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events
by Marriott



ISAC 2009 Fall School of Instruction

Hospitality Suite Information

events by Marriott

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2nd Floor Hospitality Rooms are available on Wednesday, 11/18 from 5:00-8:00 pm. Set up time will begin at 5:00 with hospitality beginning at 5:30 pm.

Hospitality arrangements must be secured with a credit card prior to arrival.

Hosts will be allowed to provide their own outside beverages only. All food items must be ordered through the hotel.

Host is responsible for providing glassware, ice and anything else needed to service their beverages. If items needed to service outside beverages are needed from the hotel, fees will be assessed.

Hotel will supply service ware for any items ordered through the hotel on a complimentary basis.

Beverage Necessities (if provided by the hotel)

- 10 lbs Ice | \$10.00 each
- Highball or Wine Glasses | \$10.00 per (20)
**Includes (100) Cocktail Napkins*
- Drink Garnish Package: Cherries, Limes, Olives, Stirrers | \$15.00 to service 25 guests
- Bar Tool Kit: Wine Key, Strainer & Jigger | \$10.00 per kit

Serviceware will be provided complimentary for any food/beverage items ordered through the hotel

++All prices are subject to a 22% Service Charge and 6% State tax



The following equipment will be provided standard in each room:

- (10) Chairs
- (4) Tall Cocktail Tables with Linen
- (1) 8'x30" Table Draped with Linen
- (1) 15 Gallon Garbage Can

Additional items may be Requested at the Following Prices:

Equipment

- Chairs | \$2.00 Each
- Cocktail Tables (Tall or Short) with Linen | \$10.00 Each
- 6'x30" Rectangle Tables with Linen | \$10.00 Each
- 66" Round Table with Linen | \$18.00 Each
- Extension Cord or Power Strip | \$10.00 Each
- Extra Linen | \$5.00 Each

Room Enhancements

- Arm Chairs/Lounge Furniture | \$50 Each
- Votive Candles | \$0.50 Each
- Floral Centerpieces | Starting at \$10.00 Each
- Specialty Color Linens | Starting at \$10.00 Each

Labor

- Bartenders | \$125 for 3 hours
- Cocktail Attendant | \$125 for 3 Hours
- Assistance with outside Audio Visual Equipment | \$25 per hour



Hospitality Suite Menu

- 16" Pizza (Cheese, Veggie, Pepperoni or Sausage) | Serves 10 | \$16++ Each
- BBQ or Swedish Meatballs | 50 pcs | \$100++
- Mozzarella Sticks & Marinara | 50 pcs | \$100++
- Toasted Ravioli & Marinara | 50 pcs | \$100++
- Hot Wings with Celery & Blue Cheese | 50 pcs | \$100++
- Fresh Fruit Tray | 25 ppl | \$75++
- Cheese & Cracker Tray | 25 ppl | \$125++
- Mini Sandwiches (Ham, Turkey, Roast Beef) | 35 ppl | \$100++
- Fresh Vegetable Crudités & Dips | 25 ppl | \$75++
- Chips, Salsa & Warm Cheese Dip | 25 ppl | \$75++
- Pita Bread & Hummus | 25 ppl | \$75++
- Warm Spinach Dip & Pita Chips | 25 ppl | \$75++
- Mixed Nuts | 25 ppl | \$75++
- Assorted Cookies or Brownies | \$25++ per dozen
- Individual Bags of Chips, Popcorn & Pretzels | \$3++ Each
- Assorted Pepsi Products | \$3++ per Can
- Bottled Water | \$3++ Each
- Fresh Brewed Coffee | \$40++ per Gallon

++All Prices Subject to 22% Service Charge and 6% State Tax

Orders Must be Placed 2 Weeks Prior to Arrival Quantities Must be Guaranteed 3 Days Prior to Arrival**

Please contact Charles Baran at charles.baran@marriott.com to place all orders.