



# INFINITELY YOU

UNFORGETTABLE. INSPIRED BY YOU.

WESTFIELDS MARRIOTT®

14750 CONFERENCE CENTER DRIVE CHANTILLY, VA 20151  
T 703.818.0300 F 703.818.8840  
[Marriott.com/IADWF](http://Marriott.com/IADWF)





## ELEGANT VENUE

FEW SPACES CAN EVOKE THE GRANDEUR OF MAGNIFICENT COLONIAL ESTATES LIKE THE WESTFIELDS MARRIOTT. BEAUTIFUL ANTIQUES, ELEGANT GROUNDS, AND AWARD WINNING SERVICE DISTINGUISH OUR HOTEL AS THE PREMIERE LOCATION FOR YOUR WEDDING CELEBRATION.

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MARRIOTT  
WESTFIELDS



## YOUR CEREMONY

WHETHER A MORE TRADITIONAL WALK DOWN THE AISLE OR A ONE-OF-A-KIND CEREMONY CREATED BY YOU, CHOOSE ONE OF OUR SPECTACULAR VENUES FOR THE PERFECT BACKDROP TO YOUR "I DOs."

Prices are subject to 24% Service Charge and applicable Sales Tax. Prices are valid through December 31, 2018.

# YOUR ceremony

## Say “I Do”

When it comes to tying the knot, Westfields’ Certified Wedding Planners are an important part of your special day. We can accommodate every wish and family tradition to create lasting memories. Walk down the aisle in one of our versatile ballrooms or choose our beautiful Sunset Terrace for your ceremony.

## Indoor Ceremony | \$1,000.00

Our three spacious ballrooms will provide you and your guests plenty of space to enjoy your special day. A portion of your ballroom will be set up for the ceremony. The Indoor Ceremony Fee includes two wireless microphones, mixer and house sound.

\*Ceremony fee includes rehearsal space the day prior based on availability

## Outdoor Ceremony | \$2,500.00

The Sunset Terrace is available for ceremonies and cocktail receptions. In case of inclement weather, a portion of your ballroom will be used as a back up space. The Outdoor Ceremony Fee includes two wireless microphones, mixer and house sound.

\*Ceremony fee includes rehearsal space the day prior based on availability

*The site fee includes one hour of rental space. Ceremony site listed above includes indoor weather backup, two wireless microphones, iPod hookup, mixer and house sound, set up and break down of event area, water stations on request, gift table, and unity candle table.*

**\*A ceremonial or religious flame may be used during a wedding or religious ceremony. The flame cannot be ignited prior to the event and must be extinguished immediately at the end of the event. The flame must be securely supported and well separated from any combustible material during the entire course of the event. Any event that requires an open flame also requires a Hotel Loss Prevention Officer to be assigned to the event at a charge of \$260.00.**

**\*\*We welcome our wedding parties to host their Baraat on site. A \$250.00 fee will apply.**

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## YOUR RECEPTION

EAT, DRINK AND CELEBRATE TO THE FULLEST IN ONE OF OUR BREATHTAKING VENUES. NO MATTER YOUR PREFERENCES, WE WILL TAKE CARE OF THE DETAILS, SO THAT YOU CAN TAKE CARE OF THE MEMORIES.

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# YOUR *reception*

## Light Breakfast or Snack Package

The Westfields Marriott will reserve event space for your light breakfast or snack service in conjunction with your Wedding Celebration and will allow menu items to be brought in by an approved outside ethnic caterer.

The outside caterer must provide the hotel with a certificate of general liability insurance (\$5,000,000). After approval, hotel will provide the caterer and client with the Marriott liability waiver, safety standards and standard operating procedures. The Outside Caterer Addendum is required prior to contract signing. All food must be prepared and cooked prior to arrival. No access will be granted to the on premise kitchen facility.

- *One (1) hour of pre-Function space for light breakfast or snack service. Each function time to be confirmed in the Function Agenda clause of the contract. Facility fees of \$500.00 will apply for each additional hour.*
- *Coffee and Tea station to include iced and hot tea, regular and decaffeinated coffee and ice water will be provided for a one (1) hour duration during the light breakfast or snack service.*
- *A light breakfast or snack service is defined as finger foods and not a full meal. Small plates, silverware and cocktail napkins will be provided by the Hotel.*
- *Skirted Buffet Tables, Utensils and a limited number of Chafing Dishes (if required).*
- *Staging area for the caterer's food set-up. Hot boxes will be provided by hotel.*
- *High Top and Seated Cocktail Tables (not full seating for all guests).*
- *Dedicated Event Management Team, Banquet Captain and Staff dedicated to the event.*

**\$16.00 per person**

Prices are subject to 24% Service Charge and applicable Sales Tax. Prices are valid through December 31, 2018.

# YOUR *reception*

## Luncheon Package

The Westfields Marriott will reserve event space for your luncheon in conjunction with your Wedding Celebration and will allow menu items to be brought in by an approved outside ethnic caterer.

The outside caterer must provide the hotel with a certificate of general liability insurance (\$5,000,000). After approval, hotel will provide the caterer and client with the Marriott liability waiver, safety standards and standard operating procedures. The Outside Caterer Addendum is required prior to contract signing. All food must be prepared and cooked prior to arrival. No access will be granted to the on premise kitchen facility

- *Two (2) hours of function space for the luncheon. Each function time to be confirmed in the Function Agenda clause of the contract. Facility fees of \$500.00 will apply for each additional hour.*
- *Non alcoholic beverage station to include soft drinks, iced and hot tea, regular and decaffeinated coffee will be provided for a two (2) hour duration during lunch.*
- *Skirted Buffet Tables with Chafing Dishes and Utensils.*
- *Staging area for the caterer's food set-up. Hot boxes will be provided by hotel.*
- *Linen, silverware, china and glassware for all lunch tables.*
- *House centerpieces.*
- *Dedicated Event Management Team, Banquet Captain and Staff dedicated to the event.*

**\$36.00 per person**

Prices are subject to 24% Service Charge and applicable Sales Tax. Prices are valid through December 31, 2018.

# YOUR *reception*

## Luncheon Package Single Event

The Westfields Marriott will reserve event space for your luncheon in conjunction with your Wedding Celebration and will allow menu items to be brought in by an approved outside ethnic caterer.

The outside caterer must provide the hotel with a certificate of general liability insurance (\$5,000,000). After approval, hotel will provide the caterer and client with the Marriott liability waiver, safety standards and standard operating procedures. The Outside Caterer Addendum is required prior to contract signing. All food must be prepared and cooked prior to arrival. No access will be granted to the on premise kitchen facility

- *Four (4) hours of function space for the luncheon. Each function time to be confirmed in the Function Agenda clause of the contract. Facility fees of \$500.00 will apply for each additional hour.*
- *Non alcoholic beverage station to include soft drinks, iced and hot tea, regular and decaffeinated coffee will be provided for a four (4) hour duration during lunch.*
- *Skirted Buffet Tables with Chafing Dishes and Utensils.*
- *Staging area for the caterer's food set-up. Hot boxes will be provided by hotel.*
- *Linen, silverware, china and glassware for all lunch tables.*
- *House centerpieces.*
- *Dedicated Event Management Team, Banquet Captain and Staff dedicated to the event.*

**\$52.00 per person**

Prices are subject to 24% Service Charge and applicable Sales Tax. Prices are valid through December 31, 2018.



# YOUR reception

## Reception and Dinner

The Westfields Marriott will reserve a Ballroom for your wedding celebration and will allow menu items to be brought in by an approved outside ethnic caterer.

The outside caterer must provide the hotel with a certificate of general liability insurance (\$5,000,000). After approval, hotel will provide the caterer and client with the Marriott liability waiver, safety standards and standard operating procedures. The Outside Caterer Addendum is required prior to contract signing. All food must be prepared and cooked prior to arrival. No access will be granted to the on premise kitchen facility.

- *Five (5) hours of function space for the cocktail reception and the dinner/dance. Each function time to be confirmed in the Function Agenda clause of the contract. Facility fees of \$500.00 will apply for each additional hour.*
- *Non alcoholic beverage station including soft drinks, iced and hot tea, regular and decaffeinated coffee will be provided for the cocktail reception and dinner for up to four (4) hours.*
- *Dance floor, dining tables and banquet chairs, head table or sweetheart table, cake table, additional tables and risers*
- *Staging area for the caterer's food set-up. Hot boxes be provided by hotel.*
- *Skirted Buffet Tables with Chafing Dishes and Utensils.*
- *Linen, silverware, china and glassware for all reception tables.*
- *House centerpieces with candles*
- *Dedicated Event Management Team, Banquet Captain and Staff dedicated to the event.*

Prices are subject to 24% Service Charge and applicable Sales Tax. Prices are valid through December 31, 2018.

# YOUR *reception*

## Reception and Dinner (cont'd)

- *Complimentary Cake Cutting.*
- *Complimentary Event Web Page.*
- *Complimentary Bridal Party Holding Room (for up to 10 guests).*
- *Complimentary bridal suite for the bride and groom for the evening of the event with breakfast for two.*
- *Discounted guest room rates for overnight guests.*
  
- **Four (4) Hour Premium Open Bar**
  - **Premium Brand Liquors:** Smirnoff Vodka, Cruzan Aged Light Rum, Beefeater Gin, Dewar's White Label Scotch, Jim Beam White Label Bourbon , Canadian Club Whiskey, Jose Cuervo Especial Gold Tequila, Korbel Brandy
  - **Imported & Domestic Beers:** Corona, Amstel Light, Budweiser, Miller Lite, Port City IPA, O'Doul's (non-alcoholic)
  - **Wines & Champagne:** Stone Cellars by Beringer, BV Century Cellars | Cabernet Sauvignon, Merlot, Chardonnay, Pinot Grigio, Seven Falls Cabernet Sauvignon, Wahluke Slope, Chateau St. Jean Chardonnay, Beringer Vineyards | White Zinfandel
  
- Bartender Fee(s) for open liquors bars are included. The Hotel provides one (1) bartender for every seventy-five (75) guests. Additional bartenders are available at \$150.00 each plus tax.
- Non-Alcoholic Sparkling Toast or Champagne Toast with Bar Package.

**\$96.00** per person with four hour open bar service  
**\$68.00** per person with non-alcoholic beverage service

(Children 3 years and under complimentary)

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# HOTEL GALLERY



HOTEL EXTERIOR



DINING ROOM



ROTUNDA



WELLINGTONS



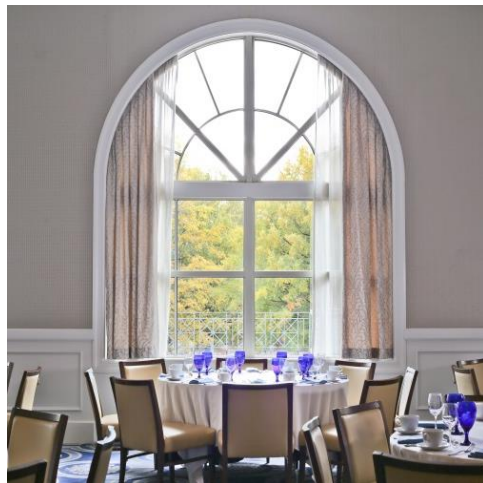
GUEST ROOMS



JEFFERSONIAN



WASHINGTONIAN



FAIRFAX DINING ROOM



SUNSET TERRACE

# TERMS & conditions

## **EVENT MINIMUM**

Final guarantee numbers of attendees of a catered function shall be provided to Event Manager three business days prior to the Event. Dietary substitutions are available upon request.

Hotel will reserve space sufficient to accommodate your function as listed within this proposal. When you contract for function space, it is removed from our inventory and considered "sold". Therefore, it is difficult and costly to re-market facilities when you change dates, reduce the number of guests, or cancel without adequate written notice. Because the full extent of the loss due to cancellation is difficult to ascertain, it is agreed that an assessment of probable damages will be due to the Westfields Marriott.

## **GUEST GUARANTEE**

The Event Office must receive your final guarantee no later than 12:00 noon three business days prior to your event. This number will be considered a guarantee, and not subject to reduction, and charges will be made accordingly. The Hotel cannot be responsible for service to more than three percent of the provided guarantee.

## **PAYMENT**

A non-refundable advance payment of 25% of the estimated balance will be required in order to secure these arrangements on a definite basis. Remaining balance will be divided into equal payment of 25% up until three days prior to arrival.

## **BAR SERVICE**

The sale and service of all alcoholic beverages is regulated by the Virginia State Liquor Commission. Westfields is responsible for the administration of those regulations. No alcoholic beverages may be brought into the hotel for a banquet function. All guests in attendance who are drinking alcoholic beverages will be required to have a valid identification regardless of age. Our bartenders have the right to require proof of age if the guest appears less than thirty years of age.

# TERMS & conditions

## **FOOD & BEVERAGE SERVICE**

Client will be responsible for choosing and contracting for services directly with Outside Ethnic Caterer. Client will be responsible for payment of catering services directly with the chosen Outside Ethnic Caterer. Client will be responsible for providing Hotel with the name of the chosen caterer no later than 90 days prior to arrival date. Any additional Food & Beverage may be purchased from the published menu prices as listed in the Hotel's most recent menu.

## **PARKING**

Valet Parking is available at the Main Entrance of the Hotel for \$20.00 per car for the duration of the event or \$30.00 per car for overnight parking. Complimentary Self Parking is also available in the hotel's parking lot.

## **OUTSIDE VENDORS**

The Hotel will be provided with the phone number and contact person for Hotel approved vendors involved in your event. Hotel reserves the right to approve all vendors prior to event. Outside Vendor must provide Hotel with proof of Liability Insurance up to \$5 Million in coverage.

## **DECORATIONS**

Decorations or displays brought into the Westfields Marriott must be approved by your Event Management Team prior to arrival. Items may not be attached with nails, staples, tape or any other substance in order to prevent damage to the fixtures and furnishings.

## **SECURITY**

Westfields shall not assume responsibility for damage or loss of any merchandise or articles brought into the hotel.

## **MARRIOTT REWARDS**

Marriott Rewards points can be earned after the Event. The Marriott Rewards recipient will receive 3 points per catering dollar (food & beverage) minus any sales tax and service charge. The maximum points earned at 50,000 point per event.