

## WESTFIELDS MARRIOTT ${ }^{\oplus}$



## 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.

# WEDDINGPACKAGE 

## Westfields Marriott offers you the convenience of a per person price that includes many complimentary amenities to make your special day truly unforgettable.

## Amenities

Dedicated Event Manager \& Banquet Captain for your Special Event
Menu Tasting for up to four (4) guests 6-8 weeks prior to wedding date.
Weddings with a minimum of 100 adult guests required to qualify for menu tastings. Menu Tastings are for up to four (4) people; scheduled at 2:ooPM or 4:0oPM on Tuesday-Thursday or 2:0oPM on Friday. Must be booked at least two (2) weeks in advance; each additional guest \$50.00 per person

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.
Complimentary Cake Cutting
Champagne or Non-Alcoholic Sparkling Cider Toast
Selection of Hotel's House Floor-length Linens, Overlays \& Napkins
Tables, Banquet Chairs, Dance Floor, Risers and Staging
House Centerpiece with candles
Six single color LED Lights
Bridal Party Holding Room
Customized Hotel Reservations Web Page

## guestrooms

Bridal Suite | Complimentary bridal suite for the bride and groom for the evening of the event Breakfast | Complimentary breakfast for two (2) the morning after the event Guest Rooms | reduced room rates for blocks of 10 or more rooms Anniversary | overnight stay for the couple's one-year anniversary


## YOUR REHEARSAL

START YOUR WEDDING WEEKEND OFF WITH A POP. TOAST YOUR "I DOs" IN THE PERFECT SETTING AT WESTFIELDS MARRIOTT. WHETHER A SIT-DOWN DINNER OR A COCKTAIL RECEPTION, OUR PLANNERS WILL CREATE THE FAIRYTALE BEGINNING TO YOUR HAPPILY EVER AFTER.

# plated rehearsal dinner option 

## Soup | Salad

Choose one (1)
(Selecting Soup and Salad is an additional $\$ 6.00$ per person)

## Soup

| Winter |
| ---: | :--- |
| Tuscan White Bean and Kale Soup |$\quad$| Spring |
| :--- |
| Asparagus Bisque with Crispy Onions |
| Wild Mushroom Veloute with Fine Herbs | | Summer | Carrot Cumin Soup with Maple Raisin Relish |
| ---: | :--- |
| Corn and Crab Chowder | Butternut Squash Bisque with Brown Butter and Toasted Pepitas |
| Cream of Cauliflower Soup |  |

## Salad

## Harvest Salad

Heirloom Cherry Tomato, English Cucumber, Shaved Seasonal Vegetables, Dried Fruit and Sherry Wine Vinaigrette

## Caesar Salad

Crisp Romaine, Shaved Parmesan, Brioche Croutons, Creamy Caesar Dressing

## Artisan Breads and Butter

## Entrées

Choice of two (2) entrees, final count of each is due three (3) days prior to event
(Add a third entrée for an additional $\mathbf{\$ 5 . 0 0}$ per person)
Seared Salmon
Wild Rice, Glazed Baby Carrots, Lemon Cream, and Fennel Slaw

## Grilled Balsamic Sirloin

Yukon Gold Mash, Broccolini, Bordelaise Sauce, and Red Onion Jam
Herb Crusted Chicken Breast
Boursin Whipped Potatoes, Asparagus, Tomato Cream, and Bruschetta Garnish

## Grilled Vegetable Napoleon <br> Tomato Coulis

## Desserts

Cheesecake Mousse with Fresh Berries and Crumbled Shortbread Cookies
Selection of Beverages
Iced Tea and Water
Includes Coffee and Tea Service

## \$65.00 per person

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


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."

## 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,ooo.oo

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

## Outdoor Ceremony | \$2,5oo.oo

The Sunset Terrace has a long history of hosting weddings and special events.

Sunset Terrace is available for ceremonies and cocktail receptions.
*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.

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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.After your ceremony, let your guests mingle and anticipate what's yet to come during the one hour cocktail reception. Your event manager's creative touches will help you fashion a palate pleasing menu that you and your guests will savor. Your choice of hors d'oeuvres will be passed butler style during the first hour.

## hot hors d'Oeuvres

Mini Beef Wellington
Onion Rosemary Marmalade Crostini*
Paella Bite with Rice, Andouille Sausage, Shrimp and Vegetables

Bacon \& Lamb Loin Brochette
Fig and Fontina Bite*
Miniature Lump Crab Cakes with Old Bay Remoulade

Apple Chutney and Brie Filo*
Cherry Blossom with Goat Cheese*
Bacon Wrapped Scallops or Shrimp
Sriracha Chicken Croquette

## cold hors d'Oeuvres

## Ahi Tuna Ceviche Tartlet with Wasabi

Poached Shrimp with Mango Ketchup
Shaved Beef Tenderloin Crostini
Tomato Basil Bruschetta
Seasonal Bruschetta*
Seasonal Gazpacho Shooter*
Goat Cheese Stuffed Peppadew Pepper*
Cucumber Crab Canape
House Made Smoked Chicken Salad Tart

Heirloom Tomato and Marinated Baby Mozzarella Skewer*

## Vegetarian*

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# Y O UROcktail hour 

Beautifully displayed on elegantly decorated reception tables, your choice of display will create a magnificent presentation during the cocktail hour.

Fromagerie | Select Made Artisan Cheeses Served with Honey Comb, Fresh Berries, Candied Pecans, Fruit Jams and Black Grapes

Charcuterie Display | Cured Fine Meats Along with Pate Campagne Served with Gherkins, Red Wine Pickled Onions, Beer Mustard and Artisan Breads

Farmstead Medley | Heirloom Cherry Tomatoes, English Cucumber, Baby Malibu Carrots, Broccolini, Rainbow Cauliflower, Haricot Verts Served with Buttermilk and Herb Dressing

Mediterranean Bliss | Roasted Red Pepper Hummus, Garlic Hummus, Black Bean Hummus, Feta Cheese, Cucumbers, Marinated Olives and Artichokes, Infused Oils, Herbed Cherry Tomatoes, Tzatziki Sauce, Grilled Flat Breads and Crackers

Bruschetta Display | Classic Tomato Basil on Sourdough Baguette, Three Olives Tapenade on Toasted Pita, Sweet Potato and Raisin on Cranberry Walnut Crostini, and Chef's Seasonal Bruschetta

Upgrades<br>*Raw Seafood Display | Chilled Jumbo Shrimp, Fresh<br>Shucked Oysters, Crab Claws<br>Selection of Homemade Sauces<br>$\$ 20.00$ per person | 1 piece of each<br>*Sushi Display | Assortment of Hand Made Rolls, Nigiri,<br>Sashimi, and Accompaniments

$\$ 15.00$ per person | 3 pieces per person

[^1]Prices are subject to $24 \%$ Service Charge and applicable Sales Tax. Prices are valid through December 31, 2018.
beverages
Enjoy four (4) hours of open bar service featuring Marriott Gold Standard
Premium Beverages

premium shelf bar<br>Smirnoff Vodka | Cruzan Aged Light Rum | Beefeater Gin Dewar's White Label Scotch | Jim Beam White Label Bourbon | Canadian<br>Club Whiskey | Jose Cuervo Traditional Silver Tequila | Korbel Brandy

beer
Imported | Corona Extra, Amstel Light Domestic | Budweiser, Miller Light, O'Doul's Craft | Sam Adams
Regional | Port City IPA*
*Regional and specialty beers may be added at an additional charge to enhance your selection

## gold standard wine \& champagne

 (House Selection of one Red \& one White from the list below)Stone Cellars by Beringer | Century Cellars Cabernet Sauvignon, Merlot, Chardonnay, Pinot Grigio Beringer Vineyards | White Zinfandel
*See Westfields Catering Wine List for specialty and upgraded wines
non-alcoholic
Assorted soft drinks, sparkling and still water, and appropriate mixers

## Bronze Package

Includes three (3) passed hors d'oeuvres, one (1) display, four (4) hour premium bar, and two (2) course plated dinner service

SOUP | SALAD
Choose one (1)
(Selecting Soup and Salad is an additional $\$ 6.00$ per person)
SALAD
harvest salad
winter
Tuscan White Bean and Kale Soup
Wild Mushroom Veloute with Fine Herbs
summer
Corn and Crab Chowder
Fire Roasted Heirloom Tomato Soup with Chive Oil
spring
Asparagus Bisque with Crispy Onions
Carrot Cumin Soup with Maple Raisin Relish
fall
Butternut Squash Bisque with Brown Butter and Toasted Pepitas
Cream of Cauliflower Soup
Artisan Breads and Butter
ENTREES
Choose two (2), final count of each is due three (3) days prior to event (Add a third entrée for an additional $\$ 5.00$ per person)

Pan Roasted Chicken | Creamy Herb Polenta, Broccolini, Chicken Jus and Bruschetta Garnish Hanger Steak | Smoked Shallot Mashed Potatoes, Asparagus, Merlot Demi and Red Onion Jam Salmon | Bamboo Rice, Haricot Verts, Toasted Almond and Golden Raisin Relish, Maple Butter

Faro Risotto | Roasted Seasonal Vegetables and Fried Basil Seasonal Ravioli | Brown Butter, Shaved Parmesan, Dried Fruit

## Coffee and Tea Service

Upgrade Any Entrée to a Duet for $\mathbf{\$ 1 0 . 0 0}$ Per Person<br>Chesapeake Crab Cake, Sweet Corn Relish<br>Petite Beef Filet, Merlot Demi<br>Chicken Breast, Chicken Jus<br>Diver Scallops (3 each), Grapefruit Beurre Blanc<br>Grilled Jumbo Shrimp (3 each), Dill Cream

## \$145.00 per person

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## Silver Package

Includes four (4) passed hors d'oeuvres , one (1) display, four (4) hour premium bar, and three (3) course plated dinner service

## SOUP | SALAD

## SOUP

Choose one (1)
SALAD
(Selecting Soup and Salad is an additional $\$ 6.00$ per person)

## winter

Tuscan White Bean and Kale Soup
Wild Mushroom Veloute with Fine Herbs
summer
Corn and Crab Chowder
Fire Roasted Heirloom Tomato Soup with Chive Oil spring
Asparagus Bisque with Crispy Onions
Carrot Cumin Soup with Maple Raisin Relish
fall
Butternut Squash Bisque with Brown Butter and
Toasted Pepitas
Cream of Cauliflower Soup
Artisan Breads and Butter

ENTREES
Choose two (2), final count of each is due three (3) days prior to event
(Add a third entrée for an additional $\$ 5.00$ per person)
Frenched Chicken Breast | Faro Pilaf, Haricot Verts, Natural Jus and Oven Roasted Tomatoes
Rockfish | Celery Root Mash, Wilted Arugula, Sun-Choke Sauce, Yellow Tomato Jam
Beef Filet Mignon | Fingerling Potato Hash, Broccolini, Cabernet Demi and Pickled Red Onions Herbed Polenta Cakes | Roasted Seasonal Vegetables and Celery Salsa Verde

Faro Risotto | Roasted Seasonal Vegetables

Upgrade Any Entrée to a Duet for $\mathbf{\$ 1 0 . 0 0}$ Per Person<br>Chesapeake Crab Cake, Sweet Corn Relish<br>Petite Beef Filet, Merlot Demi<br>Chicken Breast, Chicken Jus<br>Diver Scallops (3 each), Grapefruit Beurre Blanc<br>Grilled Jumbo Shrimp (3 each), Dill Cream

## DESSERT

Chocolate Dipped Strawberry Platter
Coffee and Tea Service
\$163.00 per person

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## Gold Package

Includes three (3) passed hors d'oeuvres, two (2) displays, four (4) hour premium bar, and full plated dinner service
SOUP | SALAD
Choose one (1)
(Selecting Soup and Salad is an additional $\$ 6.00$ per person)
harvest salad

## winter

Tuscan White Bean and Kale Soup
Wild Mushroom Veloute with Fine Herbs summer
Corn and Crab Chowder
Fire Roasted Heirloom Tomato Soup with Chive Oil spring
Asparagus Bisque with Crispy Onions
Carrot Cumin Soup with Maple Raisin Relish
fall
Butternut Squash Bisque with Brown Butter and Toasted Pepitas
Cream of Cauliflower Soup

## Artisan Breads and Butter

## ENTREES

Choose two (2), final count of each is due three (3) days prior to event
(Add a third entrée for an additional $\$ 5.00$ per person)
Bell \& Evans Chicken Breast | Basil Risotto, Swiss Chard, Red Pepper Coulis, Feta Cheese and Pine Nut Halibut Filet | Beluga Lentils, Asparagus, Preserved Lemon Vinaigrette, Peppadew Relish
Beef Filet Mignon | Saffron New Potatoes, Creamy Spinach, Merlot Demi and Mushroom Onion Garnish
Braised Beef Short Rib | Truffled Mac and Cheese, Broccolini, Bread Crumbs, Gremolata and Natural Jus
Herbed Polenta Cakes | Roasted Seasonal Vegetables and Celery Salsa Verde
Vegetable White Bean Cassoulet | Fried Brussel Sprout Leaves and Herbs
Upgrade Any Entrée to a Duet for $\mathbf{\$ 1 0 . 0 0}$ Per Person
Chesapeake Crab Cake, Sweet Corn Relish
Petite Beef Filet, Merlot Demi
Chicken Breast, Chicken Jus
Diver Scallops (3 each), Grapefruit Beurre Blanc
Grilled Jumbo Shrimp (3 each), Dill Cream

## DESSERT

Assorted Chocolate Truffles
Coffee and Tea Service

## \$173 per person

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## The Lux Buffet

Includes three (3) passed hors d'oeuvres, two (2) displays, four hour premium bar, and full buffet dinner service

SOUP
Choose one (1) Seasonal Soup
All three (3) Salads Included
SALAD
harvest salad
Tuscan White Bean and Kale Soup
Wild Mushroom Veloute with Fine Herbs
summer
Corn and Crab Chowder
Fire Roasted Heirloom Tomato Soup with Chive Oil spring
Asparagus Bisque with Crispy Onions
Carrot Cumin Soup with Maple Raisin Relish
fall
Butternut Squash Bisque with Brown Butter and Toasted Pepitas
Cream of Cauliflower Soup

Artisan Breads and Butter

## ENTREES

Choose Three (3)
Herb Crusted Chicken Breast | Artichoke Tomato Cream and Bruschetta Garnish
Grilled Petite Filet of Beef | Onion Mushroom Hash and Sauce Bordelaise
Salmon with Citrus Buerre Blanc | Charred Lemons and Fennel Relish
Grouper with Orange Vinaigrette | Orange Supremes and Fine Herbs
Grilled Chicken | Roasted Red Pepper Coulis, Feta Cheese and Toasted Pine Nuts
Seasonal Ravioli | Brown Butter and Shaved Parmesan
Vegetable Risotto
Accompaniments - Chose Two (2)
Grilled Vegetable Medley
Whipped Yukon Gold Potatoes
Sweet Potato Mash
Wild Rice Pilaf
Roasted Fingerling Potatoes Brussel Sprouts

DESSERT
Assorted Miniature French Pastries and Chocolate Dipped Strawberries
Coffee and Tea Service

## \$187.00 per person

[^4]
# YOUReception 

## children |\$25.oo

Offer your young guests, ages twelve (12) and under, the option of a children's menu. Guests, ages four (4) and under, are complimentary.

## first course | choose one (1)

Fruit Plate | Sliced seasonal fresh fruit and grapes
Small House Salad | Assorted Greens, Carrots and Cucumbers with Ranch Dressing

## entrées | choose one (1)

Chicken Fingers Grilled or Fried | Ketchup and Honey Mustard Sauce, Crispy Golden Brown French Fries Spaghetti and Meatballs/Pasta and Sauce | Tomato or White Cream Sauce
Macaroni and Cheese | with Tater Tots

## dessert | choose one (1)

Fudge Brownie
Vanilla Cupcake with Sprinkles

## vendors

Extend your hospitality to your photographer, DJ, Band, and other vendors by selecting one of the following boxed dinner options. All options include a side salad, cookie, fresh seasonal whole fruit, bag of potato chips, and a Hershey chocolate bar.

Roasted Turkey | Swiss Cheese, Leaf Lettuce, Sliced Tomato and Cranberry Aioli on Baguette The "Italian"| Ham, Mortadella, Pepperoni, Provolone Cheese, Pickled Peppers, Dijonaise on Ciabatta Roll

Vegetarian | Grilled Vegetables, Arugula, Goat Cheese, Rosemary Mayonnaise on Brioche Roll

WE KNOW THAT YOUR SPECIAL DAY IS IN THE DETAILS, WHICHIS WHY WE OFFER AN ARRAY OF SERVICES, TO ENSURE THAT YOU AND YOUR GUESTS GET A TASTE OF UNFORGETTABLE.

# Y O <br> Unhancements 

## enhancements

We take pride in providing exceptional food and drink, service and atmosphere. With extensive wine selections, upgraded food and beverage arrangements, specialty linens and chairs, distinctively designed ice carvings, or dramatic lighting...let us impress you.

## cocktail hour enhancements

Miniature Crab Cake with Old Bay | $\$ 5.00$ per person
Individual Shrimp Cocktail in Martini Glass | $\$ 6.00$ per person
Herb Crusted Lamb Chop with Port Demi | $\$ 6.00$ per person
Ahi Tuna in Wonton Cup with Wasabi Aioli | $\$ 5.00$ per person

## barenhancements

Upgrade to Top Shelf Open Bar | $\$ 6.00$ per person
Absolut Vodka | 1800 Silver Tequila | Bacardi Superior Rum | Captain Morgan Original Spiced Rum | Tanqueray Gin Johnnie Walker Red Scotch | Jack Daniels Tennessee Whiskey | Maker's Mark Bourbon | Seagram's VO Whiskey Courvoisier VS Brandy

Upgrade to Luxury Open Bar | $\$ 12.00$ per person
Grey Goose Vodka | Patron Silver Tequila | Bacardi Superior Rum | Mt. Gay Eclipse Gold Rum | Bombay Sapphire Gin Johnnie Walker Black Scotch | Knob Creek Bourbon | Jack Daniels Tennessee Whiskey | Crown Royal Whiskey Hennessy Privilege VSOP Cognac

Bubbly Champagne Bar | $\$ 8.00$ per person / per hour
For the champagne lovers at your wedding- have a whole bar dedicated to your choice of specialty bubbly cocktails! Additional bartender fee of $\$ 150$ will apply.

Martini Bar | \$12.00 per person / per hour
Choose three (3) of the following signature martinis to be displayed on a private bar to create an eye-catching experience your guests will never forget!
Wedding Cake Martini | Chocolatini | Appletini | Cosmopolitan | Blushing Bride Martini | Dirty Martini White Grape Martini | Frosty Lemon Drop Martini | Mr. Manhattan Martini

Late Night Cordial Cart | $\$ 10.00$ per person / per hour offer cordials to your guests after dinner. cart to include V.S.O.P., Grand Marnier, Kahlua, Drambuie, Tia Maria, Bailey's Irish Cream, Sambuca, Amaretto, Frangelico

# YO <br> UnR 

## dessertenhancements

Small Bite Display | $\$ 15.00$ per person
Assorted Truffles, Chocolate Covered Strawberries, Fruit Tarts, Brownie Bites, Mousse Cups and Mini Cookies Placed on Each Table After Your Dinner

Chocolate Fountain | $\$ 14.00$ per person
Three-Tiered Fountain Overflowing with Your Choice of Dark or White Chocolate, Served with Assortment of Fresh Fruit, Brownies, Pretzels, Marshmallows and Skewers

Midnight Delight Dessert Buffet | $\$ 16.00$ per person
Chef's Selection of Homemade Cakes, Petit Fours, Cookies, Milk and Coffee Service

## designenhancements

Ice Carving | starting at $\$ 550.00$
Hotel White or Navy Blue Floor-length Pintuck Linen
(max 15 tables)| $\$ 10.00$ per table
Specialty Linen | priced upon request
Piano Rental | \$250.00
Gold or Silver Chiavari Chairs | $\$ 8.00$ per chair
Upgraded Tablescape Package | starting at \$ 11.50 per person
Floorlength Linen, Cotton Napkin and Gold or Silver Chiavari Chair
Please see your Event Manager for pricing
Photo Booth| starting at $\$ 850.00$ for 3 hour event
Hard cover photo album available at $\$ 350.00$

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<td style="text-align: center; border-left: none !important; border-bottom-style: solid !important; border-bottom-width: 1px !important; border-top: none !important; width: auto; vertical-align: middle; ">NiGHet</td>
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<table-markdown style="display: none">| NiGHet |
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late night snack upgrades

Please choose from our A la Carte Menu for additional upgrades:
Offer your guests a snack before they leave Items can be mixed and match

Individual Donut or Chocolate Chip Cookie and Milk Shooters Display $\$ 6.00$ per person

Individual Grilled Cheese and Tomato Soup Shooters
$\$ 6.00$ per person
Individual Cups of Mac \& Cheese
with Buffalo Chicken Mac \& Cheese and Ham with Peas Mac \& Cheese
$\$ 8.00$ per person
Sheet Pan Pizza Display
with Choices of Pepperoni, Vegetable, and Ham \& Pineapple
$\$ 8.00$ per person
Sliders Display
Choice of Barbeque Pork and Cole Slaw, Cheeseburger or Buffalo Chicken $\$ 10.00$ per person

Jumbo Warm Pretzel Display
with Cheese \& Spicy Mustard Dipping Sauces
$\$ 7.00$ per person
Deconstructed S'mores
Hot Fudge, Hershey Bars, toasted marshmallow, marshmallow fluff and graham crackers $\$ 9.00$ per person

# brunch 

Freshly Squeezed Juices<br>Assorted Homemade Breakfast Bakeries<br>Seasonal Sliced Fruit and Berries<br>Artisan Cheeses, Grapes and Crackers<br>Brioche French Toast and Apple Compote Smoked Salmon, Herbed Cream Cheese and Bagel Canapés<br>Scrambled Eggs and Chive<br>Bell Pepper and Onion Breakfast Potatoes Applewood Smoked Bacon and Breakfast Sausage

Freshly Brewed Coffee, Teas, and Decaffeinated Coffee

## $\$ 47.00$ per person

## enhancements

Additional $\$ 8.00$ per person per enhancement

Mimosa and Bloody Mary Station<br>(Bartender Required at \$150.00 each)<br>"Over-Night" Oats with Fresh Berries Crab Cake Benedict and Old Bay Hollandaise<br>"Uncle Buck" Sized Pancake Carving Station<br>(Attendant Required-\$150.00 each)<br>\section*{Ask your Sales Manager for more Suggestions!}

HOTEL
GALLERY


HOTEL EXTERIOR


WELLINGTONS


WASHINGTONIAN


DINING
ROOM


GUEST ROOMS


FAIRFAX DINING ROOM


ROTUNDA


JEFFERSONIAN


SUNSET TERRACE

## TERMGSOXitions

Event Minimum | Your Food and Beverage Minimum will be based on your estimated expected attendance and on your least expensive entrée selection. Hotel will reserve space sufficient to accommodate your function. Changing dates, reducing the number of guests, or canceling without adequate written notice makes it difficult and costly for Westields to re-market facilities and is subject to assessment of probable damages due to the hotel.

Guest Guarantee | Final guaranteed number of attendees of your catered function shall be provided to Event Manager no later than 12:00 PM three (3) business days prior to your event. This number will be considered a guarantee, is not subject to reduction, and charges will be made accordingly. The Hotel cannot be held responsible for service to more than three percent over the provided guarantee.

Payment | A non-refundable advance deposit 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. No alcoholic beverages may be brought into the hotel for a catered function. All guests in attendance who are drinking alcoholic beverages will be required to carry valid identification regardless of age. Our bartenders have the right to require proof of age.

Outside Vendors | Westields reserves the right to approve all vendors. The Hotel has to be provided with a list of vendors involved in your event, including phone number and contact person, a minimum of two (2) weeks prior to the event.

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

Security | Westields shall not assume responsibility for damage or loss of any merchandise or articles brought into the hotel.
Parking | As part of the wedding package, Westfields has onsite complimentary self parking available as well as valet options for $\$ 20.00$ per vehicle per day, $\$ 30.00$ per vehicle overnight

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


[^0]:    *consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness

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