

# EVENTS BY MARRIOTT

*Crafted for You*



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CHICAGO MD/UIC

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# EXECUTIVE MEETINGS

## HARRISON STREET CONTINENTAL

Fresh, Sliced Seasonal Fruits  
Individual Assorted Greek Yogurts  
Assorted Danish & House Baked Muffins  
Assortment of Freshly Squeezed Juices  
Freshly Brewed Regular and Decaffeinated Coffee  
Assorted Tazo Tea

### AM BREAK:

Refresh Beverages

### LUNCH: OLD TOWN

Soup of the day  
Fruit Salad  
House made Pasta Salad  
Deli Carved Roasted Beef, Honey Cured Ham, Smoked Turkey Breast & Prosciutto  
Swiss, Pepper Jack and Cheddar Cheese  
Lettuce, Tomato, Pickles and Onion  
Fresh Baked Artisan Breads and Rolls  
Miss Vickie's Potato Chips

### PM BREAK:

Refresh Beverages  
Freshly baked assorted cookies and brownies

**AUDIO VISUAL** included: Screen, Projector, Flipchart and Internet - *\$130/per person, plus fees*



# BREAKFAST BY MARRIOTT

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# CONTINENTAL BREAKFAST

## **HARRISON STREET CONTINENTAL | \$32.00 per person**

Fresh, Sliced Seasonal Fruits  
Individual Assorted Greek Yogurts  
Assorted Danish & House Baked Muffins  
Assortment of Freshly Squeezed Juices  
Freshly Brewed Regular and Decaffeinated Coffee  
Assorted Tazo Tea

## **POLK STREET CONTINENTAL | \$34.00 per person**

Fresh, Sliced Seasonal Fruits  
Raspberry Yogurt Parfaits  
Assorted Danish, House Baked Muffins and Bagels  
Assortment of Individual Cereals and Milks  
Assortment of Freshly Squeezed Juices  
Freshly Brewed Regular and Decaffeinated Coffee  
Assorted Tazo Tea

## **CONTINENTAL ENHANCEMENTS:**

**EGG WHITE AND ROASTED VEGETABLE FRITTATA | \$8.00 each**

**SCRAMBLED EGG & CHEDDAR CHEESE CROISSANT SANDWICH | \$7.00 each**

**BREAKFAST WRAP | \$5.00 each**  
Scrambled Eggs, Chorizo & Cheddar Cheese

**DIY PARFAIT STATION | \$5.00 per person**  
with Yogurt, Assorted Seasonal Berries and Granola

**STEEL CUT OATMEAL | \$6.00 per person**  
Fresh Fruits, Brown Sugar, Nuts and Raisins

**SEASONAL HOMEMADE SMOOTHIES | \$8.00 each**



# BREAKFAST

## **ASHLAND AVENUE** | *\$40.00 per person*

Sliced Seasonal Fruits

Steel Cut Oatmeal, Almonds, Craisins, Brown Sugar and Assorted Berries

Freshly Baked Danish, Breakfast Breads, and Bagels

Scrambled Eggs, Cheddar Cheese, Salsa de la Casa and Cholula

Crisp Applewood Smoked Bacon and Sausage Links

Crispy Hash Browns

Fresh Squeezed Assorted Juices

Freshly Brewed Regular and Decaffeinated Coffee

Assorted Tazo Tea

## **TAYLOR STREET** | *\$45.00 per person*

Sliced and Whole Seasonal Fruits

Assorted Croissants, Coffee Cakes, Preserves and Butter

Egg White Scramble, Spinach, Asparagus, Tomato

Chicken Sausage & Gravy Turnover

Avocado Toast, Whole Grain, Crushed Avocado, Arugula

Red Bliss Potatoes, Onions and Peppers

Fresh Squeezed Assorted Juices

Freshly Brewed Regular and Decaffeinated Coffee

Assorted Tazo Tea

## **HALSTED STREET** | *\$45.00 per person*

Sliced and Whole Seasonal Fruits

Oatmeal with Almonds, Dried Cranberries, Brown Sugar and Assorted Berries

Freshly Baked Danish, Breakfast Breads, and Bagels

DIY Parfait Station, Greek Yogurt, Assorted Seasonal Berries and Granola

Scrambled Eggs & Chives

French Toast, Macerated Berries

Crisp Applewood Smoked Bacon and Sausage Links

Crispy Breakfast Potatoes

Fresh Squeezed Assorted Juices

Freshly Brewed Regular and Decaffeinated Coffee

Assorted Tazo Tea

# BREAKS BY MARRIOTT

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# BREAK A LA CARTE

## BEVERAGES

### ASSORTED SODA, PEPSI PRODUCTS

*\$5.00 charged on consumption*

### ASSORTED CRAFT BOTTLED SODAS

*\$6.00 charged on consumption*

### BOTTLED WATER | *\$5.00 charged on consumption*

### RED BULL, SUGAR FREE AND REGULAR

*\$6.00 charged on consumption*

### ASSORTED GATORADES | *\$5.00 charged on*

*consumption*

### REGULAR AND DECAFFEINATED COFFEE |

*\$110.00 charged per gallon*

### TAZO TEA | *\$110.00 charged per gallon*

### LEMONADE AND ICED TEA | *\$32.00 charged per gallon*

## EDIBLES

### WHOLE FRESH FRUIT | *\$4.00 charged per piece*

### SEASONAL SLICED FRUIT DISPLAY

*\$8.00 per person*

### FRESHLY BAKED COOKIES | *\$50.00 charged per dozen*

### FRESHLY BAKED BROWNIES OR LEMON BARS

*\$50.00 charged per dozen*

### FRESHLY BAKED BAGELS | *\$48.00 charged per dozen*

### FRESHLY BAKED MUFFINS | *\$47.00 charged per dozen*

### ASSORTED PASTRIES | *\$47.00 charged per dozen*

### ASSORTED CANDY BARS | *\$4.00 charged each*

*on consumption*

### SOFT PRETZELS WITH MUSTARD AND CHEESE

*\$40.00 charged per dozen*

### CHICAGO MIX POPCORN | *\$9.00 charged per person*

### DELUXE MIXED NUTS | *\$6.00 charged per person*

### CHIPS, SALSA DE CASA AND GUACAMOLE

*\$10.00 charged per person*



# MEETING BREAKS

## **CITY BY THE LAKE | \$18.00 per person**

Assorted Kettle Potato Chips

Crisp Vegetable Crudités

House Hummus, Onion Dip

Lemonade Carafe

## **WINDY CITY | \$20.00 per person**

Mini Chicago Style Hot Dogs

Italian Beef Sliders

Elis Cheesecake Bites

Assorted Craft Sodas

## **MY KIND OF TOWN – ALL DAY REFRESHERS**

**\$12.00 per person**

Start of Meeting: House made Trail Mix at each place setting

Return from AM Break: Chicago Mix Popcorn

Return from Lunch: Bottled Water and Chocolate Mints at each place setting

## **SECOND CITY ENERGY | \$20.00/per person**

Tortilla Chips, Guacamole, Salsa Verde

Chicken Taquitos, Sour Cream

Mini Chocolate Nutella Donuts

*Based on 30 minutes of service priced per person according to guarantee given by client*





# LUNCH BY MARRIOTT

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# LUNCH SANDWICHES AND SALADS

## FROM ROOK'S RESTAURANT | \$40.00/per person

For groups of 10 or less

Menu card presented at start of meeting

Each guest selects one lunch entrée – sandwiches come with a side of homemade potato chips

All salads include rolls and butter.

All sandwiches and salads include: Soup de Jour, Chef's choice of dessert, Coffee and Hot Tea Service

## SANDWICHES

### ROAST BEEF

Herb Roasted Beef, Provolone Cheese, Tomato, Caramelized Red Onions, Horseradish Mayo, French Bread

### ROASTED VEGGIE WRAP

Roasted Vegetables, Sun-Dried Tomato Pesto, Bibb Lettuce, Flour Tortilla

### TURKEY CLUB SANDWICH

Turkey, Bacon, Lettuce, Swiss, Tomato, Mayonnaise, Sourdough

### ROOK'S BURGER

½ Pound Black Angus Beef, Cheddar, Lettuce, Onion, Pickle and Tomato, Brioche Bun

### GRILLED CHICKEN SANDWICH

Lettuce, Tomato, Red Onion, Bacon Jam, Provolone, Focaccia Bun

## SALADS

### GRILLED CHICKEN CAESAR SALAD

Crisp Romaine Lettuce, Parmesan Cheese, Garlic Croutons, Grilled Chicken & Caesar Dressing

### CLASSIC COBB SALAD

Grilled Chicken, Fresh Avocado, Tomato, Hard-boiled Eggs, Smoked Bacon, Creamy Bleu Cheese Dressing

### GRILLED STEAK SALAD

Arugula & Romaine, Plum Tomatoes, Grilled Artichokes, Crostini, Shaved Parmesan Cheese, House Vinaigrette



# LUNCH BUFFET

*All Lunch Buffets include Iced Tea and Lemonade. Buffets are for a minimum of 15 people. If less than 15 people, a service fee will apply of \$150.00. Not available for less than 10 people. Buffets are served for a maximum window of two hours. Ask us about adding a Beer or Wine Tasting to your Buffet!*

## **LITTLE ITALY | \$53.00 per person**

Roasted Tomato Soup  
Caprese Salad - Tomatoes, Fresh Mozzarella, Basil and Extra Virgin Olive Oil  
Classic Caesar Salad - Shaved Parmesan  
Pasta Salad – Cherry Tomato, Peppers, Onions, Capers and a Pesto Vinaigrette  
Grilled Chicken Picatta  
Seared White Fish – Orzo, Basil and Cherry Tomato Sauce, Basil  
Red Lentil Penne, Roasted Tomatoes, Parmesan Chervil Cream  
Artisan Style Breads  
Tiramisu

## **PILSEN | \$47.00 per person**

Tortilla Soup  
Local Greens, Roasted Corn, Queso, Avocado, Orange Cilantro Vinaigrette  
Cantaloupe Salad, Jicama, Orange Segments, Tamarind Vinaigrette  
Pulled Chipotle Chicken, Pickle Jalapeños  
Roasted Salmon, Poblano Cherry Tomato Relish  
Grilled Corn on the Cob  
Mexican Rice and Traditional Black Beans  
Warm Flour Tortillas, Fire Roasted Salsa, Sour Cream, Shredded Cheese, Guacamole, Diced Tomatoes, Onions and Lettuce  
Tres Leches Cake

## **HYDE PARK | \$49.00 per person**

Ashland Farm Greens, Tomatoes, Cucumber, Crostini, Balsamic Vinaigrette and Buttermilk Dressing  
Red Bliss Potato Salad  
Southern Salad, Butterhead Lettuce, Cherry Tomatoes, Mushrooms and a Tarragon Mustard Vinaigrette  
Buttermilk Fried Chicken  
Yellow Stone Ground Grits and Fresh Chives  
Blackened Fish Slow Cooked Tomatoes  
Steam Cauliflower, Green Beans, Red Peppers, Dill Butter  
Cornbread and Cheddar Chive Biscuits  
Lemon Cream Shortcake

## **OLD TOWN | \$46.00 per person**

Soup of the day  
Fruit Salad  
House made Pasta Salad  
Deli Carved Roasted Beef, Honey Cured Ham, Smoked Turkey Breast & Prosciutto  
Swiss, Pepper Jack and Cheddar Cheese  
Lettuce, Tomato, Pickles and Onion  
Fresh Baked Artisan Breads and Rolls  
Miss Vickie's Potato Chips  
Assorted Cookies & Brownies

# PLATED LUNCH

## ALL PLATED LUNCHES INCLUDE:

Choice of Soup or Salad, Entrée and Dessert

Rolls & Butter

Coffee and Hot Tea Service

## SOUPS

### ROASTED TOMATO SOUP

### CREAMY CORN CHOWDER

### BROCCOLI & SMOKED CHEDDAR

## SALADS

### CLASSIC CAESAR SALAD

Crisp Garlic Croutons, Shaved Parmesan and Classic Caesar Dressing

### HOUSE SALAD

Cherry Tomatoes, Green Onions, Cucumbers, Herb Ranch Dressing

### LOCAL BABY SPINACH SALAD

Pickle Onion, Spiced Pecans, Bleu Cheese, Boiled Egg, Maple Bacon Vinaigrette

### BABY ICEBERG

Roasted Plum Tomatoes, Grilled Artichokes, Scallion, Cured Olives, Feta Cheese, Oregano Lemon Vinaigrette

## ENTRÉES *(selection one)*

### ROASTED SALMON | \$45.00 per person

Cous Cous, Kale, Blistered Tomatoes, Fennel, Lemon Butter

### SEARED FLAT IRON STEAK | \$49.00 per person

Roasted Fingerlings, Grilled Asparagus, Red Wine Sauce

### ROASTED AIRLINE CHICKEN BREAST

\$45.00 per person

Corn Pure, Broccolini, Thyme Jus, Corn Relish

### TRUFFLE SACCHETTI PASTA | \$42.00 per person

Roasted Plum Tomato, Herb Butter Mushrooms, Parmesan, Olive Oil

## DESSERT

### STRAWBERRY SHORTCAKE

Strawberry Sauce

### SUMMER BERRY TART

Caramel, Raspberry & Cream

### NEW YORK STYLE CHEESECAKE

Vanilla Whipped Cream

# RECEPTIONS BY MARRIOTT

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# RECEPTION HORS D'OEUVRES & CARVING STATIONS

*Hors D'oeuvres are ordered in increments of 25 pieces.*

## **COLD SELECTIONS** | \$5.00 each

- Goat Cheese and Pesto Tart
- Mediterranean Mozzarella Skewers
- Portobello Mushroom & Asiago Toast Point
- Grilled Vegetable Bruschetta
- Shrimp Cocktail
- Classic Deviled Eggs
- Beef Tenderloin Boursin Crostini

## **HOT SELECTIONS** | \$7.00 each

- Crispy Asiago Asparagus
- Roasted Tomato and Artichoke Tart
- Mac & Cheese Melt
- Pad Thai Spring Rolls, Soy Sauce
- Beef Satay, Sweet Chili Sauce
- Crab Cakes, Chipotle Aioli
- Bacon Wrapped Scallops, Maple Honey Drizzle
- Coconut Chicken Strips, Orange Marmalade
- Tandoori Chicken, Dill Yogurt
- Barbacoa Beef Taco, Avocado Cream



# RECEPTION CARVING STATION

*Each carving station requires a chef attendant; a fee will apply of \$185.00.*

## **TENDERLOIN OF BEEF | \$400.00 each**

*(Serves approximately 25 people)*

Horseradish Cream and a Variety of Rolls

## **ROAST TURKEY | \$250.00 each**

*(Serves approximately 25 people)*

Cherry Mostarda, Grain Mustard and a Variety of Rolls

## **PRIME RIB OF BEEF | \$450.00 each**

*(Serves approximately 50 people)*

Horseradish Crusted and Slow Roasted  
Served with Natural Jus

## **ROASTED PORK LOIN | \$200 each**

*(Serves approximately 20 people)*

Maple Demiglace and a Variety of Rolls



# RECEPTION DISPLAYS

## DISPLAYS

### IMPORTED AND DOMESTIC CHEESES | *\$15.00 per person*

Served with Assorted Breads and Crackers

### SEASONAL VEGETABLE CRUDITÉS | *\$8.00 per person*

Fresh Seasonal Vegetables

Served with an Assortment of Dips

### WARM ARTICHOKE AND SPINACH DIP | *\$10.00 per person*

Served with Pita Triangles

### BRUSCHETTA STATION | *\$10.00 per person*

An Array of Pestos, Vinaigrettes and Sauces

Vegetables, Fresh Herbs and Other Toppings and Breads





# RECEPTION **THEME STATIONS**

*All theme stations are priced per person based on a one-hour reception. Theme stations are intended to be served with additional items to provide substantial fare for your guests. If ordering as a dinner, price increases per person. One chef attendant required, fee will apply.*

## **PASTA STATION | \$25.00/per person**

Tri-Colored Tortellini, Penne and Rigatoni Pasta  
Marinara, Alfredo Sauce  
Accompanied by Spinach, Mushrooms, Grilled Chicken  
Peppers, Parmesan Cheese  
Focaccia Bread and Extra Virgin Olive Oil

## **FIESTA STATION | \$25.00/per person**

Chicken and Beef Fajitas  
Grilled Onions and Peppers  
Warm Flour Tortillas  
Shredded Lettuce, Cheddar and Jack Cheeses,  
Pico de Gallo, Sour Cream and Guacamole  
Tortilla Chips, Salsa Verde and Salsa Roja

## **TASTE CHICAGO STATION | \$28/per person**

Pulled Pork Slider, Pickled Cabbage  
Al Pastor Tacos, Cilantro, Onion, Queso  
Mini Chicago Style Hotdogs  
Mini Deep-Dish Pizza  
Chicken Gyros, Tzatziki, Oregano  
Jumbo Pretzel, Mustard Sea Salt



# DINNER BY MARRIOTT

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# DINNER BUFFET

All Dinner Buffets include a coffee and hot tea station. Buffets are for a minimum of 15 people. If less than 15 people, a service fee will apply. Not available for less than 10 people. Buffets are served for a maximum window of 2 hours. Buffets are priced per person according to the final guarantee number of attendees given by the client.

## **THE INSTITUTE | \$64.00/per person**

### **MINISTRONE SOUP**

### **SEASONAL FIELD GREENS SALAD**

Carrots, Roma Tomatoes, Cucumbers, Mushrooms, Cheddar Cheese, Bacon Bits and House Dressing

### **RED BLISS POTATO SALAD**

with Pickles & Tomato

### **HERB GRILLED CHICKEN**

Rosemary Pan Sauce

### **LONDON BROIL**

Roasted Mushroom Demi-Glace

### **GRILLED SALMON FILET**

Roasted Corn and Black Bean Salsa, Lemon Butter

### **PARMESAN POLENTA**

### **ROASTED SEASONAL SQUASH**

### **GRANNY SMITH APPLE CRISP**

### **CHOCOLATE AND OREO BAR**

### **FRESH BAKED ARTISAN ROLLS AND BREADS**

## **THE ADLER | \$70.00/per person**

### **TUSCAN WHITE BEAN SOUP**

### **ROMAINE SALAD**

Shaved Parmesan, Cured Plum Tomato, Radish, Caesar Dressing and Artisan Bread Sticks

### **BEET SALAD**

Arugula, Feta, Dill

### **ANTIPASTO DISPLAY**

Grilled Vegetables, Italian Cheeses, and Cured Meats

### **FONTINA STUFFED CHICKEN BREAST**

Sundried Tomato Cream Sauce

### **PAN-SEARED SHRIMP SCAMPI**

Orzo Tomato Basil Sauce

### **FLAT IRON STEAK**

Creamed Spinach, Red Wine Reduction

### **PENNE PASTA**

Mushroom, Artichokes, Basil, Crushed Red Pepper, Olive Oil

### **GRILLED ASPARAGUS AND ROASTED RED PEPPER**

Lemon, Parmesan

### **ASSORTED MACARONS**

### **CHOCOLATE CAKE POPS**

### **RASPBERRY WHITE CHOCOLATE CHEESECAKE**

### **ASSORTED ARTISAN ROLLS AND BREAD STICKS**

# DINNER ENTRÉES

## ALL PLATED DINNERS INCLUDE:

Choice of Soup or Salad, Entrée and Dessert

Rolls & Butter

Coffee and Hot Tea Service

## SOUP

### ROASTED TOMATO SOUP

### GRILLED CHICKEN AND DUMPLING

### CREAMY CORN CHOWDER

### ITALIAN WEDDING

### LOBSTER BISQUE

## SALADS

### CLASSIC CAESAR SALAD

Crisp Garlic Croutons, Shaved Parmesan and Classic Caesar Dressing

### HOUSE SALAD

Cherry Tomatoes, Green Onions, Cucumbers, Herb Ranch Dressing

### LOCAL BABY SPINACH SALAD

Pickle Onion, Spiced Pecans, Bleu Cheese, Boiled Egg, Maple Bacon Vinaigrette

### BABY ICEBERG

Roasted Plum Tomatoes, Grilled Artichokes, Scallion, Cured Olives, Feta Cheese, Oregano Lemon Vinaigrette

### ROASTED PEAR & FETA CHEESE

Candied Pecans, Spinach, Strawberry, Pomegranate Vinaigrette

## ENTRÉES *(selection one)*

### GRILLED CHICKEN FLORENTINE

Boursin Cream, Roasted Fingerling Potatoes, Brussel Sprouts | **\$58.00 per person**

### BROILED SALMON, BARLEY RISOTTO

Spinach, Grilled Asparagus, Lobster Jus | **\$62.00 per person**

### PAN-SEARED CORVINA

Walnut Pesto, Arugula, Rice Pilaf, Honey Glazed Carrots **\$62.00 per person**

### LOBSTER RAVIOLI

Sun-dried Tomato Pesto, Arugula Parmesan Salad **\$55.00 per person**

### GRILLED NY STRIP (12OZ)

Roasted Yukon, Herb Buttered Cremini Mushrooms, Charred Green Beans | **\$70.00 per person**

### SEASONAL VEGETABLE RISOTTO (v)

Mushroom Broth, Parmesan | **\$44.00 per person**

### ROASTED VEGETABLE TART

Tomato Basil Jus (v) | **\$44.00 per person**

## DESSERT

### CHOCOLATE LAVA SMORE CAKE

Raspberry Sauce

### CAPPUCCINO CHEESECAKE

Fresh Strawberries, Whipped Cream

### SUMMER BERRY TART

Caramel Sauce

# BEVERAGES BY MARRIOTT

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# BEVERAGE BAR

*A bartender is required for all bars and a fee will apply of \$185.00*

## CASH BAR

**CALL LABELS** | \$10.00 each

**PRESTIGE LABELS** | \$12.00 each

**SUPER PREMIUM LABELS** | \$14.00 each

**HOUSE WINE** | \$10.00 each

**DOMESTIC BEER** | \$9.00 each

**IMPORTED BEER** | \$10.00 each

**CRAFT BEER** | \$11.00 each

**CORDIALS AND LIQUORS** | \$12.00 each

**SPARKLING AND WATER** | \$6.00 each

**SOFT DRINKS** | \$6.00 each

## HOSTED BAR

**CALL LABELS** | \$9.00 each

**PRESTIGE LABELS** | \$11.00 each

**SUPER PREMIUM LABELS** | \$12.00 each

**HOUSE WINE** | \$9.00 each

**DOMESTIC BEER** | \$8.00 each

**IMPORTED BEER** | \$9.00 each

**CRAFT BEER** | \$9.00 each

**CORDIALS AND LIQUORS** | \$10.00 each

**SPARKLING AND WATER** | \$5.00 each

**SOFT DRINKS** | \$5.00 each

## STATIONS

*Stations may be added to a Standard Bar or they may be included with a bar package. (Pricing is subject to change)*

**MARGARITAS** | \$10.00 each

Made to order with fresh ingredients

**MOJITO STATION** | \$10.00 each

Made to order with fresh ingredients

**BLOODY MARY'S** | \$8.00 each

Made to order with fresh ingredients

**MIMOSA & BELLINI STATION** | \$8.00 each

To order with fresh ingredients

## BAR PACKAGES BY THE HOUR

**CALLS LABELS** | \$31.00 per person for first hour  
(\$10.00 additional hours)

**PRESTIGE LABELS** | \$36.00 per person for first hour  
(\$12.00 additional hours)

## WINE SELECTION

**SPARKLING WINES** | \$41.00-\$55.00 per bottle

**WHITE WINES** | \$33.00-\$50.00 per bottle

Canyon Roads, Dona Paula, or Chateau Ste. Michelle

**RED WINES** | \$33.00-\$50.00 per bottle

Canyon Roads, Murphy Goode, BV Coastal Estates



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# TECHNOLOGY

## AUDIO VISUAL

The equipment listed represents a sampling of the equipment and services available. Prices indicated are listed on a per room, per day basis. Taxes and Service Charge apply where applicable. Some items may have additional charges associated with our preferred AV Vendor. All prices are subject to change without notice.

### LCD SUPPORT PACKAGE | \$200 per day, per room

(1) Screen, LCD cart with power cords, and extension cord

*This is mandatory should you be bringing in your own LCD or overhead projector*

### DUAL PROJECTION PACKAGE | \$300 per day, per room

(2) Screens, LCD cart with power cords, extension cord, VGA cords and VGA distribution amp.

*This package requires you to bring 2 projectors and a laptop. This package is beneficial to groups of 80 or more and allows maximum visibility for your attendees. (Does not include projectors)*

## ALA CART AUDIO VISUAL ITEMS

**WIRELESS LAVALIERE MICROPHONE WITH SPEAKER** | \$175 each, per day, per room

**WIRELESS HAND HELD MICROPHONE WITH SPEAKER** | \$175 each, per day, per room

**MICROPHONE STAND** | \$30 each, per day, per room

**PODIUM** | \$50 each, per day, per room

**PODIUM WITH MICROPHONE AND SPEAKER**  
\$175 each, per day, per room

**LCD PROJECTOR** | \$475 each, per day, per room  
includes (1) screen and all accessories

**SCREEN (8')** | \$75 each, per day, per room

**FLIP CHART WITH MARKERS** | \$60 each, per day, per room

**WHITE BOARD** | \$150 each, per day, per room

**EASEL WITH NO PAPER** | \$15 each, per day, per room

**EXTENSION CORD** | \$10 each, per day, per room

**POWER STRIP** | \$10 each, per day, per room

**FLAT SCREEN MONITOR** | \$400 each, per day, per room

**WIRELESS INTERNET** | \$250 per day, per room  
up to 25 users

**POLYCOM SPEAKER** | \$150 per day, per room

**LASER POINTER AND CLICKER COMBO**  
\$25 per day, per room

**AUDIO VISUAL TECH** | \$65.00 per hour  
minimum of 5 hours  
weekdays (8am-5pm) hours

**WEEKENDS AV TECH** | \$100.00 per hour  
minimum of 5 hours

**LAPTOP** | \$375.00

**LAPTOP ADAPTER** | \$75.00



# GENERAL INFORMATION

The Marriott Medical District is responsible for the quality and freshness of the food served to our guests. Due to current health regulations, all food served at the hotel must be prepared by our culinary staff. Food may not be taken off the premises after it has been prepared and served. The sale and service of alcoholic beverages are regulated by the state. As a licensee, this hotel is responsible for the administration of the regulations. It is a policy, therefore, that alcoholic beverages cannot be brought into the hotel from the outside.

## ADMINISTRATIVE FEES

All catering and banquet charges are subject to the customary administrative fees and state sales tax.

## FUNCTION ROOM ASSIGNMENTS

Room assignments are made according to the guaranteed minimum number of people anticipated. Because these attendance figures may vary from expected attendance, we reserve the right to change room reservations to best accommodate either increasing or decreasing attendance figures.

## ENTRÉE SELECTION

In the event that your group requires a split menu, entrée selections are limited to a maximum of 2 selections. There may be an additional charge for this service. The hotel requires that the client produce place cards or tickets identifying the particular entrée selected by each guest. If the hotel needs to produce more than the initial amount guaranteed for a specific entrée, the client is responsible for paying for those additional meals.

## GUARANTEES

A guaranteed attendance figure is required for all meal functions 3 business days prior to the function date and is not subject to reduction. If the catering office is not advised by this time, the estimated figure will automatically become the guarantee. We will be prepared to serve 5% over the guaranteed number for groups below 200 people and 3% for groups of 400 and above.

## MENU PRICING

The quotation herein is subject to a proportionate price increase to meet increased cost of food, beverages, labor, etc. Quotation cannot be guaranteed until 60 days prior to the time that the particular function takes place.

## AUDIO VISUAL EQUIPMENT

Please review our Audio Visual Menu included in this package.

Billing an acceptable form of payment must be agreed upon during the initial booking arrangements. Acceptable forms include advance deposit (prepayment), direct billing (subject to approval) or completed credit card authorization form.

## SECURITY

The hotel does not assume responsibility for damage or loss of any merchandise or articles left on premise prior to, during or following any event. Arrangements for security to monitor equipment or merchandise may be made through your catering contact prior to the event.

## DECORATIONS

Your catering contact will be happy to assist you with arranging freshly cut flowers, centerpieces, ice carvings, themed décor, etc. The hotel will not permit the affixing of anything to walls, floors, ceilings or equipment with nails, staples, tape or any other substance or device.

## PACKAGE HANDLING

There will be a \$3 fee per box per day.

# EVENTS BY MARRIOTT

*Crafted for You*



MARRIOTT  
CHICAGO MD/UIC

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