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Washington Capitol Hill/Navy Yard

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## Welcome to a Refreshing Approach to Events

Whether you're organizing a business meeting or planning a special occasion for friends and family, no hotel makes it easier or more convenient to get things done on your terms than the Courtyard by Marriott. With flexible meeting spaces, fresh and innovative catering, and state-of-the-art audio-visual services, you can count on having all of the choices and options to make the most of your event. You can also count on our dedicated staff of hospitality professionals to take care of the details from start to finish.

We have enclosed sample menus, pricing and space plans to help you get started. If you are looking for something special, please do not hesitate to ask. Our team will do everything to help you design an event that exceeds your attendees' expectations.

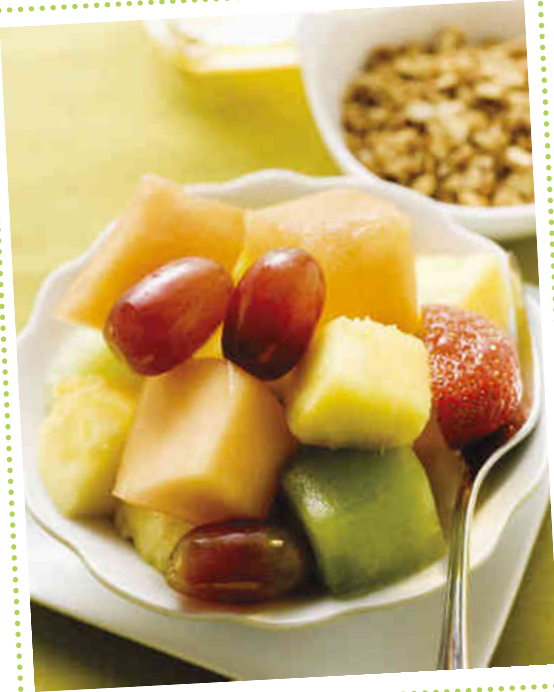
Looking forward to serving you soon,

The Courtyard Events Team

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## package

Silver Package | \$32.95  
Continental  
AM and PM Breaks (choose any)

Gold Package | \$44.95  
Continental  
AM Break  
Bistro Market

Platinum Package | \$55.95  
Continental  
AM and PM Breaks (choose any)  
Bistro Market

Upgrades | Per Person  
Upgrade to Hot Breakfast Table -- \$7.00

(Packages require a minimum of 20 people).  
For groups of less than 20 a \$150 fee will be charged.

Packages do not include room rental, tax or service charge.



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## package

Federal Silver | \$67.74

Continental

AM and PM Breaks (choose any)

Includes Room Rental, Tax and Service Charge.

(\$63.54 if tax exempt)

Federal Gold | \$83.58

Continental

AM Break

Bistro Market

Includes Room Rental, Tax and Service Charge.

(\$77.94 if tax exempt)

Federal Platinum | \$98.10

Continental

AM and PM Breaks (choose any)

Bistro Market

Includes Room Rental, Tax and Service Charge.

(\$91.14 if tax exempt)

Upgrades | Per Person

Upgrade to Hot Breakfast Table -- \$9.24 (\$8.40 if tax exempt)

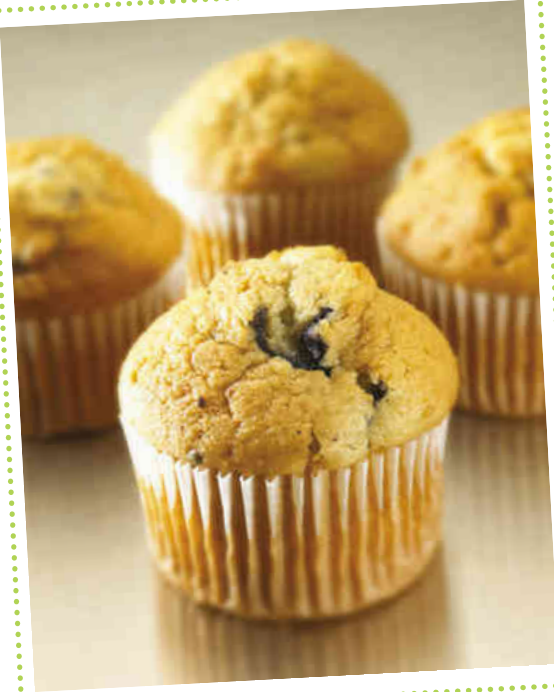
(Packages require a minimum of 20 people).  
For groups of less than 20 a \$159.00 fee will be charged (\$150.00 if tax exempt).



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## breakfast

Courtyard Continental | \$12.95  
 Blueberry and Chocolate Muffins  
 Assorted Bagels  
 Cream Cheese, Butter and Preserves  
 Sliced Seasonal Fresh Fruit  
 Chilled Fruit Juices  
 Coffee and Tea Service

Hot Breakfast Table | \$20.95  
 Blueberry and Chocolate Muffins  
 Assorted Bagels  
 Cream Cheese, Butter and Preserves  
 Sliced Seasonal Fresh Fruit  
 Assorted Cereals & Chilled Milk  
 Fruited Yogurt  
 Scrambled Eggs  
 Breakfast Potatoes  
 >Sausage OR Bacon (select one)  
 Assorted Fruit Juices  
 Coffee and Tea Service

Upgrade to Starbucks Coffee | \$2.00  
 Per Person



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## breakfast

### Enhancements | Per Person

Bacon -- \$4.50

Sausage -- \$4.50

Scrambled Eggs -- \$4.50

Breakfast Potatoes -- \$3.50

Bagels with Cream Cheese -- \$2.50

Oatmeal with brown sugar, raisins and skim milk -- \$2.25

Croissants or Coffee Cake -- \$2.00

Assorted Cereals & Chilled Milk -- \$2.25

Granola Bars -- \$3.50

Yogurt Granola Parfait -- \$3.25

Fruit Yogurt -- \$2.25

Whole Fruit -- \$1.50

Sliced Seasonal Fresh Fruit -- \$4.00



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## breaks

AM Refreshment Break I | \$9.95

Whole Fruit

Granola Bars

Chilled Soft Drinks and Bottled Water

Coffee and Tea Service

PM Refreshment Break I | \$11.95

Whole Fruit

Cookies or Brownies

Chilled Soft Drinks and Bottled Water

Coffee and Tea Service

PM Refreshment Break II | \$12.95

Vegetables with Ranch Dressing

Hummus with Celery Sticks, Carrots and Pita

Bread

Cut Seasonal Fresh Fruits

Iced Tea

Coffee and Tea Service



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## snacks

### A La Carte Snacks | Per Person

Muffins or Coffee Cake -- \$2.50

Cookies -- \$2.50

Brownies -- \$2.75

Bags of Potato & Pita Chips -- \$2.00

M&M's or "Market" Candy Bars -- \$3.00

Roasted Nuts, individual packets -- \$3.50

High Energy Cereal Bars -- \$3.00

Sliced Seasonal Fresh Fruit -- \$4.00

Vegetable Platter -- \$2.50

Whole Fruit -- \$1.50

### A La Carte Beverages

Freshly Brewed Coffee, Decaf or Hot Tea --  
\$40.00 per gallon

Freshly Brewed Iced Tea -- \$40.00 per gallon

Assorted Soft Drinks -- \$3.25 each

Red Bull -- \$4.50 each

Assorted Chilled Juices -- \$3.00 per person

### All Day Service

Coffee and Tea Service -- \$4.95 per person

Iced Tea -- \$3.50 per person

Upgrade to Starbucks Coffee -- \$2.00 per  
person or \$10 per gallon.

(1 gallon = 16 cups)



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## lunch

Bistro Choice | 17.95

Menus will be provided to guests in the morning and picked up two hours prior to lunch. Guests select one item from each section. For Groups of up to 20 people or less.

Entree Selections:

- >Turkey BLT on Sourdough
- >Chunk White Tuna Salad on Toasted Whole Grain
- >Grilled Chicken Caesar Wrap
- >Grilled Chicken Caesar Salad

Side Items:

Potato Chips or Fresh Fruit

Dessert:

Chocolate Chunk Brownie  
Lemon Pound Cake

Beverages:

Pepsi Soft Drinks  
Bottled Water

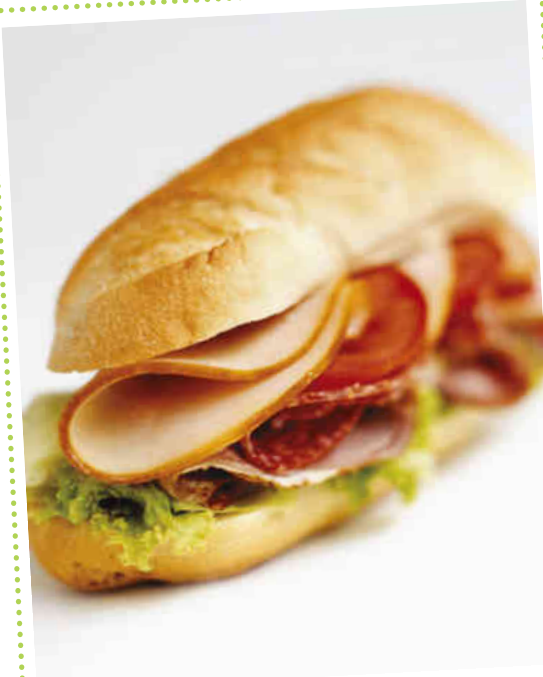
Add \$1.00 per person to be made as boxed lunch.



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## lunch

Bistro Market | \$23.95  
For Groups of 20 or more individuals.

Garden Greens with Croutons, Tomatoes,  
Cucumber, Shredded Parmesan & Ranch, Chili  
Lime Vinaigrette or Caesar Dressing

Assorted Pre-Made Sandwiches:  
Chunk White Tuna Salad on Whole Wheat  
Roast Turkey BLT on Sourdough  
Grilled Chicken Caesar Wrap

Sides:  
Pickles, Mustard and Mayo  
Individual Bags of Kettle Chips  
Fresh Cut Fruit

Dessert:  
Chocolate Chunk Brownies or Lemon Pound  
Cake

Beverages:  
Pepsi Soft Drinks  
Bottled Water

Soup Enhancement (select one) | \$2.50  
>Chicken Noodle  
>Baked Potato  
>French Onion



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## lunch

Bistro Table | \$26.95

For Groups of 20 or more individuals.

Garden Greens with Croutons, Tomatoes,  
Cucumber, Shredded Parmesan & Ranch, Chili  
Lime Vinaigrette or Caesar Dressing

Choice of Soup (choose one):

- >Chicken Noodle
- >Baked Potato
- >French Onion

Assorted Pre-Made Sandwiches:  
Chunk White Tuna on Whole Wheat  
Roast Turkey BLT  
Grilled Chicken Caesar Wrap

Sides:

Pickles, Mustard and Mayo  
Creamy Coleslaw  
Individual Bags of Kettle Chips

Dessert:

Chocolate Chunk Brownies or Fresh Cut Fruit

Beverages:

Pepsi Soft Drinks or Bottled Water

Enhancements

Hummus with Celery -- \$2.50  
Vegetable Sticks with Ranch Dressing -- \$1.50  
Tortilla Chips with Salsa -- \$1.50



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## dinner

Bistro Dinner Table | \$33.95  
For Groups of 20 or more individuals.

Garden Greens with Croutons, Tomatoes,  
Cucumber, Shredded Parmesan & Ranch, Chili  
Lime Vinaigrette or Caesar Dressing

Choice of Soup (choose one):

- >Chicken Noodle
- >Baked Potato
- >French Onion

Entree Selections:

- BBQ Chicken Flatbread
- Tomato Mozzarella Flatbread
- BBQ Pork Riblets
- Herb Roasted Chicken

Creamy Coleslaw, Potato Chips, Fresh Cut Fruit

Chocolate Chunk Brownies or Lemon Pound  
Cake

Assorted Pepsi Soft Drinks, Iced Tea, Bottled  
Water

Enhancements

Grilled Chicken Quesadilla -- \$4.00 Buffalo or  
Thai Spicy Wings -- \$4.00

(\$5.00 per person charge will be added for  
groups under 20 people)



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## dinner

Children's Dinner | \$8.95  
(children 12 and under)

Entree Selections:

- >Grilled Cheese
- >Turkey Sandwich with Lettuce and Tomato
- >PB&J on Whole Grain Bread

Seasonal Sliced Fruit

Beverage Selection:

Milk  
Fruit Juice



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## reception

Snackworks

Prices Per Person

For Groups of 10 or more individuals.

Vegetables with Ranch Dressing -- \$2.50

Spinach Artichoke Dip -- \$3.50

Tortilla Chips with Salsa and Sour Cream --  
\$2.00

Hummus with Celery Sticks, Carrots and Pita  
Bread -- \$3.25

Cut Seasonal Fresh Fruits -- \$2.50

Grilled Chicken Quesadilla with Salsa and Sour  
Cream -- \$4.50

Chicken Wings (Buffalo or Thai Sweet Chili) --  
\$4.25

BBQ Chicken Flatbread -- \$3.50

BBQ Pork Riblets -- \$5.50

Chocolate Chunk Brownies - \$2.50

Cookies -- \$2.50



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## reception

### Beverages

#### HOSTED OR CASH BARS

Wines -- Choose one White and One Red.

Beer -- Choose four (4) beer selections.

Selections on following page.

All bars include vodka, gin, rum, whiskey and scotch as well as assorted mixers.

A bartender is required for all bar options.  
Bartender fee \$150 for three hours. \$35 for each additional hour.



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## reception

### Beverages | Hosted/Cash White Wines

- Meridian Pinot Grigio -- \$8.00/\$9.00
- Brancott Sauvignon Blanc -- \$9.00/\$10.00
- Clos Du Bois Chardonnay -- \$8.50/\$9.50
- Ferrari-Carano Chardonnay -- \$11.00/\$12.25
- Beringer White Zinfandel -- \$7.00/\$8.00

### Red Wines

- Estancia Pinot Noir -- \$9.00/\$10.00
- La Crema Pinot Noir -- \$12.00/\$13.50
- Clos Du Bois Merlot -- \$9.00/\$10.00
- Robert Mondavi Napa Merlot -- \$12.00/\$13.50
- Estancia Cabernet Sauvignon -- \$9.00/\$10.00
- Franciscan Cab. Sauvignon -- \$12.00/\$13.50

### Beer

- Budweiser/Bud Light -- \$5.50/\$6.25
- Miller Light -- \$5.50/\$6.25
- Blue Moon Belgian White -- \$6.25/\$7.00
- Samuel Adams Boston Lager -- \$6.25/\$7.00
- Samuel Adams Seasonal -- \$6.25/\$7.00
- Sierra Nevada Pale Ale -- \$6.25/\$7.00
- Corona Extra -- \$6.25/\$7.00
- Corona Light -- \$6.25/\$7.00
- Heineken -- \$6.25/\$7.00
- Stella Artois Lager -- \$6.25/\$7.00

### Liquor

- House Brands -- \$7.00/\$8.00
- Premium Brands -- \$9.00/\$10.00
- Top Shelf Brands -- \$14.00/\$15.50



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## reception

Wines by the Bottle  
HOSTED BARS ONLY

### White Wines

Meridian Pinot Grigio -- \$30.00  
Brancott Sauvignon Blanc -- \$35.00  
Clos Du Bois Chardonnay -- \$35.00  
Ferrari-Carano Chardonnay -- \$42.00  
Beringer White Zinfandel -- \$28.00

### Red Wines

Estancia Pinot Noir -- \$35.00  
La Crema Pinot Noir -- \$46.00  
Clos Du Bois Merlot -- \$35.00  
Robert Mondavi Napa Merlot -- \$46.00  
Estancia Cabernet Sauvignon -- \$35.00  
Franciscan Cab. Sauvignon -- \$46.00



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## technology

### Audio Visual

- High Speed Internet -- \$175
- LCD Projector - Includes VGA Cable (Apple computer users will need to provide your own adapter) -- \$300
- Tripod Screen -- \$50
- 32 Inch TV/DVD Combo -- \$200
- TV Rental with VGA Cable -- \$50
- Power Strips and Extension Cords -- \$5

- Speaker Phone -- \$100
- Flip Chart with Markers -- \$40
- Post-It Flip Charts -- \$55
- Easel only -- \$15



### Microphones

- Podium/Microphone Combo -- \$30.00
- Handheld -- \$35.00
- Wireless Handheld -- \$175.00
- Lavaliere Microphone (wireless) -- \$150.00
- 4 Microphone Input -- \$35.00
- 4 Microphone Input Digital Auto -- \$95.00
- 8 Microphone Input -- \$80.00
- 8 Microphone Input Digital Auto -- \$150.00
- 32 Channel -- \$280
- Set up fee for any outside Audio Visual -- \$150
- Audio Visual Tax -- 6.00%
- All Pricing is Per Day.



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## considerations

All food and beverage items are subject to a 20% service fee and 10% DC Sales tax. Room rental is subject to a 20% service fee. Audio Visual equipment is subject to a 20% service fee and a 6% DC Sales tax. All service fees are taxable.

Final Guarantee/Menu Selections: Final Guest count is due to the hotel 72 hours prior to your event's start date. The final number cannot be reduced and additions cannot be guaranteed. If you do not provide a final number to the Hotel, we will use the number provided on the signed agreement. For menu selections that require person minimums, if the guarantee number falls below the minimum requirement it may be subject to a Minimum Fee. Menu selections are due 10 business days prior to the event's start date and confirmed with a signed Banquet Event Order. If you do not provide menu selections within this timeframe we will not be able to guarantee food and beverage for your event. No changes can be made within 5 days of the event.

Cancellation (unless noted otherwise in the signed agreement): From date of the signed contract until 30 days prior to the event there is a 25% cancellation fee, 50% cancellation fee for 29-15 days prior, 75% cancellation fee for 14-8 days prior and a 100% charge for any events canceled 7 days or less prior to the event date.

Payment: A completed credit card authorization form is required with your signed agreement in order to guarantee your event. Unless otherwise noted in the signed agreement, a 50% deposit is due 14 days prior to your event and 100% payment is due 72 hours prior to your event.

All pricing is per person unless otherwise noted. Pricing is subject to change at any time and without notice.

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