LIQUOR

Stoli Vodka (Upgrade to Grey Goose or Ketol One for \$2) | Myers or Goslings Rum  
Hendriks or Tanqueray Gin | Patron Tequila | Makers Mark, Crown Royal Whiskey  
Jameson Scotch



### WINE

**Wines are subject to change**

**Please ask your catering professional for our current wine list for additional options**

#### BASIC WINE

Cabernet | Pinot Noir | Chardonnay | Pinot Grigio |  
White Zinfandel | Cava

#### PREMIUM WINE

Cabernet | Pinot Noir | Chardonnay | Pinot Grigio |  
White Zinfandel | Cava Rose

#### LUXURY WINE

Clos du Bois, Chardonnay | Clos du Bois, Merlot  
Stone Cellars by Beringer, Pinot Grigio | Mumm Napa Brut

### BEER

**All bars include the following:**

#### IMPORTED & DOMESTIC BEERS

Corona | Coors Light | Sam Adams | Fat Tire | O'Doul's |  
Assorted soft drinks | appropriate mixers





## TERMS & CONDITIONS

### GENERAL INFORMATION

These menus are guidelines designed to assist you in selecting a menu for your event. Our Event staff will be happy to prepare a customized proposal to meet your specific needs. All prices are subject to change without notice. Your Event/Catering Manager will confirm menu prices.

### FOOD AND BEVERAGE

Due to liability and legal restrictions, no outside food and beverage of any kind may be brought in the hotel by the customer, guest or exhibitors. The Courtyard Washington DC Downtown Convention Center Hotel and Thompson Hospitality, LLC is the only licensed authority to sell and serve liquor for consumption on the premises. District of Columbia law requires persons to be a minimum of 21 years of age to consume alcoholic beverages. The Courtyard Washington DC Downtown Convention Center Hotel and Thompson Hospitality LLC reserve the right to refuse alcohol service to anyone.

### TAXES AND SERVICE CHARGES

A twenty five percent (25%) taxable service charge and ten percent (10%) District of Columbia Sales Tax will be added to all food and beverage and audio-visual charges. Bartender and attendant fees are subject to 10% District of Columbia Sales Tax. The aforementioned taxes are mandated by District of Columbia law. The District of Columbia requires a completed tax exemption form from the tax-exempt organization prior to their arrival. If this form is not received and verified before arrival, the organization will not be put-on tax-exempt status and must file a return with the District of Columbia in order to receive a refund.

### CATERING FEES

All prices are quoted per person unless otherwise indicated. To ensure quality, buffets and station pricing is based on 2 hours or less. Refreshment breaks are based on 60 minutes of service. A \$150.00 labor charge will apply to all catered meal functions of less than 25 guests. Cooking stations and carving stations are subject to A \$150.00 chef's fee per chef. Cashiers are required for all cash bars and cash concessions. A cashier fee of \$150.00 per cashier will be applied to all cash bars and concessions. All bars must have a bartender. A bartender fee of \$150.00 would apply

### FOOD AND BEVERAGE GUARANTEES

Ten (10) working days prior to all food & beverage functions, the Courtyard Washington DC Downtown Convention Center Hotel and Thompson Hospitality, LLC requires the customer to submit an expected number of guests for each scheduled event. The expected number of guest 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 event management department by 12:00 (noon) three (3) business days prior to the date / time of the function. Should the actual number of guests in attendance of the event exceed the guarantee the customer will be charged for the actual number of guests. For plated food and beverage functions and seated meals, the hotel will set seating for 3% over the guarantee for all group events with a maximum overset of fifty (50). Food will only be prepared for the guarantee, not the overset.

### BALLROOM CONDITIONS

Any damages to the hotel as a result of group activity will be subject to a repair charge. If the meeting space is not left in a reasonable condition, a \$1,000.00 clean up fee will be charged.

### SIGNAGE AND DÉCOR

The Courtyard Washington DC Downtown Convention Center Hotel and Thompson Hospitality, LLC reserves the right to approve all signage, staging, props and décor. 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. The hotel prohibits signs, banners, easels, and posters from being displayed on the lobby level and ballroom level without prior approval.

### OUTSIDE VENDORS

All vendors (i.e. entertainment, decorators, etc.) contracted directly with the group must sign the Courtyard Washington DC Downtown Convention Center Hotel and Thompson Hospitality, LLC Hold Harmless Liability Form and provide the appropriate liability insurance verification as outlined in the Production Guideline Authorization Form & Addendum to Group Sales Agreement. If the vendor causes any damage or the meeting space is not left in a reasonable condition, the group will be held liable for any extra charges.

### OUTSIDE TECHNICAL SERVICES

PSAV department is the hotel's preferred provider for all audio-visual needs. If you should choose to utilize an outside audio-visual provider group will be subject to a flat rate of \$1,000 per day for a technician to be on site during event hours 6am-10pm Monday – Friday and \$1,500 per day 6am-10pm Saturday – Sunday. The hotel requires an Event Technology staff member to be present during your event in order to support and monitor compliance with all Hotel Event Technology standards. In addition, Hotel requires that such vendor provide Hotel an indemnification agreement and proof of adequate insurance.