



**COURTYARD**®

**Marriott**®

# ***BANQUET GUIDE***

**COURTYARD BY MARRIOTT**

**CHAPEL HILL**

100 Marriott Way  
Chapel Hill, NC 27517

## **Catering Basics**

- **Guarantee**

It is a requirement that the Sales office be notified of the exact number of guests three working days prior to the event. This minimum number of guests will be considered a guarantee for which you will be charged regardless of the number of attendees. If we have not received your final number we will consider your minimum attendee numbers given at the time of booking to be your guarantee.

- **Cancellation Policy**

To avoid being charged the full amount of your event; written cancellation must be received three business days prior to event.

- **Service Charge**

All food and beverage is subject to a twenty percent (20%) taxable service charge plus applicable tax. Prices for Food & Beverage guaranteed at 45 days prior to date of function

- **Billing**

Payment commitment is required prior to the signing of all Banquet Event Orders.

- **Alcohol Policy**

The Courtyard offers all alcoholic beverages pursuant with the laws of the State of North Carolina. All alcoholic beverages must be provided by hotel.

- **Special Requirements**

Gift baskets, special orders, decorations, or flower arrangements may be provided at an additional charge. Our staff is eager to work with your individual needs.

- **Menu Selections**

Our menus are offered as a standard. Our Chef can customize any of our menus to suit individual tastes.

- **Food Quality**

All food is prepared on site. Many ingredients are locally grown.

- **Support**

Dedicated meeting planner and trained banquet server assigned to each event.

**Where To Look**

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## Meeting/Banquet Room Dimensions

Our hotel offers over 1,800 square feet of flexible meeting and banquet space. Whether you're planning a company strategy session, an intimate cocktail party, or celebratory banquet, you'll always have our undivided attention.

### **Meeting/Banquet Stats**

Room	Sq Ft	Ceiling	Dimensions	Classroom	Banquet	Theater	Hollow Square	U Shape
Bell Tower	575	9.5 ft	23' X 25'	24	32	40	20	15
Old Well	575	9.5 ft	23' X 25'	24	32	40	20	15
Bell Tower & Old Well	1,150	9.5	23' X 50'	50	100	80	36	30
Winston	693	9.5	22' X 31'	30	40	50	24	20

*All meeting room capacity is based on three people per table*

## Meeting/Banquet Room Rental

*Includes pad of paper, pens, candy, & pitchers of ice water*

Bell Tower	\$400.00
Old Well	\$400.00
Bell Tower & Old Well	\$600.00
Winston	\$450.00

## Audio Visual Necessities

Tabletop Podium	\$25.00
Full Standing Podium	\$30.00
Microphone with speaker system	\$75.00
Flip Chart and Markers	\$35.00
A/V Package (includes 10x10ft custom screen, ext cord & power strip, table)	\$75.00
Speaker Phone	\$75.00
TV/DVD Combo	\$100.00
LCD Projector	\$175.00

# **Breakfast Buffets**

Our Breakfast Buffets Include:

Chilled Orange, Apple, and Cranberry Juices  
Freshly Brewed "House Blend" and Decaffeinated Coffee  
Selection of Specialty Teas

**Simply Continental**

**11**

Fresh Seasonal Fruit, Variety of Breakfast Breads, Muffins and Pastry, Fruit Preserves and Butter.

**Deluxe Continental**

**13**

Fresh Seasonal Fruit and Yogurt, Variety of Breakfast Breads, Muffins and Pastries, Fruit Preserves and Butter, Assortment of Bagels and Cream Cheese, Hard Boiled Eggs, Cold Cereals and Milk.

**Carolina Breakfast**

**17**

Fresh Fluffy Scrambled Eggs, Biscuits, Sausage Gravy, Crisp Hickory Smoked Bacon or Sausage Links, Breakfast Potatoes or Grits, Fresh Seasonal Fruit, Yogurt, Assortment of Breakfast Breads, Pastries, Preserves and Butter.

**Cinnamon French Toast**

**17**

Thick Sliced Egg Bread Flavored with Cinnamon & Vanilla. Crisp Hickory Smoked Bacon served with Maple Syrup and Creamy Butter, Breakfast Potatoes or Grits, Fresh Seasonal Fruit, Yogurt, Assortment of Breakfast Breads, Pastries, Preserves and Butter.

**Platinum**

**20**

Fresh Scrambled Eggs, Smoked Salmon, Bagels, Cream Cheese, and Condiments. Crisp Hickory Smoked Bacon and Sausage Links, Breakfast Potatoes or Grits, Fresh Seasonal Fruit, Yogurt, Assortment of Breakfast Breads, Pastries, Preserves and Butter.

## **Breakfast A la Carte**

**Upgrade to Starbucks Coffee for \$2 per person**

Coffee, Gallon	\$25.00/gal	Croissants	\$23.00 dz
Coffee, Starbucks	\$2.00/person	Bottled Spring Water	\$2.00 ea
Individual Yogurt	\$2.00 ea	Assorted Muffins	\$23.00 dz
Bottles of Orange Juice	\$3.00 ea	Hard Boiled Eggs	\$9.00 dz
Granola and Fruit Bars	\$2.00 ea	Breakfast Pastry	\$23.00 dz
Bottles of Cranberry and Apple Juices	\$3.00 ea	Assorted Whole Fruit	\$2.00 ea
Bagels with Cream Cheese	\$25.00 dz	Gourmet Cinnamon Rolls	\$30.00 dz
Bottled Soft Drinks	\$2.00 ea	Additional Meat Choice	\$3.00/person
Assortment of Cold Cereal and Milk	\$3.00/person	Cinnamon French Toast w/ Syrup	\$5.00/person
Buttermilk Pancakes w/ Strawberry Topping	\$5.00/person	Omelet Station	\$7.00/person

Chef's fee per Station \$35.00

# **Brunch Buffet**

Includes Chilled Orange, Apple and Cranberry Juices,  
Freshly Brewed “House Blend” and Decaffeinated Coffee, and a Selection of Specialty Teas

**Upgrade to Starbucks Coffee for an additional \$2 per person**

## **Salads**

Harvest Greens Salad  
Fresh Fruit Display

## **Breakfast Breads**

Bagels and Cream Cheese  
Assortment of Danish Pastries  
Muffins and Breakfast Breads

## **Breakfast Basics**

Scrambled Eggs  
Bacon and Sausage Links  
Home Fried Potatoes  
Fresh Vegetable Medley

## **Choose One Entrée:**

Smoked Salmon with Capers & Dill Sauce  
Chicken Piccata  
Roast Prime Rib with Maderia Wine Sauce  
Honey Glazed Ham

**Assortment of Mini Pastry, Petite Fours and Chef’s Favorite Selections**

**28**

## **Additional Brunch Options:**

(Chef’s Fee of \$35.00 will apply to Carving and Action Stations)

**Carved Turkey Station**  
\$9.00 per person

**Omelet Station**  
\$7.00 per person

**Pasta Station**  
\$8.00 per person

**Make your own Waffle Station**  
\$5.00 per person

**Cinnamon French Toast**  
\$5.00 per person

## **Plated Selections**

Served with Choice of Iced Tea or Freshly Brewed “House Blend” and Decaffeinated Coffee,  
and Chef’s Dessert Selection.

Upgrade to Starbucks Coffee for an additional \$2 per person

**Caesar Salad** **10**  
Chopped Romaine Lettuce tossed with Classic Caesar Dressing, Garlic Croutons and Parmesan Cheese,  
Rolls and Butter

**Harvest Greens Salad** **13**  
Mixed Greens with Apple, and Bleu Cheese Crumbles, and Walnuts served with  
A Balsamic Vinaigrette Dressing, Rolls and Butter

**Tossed Cobb Salad** **14**  
Mixed Garden Greens topped with Chicken, Tomato, Bacon, Chopped Egg,  
Cheese and served with Ranch Dressing, Rolls and Butter

Add: Steak \$6.50

Add: Shrimp \$5.50

Add: Chicken 3.50

**Assorted Wraps** **13**  
Sliced Turkey, Ham, or Veggie with Bacon, Lettuce, Tomato, and cheese with Mayonnaise all wrapped up in  
a Tortilla. Choice of Potato Salad, Pasta Salad or Fresh Fruit.

**Chicken Sandwich** **14**  
Grilled Chicken Breast, Provolone Cheese, Lettuce, Tomato, and Caramelized Onions with Mayo served on  
a Kaiser Bun. Choice of Potato Salad, Pasta Salad or Fresh Fruit.

**Healthy Choice** **14**  
Chicken Salad, Tuna Salad, or Sliced Roast Beef with Dijon Mustard accompanied with lettuce and tomato  
on Multi-Grain Bread. Choice of Potato Salad, Pasta Salad or Fresh Fruit.

**Cheese Tortellini** **17**  
Tortellini filled with cheese tossed in an Alfredo Cream Sauce and choice of two sides.

**Chicken Francese** **19**  
Grilled and Fried topped with a lemon butter sauce and choice of two sides.

**Asian Grilled Salmon** **25**  
Tender Salmon Filet marinated in spices and topped with a ginger soy sauce and choice of two sides.

**New York Strip Steak** **29**  
Rubbed with Garlic and grilled to perfection, topped with Pepper Cream Sauce and choice of two sides.

### Side Options

Cup of Soup Du Jour	Fresh Fruit
Seasonal Vegetable Medley	Potato Salad
Garlic Mashed Potatoes	Asparagus
Green Bean Almadine	Steamed Broccoli
Mixed Green Salad	Caesar Salad

# Themed Buffets

## Buffet Minimum 12 guests

Served with Freshly Brewed Iced Tea, Water, and Freshly Brewed "House Blend" and Decaffeinated Coffee

### **EXECUTIVE DELI PLATTER**

Soup Du Jour  
Seasonal Greens Salad w/ Dressing  
Red Skin Potato Salad and Pasta Salad  
Assorted Breads and Rolls  
Platter of Sliced Roast Beef, Turkey, and Ham  
Cheddar, Provolone and Swiss cheese  
Lettuce, Tomatoes, Onions, and Pickles  
Fresh Baked Cookies or Brownies  
Sweet and Unsweet Tea

15

### **SOUTH OF THE BORDER**

Tortilla Soup  
Seasonal Greens Salad with Ranch Dressing  
Spanish Pasta Salad  
Flour Tortillas  
Black Beans  
Spanish Rice  
Chicken and Beef Fajitas with Salsa, Guacamole  
Sour Cream, Tomatoes, and Shredded Cheese  
Tres Leche Cake

17

### **TUSCAN VISIT**

Tossed Caesar Salad  
Tomato Caprese  
Italian Green Beans  
Garlic Bread Sticks  
Gnocchi

#### **Choice of Two Entrées:**

Eggplant Parmesan  
Chicken Marsala  
Seafood Pasta with Shrimp and Crabmeat  
Chicken Cordon Bleu  
Pasta Primavera  
Tiramisu

24

### **Soup and Salad Sensations**

Broccoli & Cheddar Soup  
Soup Du Jour  
Salad of Seasonal Greens  
Caesar Salad  
Bacon Bits, Cheese, Chicken,  
Bread Sticks  
Chef's Choice of Dessert

10

### **IT'S A WRAP**

Green Salads w/ Dressings  
Variety of Turkey Club, Grilled  
Veggies, Ham, & Chicken Caesar  
Assorted Tortillas  
Red Skin Potato Salad and Pasta  
Salad  
Baked Cookies and Brownies  
Sweet and Unsweet Tea

16

### **ITALIAN BUFFET**

Minestrone Soup  
Classic Caesar Salad  
Garlic Bread Sticks  
Zucchini and Squash Medley  
Rolls with Butter

#### **Choice of Two Entrées:**

Penne Pasta Marinara  
Chicken Francese  
Vegetarian or Meat Lasagna  
Eggplant Parmesan  
Tiramisu

19

### **TASTE of CAROLINA BBQ**

Salad of Seasonal Greens  
with Dressings  
Pulled Pork BBQ and Rolls  
Southern Fried Chicken  
Baked Mac and Cheese  
Red Skin Potato Salad  
Cole Slaw  
Hush Puppies  
Pecan Pie

19

### **VEGETARIAN LUNCH SUBSTITUTIONS**

Grilled Vegetable Wrap  
Veggie Fajitas  
Garden Burger  
Portabella Mushroom Sandwich  
Cheese Plate w/Sliced Fruit and  
Yogurt Dip

## **“To-Go”**

***When time is a premium and lunch is a necessity try these boxed favorites***

All “To-Go” selections come with a Bottled Water,  
Bag of Chips, Cookie, and Whole Fruit.

### **Assorted Wraps**

13

Sliced Turkey, Ham, and Veggie with Bacon, Lettuce, Tomato, Cheese and Mayonnaise, Wrapped up in a Tortilla.

### **Sandwiches**

14

Choose from Roast Beef, Ham, Turkey, Chicken Salad, or Tuna Salad on white, rye or whole wheat bread.

## **Mini-Exec Package**

Chilled Orange, Apple, and Cranberry Juices  
Fresh Seasonal Fruit  
Muffins and Pastries  
Freshly Brewed “House Blend” and Decaffeinated Coffee  
Selection of Specialty Teas

### **Mid-Morning – Beverage Refresh**

Refresh Coffee and Specialty Teas  
Add Soft Drinks and Bottled Water

### **Lunch:**

Boxed “To-Go Lunch”

17

## **Specialty Breaks**

### **Continuous Beverage Station**

Freshly Brewed “House Blend” and Decaffeinated Coffee, Tea, Bottle Sodas and Water  
(Replenished throughout the duration of the event)

*Upgrade to Starbucks Coffee for an additional \$2 per person*

**5 per person**

### **Sunrise Package**

Freshly Brewed “House” Blend and Decaffeinated Coffee, Orange, Apple and Cranberry Juices, Basket of Whole Fruit, Nutri-Grain Bars, Trail Mix

**8 per person**

### **Crunchy Munchies**

Mini Pretzels, Potato Chips, Carrots and Celery Sticks with Ranch Dressing,  
Fruit Juices and Bottled Water

**9 per person**

### **Salty and Sweet**

Assortment of Freshly Baked Cookies, Brownies, Assorted Cheese Cubes,  
Crackers, Mini Pretzels, Bottled Sodas, and Bottled Water

**9 per person**

### **It's a Party!**

Assorted Cheese Cubes and Crackers, Fresh Apple Slices with Caramel Dipping Sauce, Array of Garden Vegetables with Ranch Dressing,  
Bottled Sodas and Bottled Water

**8 per person**

### **Cookie Monster**

Assortment of Freshly Baked Cookies, Milk, Bottled Sodas and Bottled Water

**6 per person**

# **The Executive Spread**

Buffet Minimum 12 Guests

## **Choice of one:**

### **Field Greens Salad**

With Tomatoes and Cucumbers served with a Balsamic Vinaigrette.

### **Caesar Salad**

Romaine Lettuce with Garlic Croutons tossed with Caesar Dressing and Parmesan Cheese.  
Rolls and Butter

## **Choice of Two:**

Garlic Mashed Potatoes, Wild Rice, Au Gratin Potatoes, or Baked Macaroni and Cheese

## **Choice of Two:**

Seasonal Vegetable Medley, Asparagus, Green Bean Almandine or  
Steamed Broccoli

## **Entrées Selections**

(Choice of Two or Three):

Salmon with Lemon Dill Sauce  
Chicken Francese  
Pasta Primavera  
Vegetable Lasagna  
Roast Prime Rib with Maderia Wine Sauce  
Chicken Cordon Bleu

## **Chef's Selection of Desserts**

Freshly Brewed "House Blend" and Decaffeinated Coffees  
Selection of Specialty Teas  
Sweet and Unsweet Tea and Water

**Two Entrées: 36 per person**

**Three Entrées: 40 per person**

Upgrade to Starbucks Coffee for \$2.00/person

## Cold Hors d'oeuvre Selection

(Served in 50-piece minimums, price per 50 pieces)

Deviled Eggs	85
Assorted Wrap Pinwheel Sandwiches	100
Melon Wrapped with Prosciutto	105
Tomato Bruschetta	105
Assorted Cold Canapes	110
California Sushi Rolls	120
Jumbo Shrimp with Cocktail Sauce	125
Hummus Dip with Pita Chips	\$4.00/person

## Hot Hors d'oeuvre Selection

(Served in 50-piece minimums, price per 50 pieces)

Chicken Satay with Thai Peanut Sauce	135
Spanakopita	115
Bacon Wrapped Scallops	135
Breaded Chicken Tenders w/ Honey Mustard Sauce	110
Mozzarella Cheese Sticks	105
Teriyaki Beef and Mushroom Brochettes	135
Mini Beef Wellington	135
Coconut Shrimp	135
Petite Crab Cakes with Rémoulade	135
Franks En Croute	105
Pot Stickers	105
Asparagus and Asiago Wrapped in Phyllo	115
Cheddar Cheese Straws	100
Breaded Artichokes with Goat Cheese	135
Smoked Salmon on Top of Petite Potato Pancakes	115
Mini Pizza	105
Buffalo Chicken Wings	105
Vegetable Spring Rolls	100
Pineapple Meatballs	105
Southwest Chicken Egg Rolls	110
Stuffed Mushrooms	105
Cheese and Chicken Cornucopia	110

# Reception Packages

## Mingling Receptions

(Priced per person, per two hours of service, minimum of 20 guests)

**Water and Seasonal Chilled Beverage**

**Upgrade to Starbucks Coffee for an additional \$2 per person**

### Happy Hour

Cheese Display  
Crudités  
Spanakopita  
Pineapple Meatballs  
Chicken Tenders with Honey Mustard Sauce  
Vegetable Spring Rolls  
20

### Networking

Harvest of Fresh Fruits  
International Cheese Display  
Crudités  
Petite Crab Cakes  
Herbed Chicken  
Teriyaki Beef and Mushroom Brochettes  
Asiago and Rosemary Cheese Straws  
24

### Light & Festive

Cheese Display  
Crudités  
Harvest of Fresh Fruits  
Carved Roast Turkey  
Petite Potato Pancakes with Salmon  
Breaded Chicken Tenders with Honey Mustard  
Cheddar Cheese Straws  
Crab Spring Rolls  
“Sweet Desserts”  
26

### Time for a Party!

Cheese Display  
Crudités  
Zesty Dips & Spreads  
Pasta Station  
Carved Tenderloin of Beef  
Petite Crab Cakes with Rémoûlade  
Chicken Satay with Thai Peanut Sauce  
Coconut Shrimp  
Southwest Chicken Egg Rolls  
Spanakopita  
Teriyaki Beef and Mushroom Brochettes  
“Sweet Dessert”  
45

### Sweet Dessert!

Variety of Petite Pastry, Cream Puffs, Cannolis,  
Cupcakes and Mini Cheesecakes

11

### Cheese Display

Cheese Selections with Assorted  
Crackers  
7

### Harvest of Fresh Fruits

Selection of Seasonal Fruits with Yogurt  
Dip  
7

### Crudités

Array of Fresh Vegetables  
served with Ranch and Bleu  
Cheese Dips  
8

### Zesty Dips and Spreads

Guacamole, Herb Cream Cheese, and  
Onion Dip  
Served with Tortilla Chips, Potato  
Chips, and Crackers  
8

# Banquet Beverage Service

## Cash Bar Prices

Priced Per Drink

Superior - 6.50  
Domestic Beer - 4.50  
Imported Beer - 5.50  
House Wine - 6.50  
Soft Drinks - 2.50  
Bottled Water - 2.50

## Hosted Bar Prices

Priced Per Drink

Superior - 6.00  
Domestic Beer - 4.00  
Imported Beer - 5.00  
House Wine - 6.00  
Soft Drinks - 2.00  
Bottled Water - 2.00

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### Superior Brands

Smirnoff Vodka, Tanqueray Gin, J&B Scotch, Jack Daniels, Bourbon, Seagram 7 Whiskey, Bacardi Rum, & Jose Cuervo Tequila

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## PACKAGES

### Host Sponsored Cocktail Hour

Priced Per Person per Hour

Includes Beer, House Wine, Superior Brand Liquors Soft Drinks, & Bottled Water

12.00 per Person per Hour

### Host Sponsored Limited Cocktail Hour

Includes Beer, House Wine, Soft Drinks, & Bottled Water

10.00 per Person per Hour

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## Specialty Items

Sparkling Cider	15.00 per bottle
Champagne, House	24.00 per bottle
Champagne Toast	4.50 per person
Champagne Punch	45.00 per gallon
House Wine	30.00 per bottle

Premium Wine Priced upon Request.

Bartenders are required for all bars. Labor Fee of \$30.00 per hour per bartender will apply.