



MARRIOTT
CHARLESTON
TOWN CENTER



EVENTS MENU

BREAKFAST

PRICE PER PERSON

TRADITIONAL CONTINENTAL BREAKFAST \$13

- Freshly Baked Muffins
- Sliced Breakfast Breads
- Sliced Seasonal Fruit
- Orange Juice
- Starbucks Regular and Decaffeinated Coffee
- TAZO Traditional and Herbal Tea

CHARLESTON CONTINENTAL BREAKFAST \$17

- Sliced Breakfast Breads
- Assorted Cold Cereals with Individual Milk Cartons
- Assorted Individual Yogurts
- Sliced Seasonal Fruit
- Orange Juice and Apple Juice
- Starbucks Regular and Decaffeinated Coffee
- TAZO Traditional and Herbal Tea

ENHANCEMENTS - PRICING PER PIECE

- Bacon and Egg Croissant Sandwich - \$5
- Sausage, Cheddar and Egg Biscuit Sandwich - \$5
- Mini Berry Parfait - \$5
- Assorted Bagels with Cream Cheese, Butter and Preserves - \$4

STATIONS - PRICING PER PERSON

- Belgian Waffles with Whipped Cream, Maple Syrup, Butter and Berries - \$7
- Omelet Station with Traditional Sides - \$8
- French Toast with Maple Syrup - \$5

*Prices Based on 2 Hour Durations

All prices are subject to 22 percent taxable service charge and current state sales tax.



CHARLESTON MARRIOTT TOWN CENTER

200 Lee Street East, Charleston, WV 25301
T. 304-345-6500

meetings  imagined

BREAKFAST

PRICE PER PERSON

BREAKFAST BUFFET **\$19**

- Breakfast Breads
- White and Wheat Bread with Butter and Preserves
- Sliced Seasonal Fruit
- Freshly Scrambled Eggs
- Crisp Bacon
- Breakfast Potatoes
- Orange Juice
- Starbucks Regular and Decaffeinated Coffee
- TAZO Traditional and Herbal Tea

Prices are based on a 1 hour duration and buffets are for 25 guests or more
*Less than 25 guests add \$3 per person

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PLATED BREAKFAST

PRICE PER PERSON

ALL PLATED BREAKFAST INCLUDE

- Orange Juice
- Starbucks Regular and Decaffeinated Coffee
- TAZO Traditional and Herbal Tea

ALL AMERICAN \$14

- Scrambled Eggs
- Breakfast Potato Hash
- Crispy Bacon

FRENCH TOAST \$16

- French Toast
- Season Berries
- Maple Syrup

PLATED ENHANCEMENTS

- Fruit Cup \$4
- Oatmeal with Brown Sugar and Raisins \$4

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ENERGIZE

ENERGIZE

BREAKFAST

- Crunchy French Toast - \$14 per person (Low Cholesterol)
- Cup of Fresh Fruit - \$4 per person (Low Fat)
- Hash Brown Substitute - \$3 per person (Low Carb)

BREAK

- Healthy Enhancements Chocolate Brownies (Sweet Component) - \$4 per person
- Butter Popcorn (Savory Component) - \$4 per person
- Fruit and Yogurt (Carb Conscious) - \$5 per person
- Variety of Whole Fruit - \$3 each
- Bottled Water - \$4 each
- Diet Pepsi (Low Carb) – \$4 each

PLATED LUNCH

- Seared Chicken Breast with Demi Glaze and Chef's Choice Seasonal Vegetable (Carb Conscious, Gluten Free) - \$24 per person
- Grilled Mahi Served with Chef's Choice Seasonal Vegetables (Carb Conscious, Gluten Free) - \$28 per person

PLATED DINNER

- Grilled Chicken with Tomato Onion Compote (Carb Conscious, Gluten Free) - \$32 per person
- Grilled Salmon with Tomato, Caper, Olive Ragout and Herb Roasted Potato (Low Fat, Gluten Free) - \$34 Per Person
- Polenta Cake with Wild Mushroom and Vegetable Ragout (Low Cholesterol) - \$29 per person

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BEVERAGE BREAKS

PRICE PER PERSON

JUST THE JOE **\$6**

- Starbucks Regular and Decaffeinated Coffee
- TAZO Traditional and Herbal Tea

WAKE ME UP **\$8**

- Starbucks Regular and Decaffeinated Coffee
- TAZO Traditional and Herbal Tea
- Assorted Pepsi Soft Drinks and Bottled Water

BEVERAGE BREAK PLUS **\$10**

- Starbucks Regular and Decaffeinated Coffee
- TAZO Traditional and Herbal Tea
- Assorted Pepsi Soft Drinks and Bottled Water

(Choose One)

- Muffins and Pastries
- Cookies and Brownies

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BUILD YOUR OWN BREAK

SWEET ENHANCEMENTS

- Fruit Skewers \$6 per piece
- Whole Fruit \$3 per piece
- Mini Berry Parfaits \$4 per piece
- Glazed Cinnamon Buns \$36 per dozen
- House Made Pastries and Muffins \$36 per dozen
- Assorted Granola and Fruit Bars \$38 per dozen
- Assorted Candy Bars \$36 per dozen
- Assorted Individual Yogurts \$38 per dozen
- Cookies, Brownies or Blondies \$36 per dozen
- Ice Cream Novelties \$36 per dozen

BEVERAGE ENHANCEMENTS

- Starbucks Regular and Decaffeinated Coffee \$44 per gallon
- TAZO Traditional and Herbal Tea \$44 per gallon
- Iced Tea and Lemonade \$38 per gallon
- Assorted Pepsi Soft Drinks \$4 each
- Gatorade \$5 each
- VASA Bottled Water \$4 each
- Evian \$5 each
- San Pellegrino \$6 each
- Orange, Cranberry, and Apple Juice Carafe \$10 each
- Whole, 2%, Skim, and Chocolate Milk \$4 each
- Redbull Energy Drink \$6 each

SAVORY ENHANCEMENTS

- Bagged Pretzels and Miss Vickie's Potato Chips \$4 each
- Soft Pretzels and Mustard \$25 per dozen
- Trail Mix \$5 each
- Crudité Vegetables and Dip \$6 per person
- Tortilla Chips and Salsa \$6 per person
- Hummus with Pita, Celery and Carrots \$8 per person

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BUILD YOUR OWN BOXED LUNCH

\$20 PER PERSON

INCLUDES

- Pasta Salad
- Miss Vickie's Chips
- Cookie
- Soft Drink or Bottled Water

SANDWICH OPTIONS – CHOOSE THREE

- Vegetable – Brioche, Lemon Garlic Aioli and Grilled Vegetables
- Chicken Salad – Herb Flour Tortilla, Golden Delicious Apple, Celery, Raisins, and Baby Spinach
- Ham – Focaccia, Raspberry Jam, Caramelized Onion, Brie Cheese, and Lettuce
- Turkey – Pita, Hummus, Cucumber, Mixed Greens, Tomato, and Provolone
- Roast Beef – Rosemary Roll, Boursin Cheese Spread, Fried Onions, Lettuce, Tomato

*Boxed lunches can be preassembled for \$24 per person

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DELI BUFFET

\$24 PER PERSON

INCLUDES

- Garden Salad with Dressing
- Lettuce, Tomato, Onion, and Pickle
- Mayonnaise and Mustard
- Whole Fruit
- House Made Chips
- House Baked Cookies and Brownies
- Coffee and Tea

SELECT TWO MEATS

- Roast Beef
- Turkey
- Ham
- Chicken Salad
- Tuna Salad
- Corned Beef

SELECT TWO CHEESES

- Swiss
- Cheddar
- Provolone
- Pepper Jack

*Additional meat/cheese option - \$3 per person

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PLATED LUNCH

PRICE PER PERSON

INCLUDES

- Assorted Rolls and Butter
- Chef's Selection of Seasonal Sides
- Coffee and Tea
- Iced Tea and Lemonade

SALADS – CHOOSE ONE

- Garden Salad – Mixed Greens, Cucumber, Tomato, Carrot, and Ranch Dressing
- Caesar Salad – Romaine, Aged Parmesan Cheese, House Made Croutons, and Creamy Caesar Dressing
- Greek Salad – Iceberg Lettuce, Tomato, Red Onion, Kalamata Olives, Feta Cheese, and Red Wine Vinaigrette
- Spinach Salad – Mandarin Oranges, Walnuts, Goat Chees and Balsamic Vinaigrette

ENTREES

- | | |
|---|------|
| • Grilled Salmon with Lemon Cream Dill Sauce | \$27 |
| • Seared Mahi Topped with Tomato, Caper and Olive Ragout | \$28 |
| • Grilled Chicken Topped with Tomato Onion Compote | \$24 |
| • Braised Short Rib with Caramelized Pearl Onion
with a Red Wine Sauce | \$30 |
| • Mustard Rubbed Pork Loin | \$24 |
| • Parmesan Risotto | \$25 |
| • Chicken Marsala | \$24 |
| • Grilled Flank Steak with Port Wine Demi | \$30 |

DESSERTS – CHOOSE ONE

- Streusel Apple Pie
- Chocolate Cake
- New York Style Cheesecake
- Carrot Cake
- Chocolate Mousse
- Lemon Meringue

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LUNCH BUFFET

\$27 PER PERSON

INCLUDES

- Assorted Rolls and Butter
- Coffee and Tea
- Iced Tea & Lemonade

STARTERS – CHOOSE TWO

- Garden Salad – Mixed greens, Cucumber, Tomato, Carrot, and Ranch Dressing
- Caesar Salad – Romaine, Aged Parmesan Cheese, House Made Croutons and Creamy Caesar Dressing
- Loaded Potato Salad – Bacon, Scallions and Cheddar
- Pasta Salad – Spinach, tomato, Olive and Red Wine Vinaigrette
- WV Apple Salad – Golden Delicious Apple, Dried cranberries and Celery
- House Made Soup

ENTREES – CHOOSE TWO

- Pasta Bolognese with Beef Tomato Sauce and Aged Parmesan
- Creamy Pesto Pasta Primavera with Fresh Sautéed Seasonal Vegetables
- Mahi Veracruz with Spicy Pepper, Onion and Tomato
- Grilled Salmon with Lemon Cream Dill Sauce
- Seared Chicken with Roasted Shallot Demi
- Grilled Chicken with Citrus Mojo
- Southern Fried Chicken with Peppercorn Gravy
- Roasted Pork Loin with West Virginia Golden Delicious Apple Chutney
- Braised Short Rib with Caramelized Pearl Onions and Red Wine Sauce

SIDES – CHOOSE TWO

- Roasted Garlic Mashed Potatoes
- Herb Roasted Potato
- Wild Rice Blend
- Sautéed Green Beans
- Vegetable Medley
- Ginger Glazed Carrots

DESSERTS – CHOOSE TWO

- New York Style Cheesecake
- Pecan Pie
- Chocolate Cake
- Carrot Cake
- Lemon Meringue

Buffet price based on 1 hour duration for 25 or more guests

*Less than 25 guests add \$4 per person

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LUNCH BUFFETS

PRICE PER PERSON

ALL AMERICAN BUFFET

\$26

- Garden Salad – Mixed Greens, Tomato, Shaved Red Onion, Cucumber, Olives with Red Wine Vinaigrette and Ranch dressing
- Loaded Potato Salad – Red Bliss Potatoes, Shredded Cheddar, Bacon and Scallion
- Southern Slaw – Shredded Cabbage, Carrots and Poppy Seeds
- Mac & Cheese with House Made Whiskey and Cheddar Sauce
- Corn on the Cob
- Hot Dogs
- Hamburgers
- Sides – Lettuce, Sliced Tomato, Pickles, Shaved Red Onion, Relish, Mayonnaise, Mustard, Ketchup, BBQ Sauce, Sliced Cheddar Cheese, Burger and Hot Dog Buns
- Seasonal Whole Fruit
- Brownies

SOUTHERN COMFORT BUFFET

\$26

- Cheddar Cornbread
- Macaroni Salad
- Loaded Potato Salad
- Green Bean Casserole with Creamy Mushroom Sauce and Crispy Fried Onion
- Sweet Potato Mash Topped with Toasted Marshmallow
- Fried Chicken
- Blackened Catfish with Roasted Corn Succotash
- Bread Pudding with Whiskey Caramel Sauce
- Streusel Apple Pie

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LUNCH BUFFET

PRICE PER PERSON

SOUTH WESTERN BUFFET **\$26**

- Avocado Salad with Tomato, Red Onion and Citrus Vinaigrette
- Black Bean and Corn Salad
- Jicama Slaw with Peppers, Red Onion, Cilantro and Citrus Vinaigrette
- Spanish Rice
- Cumin Seasoned Ground Beef
- Fajita Chicken – Chipotle Seasoned Chicken, Sautéed Peppers and Onions
- Sides: Pico de Gallo, Guacamole, Shredded Cheddar, Sour Cream, Limes, Jalapeno, Soft Flour Tortillas and Corn Taco Shells
- Churros
- Flan

ITALIAN BUFFET **\$26**

- Herb Focaccia
- Caesar Salad – Romaine, Shaved Parmesan, Herb Croutons and Caesar Dressing
- Fresh Mozzarella with Tomato, Fresh Basil and Olive Oil
- Seasonal Grilled Vegetables
- Tortellini Alfredo – Cheese Stuffed Tortellini and Creamy Alfredo Sauce
- Chicken Caponata – Seared Chicken Breast topped with Eggplant Caponata
- Rosemary Meatballs with House Made Marinara
- Tiramisu
- New York Style Cheesecake

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CARVING STATIONS

PRICE PER EACH

ROASTED TURKEY **\$210**

- With Traditional Gravy and Assorted Dinner Rolls
- *Serves Approximately 30 People

HONEY GLAZED HAM **\$236**

- With Assorted Dinner Rolls
- *Serves Approximately 50 People

BEEF TOP ROUND **\$420**

- With Horseradish Cream Sauce and Assorted Dinner Rolls
- *Serves Approximately 75 People

LAGER BRINED PORK LOIN **\$236**

- With Assorted Mustard and Assorted Dinner Rolls
- *Serves Approximately 40 People

STRIP LOIN **\$420**

- With Mustard Demi Glaze and Assorted Dinner Rolls
- *Serves Approximately 30 People

TENDERLOIN **\$390**

- With Herbed Demi Glaze and Assorted Dinner Rolls
- *Serves Approximately 25 People

*Carver Fee \$90 per 100 people

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RECEPTION

HORS D'OEUVRES

HOT HORS D'OEUVRES

\$5 PRICES PER PIECE

- Asiago and Asparagus Phyllo
- Vegetable Spring Roll
- Shrimp Spring Roll
- Spanakopita
- Mini Pepperoni Rolls
- WV Apple Butter Glazed Chicken Sate
- Beef Wellington
- Crab Cakes
- Blackened Shrimp Skewer
- Teriyaki Beef Sate with Peanut Sauce
- Bacon Wrapped Scallops

COLD HORS D'OEUVRES

\$4 PRICES PER PIECE

- Kalamata Olive and Feta Tapenade Crostini
- Crudit  Shots and Ranch Dip
- Boursin and Melba Flatbread
- Antipasti Skewer
- Red Wine Poached Pear with Goat Cheese

DISPLAY STATIONS

\$7 PER PERSON

- Domestic Cheeses – Cheddar, Swiss and Pepper Jack with Assorted Crackers
- Market Style Crudit  – Broccoli, Carrot, Celery, Cauliflower with Ranch Dip
- House Made Hummus – Grilled Pita, Carrots and Celery

\$10 PER PERSON

- Imported Cheeses – Brie, Chevre, Fresh Mozzarella, Assorted Crackers and Sliced Baguette
- Sliced Fruit and Berries – Cantaloupe, Honeydew, Pineapple and Seasonal Berries
- Antipasto – Grilled Balsamic Portobello, Spicy Roasted Zucchini and Yellow Squash, Marinated Artichoke Hearts, Salami and Provolone

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RECEPTION STATIONS

PRICE PER PERSON

CAESAR SALAD STATION

\$15

- Romaine
- Roast Chilled Chicken Breast
- Grilled Chilled Flank Steak
- Aged Parmesan
- House Made Croutons
- Creamy Caesar Dressing

PASTA STATION

\$13

- Tortellini Alfredo with Garlic and Parmesan Cream Sauce
- Penne Bolognese with Tomato Meat Sauce
- Farfalle Pesto with Basil, Pine Nut, Parmesan and Olive Oil
- Garlic Bread

CHOCOLATE FONDUE STATION

\$13

- Fresh Strawberries
- Cubed Pound Cake
- Marshmallows
- Rice Krispy Treats
- Pineapple

MINI CUPCAKE SENSATION

\$15

- Red Velvet
- Double Chocolate
- Vanilla Bean
- Lemon Meringue
- Peanut Butter
- Jelly Roll

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PLATED DINNER

PRICE PER PERSON

ALL DINNERS INCLUDE

- Assorted Rolls and Butter
- Chef's Choice Seasonal Sides
- Coffee and Tea

SALADS – CHOOSE ONE

- Garden Salad – Mixed Greens, Cucumber, Tomato, Carrot and Ranch Dressing
- Caesar Salad – Romaine, Aged Parmesan Cheese, House Made Croutons and Creamy Caesar Dressing
- Greek Salad – Iceberg Lettuce, Tomato, Red Onion, Olives, Feta Cheese and Red Wine Vinaigrette
- Spinach Salad – Mandarin Oranges, Goat Cheese, Walnuts and Balsamic Vinaigrette

ENTREES

- | | |
|--|--------------|
| • Grilled Salmon with Corn Relish and Citrus Cream | \$34 |
| • Red Snapper Topped with Tomato, Capers and Olive | \$38 |
| • Roast Chicken Brined in Honey Lager | \$30 |
| • Grilled Sirloin with Whole Grain Mustard Demi | \$37 |
| • 7 oz. Filet Mignon | Market Price |
| • Grilled Pork Chop | \$29 |
| • Grilled Vegetable Stack with Balsamic Glaze | \$29 |
| • Seared Chicken with Artichokes, Tomato, Mushroom and Basil Cream Sauce | \$31 |

DESSERTS – CHOOSE ONE

- Streusel Apple Pie
- Chocolate Cake
- NY Style Cheesecake
- Carrot Cake
- Chocolate Mousse
- Lemon Meringue

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DINNER

PRICE PER PERSON

CHOICE OF 2 ENTREES \$35

CHOICE OF 3 ENTREES \$39

ALL BUFFETS INCLUDE

- Assorted Rolls and Butter
- Coffee and Tea

STARTERS – CHOOSE TWO

- Garden Salad – Mixed Greens, Cucumber, Tomato, Carrot and Ranch Dressing
- Caesar Salad – Romaine, Aged Parmesan Cheese, Homemade Croutons and Creamy Caesar Dressing
- Tomato Cucumber Salad with Herb Vinaigrette
- Pasta Salad – Cucumber, Arugula, Feta Cheese and Red Wine Vinaigrette
- WV Apple Salad

ENTREES

- Pasta Bolognese with Beef Tomato Sauce and Aged Parmesan
- Creamy pesto Pasta Primavera with Fresh Sautéed Seasonal Vegetables
- Mahi Veracruz with Spicy Pepper, Onion and Tomato
- Grilled Salmon with a Lemon Cream Dill Sauce
- Seared Chicken with Roasted Onion Demi
- Grilled Chicken with Citrus Mojo
- Southern Fried Chicken with Peppercorn Gravy
- Roasted Pork Loin with West Virginia Golden Delicious Apple Chutney
- Braised Short Ribs with Caramelized Pearl Onions and Red Wine Sauce
- Grilled Flank Steak with Port Wine Demi

SIDES – CHOOSE 3

- Roasted Garlic Mashed Potatoes
- Herb Roasted Potato
- Wild Rice Blend
- Sautéed Green Beans
- Vegetable Medley
- Ginger Glazed Carrots

DESSERTS – CHOOSE 3

- NY Style Cheesecake
- Pecan Pie
- Chocolate Cake
- Carrot Cake
- Lemon Meringue

Buffet price based on 1 hour duration for 25 or more guests

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DINNER BUFFET

PRICE PER PERSON

SOUTHERN COMFORT BUFFET **\$34**

- Cheddar Corn Bread
- Macaroni Salad
- Loaded Potato Salad
- Fried Chicken
- Blackened Catfish with Roasted Corn Succotash
- BBQ Baby Back Ribs
- Green Bean Casserole with Creamy Mushroom Sauce and Crispy Fried Shallots
- Sweet Potato Mash Topped with Toasted Marshmallow
- Bread Pudding with Whiskey Caramel Sauce
- Streusel Apple Pie

ITALIAN BUFFET **\$34**

- Herb Focaccia
- Caesar Salad – Romaine, Shaved Parmesan, Herb Croutons, and Caesar Dressing
- Fresh Mozzarella with Tomato, Fresh Basil and Olive Oil
- Chicken Caponata – Seared Chicken Breast topped with Eggplant Caponata
- Grilled Salmon with Tomato, Kalamata Olives and Caper Ragout
- Rosemary Meatballs with House Made Marinara
- Seasonal Grilled Vegetables
- Tortellini Alfredo – Cheese Stuffed Tortellini and Creamy Alfredo Sauce
- Tiramisu
- NY Style Cheesecake

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VEGETARIAN PLATED OPTIONS

\$30 PRICE PER PERSON

- Portobello Mushroom Tower with Tomato & Basil Sauce with Vegetables
- Homemade Vegetable Lasagna
- Roasted Vegetable Tart on a bed of Arugula with Balsamic Glaze
- Coconut Curry Tofu with Steamed Rice

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KIDS MENU

\$16 PRICE PER PERSON

0-3 YEARS FREE

4-12 YEARS HALF PRICE

13 YEARS & OLDER WILL BE CHARGED AS ADULTS

Chicken Fingers & Fries

Mac & Cheese

Spaghetti & Marinara Sauce

Child Cheese Burger & Fries

Individual Pizza

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BEVERAGES

GOLD STANDARD BRANDS

PREMIUM

LIQUOR to include:

Jim Beam White Label, Canadian Club, Smirnoff, Cruzan Aged Light, Beefeater, Dewar's White Label, Jose Cuervo Traditional Silver, & Courvoisier VS.

WINES to include:

Magnolia Grove Chardonnay, Magnolia Grove Pinot Grigio, Magnolia Grove Cabernet, Magnolia Grove Merlot & Magnolia Grove Rose

BEERS to include:

Budweiser, Bud Light, Michelob Ultra, Heineken, Sam Adams Boston Lager, Rebel IPA, and O'Doul's

TOP SHELF

LIQUOR to include:

Jack Daniel's, Johnnie Walker Red Label, Tanqueray, Bacardi Superior, Maker's Mark, Courvoisier VS, Captain Morgan Original Spice, Absolut, 1800 Silver, Dewar's White Label & Canadian Club Whisky.

WINES to include:

Magnolia Grove Chardonnay, Magnolia Grove Pinot Grigio, Magnolia Grove Cabernet, Magnolia Grove Merlot & Magnolia Grove Rose

BEERS to include:

Budweiser, Bud Light, Michelob Ultra, Heineken, Sam Adams Boston Lager, Rebel IPA, and O'Doul's

HOST BAR

Premium	\$7.50
Top Shelf	\$8.50
House Wine	\$7.50
Imported Beer	\$5.50
Domestic Beer	\$4.50
Soft Drinks	\$3.50
Bottled Water	\$3.50

CASH BAR

Premium	\$8.50
Top Shelf	\$9.50
House Wine	\$8.50
Imported Beer	\$6.50
Domestic Beer	\$5.50
Soft Drinks	\$3.50
Bottled Water	\$3.50

*Bartender Fee \$90 each per 75 guests

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WINE

PRICE PER BOTTLE

WHITE WINES AND CHAMPAGNES

Champagne

- La Marca Prosecco \$50
- Mumm Napa Brut "Prestige Chef de Caves" \$77

Blush

- Magnolia Grove Rose \$32

Pinot Grigio

- Magnolia Grove Pinot Grigio \$32
- CasaSmith "VINO" \$48

Chardonnay

- Magnolia Grove \$32
- J. Lohr Estates "Riverstone" \$45
- Sonoma Cutrer "Russian River Ranches" \$65
- Chateau St. Jean \$48

Sauvignon Blanc

- Provenance Vineyards Sauvignon Blanc \$79
- Brancott Sauvignon Blanc \$44
- Sea Pearl \$40

RED WINES

Pinot Noir

- Line 39 \$32

Merlot

- Magnolia Grove-\$32
- Canoe Ridge Vineyard "The Expedition" \$51
- Raymond Vineyards "Reserve Selection" \$95

Cabernet Sauvignon

- Magnolia Grove-\$32
- Avalon \$44
- Estancia \$51
- Columbia Crest "H3" \$49

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TECHNOLOGY

AUDIO

- Wired Microphone | \$30
- Wireless Handheld or Lavalier Microphone | \$135
- 4 Channel Mixer | \$40
- 6 Channel Mixer | \$60
- 16 Channel Mixer | \$100
- Audio House Patch to House Sound System | \$40
- CD Player | \$40
- Portable Sound System | \$125

VIDEO

- DVD Player | \$100
- 32" Video Monitor with Cart | \$125
- TV/DVD Package | \$150
- 46" Flat Screen LCD Monitor | \$200
- Satellite Video Conference | Please Call

PROJECTORS

- 3800/3000 Lumen LCD Projector with Cart and Cords (Screen Charged Separately) | \$350
- LCD Projector and DVD Player | \$425
- Two-way Splitter | \$75
- Projection Assistance Package to include Projection Cart, Cables and 15 Minutes of Technical Assistance | \$40
- Own A/V Charge | \$50

Please cancel any requested audio/visual items at least 72 hours prior to your event. Any items canceled less than 72 hours prior to the event will still be charged at 100% of the listed rates.

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TECHNOLOGY

TECHNOLOGY

SCREENS

- Wall Mounted Screen | \$30
- 6'x6' Tripod Screen | \$30
- 8'x8' Tripod Screen | \$35
- 10'x10' Cradle Screen | \$45
- 9'x12' Fast Fold Screen with Dress Kit | \$135
- Screen Package: Screen, Cart and Extension cord | \$65

LIGHTING

- LED Uplights | \$40
- Custom Lighted GoBos | \$200
- Standard Lighted GoBos | \$100
- Custom Lighting | Please Call

PHONE LINES

- Poly Com
- Direct Dialing Line | \$150
- Phone Charges Based on Usage

LABOR

- Event Technology Technician | \$60 per hour
- 4 consecutive hours minimum (\$30 per hour over 4 hours)
- Technician also required to monitor all outside audio visual companies

Please cancel any requested audio/visual items at least 72 hours prior to your event. Any items canceled less than 72 hours prior to the event will still be charged at 100% of the listed rates.

All prices are subject to 22 percent taxable service charge and current state sales tax.



CHARLESTON MARRIOTT TOWN CENTER

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meetings  imagined

TECHNOLOGY

ACCESSORIES

- Podium | \$20
- Laser Pointer | \$50
- Dry Erase Board with Markers | \$30
- Flipchart with Markers | \$40
- "Green" Flipchart with Markers | \$50
- Standing or Tabletop Lectern with Microphone | \$75
- Brass Easel | \$10
- Power Strip | \$15
- Extension Cord | \$10
- Pipe and Drape 10-ft. minimum | \$20
- Risers per 6' x 8' section (16" or 24" heights available) | \$60
- Exhibit Tables: 6' with cloth | \$15
- Keyboard | \$150
- Laser Printer, Fax Machine or Copier | Please Call

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INTERNET

Number of Participants	Daily Wireless Internet Usage	
	Superior	Simple
	Media streaming, media-rich mobile apps and large file downloads	Email and simple web browsing
<25	\$25/person (up to 8 Mbps)	\$20/person (up to 3 Mbps)
26-50	\$20/person (up to 12 Mbps)	\$15/person (up to 5 Mbps)
51-100	\$15/person (up to 22 Mbps)	\$10/person (up to 8 Mbps)
101+	We are happy to assess your large meetings to develop a customized solution.	

- Bandwidth ranges are for the entire group and not per person
- All pricing is exclusive of Service Charge and Tax
- Wired access priced separately

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GENERAL INFORMATION

GENERAL INFORMATION

Prices

All menu prices are subject to change without prior notice unless they are on an Event Order signed by the client and returned to the Charleston Marriott Town Center.

Menu Selection

Menu Selections must be purchased and served by the hotel. Menus are for general reference, our event team would be happy to customize menu to your needs..

Service Charge

All food, beverage, audio visual and room set-up fees are subject to a 22% service charge and current West Virginia State Sales Tax.

Labor Charge

Please add \$3.00 per person labor charge to any meal functions with less that 25 people. Bartender fees are \$90.00 for each bar. Additional servers/carvers are \$90.00.

Billing

Payment shall be made three (3) business days in advance if paying by credit card or seven (7) business days in advance if paying with check unless credit has been established to the satisfaction of the Charleston Marriott Town Center. A credit card and signed authorization is required at the time the contract is signed for any charges incurred the day of the function. Requests for direct billing will be authorized by the Charleston Marriott's Accounting Office at least thirty (30) days prior to the scheduled events. Once approved, the balance of the account is due and payable thirty (30) days after the date of the function.

Minimums and Guarantees

The guaranteed number of guests must be given to the hotel by noon, three (3) business days prior to the function. This guaranteed number is not subject to reduction. If the guarantee is not received, the expected number of guests on the contract will be used as your guarantee. We will set the room and prepare to serve three percent over the guaranteed number of guests.

Parking

Self-parking is located in the adjacent garage for \$15.00.

Centerpieces

Flowers used in complimentary centerpieces are at the discretion of the Hotel. Special requests can be accommodated at an additional cost.

Decorations

A \$250.00 fee will be assessed if damage to the hotel property occurs or if glitter, confetti, or extensive debris is left for the Hotel to clean up. Advise your Event Manager of any requests to decorate the facility. All decorations are subject to safety requirements of the local fire codes.

Marriott Event Technology Department

Marriott is the event technology provider for the Charleston Marriott Town Center. Our guests have the choice of utilizing another AV company if they prefer. Please be advised that should you utilize the services of another AV company, that AV company must meet the following criteria in order to conduct business at the Charleston Marriott Town Center. Depending on the situation, this will include but is not limited to, the following:

- A Certificate of Insurance with the Charleston Marriott Town Center listed as an Additionally Insured. The Certificate must also show coverage of \$1,000,000.00 per occurrence and hold the Hotel, its employees and guests harmless in case of any incident involving your AV provider's equipment or individuals employed by you or your AV provider's company.



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GENERAL INFORMATION

GENERAL INFORMATION - CONTINUED

Audio Visual

A facility usage fee of \$50.00 per room per day will be charged to cover the costs of equipment patch-in and utility charges. Should your AV provider not be present when a guest requires assistance, a fee of \$40.00 per hour will be charged for the service of an Event Technology Technician. The Charleston Marriott Town Center reserves the right to adjust the volume levels on all sound equipment when deemed necessary in matters of disturbances to other guests.

In the event that a client or outside AV company requires the Charleston Marriott Town Center to move and/or store their AV equipment, the Hotel will not be held liable for any damage to or loss of such equipment.

Food, Beverage and Corkage Policy

All food and beverage must be provided by and consumed at the Charleston Marriott Town Center. Food and beverage items are not permitted to leave the function area upon completion of the event. Due to our liquor license, all alcoholic beverages served in the Hotel's public space must be dispensed by Hotel servers and bartenders. All alcoholic beverages must be purchased by hotel for service in public space. The Hotel reserves the right to refuse service to any guest who is unable to provide proof of their age or appears intoxicated.

Outside Vendors

Prior to securing outside vendors that will provide goods or services at the Hotel, you are required to confirm with the Charleston Marriott Town Center that they are approved vendors. The Hotel reserves the right to prohibit vendors from working in the hotel. A Certificate of Insurance with the Charleston Marriott Town Center listed as an Additionally Insured is required. The Certificate of Insurance must also show coverage of \$1,000,000.00 per occurrence and hold the Hotel, its employees and guests harmless in case of any incident involving your vendor's equipment and individuals employed by you or your vendor's company.

Room and Set-up Fees

Function Rooms are assigned according to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, the Hotel reserves the right to assign meeting space accordingly. The Hotel reserves the right to charge a service fee for set-up of meeting rooms with extraordinary requirements. Please advise the Sales and Event Management Departments if you are publishing meeting room names on your conference collateral.

Security and Liability

The Charleston Marriott Town Center will not assume any responsibility for the damage or loss to any merchandise or articles left in the Hotel prior to, during and after the event. In the instance that valuable items are to be left in any banquet area, it is recommended that a security patrol be retained. The Hotel may require additional security at the guest's expense for some functions.

Labor guidelines

Buffet- 1 server per every 100 people

Server- 1 server per every 33 people

Plated- 1 server per every 20 people

Labor

Chef Attendant \$100

Bartender \$100

Passer \$100



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