



## RICHMOND COURTYARD BANQUET PACKET

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## WELCOME TO A REFRESHING APPROACH TO EVENTS

Whether you're planning a business meeting, family reunion or wedding rehearsal, having plenty of options and personalized attention can turn any occasion from special to spectacular. With our dedicated hospitality team standing by, we'll help you discover new ideas, provide on-site services, and make planning your event easier. From flexible meeting spaces, tasty and innovative catering, and audiovisual services, our expert staff can provide anything your event needs.

We look forward to planning something together soon.

**The Courtyard® Events Team**

## BREAKS



### **Gotta Have Milk**

warm house-made assorted baked cookies  
warm chocolate fudge brownies  
served with whole milk & a selection of whole fruits  
**12.00**

### **Healthy Choice**

selection of energy and granola bars  
assorted individual yogurts with a selection of  
toppings & fresh whole fruits  
**12.00**

### **Coffee Break**

set with starbucks coffee regular, decaf and  
assorted tazo teas  
**40.00 flat charge**

### **Beverage Break**

assorted beverages, bottled water and coffee station  
set with starbucks coffee and assorted tazo teas  
**10.00**

## BREAKFAST



### The Courtyard

selection of croissants and mini bagels, danishes and muffins  
served with smear of cream cheese  
low fat yogurts with toppings of granola or roasted chopped nuts  
medley of seasonal fruits  
fresh squeezed orange juice

14.00

### The Grande Courtyard

scrambled eggs served with home-style potatoes  
thick slice dry-cured bacon  
sage and thyme sausage patties  
assorted fresh mini bagels, danishes and muffins  
served with smear of cream cheese  
seasonal fruit medley  
choice of flavored yogurts with toppings  
fresh squeezed orange juice, chilled cranberry juice

19.00

## LUNCH



### Make it Your Way Deli

mixed baby green salad tossed with house dressing  
or yukon potato salad

sliced roasted turkey breast, genoa dry salami,  
honey baked ham and roast beef  
aged cheddar, monterey jack, swiss and italian  
provolone cheeses  
fresh breads, crisp lettuce, ripe tomato slices  
pepperoncini, sliced dill pickles and condiments  
(mayo, mustard and horseradish cream)

freshly brewed starbucks coffee, assorted teas and  
ice tea  
**25.00**

### Combo of Wraps

platter of mixed wraps...

smoked turkey breast or honey baked ham with  
lemon-aioli or pistachio mint pesto  
roast beef with a smear of blue cheese-horseradish  
sauce

all wraps rolled in a flour or wheat tortilla with  
sliced tomatoes, provolone and baby romaine

wraps served with hearts of romaine salad

freshly brewed starbucks coffee, assorted teas and  
ice tea  
**25.00**

## LUNCH



### Romaine Romaine...boxed lunch

baby romaine caesar salad with roasted chicken breast  
rustic croutons and shaved parmesan cheese  
petite artisan baguette

boxes include a bottled water, house-made cookie and whole fruit (minimum 10 guests)

17.00

### Hail Caesar...boxed lunch

julienned chicken breast with baby hearts of romaine  
with roasted red bell pepper  
tossed with caesar dressing and fresh parmesan cheese  
rolled in a spinach tortilla

boxes include a bottled water, house-made cookie, whole fruit and side salad (minimum 10 guests)

19.00

### Turkey Trot or Honey Baked Ham...boxed lunch

smoked turkey breast or honey baked ham with lemon-aioli or pistachio mint pesto on focaccia bread  
sliced tomatoes and baby romaine  
sliced provolone

boxes include a bottled water, house-made cookie, whole fruit, and side salad (minimum 10 guests)

19.00

### Here's the Beef...boxed lunch

roast beef with a smear of blue cheese-horseradish sauce  
on sliced focaccia bread  
sliced tomatoes and baby romaine

boxes include a bottled water, house-made cookie, whole fruit and side salad (minimum 10 guests)

19.00

## LUNCH



### Game for Poultry

soup du jour  
orange zested chicken breast with capers and kalamatas  
served on a bed of fresh mixed greens  
crusty artisans bread

freshly brewed starbucks coffee, assorted teas and ice tea  
**19.00**

### Chef Choice...Soup and Salad Bar

soup of the day  
three salads  
artisans breads

freshly brewed starbucks coffee, assorted teas and ice tea  
**19.00**

## DINNER



### Marco's Stroganoff Chicken

slow roasted chicken breast smothered in mushroom filled gravy served over egg noodles or not  
sauteed blue lake green beans with fresh thyme  
caesar salad topped with fresh grated parmesan

freshly brewed starbucks coffee, assorted teas and iced tea

25.00

### Chicken Cacciatore

baked with zucchini, yellow squash, belle peppers, capers and roasted fennel  
served over mezze penne  
hearts of romaine salad  
artisan breads

freshly brewed starbucks coffee, assorted teas and iced tea

23.00

### Pasta Pasta

bow-tie pasta tossed in basil-pistachio pesto covered in a confetti of roasted seasonal vegetables topped with toasted pistachios and fresh grated parmesan  
salad of mixed baby greens with house dressing  
artisans bread

freshly brewed starbucks coffee, assorted teas and iced tea

21.00

### Roasted Heirloom Tomato and Oregano Baked Pasta

with penne pasta and mini meatballs  
hearts of romaine with shaved parmesan and croutons  
artisan breads

freshly brewed starbucks coffee, assorted teas and iced tea

23.00



## DINNER



### Chicken Piccata

chicken breast with lemon and caper sauce  
served over herbed polenta  
spinach salad with roasted walnuts

freshly brewed starbucks coffee, assorted teas and  
iced tea  
**24.00**

### Rustic Chicken Chasseur

slow roasted chicken with rustic vegetables  
served with rice medley  
baby spring mix salad

freshly brewed starbucks coffee, assorted teas and  
iced tea  
**24.00**

### Asian Yum

coconut ginger crusted salmon  
saut ed bok choy  
served on a bed of ginger scented rice  
baby spinach salad with orange-sesame dressing

freshly brewed starbucks coffee, assorted teas and  
iced tea  
**40.00**

### Nonna's Meatloaf

...part italian sausage and part ground beef  
caramelized onions, mushrooms and a crusty  
topping with cambazola cheese  
salad of mixed baby greens

freshly brewed starbucks coffee, assorted teas and  
iced tea  
**25.00**

## DINNER



### Pot to Plate

Ole Fashioned Slow Roasted Pot Roast  
Served with a Medley of Roasted Vegetables  
Chunky Roasted Garlic Mashed Red Potatoes with  
Cr me Fraiche  
Or Herb Roasted Baby Red Potatoes  
Salad of Mixed Baby Greens

Freshly Brewed Starbucks Coffee, Assorted Teas  
and Iced Tea

26.00

### Prime in so Many Ways

Slow Roasted Peppered Prime Rib  
Served with plenty of Fresh Horseradish and  
Horseradish Cream  
Roasted Fresh Asparagus (in season) with Tarragon  
Drizzle  
Chunky Roasted Garlic Mashed Red Potatoes with  
Cr me Fraiche  
Or Herb Roasted Baby Red Potatoes  
Salad of Mixed Baby Greens, Chunks of Blue  
Cheese and Roasted Pecans

Freshly Brewed Starbucks Coffee, Assorted Teas  
and Iced Tea

45.00

## RECEPTION



### Meet and Mingle

two-hour event from 25 to 200

three appetizers  
24/person

five appetizers  
29/person

seven appetizers  
35/person

call us and we'll help customize your event!  
Prices can vary depending items chosen

## TECHNOLOGY



### Audio Visual

High Speed Internet Access Complimentary

LCD Projector Package	250.00
10' Tripod Screen	45.00
Audio Visual Cart	10.00
Extension Cord or Power Strip	5.00
Flipchart Package	40.00
Podium	175.00
Polycom Speaker Phone	100.00
Audio System	250.00
Wireless Microphone or Lavalier	200.00
DVD Player	40.00



## ADDITIONAL INFORMATION

\*If room set-up changes are made after signed contract within 24 hours or less prior to the commencement of the function, a \$150.00 labor set-up fee will be added to your final bill.

\* A \$15.00 per bottle corkage fee will apply for wine and \$17.00 per bottle corkage fee will apply for champagne (750ml). Tax and gratuities will apply to these amounts, as well.

\*All food, beverage and audio visual items will have an 18% service charge.

\*All event charges will be subject to 9.25% sales tax added to final bill.

\*Cancellations will be subject to charge according to agreed upon and signed contract.

\*COURTYARD BY MARRIOTT has the right to change the location of meeting / function rooms for the best interest of the client.