



Courtyard Richmond Downtown





WELCOME TO A REFRESHING APPROACH TO EVENTS

Whether you're planning a business meeting, family reunion or wedding rehearsal, having plenty of options and personalized attention can turn any occasion from special to spectacular. With our dedicated hospitality team standing by, we'll help you discover new ideas, provide on-site services, and make planning your event easier. From flexible meeting spaces, tasty and innovative catering, and audiovisual services, our expert staff can provide anything your event needs.

We look forward to planning something together soon.

The Courtyard® Events Team



BREAKS



Morning Break

Seasonal Fresh Cut Fruit
Breakfast Pastries
Coffee, Decaf, and Tea Service
Orange Juice

Afternoon Break

Freshly Baked Cookies or Brownies
Assorted Chips and Pretzels
Assorted Soft Drinks

All Day Break

Includes Morning Break and Afternoon Break
Menu Items

BREAKFAST



Continental Breakfast

Assortment of Breakfast Breads
Assortment of Muffins
Assortment of Sliced Bagels
Seasonal Fresh Cut Fruit
Cold Cereals
Individual Yogurts
Coffee, Decaf, and Tea Service
Orange Juice

Executive Breakfast

Scrambled Eggs
Breakfast Potatoes
Breakfast Meats
Warm Oatmeal
Assortment of Muffins
Assortment of Sliced Bagels
Seasonal Fresh Cut Fruit
Yogurt
Coffee, Decaf, and Tea Service
Orange Juice

LUNCH



Deli Express

Shaved Ham, Sliced Turkey Breast, and Roast Beef
Assortment of Cheeses
Served with a Variety of Breads
Variety of Chips and Condiments
Pasta or Potato Salad
Soup
Chef's Choice Dessert
Sweet or Unsweet Tea

Deli Market Table

Assorted Choices of: Chicken Salad on Whole Grain, Roast Turkey BLT, Grilled Chicken Caesar Wrap
Soup
Creamy Coleslaw
Assortment of Chips
Chef's Choice Dessert
Assorted Pepsi Products

Fajita Bar

Strips of Chicken with a Tangy Homemade Sauce, Green Peppers and Red Onions
Soft Tortilla Shells
Sour Cream, Guacamole, Cheese, Tomatoes, Spanish Rice, Refried Beans/Black Beans, Tortilla Chips and Salsa on the side
Tossed Green Salad
Chef's Choice Dessert
Sweet or Unsweet Tea

Asian Flair

Chicken and Vegetable Stir Fry
White Rice
Egg Rolls
Tossed Salad with Assorted Dressings
Chef's Choice Dessert
Duck and Soy Sauce
Sweet or Unsweet Tea

RECEPTION



Hot Hors D'Oeuvres

Chicken Tenders
Chicken Wings
Barbeque Meatballs
Mini Vegetable Rolls
Priced Per 100 pieces

Cold Hors D'Oeuvres

Shrimp Cocktail
Chicken Salad Sandwiches
Tuna Salad Sandwiches
Small Fruit & Cheese Display
Large Fruit & Cheese Display
Small Vegetable Tray
Large Vegetable Tray

*Small size feeds 15-20

*Large size feeds 40-50

Priced per 100 pieces

TECHNOLOGY



Meetings and Technology

The Old Capitol Room (1,562 sq ft)
The Old Senate House Room (1,300 sq ft)
LCD Projector
Projector Screen
Polycom Phone
Microphone
Podium
AV Cart
Flipchart with Markers
Whiteboard with Markers
Presentation Laser Pointer

*Please contact the Sales Department for Pricing



ADDITIONAL INFORMATION

All Food and Beverage charges are subject to an 11.3% tax and a 24% service charge. Meeting Space and additional equipment is subject to a 5.3% tax.