



breakfast



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Courtyard Calgary Airport

2500 48 Avenue NE | Calgary | AB | T3J 4V8

www.courtyardcalgaryairport.com

Welcome to a Refreshing Approach to Events

Whether you are 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 and pricing 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

Meeting Packages:

Freshly brewed starbucks® coffee, decaffeinated coffee and Traditional and tazo teas included for breakfast, mid-morning break, lunch and mid-afternoon break.

Start Your Day

Freshly sliced fruit with seasonal berries
Fresh baked regular croissants, muffins and danishes
Fruit preserves and butter
Individual flavoured yogurts (low fat)
Orange and apple juices

Mid-Morning Refreshment and Snack

Assorted breakfast loaves

Lunch Break

Variety of daily salads (3)
Crisp vegetable crudité and dip
Roast beef and cheddar sandwich
Smoked turkey with pepper jack cheese sandwich
Muffuletta sandwich with salami, ham, tomatoes, olives and caesar dressing on a ciabatta bun
Seasonal grilled vegetables wraps with hummus
Specialty olives and pickles
Assorted sweets and treats

Mid-Afternoon Refreshment and Snack

Assorted freshly baked cookies

All meeting packages include hall rental, wireless internet connection and a flip chart with markers, breakfast, mid-morning break, lunch and mid-afternoon break. Custom packages are available. Please ask your Event Manager for more details. Minimums are based on room size.

Meeting package prices start from \$65

Upgrade to a hot breakfast for \$5

Upgrade to a hot lunch for \$5

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FRESH

- cereals
- juices
- coffee
- teas
- pastries
- milk
- yogurt
- eggs

Plated Breakfast

- Traditional | \$19 (minimum 6 people) •

Scrambled eggs
Crisp bacon
Farmers market sausage
Savory fried hash browns
Grilled tomato with fresh herbs

- Eggs Benedict | \$22 (minimum 6 people) •

Traditional eggs benedict
Sliced back bacon
Soft poached eggs on an English muffin
Hollandaise sauce
Grilled tomato with fresh herbs
Savory hash browns

- Egg White Frittata | \$24 (minimum 6 people)

Egg white frittata with mushroom and spinach
Turkey sausages
Grilled tomato with fresh herbs
Vegetable hash

Plated Breakfast include:

Chilled orange juice
Freshly baked muffins and pastries with butter and preserves
Seasonal fruit served family style
Freshly brewed starbucks® coffee, decaffeinated coffee
and traditional and tazo Teas

Breakfast Table

All Breakfast Tables include:

Freshly brewed Starbucks® coffee, decaffeinated coffee, and traditional and tazo Teas.

•The Continental | \$18 (minimum 10 people)

Freshly sliced fruit with seasonal berries

Fresh baked regular croissants, muffins and danishes

Fruit preserves and butter

Individual flavoured yogurts (low fat)

Orange and apple juices

•Early Riser | \$20 (minimum 15 people)

Freshly baked muffins and pastries with butter and preserves

Freshly sliced fruit with seasonal berries (low fat)

Individual flavoured yogurts (low fat)

Scrambled eggs

Crisp bacon

Farmers market sausages

Savory hash browns

Orange and apple juices

•Healthy Start | \$24 (minimum 15 people)

Freshly baked muffins and pastries with butter preserves

Freshly sliced fruit with seasonal berries (low fat)

Individual flavoured yogurts (low fat)

Egg white frittata with mushroom and spinach

Turkey sausages

Savoury Hash Browns

Orange and apple juices

Breakfast A La Carte

Sliced fruit and seasonal berries (low fat) | \$7

Small seasonal fruit platter | \$25 each

(serves 15 people)

Large seasonal fruit platter | \$35 each

(serves 30 people)

Freshly baked mini muffins | \$25 per dozen

Assorted breakfast loaves | \$30 per dozen

Assorted danishes and pastries | \$27 per dozen

Mini croissants | \$25 per dozen

Bagels with cream cheese | \$27 per dozen

Assorted berry scones | \$28 per dozen

Homemade cranberry granola with milk | \$5

Homemade cranberry granola parfait | \$5

Oatmeal with brown sugar, cranberries, raisins,
walnuts and milk | \$5

Scrambled eggs | \$6

Traditional eggs benedict (2 pc) | \$9

Crisp bacon (3 slices) | \$4

Farmers market sausage (2 links) | \$5

Turkey sausage (2 links) | \$5

Pancakes with maple syrup | \$3

Sliced cheese platter | \$5

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BOOST

- muffins
- juices
- nuts
- popcorn
- pretzels
- cakes
- soda
- cappuccino

Beverages A La Carte

Freshly brewed starbucks® | \$55 per gallon
coffee regular or decaffeinated
Traditional and tazo Teas | \$20 per gallon
Hot chocolate | \$35 per gallon

Individual milk 2%, skim or chocolate | \$4 each

Orange, apple, cranberry, grapefruit
or tomato juice (low fat) | \$16 per 1Litre

Ice tea or lemonade | \$16 per 1Litre

Fresh fruit smoothie | \$6 each

Assorted soft drinks | \$3 each

Bottled regular water | \$3.50 each

Bottled sparkling water | \$5
with lemon and lime wedges each

Assorted fruit juices | \$3.25 each

Breaks A La Carte

Mini croissants | \$25 per dozen

Bagels (cream cheese & preserves) | \$27 per dozen

Freshly baked mini muffins | \$25 per dozen

Assorted danishes & pastries | \$27 per dozen

Assorted breakfast loaves | \$30 per dozen

Assorted sweet squares | \$28 per dozen

Assorted freshly baked cookies | \$28 per dozen

Individual fruit yogurt (low fat) | \$5 each

Seasonal sliced fruit and berries (low fat) | \$7

Whole fresh fruit (low fat) | \$2 each

Breaks

All breaks include freshly brewed regular and decaffeinated starbucks® coffee and traditional and tazo teas.
Order coffee and tea only for \$7

- Bakeshop Break | \$10

Freshly baked regular croissants

Assorted breakfast loaves

- Cookie Madness | \$10

Selection of freshly baked cookies and assorted biscotti

Add individual milk 2%, skim or chocolate | \$4 each

- Afternoon Tea Break | \$14

Sweet and savory scones with fruit preserves

Fresh sliced fruit and seasonal berries

Assorted tea cookies and shortbreads

- Munchies | \$15

Black bean salsa

Pita chips and tortilla chips

Hummus and curry dips

- Corner Market | \$15

Assorted chips

Flavoured popcorn

Chocolate bars

Twizzlers

- Samosa Break | \$15

Vegetable samosa

Tamarind and mint chutney

Add chicken samosa | \$2

Healthy

- Healthy Start Break | \$16 •
(minimum 10 people)

Whole fruit (low fat)
Crisp Vegetable crudités (low fat)
Build your own parfait
Pitchers of assorted fruit juices and smoothies

- Good Start Break | \$13 •
Fresh seasonal fruit platter
Granola parfaits
Bran carrot muffins
Fresh flavoured water
Fresh fruit smoothies

Healthy A La Carte

Individual yogurts (low fat) | \$5

Individual granola parfaits | \$5

Individual cold cereals with milk | \$4

Individual low fat muffins | \$2.25 each

Fresh fruit smoothie | \$6 each

Assorted fruit juices | \$3.25 each

Smoked salmon platter with capers, onions, cream
cheese and bagels (serves 20) | \$130 Fresh

sliced fruit and seasonal berries | \$7

Vegetable crudités with ranch dressing | \$6

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REFUEL

- salads
- hamburgers
- fish
- beef
- pasta
- desserts
- beverages
- sandwiches

Plated Lunch

All plated lunches are a minimum of three (3) courses.
(minimum 6 people)

One (1) selection from the appetizer category. One (1) selection from the entrée category and one (1) selection from the dessert category.

All luncheons are inclusive of assorted rolls and butter as well as freshly brewed starbucks® regular and decaffeinated coffee and traditional and tazo tea selection.

Appetizers

Choice Of:

Baby spinach salad
Goat cheese, mushroom, walnut, sundried
cranberries, raspberry vinaigrette

Heritage green salad
Red onion, cherry tomato, carrot curls, radish
red wine vinaigrette

Chicken noodle soup

Chef's soup of the day

Plated Lunch continued

Plated Entree

Choice Of:

Chicken | \$32

Herb crusted and pan seared breast with demi glaze

Garlic mashed potatoes

Seasonal vegetables

Atlantic Salmon | \$33

Pan seared salmon with tomato and olive confit

Rice pilaf

Seasonal vegetables

5oz Sirloin | \$32

Served with chimichurri sauce

Garlic mashed potatoes

Seasonal vegetables

Roasted Vegetable Israeli Cous Cous | \$29

Roasted eggplant, peppers and sweet onion

Garlic mashed potatoes

Seasonal vegetables

Desserts

Choice of:

Chocolate truffle mousse

New York cheesecake with berry compote

Vanilla bean creme brulée

Lunch Tables

All Lunch Tables (excluding 'Grab and Go Lunch') include freshly brewed Starbucks® coffee, decaffeinated coffee, traditional and Tazo Teas.

When possible, groups will be provided with the use of the Bistro Lounge to enjoy their lunch table.

Add soup to any lunch table for \$3

- Mountain Market Luncheon | \$24
(minimum 8 people)
Variety of daily salads (3)
Crisp vegetable crudité and dip
Roast beef and cheddar sandwich
Smoked turkey with pepper jack cheese sandwich
Muffuletta sandwich with salami, ham, tomatoes, olives and caesar dressing on a ciabatta bun
Seasonal grilled vegetables wraps with hummus
Specialty olives and pickles
Assorted sweets and treats

- Deli Wrap Table | \$27
(minimum of 8 people)

Variety of daily salads (3)

Crisp vegetable crudité and dip

Choice of three(3)of the following:

Cold:

Chicken salad

Smoked turkey with pepper jack cheese

Black forest ham and cheese

Seasonal grilled vegetables with hummus

Quinoa salad wrap

Multigrain bread with cheese, lettuce, tomatoes and grilled zucchini

Ham and swiss

Hot:

Ham and cheese sandwich on panini bread

Muffuletta sandwich with salami, ham, tomatoes, olives and caesar dressing on a ciabatta bun

Specialty olives and pickles

Assorted sweets and treats

Lunch Table Continued

- Grab and Go Lunch | \$18

Smoked lean turkey breast with dijon mustard, swiss cheese and fresh lettuce on artisan bread
Individual Fruit yogurt (low fat)
Whole fruit (low fat)
Bottled water
Potato chips
Two cookies

- Classic Lunch Table | \$28

(Minimum of 10 people)
Assorted rolls and butter
Chef's choice of two (2) salads
Premium deli meat
Marinated olives sweet gherkins
Seasonal vegetables
Garlic mash potatoes
Lemon pepper roasted bone in chicken, roasted onion and natural pan jus
Herb rubbed cod, tomato chutney
Chef selection of desserts and specialty pastries
Add citrus brined chicken breast | \$2

- Burger Table | \$25

(minimum of 10 people)
Variety of daily salads (3)
Crisp vegetable crudité and dip
Beef burgers
Black bean veggie burgers
French fries
Sesame seeds buns
Assortment of burger toppings
Assorted sweets and treats

- Southwest Table | \$28

(minimum of 10 people)
Variety of daily salads (3)
Crisp vegetable crudité and dip
Tortilla chips
Cumin and chipotle beef
Chicken fajita
Sautéed onions and peppers
Spanish rice
Hard and soft shelled tacos
Assortment of taco toppings
Assorted sweets and treats

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Lunch Table Continued

- Asian Flare | \$28
(Minimum of 10 people)
Assorted rolls and butter
Variety of daily salads (3)
Flank steak with soy ginger sauce
Steamed rice
Seasonal vegetables
Assorted sweets and treats
Chef selection of desserts and specialty pastries
Add chicken or shrimp | \$5
Add basa filet with green onions | \$5

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ENGAGE

canapés

shrimp

wraps

sushi

bruschetta

tenderloin

dim sum

oysters

cheese

Hors D'oeuvres - Cold

Minimum order of 2 dozen
Prices listed are per dozen

Bruschetta on fresh baguette with tomatoes, onions, olives
basil and olive oil | \$26

Crisp vegetable crudité | \$24

Smoked salmon on toasted rye | \$28

Prosciutto wrapped asparagus with balsamic glaze | \$34

Shrimp cocktail | \$34

Crab salad canapé | \$26

Hors D'oeuvres - Hot

Minimum order of 2 dozen
Prices listed are per dozen

Oven baked spanakopita and tzatziki | \$26

Vegetarian spring rolls with plum sauce | \$26

Mini beef wellingtons | \$28

Chili and maple glazed bacon wrapped scallops
(carb conscious) | \$26

Butterfly breaded black tiger shrimp | \$29
with cocktail sauce

Hot, salt and pepper or bbq chicken wings (choice
of one flavor) | \$26

Korean bbq beef satays (carb conscious) | \$27

Vegetarian samosas with cumin yogurt dip | \$28

Receptions

- Bow River Reception | \$16

Based on 6 hors d'oeuvres per person
(minimum 25 people)

Choose any two cold hors d'oeuvres, and any two hot hors d'oeuvres

- Rocky Mountain Reception | \$23

Based on 6 hors d'oeuvres per person
(minimum 25 people)

Choose any two cold hors d'oeuvres and any two hot hors d'oeuvres

Domestic and imported cheese with fresh baguette
Vegetable crudités with house dips

- Nacho Bar | \$15

(Minimum of 10 people)

Warm nachos with melted cheese

Green onion, diced tomatoes, sour cream, salsa, olive, jalapenos

- Pizza Night | \$17

(minimum 10 people)

Assortment of pizza

Vegetarian pizza, pepperoni pizza and classic cheese pizza

(Based on 2 slices per person)

- Asian Flare | \$18

(minimum 10 people)

Shrimp dumplings

Mini vegetarian samosa and spring rolls

(Based on 4 pieces per person)

- The Rodeo | \$13

(minimum 10 people)

Assorted sliced meats and cheeses with rolls, mayo, butter and specialty mustards on a medium platter

Reception Specialtes

Minimum of 10 people for below options:

Domestic and imported cheese board
with fresh baguette | \$10

Sliced fruit and seasonal berries | \$7

Crisp vegetable crudité with house dips | \$6

Buttered popcorn (serves 10 people) | \$30

Specialty assorted nuts (serves 10 people) | \$30 per bowl

Pita chips with hummus and tzatziki | \$8

Assorted sweet squares | \$27 per dozen

Carving stations:

Handcarved Roast Beef | \$200

Pepper corn gravy and rolls

(serves 35)

There are many options for stations and receptions.
We would be happy to custom build a package for
you. Please ask your Event Manager for more details.

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DELIGHT

- salads
- salmon
- poultry
- scallops
- filet
- lamb
- desserts
- beverages

Plated Dinners

All plated dinners are a minimum of three (3) courses.

First course is one (1) selection from the appetizer category. Second course one (1) selection from the entrée category and third course is one (1) selection from the dessert category

All dinners are inclusive of assorted rolls and butter as well as Freshly Brewed Starbucks® coffee, decaffeinated coffee, traditional and tazo tea selection.

Minimum of 15 people required for plated dinners.

Appetizer

Choice of:

Caesar Salad
chopped romaine hearts with garlic croutons, parmesan cheese and caesar dressing

Heritage Green Salad
Red onion, cherry tomatoes, carrot curls, radish with red wine vinaigrette

Baby Spinach Salad
Goat cheese, mushroom, walnut, sundried cranberries, raspberry vinaigrette

Tomato Salad
Fresh bocconcini, greens, balsamic and virgin olive oil (low fat)

Chicken noodle soup

Chef's soup of the day

Plated Dinner continued

Entrée

Choice of:

- Stuffed Chicken Supreme (6 oz) | \$39
Sundried tomatoes and goat cheese stuffed chicken breast with onion jus
Garlic mashed potatoes
Seasonal vegetables
- Grilled Beef Tenderloin (7 oz) | \$47
Grilled beef tenderloin, white truffle mushroom jus
Garlic mashed potatoes
Seasonal vegetables
- Seared Atlantic Salmon | \$42
Seared salmon with tomatoes and olive confit
Rice pilaf
Seasonal vegetables
- Grilled Strip Loin Steak | \$46
Grilled strip loin steak with bordelaise sauce
Garlic mashed potatoes
Seasonal vegetables

- Duo Plate | \$47

Stuffed chicken breast (4 oz) and beef sirloin (4 oz) with onion jus
Garlic mashed potatoes
Seasonal vegetables

Desserts

Choice of:

- New York cheesecake with berry compote
- Vanilla bean creme brulée
- Chocolate truffle mousse

Dinner Tables

All Dinner Tables are inclusive of freshly brewed starbucks® coffee, decaffeinated coffee, traditional and tazo tea

- Wrangler Dinner Table | \$38 (minimum 25 people)

Artisan bread and butter

Choice of two salads, two side dishes and one protein

Seasonal vegetables

Premium meat and cheese platter

Marinated olives, sweet gherkins

Chef's selection of desserts and specialty treats

- Stetson Dinner Table | \$47 (minimum 25 people)

Artisan bread and butter

Choice of three salads, two side dishes and two proteins

Seasonal vegetables

Premium meat and cheese platter

Marinated olives, sweet gherkins

Chef's selection of desserts and specialty treats

- Stampede Dinner Table | \$48 (minimum 25 people)

Artisan bread and butter

Choice of three salads, three side dishes and three proteins

Seasonal vegetables

Premium meat and cheese platter

Marinated olives, sweet gherkins

Chef's selection of desserts and specialty treats

Dinner Tables continued

Dinner Table Salad Selections

Choice of:

Garden Salad

Spring mix with house dressing, sliced cucumber
carrots, radish and grape tomato

Caesar Salad

Chopped romaine hearts, crouton, parmesan cheese
bacon bits (on the side) and ceasar dressing

Cucumber Salad

Beans, red peppers, dried fruit, lemon vinaigrette

Greek Salad

Kalamata olives, cucumber, tomato, red onion, feta
cheese with oregano dressing

Pasta Salad

Penne pasta, basil pesto, sundried tomato, sliced olives,
Chutney artichokes with olive oil

Dinner Table Side Dish Selections

Choice of:

Cumin scented basmati rice

Cajun roasted potatoes

Multi grain rice blend

Cheese tortellini

Mashed potatoes

Dinner Tables continued

Dinner Table Protein Selections

Choice of:

Fresh herb marinated chicken breast, roasted onion and natural pan jus

Lemon pepper roasted bone in chicken, woodland Mushroom and caramelized onion ragout

Seared atlantic salmon, lemon caper sauce

Herb rubbed cod, puttanesca

Slow roasted barbeque pork

Beef pot roast with bordelaise sauce

Enhancements:

Pork loin with grainy mustard sauce | \$13

AAA prime rib of beef with au jus with mustard and horseradish | \$13

Beef short ribs with wild forest mushroom and red wine sauce | \$7

Chicken noodle soup | \$3

Chef's soup of the day | \$3

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CHEERS

- martinis
- champagne
- cordials
- margarita
- red wine
- white wine
- tonics
- beer
- non-alcoholic

Wine

White:

Alamos chardonnay | \$30 per bottle
 (Mendoza, Argentina)

Woodbridge sauvignon blanc | \$32.50 per bottle
 (California)

Red:

Alamos malbec (Mendoza, Argentina) | \$30 per bottle

Woodbridge cabernet sauvignon | \$32.50 per bottle
 (California)

Seasonal wine menus are available including white, red, rose and sparkling wines. Please ask your Event Manager for more details.

Bar Menu

	Host	Cash
Domestic Beer Bottles	\$5.60	\$6.00
Import Beer Bottles	\$6.50	\$7.00
Cocktails	\$6.00	\$6.50
House Highballs	\$5.50	\$6.00
Premium Highballs	\$6.00	\$6.50
Premium Liqueurs	\$6.00	\$6.50
House Wine by the glass	\$6.00	\$6.50

Punch:

Non alcoholic Punch | \$2
 (minimum 20 people)

Rum Punch | \$3
 (minimum 20 people)

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CONNECT

lights
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Event Technology Services

PSAV Presentation Services

With PSAV they turn ordinary meetings into memorable experiences. Whether you're planning an intimate board meeting or an elaborate production, they mix creativity with the right technology to make you look like a hero.

As a leader in the industry, they invest in the newest technology enabling them to respond to all your meeting needs. They offer a full line of projection, lighting, staging, audio equipment and numerous meeting essentials. All of their state-of-the-art equipment is maintained and operated on-site at the Courtyard By Marriott Calgary Airport by dedicated event technology experts. They understand you rely on their expertise to successfully deliver your meeting message.

- Cancellation •

Any equipment or technician cancelled within 24 hours of a function's start time will be billed at full price.

- Pricing •

All prices listed are per room per day. There will be an 18% service charge on all event technology services and equipment.

If you do not see a specific item needed to make your meeting a success, please connect with our Presentation Services office at 403-801-6550.

Popular Packages

- LCD Value Package | \$335 •
Meeting Room Data Projector
Projection Cart/Stand
Tripod 6ft Screen or 8ft Screen
All cabling, extension cords, etc.

- Client Screen Package | \$85 •
Tripod 6ft or 8ft Screen
Projection Cart/Stand
Power Cable and Power Strip
Basic Setup Assistance

- LCD Fastfold Package* | \$670 •
Meeting Room Data Projector
Projection Cart/Stand
Professionally Dressed Fastfold 8X14 Screen
All cabling, extension cords etc.
*Requires additional 6 hours labour for set-up and
5 hours labour for tear down

- CPP Fastfold Package* | \$260 •
Professionally Dressed Fastfold 8X14 Screen
Projection Cart/Stand
Power Cable and Power Strip
Basic Setup Assistance
*Requires additional 6 hours labour for set-up and
5 hours labour for tear down

- CPP Cradle Package | \$145 •
Cradle 10ft Screen
Projection Cart/Stand
Power Cable and Power Strip
Basic Setup Assistance

- CPP Cradle Package | \$165 •
Cradle 12ft Screen
Projection Cart/Stand
Power Cable and Power Strip
Basic Setup Assistance

Add a Wireless Mouse for \$50
Add a Flipchart for \$35

Audio Components

- Mixers/Processing • (required with any microphone)

4-Channel Mixer | \$50

6-Channel Mixer | \$70

12 -Channel Mixer | \$95

16 -Channel Mixer | \$125

- Microphones •

Wired Microphone | \$35

Wireless Microphone Hand Held | \$125

Wireless Microphone Lav | \$125

- Amplifiers/Speakers •

Powered Speaker w/Stand | \$75

Contact PSAV to discuss other audio options, such as:

- Recording your event

- Walk-on and Walk-off music

-Large venue, concert quality sound systems

Projection and Visual Components

- Video/Data Projection •

Contact PSAV to discuss other projection options, such as:

- Multiple screens, multi-images

- Widescreen & HD technology

- Video/Data Monitors •

15"-19" Video Monitor | \$120

22"-27" Video Monitor | \$145

36"-37" Video Monitor | \$265

- Players/Recorders/Cameras •

Video Blu-ray Player | \$55

Video DVD Player | \$50

Additional Support Components

- Event Support Equipment •
Flipchart w/Standard Paper and Markers | \$35
Flipchart w/3M Post-it Paper and Markers | \$55
Wireless Mouse | \$50
Audio Powered Speaker | \$75
Audio Polycom | \$105
White Board | \$45
25' Extension Cord with power strip | \$15
Flipchart Easel | \$25

Labor Rates

- Technicians are available at the following rates on a 3-hour minimum:

Setup/Dismantle Technician | \$50 per hour
Labour AV Tech Daily | \$600 per day
Labour AV Tech hourly | \$60 per hour

Overnight/Holiday Rate | \$90 per hour

Labor will be charged for set-up and tear-down of video projection, multi-image, audio reinforcement systems, stage lighting, fast-fold screens, and drape at the rates listed above.

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Terms and Conditions

- Menu Selection •

Please submit your menu selection to our events office at least two weeks prior to your event so that we may guarantee your selections. Packages including hall rental available upon request starting at \$65 per person.

- Food and Beverage •

We do not permit outside food or beverage to be brought into the hotel with the exception of wedding cakes.

- Prices and Taxes •

Menu prices and items are subject to change based on market conditions. Final prices may be confirmed two (2) months prior to your function, an 18% service charge will be levied on all food and beverage and meeting room rental prices applicable government taxes will be applied on food, alcoholic beverages, rental and labour fee.

- Guarantees •

Our Events Office is to be notified of the number of guests by twelve (12) noon, three (3) business days (Monday through Friday) prior to your function.

- Audio Visual Service •

A complete line of audio visual equipment and service is available at additional cost. Our audio visual supplier is PSAV. An 18% service charge will be levied on all audio visual prices. Applicable government taxes will be applied as well.

- Power Supplies •

Standard 110v/15amp power supplies are available in all our banquet rooms. Additional power requirements can be supplied at a nominal cost through our events office. We recommend that you check with us prior to installing any electrical equipment to ensure adequate power supply is available.

- Credit Information •

Direct Billing is available and all new accounts must be established with our credit department. Events must meet a minimum of \$5,000 to apply. Deposits and full pre-payment may be required for any organization not set up on credit terms. All private and social functions will require full pre-payment by cash, credit card or certified cheque one (2) weeks prior to the date of the event.

Terms and Conditions continued

- Internet Connections •

Wireless internet is provided complimentary in all meeting space at the Courtyard by Marriott.

- S.O.C.A.N and Re-Sound •

Courtyard by Marriott is required by law to collect on behalf of the Society of Composers, Authors and Music Publishers of Canada, royalties when copyrighted music is played. Re-Sound represents the rights of artists and record companies. The one-time fee is applicable to any event with music as follows:

Without Dancing:

1-100 people room capacity \$29.81

101-300 people room capacity \$42.86

With Dancing:

1-100 people room capacity \$59.64

101-300 people room capacity \$85.80

- Exhibits and Displays •

If displays, exhibits or products are to be used, arrangements for their arrival, unloading and departure must be made with the events office. Such displays, exhibits or products are the responsibility of the exhibitor and the Courtyard by Marriott accepts no liability for the loss or damage thereto whether caused by the negligence of the hotel, its employees and agents or otherwise.

Such displays, exhibits or products must be removed from the function rooms at the end of each day, unless the room is reserved on a 24-hour basis. In such cases, Courtyard by Marriott, at the customer's request will arrange to have the function room locked. The hotel will not be responsible for the exhibits, displays and products locked in the function room.

Shipping Materials

All materials shipped to the hotel should be addressed as follows:

Contact's Name

Organization

c/o 2500 48th Avenue NE

Calgary, AB, T3J 4V8

Attention: Name of organization and contact name

Hold for arrival

Date/room of function

Please note that the hotel will not accept shipments for functions further to 72 hours prior to the scheduled function nor will the hotel hold any shipments for more than 72 hours after the event is completed. It is the organizer's responsibility to arrange for materials to be shipped back.

The hotel will not accept c.o.d shipments unless previously arranged with your event manager. The hotel will not authorize the hotel's customs broker to clear any shipments arriving from the United States or internationally. Please ensure arrangements have been made with a customs broker prior to attempting to ship to the hotel.

All documentation should clearly state "free domicile all charges including customs and taxes are to be billed to the shipper".