

# YOUR MEETING. NO SMALL MATTER. MEETING/EVENT MENU

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## WELCOME TO A REFRESHING APPROACH TO EVENTS

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

We look forward to planning something together soon.  
**The Courtyard® Columbus Downtown Events Team**



## CONSIDERATIONS

**PRICING** | Pricing is subject to change.

**TAX AND SERVICE CHARGE** | All prices are subject to State Sales Tax (currently 7.5%) and 20% Service Charge.

**FOOD AND BEVERAGE POLICY** | All food and beverage items will be provided by the Courtyard Columbus Downtown. There is a \$500 penalty for any outside food & beverage brought into the hotel meeting facilities. Due to Health Department regulations, no food or beverages are allowed to leave the premises.

**ALCOHOL POLICY** | All beverages are to be provided by the Hotel. All Ohio State laws will be enforced with the serving of alcoholic beverages. Any alcoholic beverages not provided by the Hotel will be confiscated and the person(s) may be asked to leave.

**GUARANTEE** | To ensure excellent service and proper food qualities, a guaranteed number of guests is to be provided to the hotel by 10:00 am three (3) business days prior to the event. If the hotel does not receive a guaranteed number, the expected number stated on your agreement will be used, which will be reflected on all charges. Any additions above the Guarantee number of guests on the day of event may result in additional charges at the discretion of the Hotel.

**MENU SELECTIONS** | All Menu Options are available at all times of day. Specific menu choices are due at least three (3) business days prior to the event. Any special requests or allergy-restrictions are due as soon as possible. Dinner Menus require a minimum of 15 people or a \$35 set up fee will apply.

**MENU OPTIONS** | Please discuss with your Event Planner any special food requirements for your group. We will do our best to curate a menu that meets your event's gluten-free, dairy-free, vegetarian, or vegan requests. An additional charge may apply for some items, reflected on the final Banquet Event Order.

**SHIPPING & RECEIVING** | If shipping materials to the hotel, please include the company/group name and date of event on the outside of the package. The Hotel cannot assume any responsibility for the damage or loss of merchandise sent for storage.

**DECORATIONS & LINENS** | We are happy to arrange decorations for your event. In order to maintain appearances and prevent damage, decorations, signs, or posters will not be affixed to the Hotel's ceilings, doors, pillars, or walls. In an effort to be an environmentally-conscious hotel, there will be an additional charge if meeting room table linen is requested. The Hotel is not responsible for any loss or damage to property belonging to you or attendees.

## BREAKFAST



### CONTINENTAL TABLE

Bagels, muffins, croissants, cold cereals & milk, and cut seasonal fruit

Served with butter, cream cheese, honey, assorted jellies, and peanut butter

**\$14.95 | per person**

### Plus Beverages

Each Breakfast Table includes Orange Juice, Freshly Brewed Starbucks® Coffee and Hot Tazo® Teas during breakfast service with Apple Juice & Decaffeinated Coffee available on request prior to the day of event.

**See Beverages Menu Page for options to pair with our Enhancements!**

### HOT FARM TABLE

Scrambled eggs, bacon, home-fry style potatoes, bagels, muffins, croissants, and cut seasonal fruit

Served with butter, cream cheese, honey, assorted jellies, and peanut butter

**\$17.95 | per person**

### ENHANCEMENTS

- Bagels / Muffins / Croissants **\$35.00 | per dozen**
- Coffee cake / Scones / Banana bread **\$40.00 | per dozen**
- Yogurt Cups **\$2.50 | per item**
- Yogurt & Fruit Parfait **\$6.50 | per item**
- Oatmeal Bar: *Oatmeal with brown sugar, walnuts, dried cranberries, & milk* **\$6.00 | per person**
- French Toast with syrup & butter **\$8.00 | person**
- Breakfast Sandwiches/Burritos **\$6.00 | person**

## BEVERAGES



### STARBUCKS® A LA CARTE

Starbucks® Coffee: Dark Roast / Blonde Roast / Decaf  
**\$35.00 | per carafe**

Hot Water with Assortment of Tazo® Teas  
**\$35.00 | per carafe**

\*\*Each carafe serves approximately 8 Tall coffees

Add Starbucks® Coffee & Tazo® Teas to Lunch/Dinner  
**\$2.00 | person**

### Water Service

Each meeting space comes with complimentary pitchers of water served over ice.

### REFRESHING BEVERAGE SERVICE

Starbucks® Coffee & Tazo® teas with assorted bottled Pepsi® products, & bottled water  
**\$10.00 | person**

Add two designated refresh times **\$2.00 | person**

### PEPSI® A LA CARTE

Assorted Bottled Pepsi® Products **\$2.50 | bottle**  
Aquafina Bottled Water **\$2.50 | bottle**

## BREAKS



### BREAK YOUR WAY

Freshly Brewed Starbucks® Coffee, Tazo® Tea, bottled Pepsi® products & bottled water included in all Break Your Way Pricing.

Choose any combination of items listed under the Snack Options:

1 item **\$5.00 | person**

2 items **\$7.00 | person**

3 items **\$9.00 | person**

### SPECIALTY ITEMS

The following specialty options are **\$6.00 | person**

Cut seasonal fruit/berries

Hummus with veggies/pita

Veggie sticks with ranch dressing

Yogurt & granola

### SNACK OPTIONS

Assorted granola bars

Banana bread

Brownies

Coffee cake

Croissants

Family-style tortilla chips & salsa

Fresh popped popcorn

Greek yogurt cup

Individual bags of potato chips (Plain/Flavored)

Individual candy bars (Chocolate/Fruity)

Oversize chocolate chip cookies

Scones

Trail mix

Whole fresh fruit

## LUNCH



### SOUP & SALAD TABLE

Seasonal soup, house salad base with assortment of toppings and choice of 2 proteins & dressings, whole fresh fruit, chips, dessert. Served with bottled Pepsi® products & bottled water.

**\$16.95 | person**

Add sandwich option **\$5.00 | person**

### BISTRO MARKET TABLE

Choice of seasonal soup or house salad, selection of 2 sandwiches, whole fresh fruit, chips, dessert. Served with bottled Pepsi® products & bottled water.

**\$18.95 | person**

Add sandwich option **\$5.00 | person**

Add soup/salad option **\$3.00 | person**

### BOX LUNCH

Pre-boxed chicken Caesar wraps and/or turkey BLT sandwiches with assortment of grab & go chips, whole fresh fruit, and dessert. Served with bottled water.

**\$15.95 | person**

### TACO TABLE

Choice of seasonal soup or house salad, choice seasoned chicken or beef, choice refried beans or black beans, flour tortilla shells, tortilla chips, taco toppings: shredded lettuce, shredded cheese, salsa, sour cream, and dessert. Served with bottled Pepsi® products & bottled water.

**\$19.95 | person**

Add guacamole **\$2.00 | person**

## LUNCH/DINNER



### ITALIAN FEAST TABLE

Choice of seasonal soup or house salad, choice grilled chicken or meatballs, pasta in choice of marinara or pesto sauce, steamed vegetables, garlic bread, and dessert. **\$22.95 | person**

Substitute vegetable baked pasta in pesto cream sauce for grilled chicken/meatballs & pasta at no charge.

Add vegetable baked pasta in pesto cream sauce

**\$8.00 | person**

Add grilled chicken/meatballs **\$4.00 | person**

### MIDWEST TABLE

Choice of seasonal soup or house salad, choice of herb roasted chicken, grilled chicken, or chicken wings, macaroni & cheese, mashed potatoes, steamed vegetables, dinner rolls, and dessert.

**\$26.95 | person**

### FIESTA FAJITA TABLE

Choice of seasonal soup or house salad, choice of seasoned chicken or steak, choice refried beans or black beans, flour tortilla shells, seasoned rice, tortilla chips, fajita toppings: sautéed onions & peppers, shredded lettuce, shredded cheese, salsa, sour cream, guacamole, and dessert. **\$24.95 | person**

### Lunch/Dinner Options

All Tables served with bottled Pepsi® products and bottled water.

Add Starbucks® Coffee & Tazo® Teas to Lunch/Dinner **\$2.00 | person**

All Lunch/Dinner Options are available for any service time. Fewer than 15 guests may incur additional fees.



## RECEPTION



### RECEPTION PACKAGE

A selection of assorted flatbreads & chicken wings, chicken quesadillas, chips with salsa & spinach dip  
Includes Refreshing Beverage Service **\$25.00 | person**  
Includes Basic Open Bar Package **\$50.00 | person**

### APPETIZER PLATTERS

*Each Platter serves up to 15 people*

Hummus Platters *hummus, veggie sticks, & pita* **\$35.00**  
Fresh Fruit Platter *assorted fresh fruits & berries* **\$45.00**  
Vegetable Platter *assorted veggie sticks & ranch* **\$35.00**  
Cheese & Cracker Platter **\$35.00**  
Chips & Salsa Platter *with guacamole or queso* **\$25.00**  
French Fries *with dips* **\$25.00**

### BISTRO A LA CARTE

Chicken Wings *choice of honey garlic, classic buffalo, or BBQ* – 40 pieces | **\$50.00**  
Skillet Meatballs – 40 pieces | **\$50.00**  
Flatbreads – serves 1-2 | **\$12.00**  
Chicken Quesadilla *with salsa* – individual | **\$12.00**

### OPEN BAR PACKAGE

*Each package also includes Starbucks® coffees, assorted Tazo® teas, bottled Pepsi® products & bottled water.*

Includes 2 hours of bar service. Additional hours are an additional \$8.00 per person for a max of 4 hours.

Selection of house wines with choice of two domestic beers **\$25.00 | person**

Local or Import options add **\$2.00 | person**

Above with an additional two beers (domestic, local, or import) **\$30.00 | person**

Above with selection of call liquors **\$35.00 | person**

Above with selection of premium liquors **\$40.00 | person**

**There is \$100 bartending fee if the reception is for less than 20 people.**

Ask us for the list of wine, beer, liquor available to you!

## Sandwich Options\*



### **BREAKFAST SANDWICHES**

Breakfast Burrito  
Bacon/Egg/Cheese on English Muffin

### **FAMILY-STYLE SALADS**

Classic Caesar Salad | romaine, parmesan cheese  
Caesar dressing on side

House Salad | lettuce mix, tomatoes, cucumbers  
Choice of ranch, Caesar, or vinaigrette dressing on side

### **\*Options**

Not all options may be available for your specific event date and time. Please discuss your requests and preferences with your Event Planner to finalize your menu choices prior to your event.

### **MARKET TABLE SANDWICHES**

Chicken Caesar Wrap  
Turkey BLT  
Green Goddess Chicken BLT  
Veggie Wrap  
BBQ Chicken Wrap  
Seasonal Sandwich / based on Seasonal Bistro Menu

### **RECEPTION FLATBREADS**

Margherita Flatbread  
BBQ Chicken Flatbread  
Pesto Prosciutto Flatbread  
Seasonal Flatbread / based on Seasonal Bistro Menu

## TECHNOLOGY



### COMPLIMENTARY AUDIO/VISUAL CONSIDERATIONS

All meeting rooms have a pull-down screen, wireless high speed internet access, extension cords, and power strips. Each room is set with water glasses, pads of paper, and pens, unless requested otherwise.

For any additional AV requests, please ask your Event Planner for pricing & availability.

### AUDIO/VISUAL EQUIPMENT

LCD Projector	<b>\$200.00 / day</b>
Speaker Phone	<b>\$60.00 / day</b>
Flipchart Package	<b>\$50.00 / day</b>
Includes flipchart pad, easel, & markers	
Additional flipchart pads	<b>\$25.00 / pad</b>
Whiteboard Package	<b>\$40.00 / day</b>
Includes whiteboard, markers, & eraser	
Lectern/Podium	<b>Complimentary on Request</b>