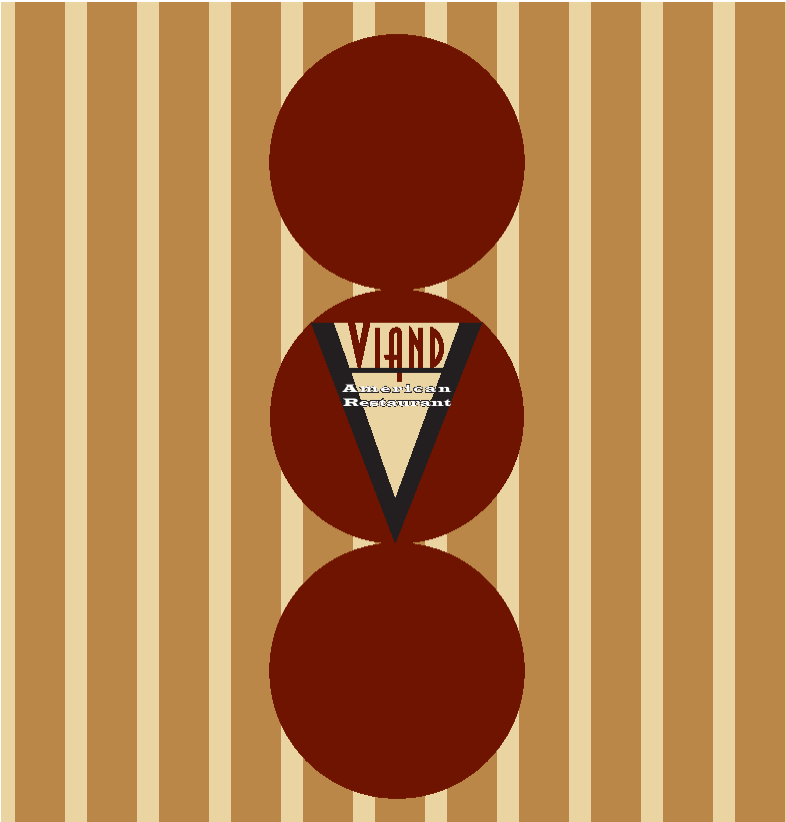


2011 MENU

Events by VIAND



Created for your enjoyment

Breakfast

Add-On's

Breaks

Stress relieving Toys

Boardroom center plate

Lunch & Dinner Buffets

Designer Lunches and Dinners

Reception Stations

Carving Stations

Hors d' Oeuvres

Beverage Service

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Services

Chicago Courtyard by Marriott Magnificent Mile
165 East Ontario • Chicago, IL 60611

BREAKFAST

Groups of 10 or less are subject to an additional \$4 per person

Chicago Continental

Homemade jumbo muffins
Toasted bagels with flavored cream cheeses
Make-your-own oatmeal
(brown sugar, raisins, skim milk & half/half)
Sliced Fresh Fruit
Granola bars, Nutrigrain bars
Carafes of orange, apple, cranberry & tomato juices
Freshly brewed *ILLY* regular & decaffeinated coffee
Hot *MIGHTY LEAF* teas

 \$22 per person



Executive Breakfast


Grab-n-go breakfast burritos
Fresh Whole Fruit
Fruit and Yogurt Parfaits
Homemade jumbo muffins
Toasted bagels with flavored cream cheeses
Make-your-own oatmeal
(brown sugar, raisins, skim milk and half/half)
Carafes of orange, apple, cranberry & tomato juices
Freshly brewed *ILLY* regular & decaffeinated coffee
Hot *MIGHTY LEAF* teas

 \$26 per person



All-American Breakfast

Sliced pineapple, honeydew and cantaloupe
Homemade jumbo muffins
Toasted bagels with flavored cream cheeses
Make-your-own oatmeal
(brown sugar, raisins, skim milk and half/half)
Fluffy scrambled eggs
Smoked bacon and sausage
Breakfast potatoes
Carafes of orange, apple, cranberry and tomato juices
Freshly brewed *ILLY* regular & decaffeinated coffee
Hot *MIGHTY LEAF* teas

 \$31 per person



ADD-ON'S

Enhance your breakfast or break

Bacon or Sausage	\$4 per person
Scrambled Eggs	\$3 per person
Ham and cheese croissants	\$42 per dozen
Bananas foster French toast	\$3.50 per person
Smoked salmon	\$9 per person
Served with sliced onion, capers and cream cheese	
Toasted bagels with flavored cream cheeses	\$36 per dozen
Krispy Kreme donuts	\$36 per dozen
Fruit filled Danishes	\$36 per dozen
Homemade jumbo muffins	\$36 per dozen
Oven baked cookies	\$36 per dozen
Fudge brownie squares	\$36 per dozen
Mini fruit parfait shooters with granola and fruit	\$48 per dozen
Healthy granola bars	\$28.50 per dozen
Fresh whole fruit	\$36 per dozen
Popcorn movie cart	\$4 per person
Assorted bags of chips	\$36 per dozen
Beverages	
Regular or Decaf Coffee	\$75 per gallon
Mighty Leaf Hot Tea	\$75 per gallon
Carafes of Juice (Orange, Cranberry, Apple, Grapefruit)	\$35 per carafe
Assorted Soft Drinks	\$3 per bottle
Bottled Water	\$3 per bottle

ADD-ON'S

Enhance your breakfast or break

Omelet Station (\$100 attendant fee)

Choice of ingredients to include diced tomatoes, salsa, cheddar cheese, ham, bacon, sausage, onions, red bell peppers, mushrooms, and spinach
\$10 per person

Mini Breakfast Burritos

Fluffy scrambled eggs with cheddar cheese rolled in a flour tortilla
Served with guacamole, salsa verde, sour cream, and jalapeños
\$36 per dozen

Sliced Fresh Fruit Display

An assortment of sweet melons, strawberries, golden pineapples and grapes
\$6 per person

BREAKS

Soft drinks (Pepsi, Diet Pepsi, Sierra Mist) and bottled waters are available for an additional \$2.00 per person

Energizer

Assorted yogurts and granola
Fresh whole fruit
Granola bars, Nutrigrain bars
Low-fat baked chips
Rice Krispie treats
Gatorade drinks
\$14 per person

Chocolate Indulgence

Chocolate fondue fountain
Fudge brownie squares
Sliced fresh fruit for dipping
Warm homemade cookies:
(peanut butter, chocolate chip, oatmeal raisin)
Assorted milk (whole, skim, 2%, chocolate)
Hershey's kisses
\$14 per person

Major League

Mini corn dogs
Freshly popped popcorn served in old-fashioned cart
Whole salted peanuts
Jumbo pretzels with warm cheese sauce and mustard
Individual bags of snacks
Lemon Ices
\$14 per person

Bar Food

Mini sliders (chicken and beef)
Spicy chicken wings with celery and blue cheese dressing
Fried Wisconsin cheese curds
Mini pizza rolls
\$14 per person

BREAKS

Soft drinks (Pepsi, Diet Pepsi, Sierra Mist) and bottled waters are available for an additional \$2.00 per person

Frozen Treats

Ice cream cups (vanilla, chocolate, and strawberry)
Assorted toppings (hot fudge, caramel, sprinkles,
sliced bananas, strawberries, nuts, and marshmallows)
Root beer
Homemade chocolate chip cookies
Ice cream sandwiches
\$14 per person

Flavored Iced-Tea Bar

Flavored Iced Tea
Assorted Flavor and Fruit Additions
\$10 per person

Smooth Move

Make-your-own smoothie bar
Start with the yogurt, add your mixers and blend
Mixers include:
strawberry, peach, blueberry, banana,
chocolate chips, nuts and chefs selections.
\$10 per person

Crazy for Cupcakes

Signature-crafted cupcakes for any
occasion
\$4 per cupcake

STRESS-RELIEVING TOYS

Choose from the following list of stress-relievers, and keep your attendees *HAPPY* during long presentations and focus-group activities:

- Stress Balls
- Squeezy Toys
- Koosh Balls
- Slinkies
- Snap 'n Pops
- Slap Bracelets
- Mood Rings
- Bouncy Balls

1 Bowl of 20 Toys
\$30

Yours to Keep!

Boardroom Center Plates

These platters are for groups of 13 guests and under

Satay Sampler \$36

- Two Dozen assorted satays including chicken, beef and shrimp with peanut and bbq dipping sauces

Cheese Fondue \$40

- Fresh fruit pieces
- Bread cubes

Mini Sandwiches \$36

- Selection of different bite size sandwiches including Chicken Club, Beef Slider, Roasted Vegetable, and Shrimp Salad

Mediterranean Platter \$36

- Hummus, Baba Ganoush, Tzatzicki, and Tabouleh served with Pita Triangles

Chocolate Splash \$40

- Homemade chocolate truffles
- Chocolate Mint Bark

Nutty Nuts \$18

- Spiced and Candied Nuts

Chicago Classic \$34

- Caramel and Cheddar popcorn mix

Edible Flower \$90

- Chocolate Dipped Fruit

Veggie Platter \$19

- Celery, Carrots and Apple slices with Peanut Butter and Ranch Dressing for Dipping

LUNCH & DINNER BUFFETS

Buffets include carafes of iced tea, lemonade and ice water

French

Chopped romaine, diced beets, hazel nuts and tarragon dressing

Potato leak soup

Choice of:

Beef Bourguignon-Braised beef tenderloin tips with smoked bacon, peas and a red wine sauce with potato puree

or

Poutel Supreme- Braised chicken with peas, onions & chardonnay sauce

French green beans tossed in shallots and tomatoes

Selection of breads & rolls

Crepes with berry topping

\$34 per person

Italian

Caesar salad with parmesan cheese

Vegetable and cured meat antipasto

Chicken parmesan

Choice of :

Traditional meat and vegetable lasagna

or

Penne pasta alfredo

Herb garlic bread

Tiramisu

\$34 per person

Mexican

Tortilla soup with fried corn tortilla chips

Green salad with cilantro vinaigrette

Beef & chicken fajitas with caramelized onions & peppers

Verde rice

Refried beans

Warm corn & flour tortillas

Corn tortilla chips

Guacamole, salsa, olives, diced onions, sour cream, shredded cheddar cheese

Churros

\$34 per person

Greek

Hummus, tabbouleh, tzatziki, baba ghannouj

Tomato cucumber salad

Chicken gyros served with lettuce, tomato & cucumber

½ roasted lemon garlic chicken

Fresh pita bread

Rice pilaf

Baklava

\$34 per person

LUNCH & DINNER BUFFETS

Buffets include carafes of iced tea, lemonade and ice water

Chicago

Homemade pizza (variety of three pizzas to include sausage, cheese & pepperoni)

Italian beef sandwiches

Italian sausage with grilled peppers and onions

Pasta salad

Potato chips

Eli's cheesecake

\$32 per person

Chinese

Dumplings and spring rolls

Choose two of the following:

Chicken, veggie or shrimp stir fry

Jasmine rice

Asian slaw

Fortune cookies

\$34 per person

New York Deli

Assortment of Individual ham, salami, smoked turkey and pastrami Sandwiches

Soup of the day with crackers

Potato chips

Assorted Condiments

Tossed green salad with assorted toppings and dressings

Coleslaw

Jumbo Cookies

\$32 per person

Irish

Guinness cheese soup

Potato Bar with assorted toppings

Choice of:

Corned beef and cabbage

Or

Sheppard's pie

Fish 'n chips

Individual Trifles

\$34 per person

LUNCH & DINNER BUFFETS

Buffets include carafes of iced tea, lemonade and ice water

Box Lunch

Your pre-selected choice sandwich from the following varieties:

- _____ HAM - Honey baked ham with Swiss cheese
- _____ TURKEY - Roasted turkey breast, bacon and provolone cheese
- _____ PASTRAMI - Pastrami with cheddar cheese
- _____ VEGGIE - Cucumber, sprouts, hummus, roasted red peppers and provolone cheese

Each boxed lunch also includes:

- A piece of whole fresh fruit
- Individual bag of chips
- Pickle
- Cole slaw
- Chocolate chip cookie
- Choice of soft drink (Sierra Mist, Pepsi, Diet Pepsi) or bottled water

\$25 per person

DESIGNER LUNCHEES AND DINNERS

PLATED LUNCH \$35 PER PERSON ~ ~ PLATED DINNER \$45 PER PERSON

*All plated meals are accompanied with homemade rolls and butter,
Carafes of Water, Lemonade and Iced Tea*

(1) CHOOSE SOUP OR SALAD

Soup

Tomato garlic soup
Cauliflower brie soup

Salad

Chopped lettuce with garlic croutons,
parmesan cheese and Caesar dressing

Field green salad with cucumbers
carrots, and tomatoes and honey
lavender dressing

Romaine with blue cheese, red onions
and red wine vinaigrette

Upgrade your salad for \$2 per person:

Goat cheese and beet salad with
mesculin lettuce tossed in a Dijon
dressing

Endive salad with Maytag blue
cheese, candied walnuts, red onion
marmalade & balsamic

Spinach salad with bacon, hard
boiled eggs and red wine dressing

(2) CREATE YOUR ENTRÉE

**Choose one from each category (make it a duel for \$6 more)
(Lunch size 5oz. ~ Dinner size 8oz.)**

Meat

Grilled tenderloin of beef
Bistro Steak
Grilled chicken breast
½ roasted chicken
Medallions leg of lamb
Tilapia
Salmon

Sauce

Lemon caper sauce
Mint cucumber yogurt
Tomato saffron broth
Veal cream sauce
White wine cream
Teriyaki glaze
Béarnaise
Chimmichurri Truffle sauce

Veggies

Steamed broccoli
Asparagus spears
Green bean Provencal
Artichoke tomato ragout
Broccoli rabe
Asian veggie stir fry

Starches

Vegetable lasagna
White & wild rice
Risotto
Lentil ragout
Rice pilaf
Dauphinoise potatoes
Lyonnaise potatoes
Garlic roasted potato
Mom's mashed potatoes

(3) CHEFS CHOICE DESSERT

RECEPTION STATIONS

Stations last 2 hours ~ priced per person

Vegetable Crudités Display \$6

An array of crisp seasonal vegetables
Buttermilk sweet onion dip

Sliced Fresh Fruit Display \$6

An assortment of sweet melons, strawberries,
golden pineapples and grapes

Sports Bar \$11

Mini sliders – chicken and beef
Mini-hot dogs
Pizza rolls

Wings Bar \$11

Chicken wings with three different sauces
Celery and carrot sticks
Bleu cheese dressing

Spinach and Artichoke Fondue Bar \$9.50

A blend of five cheeses, fresh baby spinach
and artichoke hearts served with bagel
and pita chips

Mediterranean Tour \$7

Hummus, tabbouleh, tzatziki, baba ghannouj,
tomato cucumber salad and fresh pita bread

Artesian Cheese Display \$8

Selected domestic cheeses from Wisconsin farms
Seasonal fruits served with crackers and bread

Sushi Bar \$16

4 different handmade rolls with wasabi, ginger
and soy sauce

Asian Bar \$11

Pot stickers
Five-spiced pork riblets
Bao – stuffed steamed rice bun

Chocolate Fondue Fountain \$8

Fresh fruits, pound cake and other assorted items
for dipping

BBQ Bar \$11

Beef Brisket, Pork Riblets and Pulled Chicken served
with Rolls

ACTION STATIONS

*Stations staffed with Chef Attendant (\$100 fee applies)
Stations last 2 hours ~ priced per person*

Salad Action Station \$11

Start with Greens

Mixed field greens & chopped romaine

Decorate with Toppings

Chopped egg, avocado, carrot, cucumber, nuts, sunflower seeds, tomatoes, diced red onion, croutons, roasted beets, bell peppers, cauliflower, chopped bacon, blue cheese, and shredded cheddar

Drizzle your Dressing

Ranch, basil vinaigrette, French, blue cheese

Add Some Pasta

Pasta salad with kalamata olives, artichoke hearts, spinach, roasted peppers, and herb vinaigrette dressing

Flatbread Action Station \$11

Add flavor to your flatbread with these toppings:

Pepperoni, ham, sausage, wild mushrooms, potatoes, peppers, tomatoes, onions, black olives, artichokes, parmesan cheese, pancetta and chefs selections.

Pasta Creation Station \$11

Choose 2 Sauces

Marinara, bolognese, pesto cream, alfredo

Choose 1 Pasta

Farfalle, rigatoni, spinach tortellini, penne

Toppings

Parmesan cheese, pesto, pepper flakes, & French bread

Upgrades

Chicken (\$1 extra), shrimp (\$3 extra)

CARVING STATIONS

Stations last 2 hours ~ priced per person

Attendant fee of \$100 applies

Roasted Sirloin

Horseradish, grain mustard, house steak sauce
(12 portion minimum)

\$8

Hickory Syrup Glazed Ham

Dijon mustard, mayonnaise
(24 portion minimum)

\$4

Herb Roasted Turkey Breast

Cranberry sauce, dijon mustard, orange marmalade
(24 portion minimum)

\$5

Salmon En Croute

Whole salmon baked in phyllo dough with lemon and dill cream
(24 portion minimum)

\$6

HORS D'OEUVRES

Items are priced per piece with a minimum of 25 pieces per order

Beef and Pork

Andouille&Cheese Puff \$2.75
Puff pastry stuffed with Andouille sausage, pepper jack cheese and jalapeños

Asian Short Ribs Pot Pie \$2.75
Short ribs braised with green onions & Asian spices in pastry dough

Chicago Deep Dish Pizza \$2.75
Assortment of mini deep dish

BBQ Pork Biscuit \$2.75
Pulled pork and BBQ sauce wrapped in biscuit dough

Beef Wellington Puff \$2.75
Beef tenderloin and mushroom in French Puff Pastry

Coney Island Frank \$2.75
Beef Frank stuffed with sauerkraut and mustard in pastry dough

Italian Sausage stuffed Mushroom \$2.75
Mushroom cap filled with sweet Italian sausage and herbs

Mini Franks in a Blanket \$2.75
Beef franks wrapped in puff pastry

Hibachi Beef Skewer \$2.75
Peppers and cheese wrapped in teriyaki beef

Poultry

Duck Ravioli \$2.75
Peking duck filled ravioli with bread crumbs

Nassau Chicken Skewer \$2.75
Sesame coated chicken

Oahu Chicken Pinwheel \$2.75
Pineapple and red pepper wrapped in Macadamia crusted chicken

Cashew Chicken Skewer \$2.75
Chicken skewer covered with cashews and bread crumbs

Chicken &Cheese Quesadilla \$2.75

Chicken Adobe Filo \$2.75
Chicken, Andouille sausage and rice in filo pastry

Chicken Cordon Bleu Bite \$2.75
Breaded chicken tender with swiss cheese &ham

Chicken Lemongrass Potsticker \$2.75
Chicken, cabbage, lemongrass in wonton wrapper

Thai Chicken on a Sugarcane Skewer \$2.75
Ground chicken thigh blended with Thai spices & coated with breadcrumbs

HORS D'OEUVRES

Items are priced per piece with a minimum of 25 pieces per order

Seafood

Crab Cake \$2.75

Bacon wrapped Scallops \$2.75

Shrimp Chopstick Spring Roll \$2.75

Shrimp, cilantro, hot chillies, curry and spices in spring roll wrapper

Seafood Stuffed Mushroom \$2.75

Maryland style crab and seafood stuffed into a mushroom cap

Lobster Cobbler \$2.75

Lobster in béchamel sauce with veggies in a handmade cup

Crab Rangoon \$2.75

Coconut Lobster Tail Skewer \$2.75

Lobster tail breaded with rum, coconut & bread crumbs

Coconut Shrimp \$2.75

Butterflied shrimp covered in coconut batter and fried

Vegetarian

Spinach & Swiss Puff \$2.75

Spinach, Swiss Cheese in puff pastry

Stuffed Mushroom Florentine \$2.75

Button mushroom cap filled with spinach and 7 cheeses

Boursin Stuffed Mushroom \$2.75

Button mushroom cap stuffed with spinach and Boursin cheese

Vegetable Spring Roll \$2.75

Wild Mushroom Tart \$2.75

Mushrooms, cheese & brandy in a handmade cup

Asparagus Roll-Up in Filo \$2.75

Asparagus and Asiago Cheese wrapped in pastry dough

Spanakopita \$2.75

Spinach & Artichoke Tartlet \$2.75

Spinach, Artichoke & Parmesan in flower shaped wonton

Bella Flora Puff \$2.75

Puff Pastry flower filled with portabella mushrooms and cheese

Pear & Almond Brie Filo \$2.75

Pastry dough filled with Brie, almond and pear puree

BEVERAGE SERVICE

All Bar Packages are subject to a \$75 Bartender Fee per bar and a \$500 minimum

OPEN BAR

Host to sponsor based on number of guests in attendance

Top Shelf Bar

Ciroc Vodka, Tangueray 10 Gin, Crown Royale Whisky, Myer's Rum, Johnny Walker Red Scotch, Miller Genuine Draft, Goose Island Harvest Ale, Heineken, Amstel Light, Corona, A to Z Pinot Noir and Au Bon Climat Chardonnay

First Hour \$19 per person

Each Additional Hour \$10 per person

Premium Brand Bar

Absolut Vodka, Tangueray Gin, Jim Beam Bourbon, Captain Morgan's Rum, Dewars Scotch, Miller Genuine Draft, Heineken, Amstel Light, Corona, Coors Light, Chalone Cabernet Sauvignon and Sterling Chardonnay

First Hour \$15 per person

Each Additional Hour \$8 per person

Beer & Wine Bar

Miller Genuine Draft, Heineken, Amstel Light, Corona, Coors Lite, Chalone Cabernet Sauvignon and Sterling Chardonnay

First Hour \$12 per person

Each Additional Hour \$7 per person

BEVERAGE SERVICE

All Bar Packages are subject to a \$75 Bartender Fee per bar and a \$500 minimum

CONSUMPTION BAR

Host to sponsor based on beverages consumed

Cocktails, Martinis, Manhattans	\$10.00 per Drink
Wine by the Glass	\$8.50 per Drink
Domestic Beers	\$5.00 per Bottle
Imported/ Premium Beers	\$6.00 Per Bottle
Bottled Soft Drinks	\$3.00 per Bottle

TECHNOLOGY

Projectors

LCD/ 3000 Lumen Projector Up to 70 people	\$500.00	(5x5 or 6x6 or 7x7 screen recommended)
LCD/ 4500 Lumen Projector Between 70 and 100 people	\$600.00	(8x8 Tripod or 9 x6 Fastfold screen recommended)
Overhead Projector	\$60.00	

Projection Screens

5x5 Screen Tripod Screen Up to 12 people	\$85.00
6X6 Screen Tripod Screen Up to 20 people	\$105.00
7x7 Tripod Screen Up to 40 people	\$120.00
8x8 Tripod Screen Up to 100 people	\$150.00
9x 6 Fast Fold Screen Up to 200 people	\$200.00

Data Displays

37" HD LCD TV	\$450.00
50" Plasma TV	\$600.00
DVD Player	\$60.00
CD Player	\$50.00
Laptop Sound Ports	\$50.00

TECHNOLOGY

Telecommunications

Wireless Internet (Up to 25 computers)	\$250.00
Each Additional Computer over 25	\$5.00
Wired Internet Access (One computer)	\$150.00
Each Additional Line	\$75.00
Telephone Line (Extra charges apply to international calls)	\$75.00
Polycom Speaker Phone	\$150.00
Polycom Video Conference via Webex or Skype	\$1200.00
Fax Machine	\$150.00
Copy Machine or Printer	\$120.00
Color Printer/Copy Machine	\$220.00

TECHNOLOGY

Sound system and mixer are required for all amplified sound sources
House sound is not available at this property
Additional Items Available. Ask your Event Manager for Pricing

Audio Equipment

Wireless Microphone (Hand Held)	\$200.00	
Wireless Microphone (Lavalier)	\$200.00	
Wired Microphone	\$50.00	
Push & Talk Wired Microphone	\$50.00	
Sound System (1 Speaker)	\$100.00	Up to 50 people
Sound System (2 Speakers)	\$200.00	Between 50 and 100 people
Sound System (4 Speakers)	\$280.00	Over 100 people
4 Channel Mixer	\$80.00	
8 Channel Mixer	\$150.00	
12 Channel Mixer	\$200.00	
16 Channel Mixer	\$300.00	
24 Channel Mixer	\$400.00	
32 Channel Mixer	\$600.00	

Services

Audio Recording Equipment	\$150.00
VHS Recording Equipment	\$180.00
DVD Recording Equipment	\$420.00
Technician Hourly Services (5 hour minimum)	\$75.00 per hour

TECHNOLOGY

Presentation Equipment

Pipe and Drape (Black or gray)	\$20.00 per foot
Riser 6' x 8' x 16" (1 piece)	\$300.00
Riser 6' x 16' x 16" (2 pieces)	\$450.00
Riser 6' x 24' x 16" (3 pieces)	\$600.00
Each additional piece	\$150.00
Dance Floor	\$300.00

Office Equipment

Laptop Computer	\$230.00
Mac Book	\$300.00
Data Switcher	\$100.00

Accessories

Post-it Flip Chart and Markers	\$50.00
Flip Chart with Markers	\$40.00
Additional Post-it pad	\$30.00
Additional Flip Chart Pad	\$20.00
Whiteboard with markers	\$35.00
Power strip	\$15.00
Extension cord	\$15.00
Photo copies	\$0.75

We are pleased that you are considering the services of Events by VIAND and the Courtyard by Marriott Magnificent Mile Hotel your upcoming event. We are located at the corner of Ontario Street and St. Clair, and our experienced associates stand ready to offer you a grand style of service. The following information is provided to assist you in arranging your event.

Special Service

Our staff will be pleased to assist you with any floral arrangement and will gladly recommend photographers, entertainment and décor to enhance your event. Please consult with us as all signs, displays or decorations, and their set-up, shall be subject to the prior approval of the hotel in accordance with local fire codes and to prevent damage to the hotel.

Banquet Menus

To ensure the safety of all our guests and to comply with local health regulations, neither patrons nor their guests shall be allowed to bring food or beverage into the hotel. We are at your service to custom design a menu and to accommodate your special requests, which will ensure the success of your event.

The final details of your event are to be submitted to your event manager at least three weeks before your event so that our entire staff may prepare to accommodate your needs.

Payment Policy

Unless credit has been established with the Courtyard by Marriott Magnificent Mile Hotel, payment must be received three business days before your function, based on the guaranteed number of guests. Your sales manager will be happy to provide you with further details on establishing credit.

Guarantees

To best serve you and your guests, a final confirmation of attendance or "guarantee" is required by 11:00 a.m., three business days prior to your event. This count may not be reduced within this time period. However, we can be prepared to serve 5% over the final guarantee, upon request. If no guarantee is received, the hotel will charge for the expected number of guests as indicated on the banquet event order.

Pricing

Our culinary staff uses only the freshest ingredients in preparing your meals. Due to market conditions, menu prices may change without notice unless confirmed by a signed banquet event order. A 22% service charge is added to the quoted prices, and applicable sales tax is applied after the service charge has been added to the food and beverage total.

Function Rooms

Much of the success of your event depends on the atmosphere of your surroundings. At the Courtyard by Marriott Magnificent Mile, we understand this importance and we will work with you to achieve the overall experience you desire. The attendance you anticipate and the set-up your event requires are the primary factors in your event's room assignment. Revisions in these requirements may necessitate a change to a more suitable room. Likewise, our schedule of room rental fees is based on your group's program. Revisions to factors such as group counts, times, dates, reduction in contracted guest rooms (if applicable), meal functions or set-up may necessitate a revision of the rental fee. A 3.5% room rental tax will be added to the meeting room rental. An additional 10.25% tax will be added if the room houses food or beverage.

Diagrams

Your event manager will be happy to provide you with diagrams of room arrangements upon request. We ask that they be returned with specific requirements two weeks before your event.

Audio Visual

Your event manager will be delighted to assist you with your audio visual needs. Price lists are available upon request. Applicable taxes will apply.

Security

The Courtyard by Marriott Magnificent Mile Hotel cannot assume responsibility for the damage or loss of any merchandise brought into the hotel. Therefore, you may consider arranging for security personnel. Please consult with your event manager for the cost of this service.

Liabilities

You may be sure that the Courtyard by Marriott Magnificent Mile Hotel team will do everything to see that your event is a success. Occasionally situations do occur beyond our control, such as accidents, government regulations, labor difficulties, and changes in food and beverage supplies, which prevent or interfere with our performance. We will keep you informed should these situations occur and we will arrange an alternate solution.

Damages

It is the responsibility of the patron to assume full responsibility for any damages to the hotel property caused by the patron, their guests or the agents of the patron, i.e. bands, display companies, etc.

Shipping and Receiving

All boxes must be labeled with meeting or group name, date of event, group on-site contact, and hotel event manager. The hotel cannot assume responsibility for any storage of boxes received more than three (3) days prior to the event, nor assume responsibility for the damage or loss of any merchandise or articles left or sent the hotel prior to, during, or following the function. Due to limited storage space at the hotel, please inform your event manager in advance of any shipments you will make to the hotel. Any materials left behind without shipping instructions will be discarded within three (3) business days.

Storage of boxes that are received more than three (3) days prior to the event, is subject to a storage fee of \$5.00 per box per day/ \$35.00 per pallet per day. Any freight or shipping charges incurred as a result of materials, i.e., literature, audio visual and video equipment, books, etc. being shipped to the hotel remain the sole responsibility of the conference, association, or group.

Coat Room

The Courtyard by Marriott Magnificent Mile Hotel will arrange for checkroom services for your function at the prevailing rates. Please consult with your event manager for details.

Parking

Valet parking is available in front of the entrance on St. Clair or guests may self-park at the InterPark garage entrance on St. Clair.

Communications

Telephone services may be arranged through your event manager.

Smoking

Viand and Courtyard Magnificent Mile are smoke-free environments.