#### **GUEST ROOM FACILITIES**

162 rooms on six floors King or Full beds in all rooms Luxury suites Corner King suites **City Views** Free High-speed internet access Cable TV Dry-cleaning service Room service Frequent Traveler Program

#### CONFERENCE FACILITIES AND SERVICES

Accommodates groups of 10–350

Over 12,000 Square feet of recently renovated Event Space

Four additional conference rooms accommodating small groups

Executive Boardroom

Built-in screens and whiteboards

Hard-wired and wireless high-speed internet available

Rooms individually climate controlled

Custom catering menus **Business Center** 

A 100% guarantee on number of people to be served is required at minimum 72 hours prior to your function. Delta Hotels by Marriott Utica will prepare to serve 5% over your guarantee. All pricing is subject to change. All food and beverage prices are subject to a 22% service and administrative fee, which is taxed at the additional prevailing state rate of 8.75% and subject to change without notice. Service charges are distributed at the rate off 12% to banquet staff. 10% is designated as an administrative fee. These charges and fees are subject to change without notice.

# DELTA HOTELS

equing Menu

MARRIOTT UTICA

200 Genesee Street Utica NY 13502 315.797.8010 WWW.MARRIOTT.COM/UCADE

Catering Sales Manager Valerie R Longo 315.266.1462 valerie.longo@marriott.com

## **OUR HOTEL** DELTA HOTELS BY MARRIOTT<sup>™</sup> UTICA

#### PLACES OF INTEREST

Adirondack Bank Center Stanley Center for the Arts Munson-Williams Proctor Arts Institute Matt Brewing Co. Union Station Utica Children's Museum Adirondack Distilling Co. Adirondack Scenic Railroad Utica Zoo Nexus Center Utica University MVCC HCCC

#### **GENERAL SERVICES**

Parking Garage Access Fax services Copy services SHADE Bar and Grill on-site serving breakfast, lunch and dinner Specializing in local dishes.

Daily Menu features and Specials

#### SPORTS AND RECREATION

Indoor	pool	and	exercise
facility			



#### BREAKFAST BUFFETS

#### TRADITIONAL BREAKFAST 19.95/Person

- -Assorted fresh juices
- -Sliced Seasonal Fruit
- -Assorted muffins and breakfast breads
- -Crisp Bacon or Sausage
- -Home fried potatoes
- -Farm fresh scrambled eggs
- --Choice of 1 item:
- -Vegetable frittata
- Buttermilk pancakes
- (pain, blueberry, or chocolate chip) - Belgian waffles with choice of 1
- (blueberries, strawberries or apples) -Coffee, tea and decaf

#### DELTA UTICA BRUNCH \$26.95/person

- -Assorted fresh juices
- -Sliced Seasonal Fruit
- -Assorted muffins and breakfast breads
- -Crisp Bacon
- -Home fried potatoes
- -Farm fresh scrambled eggs
- --Choice of 1 item:
- Vegetable frittata
- Buttermilk pancakes
- (pain, blueberry, or chocolate chip) - Belgian waffles with choice of 1
- (blueberries, strawberries or apples)
- -Garden salad w. assorted dressings
- --Choice of 1 Entrée:
- Chicken Marsala
- Herb Roasted Chicken
- Lemon baked haddock
- Grilled beef sirloin (+\$3.00)
- Italian Sausage and peppers
- Eggplant Parmesan
- -Harvest Rice Pilaf or Pasta
- -Vegetable Medley
- -Coffee, tea and decaf

#### CONTINENTAL BREAKFAST

#### CLASSIC CONTINENTAL \$12.95/person

-Assorted fresh juices -Sliced season fruit -Assorted Muffins and breakfast breads -Assorted bagels with butter, cream cheese and jellies -Coffee, tea and decaf

#### EXECUTIVE CONTINENTAL \$15.95/Person

- -Assorted fresh juices
- -Sliced seasonal fruit
- -Assorted Breakfast Bars
- --Choice of 2 items:
- Hard boiled eggs
- Assorted Greek Yogurt
- Assorted bagels
- With butter, cream cheese and jellies
- Assorted cold cereal and milk
- -Coffee, tea and decaf

#### **BREAKFAST ENHANCEMENTS**

Yogurt Bar – Fresh Berries, crunchy granola - \$3.00/Person es) Oatmeal Bar – Honey and Brown Sugar - \$3.00/person Breakfast Sandwiches (egg, cheese and choice of meat) - \$5.95/Person Fruited Mimosa Station – \$9.95/Person (additional \$80.00 bartender fee per 75 people) House Bloody Mary Station - \$10.95/Person (additional \$80.00 bartender fee per 75 people) Cold cereal - \$2.95/Person

## CHEF-ATTENDED ACTION STATIONS

MINIMUM OF 50 PEOPLE + \$50 ATTENDANT FEE

MADE TO ORDER OMELETS \$7.95/PERSON Ham, bacon, sausage, onion, peppers, cheese, spinach, sun-dried tomatoes, black olives and jalapeño.

A 100% guarantee on number of people to be served is required at minimum 72 hours prior to your function. Delta Hotels by Marriott Utica will prepare to serve 5% over your guarantee. All pricing is subject to change. All food and beverage prices are subject to a 22% service and administrative fee, which is taxed at the additional prevailing state rate of 8.75% and subject to change without notice. Service charges are distributed at the rate off 12% to banquet staff. 10% is designated as an administrative fee. These charges and fees are subject to change without notice.





## PLATED LUNCH

SERVED WITH POTATOES, PASTA OR RICE, CHEF'S CHOICE OF VEGETABLE AND DESSERT ROLLS AND BUTTER, COFFEE TEA AND DECAF ADD A GARDEN OR CAESAR SALAD FOR \$2/person

**GRILLED SALMON FILET \$24,95/PERSON** -With romesco sauce HADDOCK FLORENTINE \$24.95/PERSON -With champagne cream sauce **GRILLED BEEF SIRLOIN \$29.95/PERSON** -With cabernet demi-glaze HERB ROASTED CHICKEN \$24.95/PERSON -With a lemon-thyme butter sauce CHICKEN MILANESE \$23.95/PERSON -With a provencal sauce PORK TENDERLOIN \$25.95/PERSON -With cranberry-apple chutney **VEGETABLE LASAGNA \$21.95/PERSON** -With creamy cheese sauce, sweet bell peppers, broccoli, carrots and breadcrumbs. EGG PLANT ROLLATINI \$21.95 -With a country fresh marinara sauce

#### POTATOES, PASTA AND RICE

Garlic Mashed Roasted Sweet Red Roasted Truffled Potatoes Marquis

Cheese Ravioli Macaroni and Cheese Penne with Basil Pesto, Marinara, Alfredo, Basil Pesto or Vodka Sauce

> Rice Pilaf Long grain and Wild Rice



#### LUNCH ENHANCEMENTS

Yogurt & Oatmeal Bar – Fresh Berries, crunchy granola, honey, and brown sugar - \$10.95/person Individual Bags of Snacks (Assorted Chips and Pretzels) - \$3.00/person Smoked Salmon Display - \$6.00/Person Sunday Station – Chocolate & Vanilla Ice cream, assorted toppings (hot fudge, warm caramel, strawberries, cherries, sliced bananas, Oreos, M&Ms, and sprinkles - \$9.95/person Bloody Mary Station - \$10.00/Person (additional \$80.00 bartender fee per 75 people)

## CHEF-ATTENDED ACTION STATIONS

MINIMUM OF 50 PEOPLE + \$50 ATTENDANT FEE (served with rolls, butter, condiments, and sauces) -Roasted Turkey \$7.95/person -Brown Sugar & Bourbon Glazed Ham - \$7.95/person -Roasted Beef Sirloin - \$9.95/Person



#### THE DELTA UTICA SIGNATURE \$28.95/Person

-Garden Salad with assorted dressings --Choice of 2 Entrées:

- Chicken Marsala
- Grilled Lemon Chicken
- Roasted Beef Sirloin
- Pork Tenderloin
- Haddock Filet
- Vegetable Lasagna
- --Choice of 2 Accompaniments:
  - Tomato and Cucumber salad
  - Broccoli Salad
  - Israeli couscous
  - Garlic mashed potatoes
  - Red roasted potatoes
  - Rice Pilaf
  - Seasonal Roasted Vegetables
  - Penne with choice of Vodka, Marinara or Alfredo sauce
  - Utica Greens (additional \$2.00/ person)
- -Warm Rolls and butter
- -Chef's Choice dessert
- -Coffee, tea and decaf

#### CEASAR SALAD BUFFET \$19.95/PERSON

-Soup du Jour -Fresh fruit display -Caesar salad with Caesar dressing -Chicken strips, grilled steak tips and shrimp -Croutons and shredded parmesan -Warm rolls and butter -Chefs Choice Desserts

#### THE DELI BOARD \$24.95/PERSON

-Soup du Jour -Garden Salad w assorted dressings -Pasta Salad -Assorted breads -Assorted Deli Meats -Assorted condiments -Potato Chips -Choice of Cookies or Whole Fruit

A 100% guarantee on number of people to be served is required at minimum 72 hours prior to your function. Delta Hotels by Marriott Utica will prepare to serve 5% over your guarantee. All pricing is subject to change. All food and beverage prices are subject to a 22% service and administrative fee, which is taxed at the additional prevailing state rate of 8.75% and subject to change without notice. Service charges are distributed at the rate off 12% to banquet staff. 10% is designated as an administrative fee. These charges and fees are subject to change without notice.

A 100% guarantee on number of people to be served is required at minimum 72 hours prior to your function. Delta Hotels by Marriott Utica will prepare to serve 5% over your guarantee. All pricing is subject to change. All food and beverage prices are subject to a 22% service and administrative fee, which is taxed at the additional prevailing state rate of 8.75% and subject to change without notice. Service charges are distributed at the rate off 12% to banquet staff. 10% is designated as an administrative fee. These charges and fees are subject to change without notice.

## LUNCH BUFFETS

MINIMUM OF 25 PEOPLE

Buffets include Coffee, tea and decaf

#### TASTE OF UTICA \$24.95/person

- -House OR Caesar Salad
- -Chicken Riggies
- -Tomato Pie
- -Sausage Peppers and Onions
- -Utica Greens
- -Italian Bread with butter
- -Mini Cannolis
- -Coffee, tea and decaf

#### TOUR OF ITALY \$24.95/person

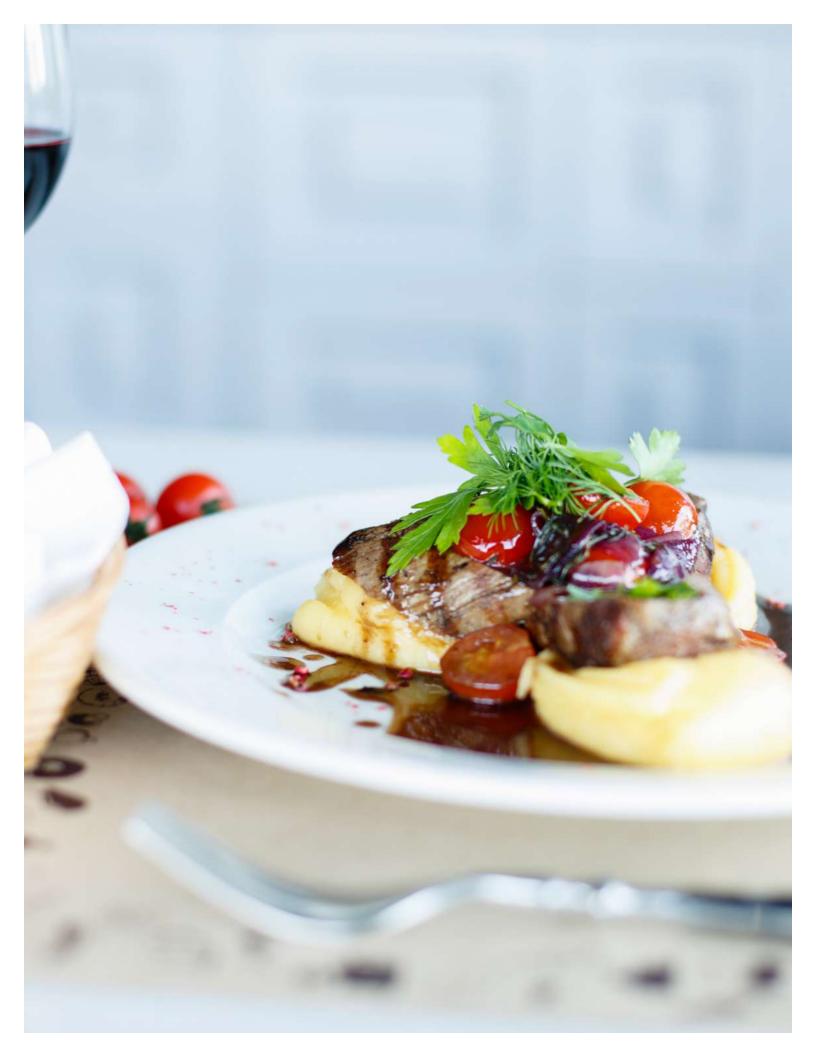
- -Antipasto Salad -Grilled Chicken bruschetta OR Chicken Parmesan(+\$3.00)
- -Meatballs Marinara-Pasta Alfredo
- -Roasted Olive oil & Garlic Green Beans
- -Italian Bread with butter
- -Mini Cannolis

#### SANDIWCH EXPRESS \$21.95/Person

- -Garden Salad with assorted dressings --Choice of 3 sandwiches:
  - Baked ham, swiss & dijonnaise
  - Chicken Caesar wrap
  - Turkey, lettuce and tomato
  - Grilled vegetable wrap w. hummus
  - Shaved roast beef, roasted red peppers, provolone, & horseradish mayo
- -Home-baked cookie
- --Assorted Soda's and Bottle Water
- -Coffee, tea decaf

#### BOXED LUNCH \$19.95/person

- --Choice of Selections:
  - Baked ham, swiss & dijonnaise
    - Chicken Caesar Wrap
    - Turkey Lettuce Tomato
    - Grilled Vegetable wrap w. hummus
    - Shaved roast beef, roasted red peppers,
    - provolone, & horseradish mayo
- -Whole Fruit
- -Potato Chips
- -Home-baked cookie
- -A bottle of water or soda



# PLATED DINNER SERVED WITH POTATOES, PASTA OR RICE, CHEF'S CHOICE OF VEGETABLE AND DESSERT

Grilled Salmon Filet - \$32.95 - With Romesco sauce Pan-seared Cod Piccata - \$29.98 - With a lemon-caper sauce Haddock Florentine - \$27.98 - With champagne cream sauce Petite Filet of Beef - \$37.95 - With a cabernet demi-glaze Herb Grilled Chicken - \$27.95 - Bone-in, with a lemon-thyme butter sauce Chicken Milanese - \$25.95 - With a provencal sauce Pork Tenderloin - \$29.95 - With a cranberry-apple chutney Vegetable Lasagna - \$25.95 - With a creamy cheese sauce, sweet bell peppers, broccoli, carrots, and breadcrumbs EGG PLANT ROLLATINI \$21.95 -With a country fresh marinara sauce

Garlic Mashed **Roasted Sweet** Red Roasted Truffled Potatoes Marquis

Cheese Ravioli Macaroni and Cheese Penne with Basil Pesto, Marinara, Alfredo, Basil Pesto or Vodka Sauce

> **Rice Pilaf** Long grain and Wild Rice

A 100% guarantee on number of people to be served is required at minimum 72 hours prior to your function. Delta Hotels by Marriott Utica will prepare to serve 5% over your guarantee. All pricing is subject to change. All food and beverage prices are subject to a 22% service and administrative fee, which is taxed at the additional prevailing state rate of 8.75% and subject to change without notice. Service charges are distributed at the rate off 12% to banquet staff. 10% is designated as an administrative fee. These charges and fees are subject to change without notice.

ROLLS AND BUTTER, COFFEE TEA AND DECAF ADD A GARDEN or CAESAR SALAD FOR \$2/person

#### POTATOES, PASTA AND RICE

## DINNER BUFFETS

MINIMUM OF 25 PEOPLE Buffets include Warm Rolls and butter. Chefs Choice Dessert and Coffee tea and Decaf

#### THE DELTA DINNER \$29.95/PERSON

Add a served Salad for additional \$2/person **BUFFET SALAD** (choose one) -Broccoli Salad -Caprese Salad VEGETABLE (choose one) -Garlic roasted green beans -Petite baby carrots -Seasonal Roasted Vegetables -Sauteed Brussel Sprouts (Seasonal) STARCH (choose one) -Long grain and wild rice -Maple chipotle mashed sweet potatoes -Red roasted baby potatoes -Roasted Garlic Mashed potatoes PASTA (choose one) -Cheese Ravioli -Macaroni & Cheese -Penne w. basil pesto, marinara or Vodka sauce MAIN ENTREES (choose two) (add a third for an additional \$3.00) -Chicken Milanese – served with provencal sauce -Herb Grilled Chicken – served with a lemon thyme butter sauce -Blackened Salmon - served with fresh basil -Sausage Peppers and Onions – Mild Italian sausage -Panko Crusted Cod Fish Filet – served with romesco sauce -Grilled Beef Sirloin - Marinated beef sirloin with a house demi-glaze -Pork Tenderloin – served with cranberry apple chutney

#### SIMPLE MADE PERFECT \$24.95/PERSON

CHOICE OF BUFFET SALAD -House Salad -Caesar Salad SEASONAL ROASTED VEGETABLES ROASTED RED POTOATES PENNE WITH MARINARA SAUCE HERB GRILLED CHICKEN ASSORTED COOKIES



#### MEAT AND CHEESE TRAY

25 People \$200 | 50 People \$350 | 100 People \$550

Assorted gourmet cheeses, hot capacola, salami and prosciutto. Served with assorted crackers.

#### **VEGETABLE TRAY**

25 People \$120 | 50 People \$210 | 100 People \$350 Assorted fresh vegetables served with dip.

#### FRESH-FRUIT TRAY

25 People \$175 | 50 People \$250 | 100 People \$375 An assortment of seasonal fresh fruit.

Buffalo chicken spring rolls Coconut-curried chicken crostini's Teriyaki chicken skewers Pulled pork taguitos Pork pot stickers Teriyaki beef skewers\* Shrimp ceviches\* Southwestern chicken egg rolls Miniature philly cheesesteaks Spinach and artichoke Rangoon Spinach and feta phyllo's Tomato gazpacho shooters\* Tomato mozzarella-basil kabobs Vegetable spring rolls



A 100% guarantee on number of people to be served is required at minimum 72 hours prior to your function. Delta Hotels by Marriott Utica will prepare to serve 5% over your guarantee. All pricing is subject to change. All food and beverage prices are subject to a 22% service and administrative fee, which is taxed at the additional prevailing state rate of 8.75% and subject to change without notice. Service charges are distributed at the rate off 12% to banquet staff. 10% is designated as an administrative fee. These charges and fees are subject to change without notice.

## HORS D'OEUVRES TRAYS AND DISPLAYS

#### TASTE OF NY Display \$15.95/person

Local NY Cheeses, Cured Meats, fresh seasonal fruits and vegetables, apple and tomato chutney, grilled local breads, crostini's and assorted gourmet dips

#### ANTIPASTO Display \$17.95/person

Fresh Mozzarella, Parmigiano-Reggiano, asiago speck, marinated artichokes, grilled asparagus, grilled zucchini, marinated olives, heirloom tomato bruschetta, toasted baguettes, herb focaccia and sundried tomato oil

#### MEDITERRANEAN Display \$19.95/person

House made roasted garlic hummus, red pepper hummus, baby ghanoush, fresh figs, marinated olives, stuffed grape leaves, mini chicken kabobs and crispy pita chips.

#### HORS D'OEUVRES \$200/50 pieces or \$250/50 pieces passed

Baby beef wellington\* Bacon wrapped scallops\* Coconut shrimp\* Fig and mascarpone bites Hibachi beef skewers\* Iced jumbo shrimp\* NYS Fair beef spiedies NYS Fair Chicken spiedies Miniature crab cakes Potato and chorizo samosas Wild mushroom and goat cheese guesadillas

#### \*MARKET PRICE\*

## TREATS AND DRINKS







#### **BEVERAGES**

Starbucks Coffee Tea and Decaf \$6.95/person for One hour service. \$12.95/person for All day service. \$60.00/Gallon

Coffee, tea, bottled water and assorted Sodas \$8.95/person for One hour service \$14.95/person for All day service

Iced Tea, Fruit Punch or Lemonade \$30.00/Gallon

Assorted Chilled Fruit Juices \$30.00 Each (Apple, Cranberry or Orange)

Bottled Water and Assorted Soda's \$3.00 Each Based on consumption

#### BAKERY

Serviced for 1 hour Assorted Pastries and Muffins \$5.95/person Assorted Bagels and Cream Cheese \$4.95/person

#### **SNACKS**

Granola Bars \$2.50 each Whole Fresh Fruit \$3.00/person Yogurt \$3.50/person Chex Mix \$2.75/person Pretzels \$2.75/person Popcorn and M&Ms \$8.95/person Chips and Salsa \$5.95/person Chips and Queso Dip \$5.95/person

#### HEALTHY CHOICE \$12.95/person

-Serviced for 1 hour--Fresh sliced fruit -Trail mix -Assorted Granola Bars -100 Calorie snack packs -Bottled water

#### SWEET TOOTH \$10.95/person

Serviced for 1 hour--Fresh baked cookies -Fudge Brownies -Ice cold Milk -Hot Chocolate Bottled water

#### NYS OF MIND \$15.95/person

Serviced for 1 hour--NYS Cheeses -Heluva Good dips -Fresh Vegetable Crudites -Crackers & Chips -Dried Fruits & nuts -Assorted Sodas

DELTA FANCY SNACK MIX Blend of Gourmet Chex Mix and Peanut M&Ms

A 100% guarantee on number of people to be served is required at minimum 72 hours prior to your function. Delta Hotels by Marriott Utica will prepare to serve 5% over your guarantee. All pricing is subject to change. All food and beverage prices are subject to a 22% service and administrative fee, which is taxed at the additional prevailing state rate of 8.75% and subject to change without notice. Service charges are distributed at the rate off 12% to banquet staff. 10% is designated as an administrative fee. These charges and fees are subject to change without notice.



#### ICE CREAM \$9.95/person

Serviced for 1 hour -Assorted Ice Cream -Hot Fudge, Caramel, Peanuts -M&Ms, Whipped Cream and Cherries -Bottled water

#### THE LIGHTER SIDE \$12.95/person

Serviced for 1 hour -Seasonal Fresh-Fruit Tray -Vegetables and Hummus -Fruited Water Station

#### HARVEST BREAK \$9.95/person

-Serviced for 1 hour -Warm Apple Crisp -Whipped Cream -Bottled Water

#### YOGURT BAR \$10.95/person

Serviced for 1 hour -Bowls of Vanilla Greek Yogurt -Sliced Seasonal fruit -Granola, raisons, honey, and brown sugar -Bottled water

**SNACK STATIONS SERVES 60 PEOPLE** \$250 each station

#### **KETTLE CHIPS & FRENCH ONION DIP**

**TORTILLA CHIPS & HOT CHEESE DIP** 

**TORTILLA CHIPS & SALSA** 

**BAR & BEVERAGE SELECTIONS** 

Private event bars Cash or Open - \$80/hour/Bartender

every 75 guests = I bartender

### **OPEN BAR/PERSON**

HOUSE BRAND LIQUORS, BOTTLE BEERS, WINES & MIXERS One hour \$16.00 Two hours \$20.00 Three hours \$24.00 Four hours \$27.00

#### PREMIUM BRAND LIQUORS, BOTTLE BEERS, WINES & MIXERS

One hour \$20.00 Two hours \$27.00 Three hours \$30.00 Four hours \$33.00

**BOTTLE BEERS & WINES** One hour \$16.00 Two hours \$20.00 Three hours \$24.00 Four hours \$27.00

#### NON-ALCOHOLIC BAR W. JUICE, ASSORTED SODAS & ICED TEA Two hours \$10.00 Three hours \$15.00 Four hours \$20.00



## **CASH BAR PRICES** MIXED DRINKS - \$12.00 WINE - \$8.00

BEER - \$6.00 SODA - \$3.00

MIMOSA STATION - \$9.95/PERSON

FRUITED CHAMPAGNE STATION - \$12.95/PERSON

CHAMPAGNE TOAST - \$4.95/PERSON

BLOODY MARY DISPLAY - \$12.95/PERSON

SIGNATURE COCKTAILS

5TH HOUR OF BAR ADDITIONAL \$10.00/PERSON



A 100% guarantee on number of people to be served is required at minimum 72 hours prior to your function. Delta Hotels by Marriott Utica will prepare to serve 5% over your guarantee. All pricing is subject to change. All food and beverage prices are subject to a 22% service and administrative fee, which is taxed at the additional prevailing state rate of 8.75% and subject to change without notice. Service charges are distributed at the rate off 12% to banquet staff. 10% is designated as an administrative fee. These charges and fees are subject to change without

notice.

A 100% guarantee on number of people to be served is required at minimum 72 hours prior to your function. Delta Hotels by Marriott Utica will prepare to serve 5% over your guarantee. All pricing is subject to change. All food and beverage prices are subject to a 22% service and administrative fee, which is taxed at the additional prevailing state rate of 8.75% and subject to change without notice. Service charges are distributed at the rate off 12% to banquet staff. 10% is designated as an administrative fee. These charges and fees are subject to change without notice.

## **BAR ENHANCEMENTS**

## AUDIO VISUAL

# **EVENT SPACE & SPECS**

FLIP CHARTS	MEETING ROC	<u>) M SQUARE F1</u>	T DIMENSION	S CLASSROOM	THEATRE L	J-SHAPE	<u>BANQUET</u>
(Easel, paper & Markers) \$60.00	GRANDE BALLR	OOM 4503	79x57	240	400	100	350
\$00100	GRANDE	I 2166	38x57	110	170	50	150
WHITEBOARD & DRY ERASE MARKERS	GRANDE	II 1120	40x28	60	80	24	70
\$30.00	GRANDE	III 1120	40x28	60	80	24	70
EASEL	GRANDE II	& III 2280	40x57	130	180	50	160
\$20.00	JUNIOR BALLF	ROOM 29 <mark>07</mark>	57x51	150	250	60	200
BLUE TOOTH SPEAKER	ADIRONDACK	ROOM 1064	38x28	54	70	24	60
\$100.00	CON <mark>FERENCE (</mark>	CENTER 945	35x27	40	65	20	55
WIRELESS MICROPHONE	ALLEGHENY R	OOM 432	24 <mark>x18</mark>	n/a	n/a	14	n/a
\$50.00	MOHAWK RO	OM 1568	56x28	60	110	30	100
LAVALIER MICROPHONE \$55.00	SENECA ROC	DM 418	22x19	18	30	12	24

PROJECTOR SCREEN \$40.00

LCD PROJECTOR \$100.00

> **PODIUM** \$50.00

RISER/STAGE \$50.00 PER PEICE (4X8 EACH)

POWER STRIPS AND EXTENSION CORDS \$5.00 EACH

> DANCE FLOOR \$400.00

PRIVATE WIFI \$50.00-\$250.00

#### AV PACKAGE

INCLUDES: PROJECTOR, SCREEN, AV CART, PODIUM, MIC & SPEAKER \$225.00



A 100% guarantee on number of people to be served is required at minimum 72 hours prior to your function. Delta Hotels by Marriott Utica will prepare to serve 5% over your guarantee. All pricing is subject to change. All food and beverage prices are subject to a 22% service and administrative fee, which is taxed at the additional prevailing state rate of 8.75% and subject to change without notice. Service charges are distributed at the rate off 12% to banquet staff. 10% is designated as an administrative fee. These charges and fees are subject to change without notice.

## CATERING AND BANQUET POLICIES

#### **PAYMENT OPTIONS**

-We welcome new accounts but require that credit be established with our accounting department (30) days prior to the arrival date, if you require direct billing privileges. Credit can only be established for functions over a minimum of \$2,000.00. A credit card is required for back up. For all social groups, a nonrefundable advance deposit is required (varies based on event). Full Payment is only accepted via credit card, certified check or cash. All deposits are non-refundable.

#### FOOD AND BEVERAGE

-The Hotel must supply all food items. Menu selections, room requirements and all other arrangements must be received (30) days prior to the function date, unless a specific date has been indicated and approved by the Sales Department. These menus are only a general suggestion as to the wide selection of entrees and accompaniments available. We take great pride in developing specific ideas and themes, or simply expressing your taste in a personally tailored menu. No food may be taken off the Hotel Premises. All prices are subject to change and will be confirmed 90 days in advance. The Hotel, as a licensee, is responsible for the sole administration of the sale and service of alcoholic beverages in accordance with the New York State L.C.B. regulations. It is a house policy, therefore, that the Hotel must supply all alcoholic beverages.

#### ENGINEERING AND AV

-Special engineering requirements must be specified to our sales department at least (3) weeks prior to the function. Charges will be based on labor and energy involved.

#### MULTIPLE ENTREES

-If there is a price discrepancy between entrées, the higher price will prevail for all entrees. Normal guarantee procedure is required with indication for each entrée, such as colored tickets, coded nametags, etc.

#### SPECIALTY ENTREES

-We are more than happy to provide a custom plated meal for any guests with special dietary restrictions and/or food allergies.

#### **GUARANTEES AND CANCELATIONS**

-It is a requirement that the Hotel is notified of the exact number of attendees prior to the day of the event, which will be specified in the event contract by the Hotel.

#### FOR MISSING OR DAMAGED ARTICLES

-The hotel is unable to assume any responsibility for the damage or loss of any merchandise or articles left in the hotel prior to, during or following a function. However, Delta Hotels by Marriott will make every effort to assist you.

#### MATERIALS

-We do not permit the affixing of items to the walls, floors or ceilings with nails, staples, carpet tape, or other substance. Note that ALL candle centerpieces must be in an enclosed case or container. A fee will be applied for the assembling of any centerpieces and/or décor. All articles supplied by guests and/or vendors must be removed at the conclusion of the event. The Hotel cannot assume responsibility for any personal property brought onto the premises. The Hotel cannot be responsible for damage or loss of any materials left in the Hotel prior to or following your event. The Hotel reserves the right to inspect and control all private functions. Liability for property damage will be charged accordingly.

#### ADMINISTRATIVE FEE & SALES TAX

The Hotel assesses am administrative fee of 22.00% on the following banquet and catering categories: Food, beverage, audio/visual, room rental and miscellaneous revenues. The charge is distributed at 12.00% to the vent staff and 8.00% for operating costs. An applicable NYS tax of 8.75% will be charged on all items. NYS law states that services charges are also subject to state sales tax.

#### **GUEST CONDUCT & SECURITY**

-The Hotel has the right to shut down bar and/or stop serving alcohol if a guest appears to be intoxicated.

-The hotel also has the right to request outside security at any function or event that is open to the public. The cost will be the responsibility of the function host or company whose name is on the contract. Ticket Sales are not allowed at the door for any function or event.

# BOOK YOUR MEETINGS AND EVENTS

#### MEETING ROOM PACKAGE (Minimum 15 guests) \$59.95 per person/day

One meeting room suitable for ## guests

AV package (AV table, screen, LCD projector, extension cord and power strip)

Wireless high-speed internet

Podium

#### Water service

Continental breakfast (coffee, decaf, tea, juice, assorted pastries) Mid-morning refresh of coffee

Afternoon break (coffee, soft drinks, cookies)



A 100% guarantee on number of people to be served is required at minimum 72 hours prior to your function. Delta Hotels by Marriott Utica will prepare to serve 5% over your guarantee. All pricing is subject to change. All food and beverage prices are subject to a 22% service and administrative fee, which is taxed at the additional prevailing state rate of 8.75% and subject to change without notice. Service charges are distributed at the rate off 12% to banquet staff. 10% is designated as an administrative fee. These charges and fees are subject to change without notice.

## EXECUTIVE MEETING ROOM PACKAGE (Minimum 15 guests) \$79.95 per person/day

One meeting room suitable for ## guests AV package (AV table, screen, LCD projector, extension cord and power strip)

Wireless high-speed internet

Podium

Water service

Continental breakfast (coffee, decaf, tea, juice, assorted pastries) Mid-morning refresh of coffee Afternoon break (coffee, soft drinks, cookies) Buffet lunch Choice of Deli Board or Taste of Utica

