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Courtyard by Marriott Port of Spain

fresh



## Welcome to a Refreshing Approach to Events

Whether you're organizing a business meeting or planning a special occasion for friends and family, no hotel makes it easier or more convenient to get things done on your terms than the Courtyard by Marriott. With flexible meeting spaces, fresh and innovating catering, and state-of-the-art audio-visual services, you can count on having all of the choices and options to make the most of your event. You can also count on our dedicated staff of hospitality professionals to take care of the details from start to finish.

We have enclosed sample menus, pricing and space plans to help you get started. If you are looking for something special, please do not hesitate to ask. Our team will do everything to help you design an event that exceeds your attendees' expectations.

Looking forward to serving you soon,

The Courtyard Events Team

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## technology

### AUDIO/DATA PROJECTION

Handheld Wired Microphone | \$ 15.00

Wireless handheld microphone | \$ 35.00

Wireless Lavalier Microphone | \$ 35.00

2 Speaker System | \$ 125.00

2500 Lumens LCD/DLP Projector | \$ 165.00

3000 Lumens LCD/DLP Projector | \$ 180.00

Overhead, Standard 2700 Lumens | \$ 30.00

70" Projection Screen | \$ 35.00

96" Projection Screen | \$ 45.00

42" LCD | \$ 30.00

DVD/VHS | \$15.00 each



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MEETING AIDS | \$10.00 each  
Flipchart  
Laser pointer  
Wireless mouse  
Conference phone

DATA PROJECTION PACKAGE | \$180.00  
2500 Lumens LCD Projector, 70" Screen, Laser  
Pointer, Power strip, VGA Cable

Video Projection Package | \$ 210.00  
DVD Player, 2500 Lumens Projector, 70"  
Screen, VGA Cable, Power strip

### CONNECTIVITY

Complimentary High Speed Internet access  
Complimentary Wireless Internet access

LABOUR SERVICES | \$10.00 per hour

PATCH FEE - DATA PROJECTION EQUIPMENT  
| \$8.00 per day  
Screens, Projectors etc.

PATCH FEE - AUDIO EQUIPMENT | \$16.00  
Sound Systems, Speakers, Microphones



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## considerations

### Pricing

Menus prices are quoted in US dollars and subject to 20% set-up charge and 15% VAT.

### Billing and deposits

Billing arrangements for all events must be made in accordance with hotel policies. Unless otherwise advised 100% payment must be 5 days prior to the event

### Security

The hotel will not assume any responsibility for the damage or loss of any items left in the function rooms prior to or following the event.

### Damage

The client will be responsible for any damage to the hotel, inside or outside, caused by them or their guests