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Vacaville

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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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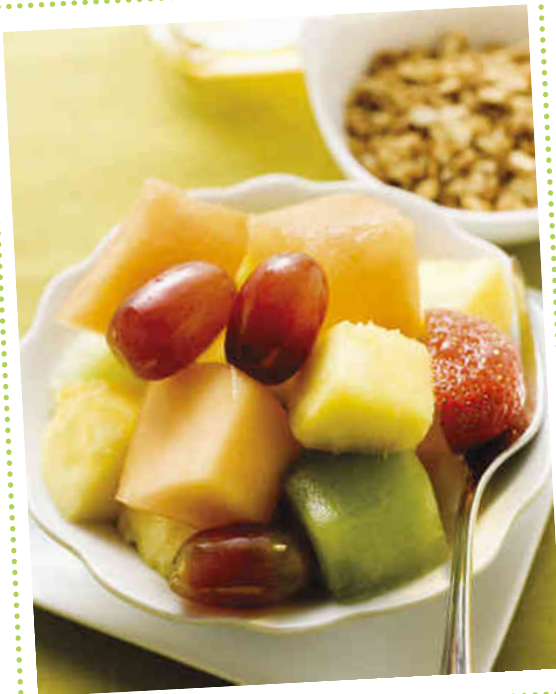




breakfast

Courtyard Continental | 9.95
Coffee Cake and Assortment of Muffins
Kellogg's Cereal and Milk
Assorted Yogurts
Assorted Bottled Juices
Starbucks Coffee and Tazo Teas

Hot Breakfast Table | 14.95
Assorted Muffins
Seasonal Fresh Fruit
Kellogg's Cereal and Milk
Scrambled Eggs
Breakfast Potatoes
Sausage or Bacon
Assorted Bottled Juices
Starbucks Coffee and Tazo Teas





lunch

Bistro Choice | 16.95

This menu is recommended for events with 20 or less attendees.

This selection allows guests of your meeting to choose what they would like. Guests will be given a menu in the morning and our Courtyard Bistro staff will pick up their selections one hour before lunch.

Entree:

Roast Turkey BLT on Sourdough
Caesar Wrap with Grilled Chicken
Hot Cheddar French Dip with Au Jus

Sides (Choose One):

Potato Chip
Fresh Cut Fruit

Beverages (Included):

Starbucks Coffee
Iced Water
Tazo Iced Tea

Dessert (Choose One):

Double Chocolate Brownie
Lemon Bar
2 Cookies





lunch

Bistro Market | 18.95

These menu options are chosen by the event coordinator for all guests to enjoy; this is displayed market style.

Side (Choose One):

Green Salad with 2 House Dressings
Caesar Salad

Sandwiches:

Roast Turkey BLT on Sourdough
Caesar Wrap with Grilled Chicken
Hot Cheddar French Dip

Beverages (Included):

Starbucks Coffee
Iced Water
Tazo Iced Tea

Dessert:

Double Chocolate Brownie
Cookies



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lunch

Bistro Table | 19.95

These menu options are chosen by the event coordinator for all guests to enjoy; this is displayed market style.

Soup (Choose One):
Broccoli and Cheese
Chicken Noodle

Salad (Choose One):
Caesar Salad
Green Salad with Two House Dressings

Sandwiches-Choose 3
Roast Turkey BLT on Sourdough
Caesar Wrap with Grilled Chicken
Hot Cheddar French Dip

Beverages (Included):
Starbucks Coffee
Iced Water
Tazo Iced Tea

Desserts:
Double Chocolate Brownie
Lemon Bar
2 Cookies





lunch

Little Italy | 21.95

Salad:

Caesar Salad

Entree:

Beef or Vegetarian Lasagna

Side:

Seasonal Vegetable

Garlic Bread

Beverages (Included):

Starbucks Coffee

Iced Water

Tazo Iced Tea

Desserts (Choose two):

Double Chocolate Brownie

Lemon Bar

2 Cookies



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lunch

Fiesta Fajita Chicken | 21.95
Salad (Choose One):
Caesar Salad
Green Salad with Two House Dressings

Entree:
Chicken Fajitas

Beverages (Included):
Starbucks Coffee
Iced Water
Tazo Iced Tea

Desserts (Choose two):
Double Chocolate Brownie
Lemon Bar
2 Cookies



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breaks

Sweet and Salty | 7.95
Candy Bars
Chips
Peanuts
Assorted Pepsi Products
Starbucks Coffee and Tazo Tea

Healthy Break | 8.95
Granola Bars
Fresh Fruit Tray
Assorted Yogurts
Assorted Pepsi Products
Starbucks Coffee and Tazo Tea

Beverage Break | 4.95
Starbucks Tazo Iced Tea
Starbucks Coffee
Assorted Pepsi products
Ice Water





technology

Extension Cord | 5.00

Flipchart and Markers | 35.00

Projection Screen | 45.00

LCD Projector | 125.00

Podium | 50.00

Speakerphone | 75.00

TV/DVD | 55.00

Whiteboard and Markers | 30.00



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package

Executive Room | 450.00
 1035 Sq.Ft. - 50 x 20
 Classroom - 60 people
 Theater - 70 people
 Rounds of 10 - 60 people
 U-Shape - 26 people
 Conference - 30 people

(Projection Screen Included)

Sierra or Tahoe Room | 350.00
 622 Sq.Ft. - 26 x 23
 Classroom - 24 people
 Theater - 40 people
 Rounds of 10 - 30 people
 U-Shape - 18 people
 Conference - 20 people

Napa Room | 250.00
 458 Sq.Ft. - 23 x 19
 Classroom - 18 people
 Theater - 20 people
 Rounds of 10 - 20 people
 U-Shape - 12 people
 Conference - 12 people

Courtyard Bistro | 150.00
 The Courtyard Bistro seats up to 40 guests.
 This space is perfect as a break out room or
 additional space for your guests to have lunch
 where they can Eat.Drink.Connect.



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considerations

Courtyard by Marriott Vacaville

In order to reserve your event date a signed copy of the Credit Card Authorization Form, Deposit and Banquet Event Order must be returned to the Sales & Catering department within 7 days of booking. The space is held on a tentative basis and is considered “available” until the required documentation listed above is received.

Should an event be forced to cancel thirty (30) days or less from the date of the function, the deposit shall then become the property of the hotel.

The Catering Office must be notified of the guaranteed number guests no later than Five (5) business days prior to event date. If the guarantee is not received, billing will be based upon the original estimate of attendees.

Food and beverage from outside sources is not permitted. California State Health Department regulations prohibit any food product to be removed from the premises.

The Courtyard by Marriott Vacaville is not responsible for any lost, damaged, or stolen articles.

Set-up changes received 24 hours or less from the event date may be subject to an additional \$150 fee.

Menu prices are charged CA State Sales Tax and 17.5% service charge. Please contact your Sales & Catering Manager for more information.