



YOUR PERFECT DAY

Courtyard by Marriott Irvine Spectrum

Wedding Experiences

Your perfect day

An iconic figure in the Irvine Spectrum, the Courtyard by Marriott Irvine Spectrum blends an inviting rustic ranch atmosphere with modern elegance. We are located adjacent to the Irvine Spectrum shopping and entertainment center, at the heart of Irvine. Walking distance to the best of what Orange County has to offer: tourist attractions, shopping and nightlife. With a contemporary and stylish ballroom and a spacious outdoor private event lawn, you'll have ample space for the grandest of receptions to the most intimate gatherings on your perfect day.

You are looking for a venue to which you can entrust the most important day of your life. Relax, you found us.



THE CEREMONY

Exclusive Use of Our Stylish Event Lawn
White Folding Garden Chairs
One (1) Standing Microphone
Market Lighting
Guestbook and Gift Tables
Infused Water Station
One King Suite for Two (2) Nights
Day of Wedding Valet Parking of \$20.00 per Vehicle

Saturday Event \$1,500.00

Sunday - Friday Event \$1,000.00

CEREMONY



Reception Experiences

GOLD EXPERIENCE

Round Tables with Choice of Standard Floor Length Linen
High and Low Top Tables for Cocktail Hour
Market Umbrellas or Portable Heaters
Hotel Fabric Chairs in Reception

Gold Food and Beverage

Champagne and Cider Toast
One (1) Hour Premium Beer, Wine and Spirits Bar
Two (2) Tray Passed Hors D'oeuvres
Chef Crafted Two (2) Course Dinner or Buffet
One (1) Custom Menu Tasting for Two (2)
Cake Cutting
Coffee and Tea Station

Gold Pricing Per Person

\$79.00 Plated, \$99.00 Buffet, \$109.00 Station

PLATINUM EXPERIENCE

Round Tables with Choice of Standard Floor Length Linen
Choice of Gold or Silver Charger
Ballroom Up-Lighting
High and Low Top Tables for Cocktail Hour
Market Umbrellas or Portable Heaters
Chivari Chairs in Reception

Platinum Food and Beverage

Champagne and Cider Toast
Five (5) Hour Premium Beer, Wine and Spirits Bar
Wine Service with Dinner
Two (2) Tray Passed Hors D'oeuvres
One (1) Chef Crafted Displayed Hors D'oeuvre
Chef Crafted Two (2) Course Dual Entrée Dinner or Buffet
One (1) Custom Menu Tasting for Two (2)
Cake Cutting
Coffee and Tea Station

Platinum Pricing Per Person

\$119.00 Plated, \$139.00 Buffet, \$149.00 Station

TITANIUM EXPERIENCE

Round Tables with Choice of Elevated Floor Length Linen
Choice of Gold or Silver Charger
Ballroom Up-Lighting
High and Low Top Tables for Cocktail Hour
Market Umbrellas or Portable Heaters
Choice of Chivari, Vineyard or Ghost Chairs in Reception

Titanium Food and Beverage

Champagne and Cider Toast
Five (5) Hour Top Shelf Beer, Wine and Spirits Bar
Wine Service with Dinner
Three (3) Tray Passed Hors D'oeuvres
One (1) Chef Crafted Displayed Hors D'oeuvre
Chef Crafted Two (2) Course Dual Entrée Dinner or Buffet
One (1) Custom Menu Tasting for Two (2)
Cake Cutting
Coffee and Tea Station
Late Night Street Tacos or Sliders

Titanium Pricing Per Person

\$159.00 Plated, \$179.00 Buffet, \$189.00 Station

Meet Chef Pedro

Host a one-of-a-kind event on your special day with customized menus just for you by our Executive Chef, Pedro Sanchez-Carmona. During your private tasting, you will enjoy one on one collaboration with Chef Pedro to explore elegant selections, that are sure to impress your guests. Find inspiration in our sample menus.



Inspiration Menus

HORS D'OEUVRES

Brie Cheese and Red Grape Crostini

Tuna Tartar, Wasabi Cream, Crispy Wonton

Coconut Shrimp, Pineapple Chutney

Miniature Beef Wellington with Dijon Mustard

Buffalo Chicken Empanadas

Florentine Stuffed Mushroom

Mushroom Portobella en Croute

Miniature Crab Cake, Tartar Sauce

FIRST COURSES

Roasted Butternut Squash Bisque

Roasted Carrot Coconut Soup

Caprese Salad with Burrata, Heirloom Tomato,
Basil, Balsamic Glaze

Hearts of Romaine, Shaved Parmesan, Croutons,
Caesar Dressing

Baby Spinach, Strawberries, Pecans, Goat
Cheese, Pomegranate Vinaigrette

Mesclun Salad with Cranberries, Dried Apricots,
Candied Walnuts, Cabrales Bleu Cheese, Honey
Mustard Vinaigrette

ENTREES

Pistachio Crusted Chicken with Medjool Date
Sauce

Stuffed Chicken Breast with Artichokes, Spinach,
Feta Cheese, Chardonnay Beurre Blanc

Oven Roasted Salmon with Lemon Caper Sauce

Pan Seared Shrimp Scampi with Garlic Butter
Sauce

Slow Braised Short Rib with Red Wine Demiglace

Roasted Butternut Squash Stuffed with Roasted
Vegetables, Sun Dried Tomatoes, Spinach
Medjool Date Sauce

BEVERAGES



PREMIUM

HOSTED	CASH
Cocktails \$8	Cocktails \$9
Cordials \$9	Cordials \$10
Wine \$8	Wine \$9
Martini \$10	Martini \$11

TOP SHELF

HOSTED	CASH
Cocktails \$10	Cocktails \$11
Cordials \$11	Cordials \$12
Wine \$10	Wine \$11
Martini \$12	Martini \$13

UNLIMITED HOSTED PREMIUM

\$22 1st hour
\$10 per additional hour

UNLIMITED HOSTED TOP SHELF

\$24 1st hour
\$12 per additional hour

Premium Brands: (may include) Smirnoff Vodka, Gordon Gin, Jim Beam Bourbon, Dewars White Label Scotch, Jose Cuervo Gold Tequila, Bacardi Superior Rum, Canadian Club Blended Whiskey

Top Shelf Brands: (may include) Tito's Vodka, Tanqueray Gin, Makers Mark Bourbon, Milagro Silver Tequila, J&B Scotch, Cruzan White Rum, Jack Daniels Blended Whiskey

DEPOSIT

25% of your minimum revenue guarantee (non-refundable | non-transferrable) will be required in order to make the reservation definite. this initial deposit will apply to your future balance. 50% of your revenue guarantee will be due four (4) months prior to your event. 100% of your estimated total cost will be due fourteen (14) days prior to your wedding to be paid by certified check, money order, cashier's check or credit card. we are unable to accept personal checks for the final payment. the hotel does not accept payment upon conclusion.

FOOD & BEVERAGE

All food and beverage, including alcohol, must be purchased through the hotel and served only by hotel staff. the hotel will make every effort to adjust menus to conform to religious or dietary preferences. no food or beverage, alcoholic or otherwise, shall be brought into the hotel by the patron or attendees from outside sources without special permission of the hotel. the hotel reserves the right to make a charge for such services.

F&B STAFF CHARGE, AV HOUSE CHARGE & SALES TAX

A 25% f&b staff charge plus applicable taxes (currently 7.75%) is applied to [banquet food, banquet beverage/alcohol, outside catering, corkage fee], and a 25% av house charge, plus applicable taxes (currently 7.75%) is applied to [room rental, audio visual, linen, set up labor, av labor, bartender/server labor]. the av house charge is used to offset the costs of utilities and equipment, and other non-labor expenses. this av house charge is not a tip or gratuity for services provided by employees and is not distributed to employees. banquet personnel are not customarily tipped, so tips are not expected.

MUSIC

Should your entertainment require additional power, a power drop fee of \$600.00 plus 25% service charge and current sales tax will apply. The city of Irvine strictly enforces noise curfews on amplified music in outdoor venues. The hotel will not permit amplified music past 10:00pm in the outdoor venues. The hotel must be assured that those vendors are informed of all rules and regulations pertinent to any service or products to be used at the hotel. Vendors must provide a certificate of liability insurance.

HOLD HARMLESS CLAUSE

Your contract will contain a "hold harmless clause" which protects the hotel from any claims for losses or damages arising out of vendors activities.

General Information

EVENT ORDERS

The signed event order with your function details is due 14 days prior to the function. any changes after this time will need approval from your Event Manager.

GUARANTEES

The final guaranteed attendance is due by 10:00am, 3 business days prior to the function. after this time the guaranteed may not be lowered. should the guaranteed number not be received at the above time and date, the expected numbers from the contract will become the guaranteed number. each event will be set for 3% above the guaranteed number. in the event the function should cancel within 3 business days, the guaranteed number will apply.

AMPLIFICATION

One standing microphone (wireless) is provided free of charge in the ceremony location. additional microphones are available at an additional cost.

AVAILABILITY

Daytime events may be scheduled between 9:00am - 2:00pm. Evening events may be scheduled between 4:00pm - 12:00am. The hotel provides up to 6 hours within the ceremony/reception package from the ceremony start time and 5 hours within the reception only package from the pre-reception start time. additional hours available at \$500 per hour.

MENU PRICING

All prices contained in this portfolio of services are subject to change without notice. this applies to applicable service charges and state sales tax as well.

CORKAGE FEE

Corkage fees for wine brought in to the hotel is available at \$16.00 per .750ml bottle and arrangements must be made in advance and approved by either your event management.

PARKING

Hotel offers valet event parking at the rate of \$20.00 per car.

General Information

LABOR CHARGES

Bartenders, carvers and station attendants are available at a \$150 per attendant. should extra servers be requested above the normal staffing levels, the fee will be \$150 per server for a 4 hour shift. labor fees are subject to california state sales tax.

DECORATION

Arrangements for floral centerpieces, special props and decorations may be made through the catering office. all decorations must comply with the Irvine Fire Department guidelines. The hotel will not permit the affixing of anything to the walls or ceiling of rooms without written approval from the catering office. Fog machines and open flames are strictly prohibited. The hotel does not offer storage for decorations and props pre or post event.

SECURITY

The hotel may require security officers for certain events. security companies that have workmen's compensation and liability insurance policies of \$2,000,000 or more in effect only are allowed on the property. the hotel strictly enforces a "no weapon" policy for all security functions on the property. For further details contact your event manager.

AUDIO VISUAL AND ELECTRICAL

A complete line of audio visual aids are available through your event manager. They can arrange equipment rental for you. Electrical needs exceeding existing 120-volt/20-amp wall plug service must be arranged in advance and will require additional charges.

VENDORS

Recommendations for audio visual, music, entertainment, photography, videography and additional décor are available through the event management. a client may bring vendors onto hotel premises that have no contract or legal connection with the hotel. In these cases, the hotel must be assured that those vendors are informed of all rules and regulations pertinent to any services or products to be used at the hotel. Vendors must have workmen's compensation and liability insurance policies in effect to be allowed on the property. Please see your event specialist to determine the amount required based on the type of vendor. Vendors must provided a certificate of liability insurance that lists the following entities as additional insured's: Marriott Hotel Services, Inc. Courtyard Management Corporation Irvine Center SPE, LLC 7955 Irvine Center Drive Irvine, CA 92618

Wedding Coordination

IN ORDER TO PROVIDE A SEAMLESS EVENT, A PROFESSIONAL WEDDING COORDINATOR IS REQUIRED AND THE RESPONSIBILITY OF THE CLIENT.

YOUR COURTYARD IRVINE SPECTRUM EVENT SPECIALIST WILL...

- Answer any questions, provide event venue suggestions, and act as your primary hotel contact
- Act as a menu consultant for all food and beverage
- Create an estimate of charges outlining your financial commitments and deposit schedule to the hotel
 - Manage your guestroom block
- Reserve your complimentary Honeymoon Suite upon receipt of signed contract
- Review your banquet checks for accuracy prior to the completion of your final bill

YOUR OUTSIDE WEDDING COORDINATOR WILL...

- Assist with etiquette and protocol for invitations, family matters, ceremony, and toasts
- Assist with a timeline and coordination for your entire wedding day
 - Organize and coordinate your ceremony rehearsal
- Confirm details pertaining to set up and timeline with contracted vendors
- Be the liaison for family, bridal party, vendors, and hotel staff
- Assist the Bride and bridal party with dressing, ensure delivery of all vendor items
 - Count, collect and transport wedding gifts





With Love, The Courtyard Irvine Spectrum