



The below breaks are designed for a 1 1/2 hour time period.

**THE REFRESHER**

Coffee, Decaffeinated Coffee, Tea

**AM BEVERAGE BREAK**

Regular and Diet Sodas , Bottled Spring Water,  
Tropicana Bottled Juices, Coffee, Decaffeinated Coffee, Tea

**BEVERAGE BREAK**

This break is designed as a morning & an afternoon break each 1 1/2 hours.  
Regular and Diet Sodas, Bottled Spring Water,  
Coffee, Decaffeinated Coffee, Tea

**THE NATURAL**

Make Your Own Yogurt Parfait, Strawberries, Blueberries, Raspberries,  
Vanilla Yogurt & Granola; with Fresh Fruit Kabobs,  
Coffee, Decaffeinated Coffee, Tea

**THE COOKIE MONSTER**

Assorted Gourmet Cookies,  
Regular and Diet Sodas,  
Coffee, Decaffeinated Coffee, Tea

**ICE CREAM BREAK**

Haagen-Dazs Ice Cream and Yogurt Bars, Nestle Novelty Ice Cream Bars,  
White Chocolate Macadamia Nut & Chocolate Chip Cookies,  
Coffee, Decaffeinated Coffee, Tea

**HEALTHY CHOICE**

Cheese Platter with Crackers, Fresh Vegetables with Dip,  
Granola Bars, Bags of Smart Food Popcorn and Pretzels,  
Regular and Diet Sodas,  
Coffee, Decaffeinated Coffee, Tea

**STADIUM BREAK**

Hot Pretzels with Cheese, Popcorn, Peanuts, Cracker Jacks,  
Regular and Diet Sodas,  
Coffee, Decaffeinated Coffee, Tea

**THE CHOCOHOLIC BREAK**

White Chocolate Macadamia Nut and Chocolate Chip Cookies,  
Chocolate Dipped Strawberries, Chocolate Fudge Brownies,  
Assorted Chocolate Candy Bars,  
Regular and Diet Sodas,  
Coffee, Decaffeinated Coffee, Tea

*All prices subject to 11% taxable service charge and  
13% taxable administrative fee as well as an 8% sales tax*

189 Wolf Road, Albany, NY 12205 (518) 458-8444

C  
O  
F  
F  
E  
E  
  
B  
R  
E  
A  
K



## A LA CARTE

### PASTRIES AND BREADS

Coffee Cake  
Freshly Baked Muffins  
Fruit Filled Danish  
Bagels, Cream Cheese  
Croissants Plain and Chocolate Filled  
Whole Wheat or Regular English Muffins  
Jumbo Cookies  
Fudge Brownies  
Assorted Cookie Bars

### ENHANCEMENTS

Candy Bars  
XXL Warm Pretzels  
Chocolate Dipped Strawberries  
Granola Bars  
Tortilla Chips and Salsa  
Mixed Nuts  
Cheese Platter  
Bagged Potato Chips & Pretzels  
Individual Trail Mix  
Haagen-Dazs Ice Cream & Yogurt Bars  
Nestle Novelty Ice Cream Bars  
Individual Yoplait Yogurt

### BEVERAGES

Coffee, Decaffeinated Coffee, Tea  
Lemonade  
Iced Tea  
Regular and Diet Sodas  
Bottled Spring Water  
Icelandic Glacial Still Water  
Islandic Sparkling Water  
Gatorade  
Regular and Sugar Free Red Bull  
Tropicana Bottled Juices  
Milk: Whole, 2%, Skim, & Chocolate

C  
O  
F  
F  
E  
E  
  
B  
R  
E  
A  
K

*All prices subject to 11% taxable service charge and  
13% taxable administrative fee as well as an 8% sales tax*

189 Wolf Road, Albany, NY 12205 (518) 458-8444



# meetings imagined

PEOPLE INSPIRED. MARRIOTT DELIVERED.

The below breaks are designed for a 1 1/2 hour time period.

All Meeting Imagined Displays are for 50 guests or less

## **Lemonade & Ice Tea Station**

Lemonade & Ice Tea creatively displayed

## **Hot Chocolate Station**

Assorted Flavor Syrups and Marshmallows

## **Smoothie Station**

Banana Blueberry with Vanilla Yogurt  
Honey Cinnamon Pineapple Mango with Coconut Milk  
Strawberry Apple with Almond Milk and Yogurt

## **Candy Bar Station**

Assorted Colorful Candies & Candy Bars

## **Mimosa Station**

Mimosas garnished with assorted fruit

## **Popcorn Bar**

Assorted flavors to top your freshly popped popcorn  
Cracker Jacks

## **S'mores Station**

Graham Crackers & Marshmallows  
Hershey Bars & Reese's Peanut Butter Cups

## **Asian Station**

Assorted Spring Rolls, Pot Stickers &  
Dim Sum Displayed in Bamboo Steamers

## **Antipasto / Crudité Display**

Uniquely Displayed Vegetable Sticks Antipasto &  
Assorted Dips to include Hummus

## **Shrimp Cocktail Bar**

Chilled Shrimp Served with Cocktail Sauce

B  
R  
E  
A  
K  
S

*All prices subject to 11% taxable service charge and  
13% taxable administrative fee as well as an 8% sales tax*

189 Wolf Road, Albany, NY 12205 (518) 458-8444





**The below breaks & buffets are designed for a 1 1/2 hour time period.**

**THE EARLY RISER**

Assorted Juices, Danish, Muffins, Bagels & Croissants  
Coffee, Decaffeinated Coffee, Tea

**AMERICAN CONTINENTAL**

Assorted Juices, Danish, Muffins, Bagels & Croissants  
Platter of Sliced Fruit  
Coffee, Decaffeinated Coffee, Tea

**THE EUROPEAN**

Assorted Juices, Danish, Muffins, Bagels & Croissants  
Platter of Sliced Fruit, Cold Cereals, 2%, Skim Milk, Yoplait Yogurt  
Coffee, Decaffeinated Coffee, Tea

**AMERICAN BREAKFAST BUFFET**

Assorted Juices, Danish, Muffins, Bagels & Croissants,  
Platter of Sliced Fruit, Cold Cereals, 2%, Skim Milk, Yoplait Yogurt,  
Fresh Scrambled Eggs,  
Breakfast Sausage Links & Bacon,  
Breakfast Potatoes,  
Coffee, Decaffeinated Coffee, Tea

**ENHANCEMENTS FOR BUFFETS**

**ADDITIONAL ENTRÉE**

French Toast with Maple Syrup  
Cheese Blintzes with Fruit Topping  
Apple Filled Pancakes with Maple Syrup  
Quiche of the Day

**SMOKED NOVA SALMON**

Smoked Nova Salmon with Assorted Bagels & Cream Cheese  
Sliced Tomatoes, Capers & Bermuda Onions

**Omelets Prepared to Order**

Station to Include: Bacon, Diced Ham, Sausage,  
Mushrooms, Peppers, Tomatoes, Onions, Assorted Cheeses and Salsa

**THE TRADITIONAL PLATED BREAKFASTS**

Orange Juice,  
Scrambled Eggs,  
Bacon **or** Breakfast Sausage Links,  
Breakfast Potatoes,  
Breakfast Breads,  
Coffee, Decaffeinated Coffee, Tea

**FRENCH TOAST PLATED BREAKFASTS**

Orange Juice,  
Vanilla Infused French Toast with Maple Syrup,  
Breakfast Sausage Links,  
Coffee, Decaffeinated Coffee, Tea

All plated meal functions under 20 people are subject to a \$50.00 labor fee

**B  
R  
E  
A  
K  
F  
A  
S  
T**

*All prices subject to 11% taxable service charge and  
13% taxable administrative fee as well as an 8% sales tax*

**189 Wolf Road, Albany, NY 12205 (518) 458-8444**



**All Luncheon Entrées come complete with  
Salad, Chef's Selection of Seasonal  
Accompaniments, Dessert,  
Warm Rolls and Butter,  
Coffee, Decaffeinated Coffee, and Tea**

**Select one of the following Salads for all of your guests.**

- |                      |                              |
|----------------------|------------------------------|
| Baby Wedge Salad     | Strawberry Field Green Salad |
| Classic Caesar Salad | Mixed Baby Field Green Salad |

**Select one of the following Desserts for all of your guests.**

- |  |                                |
|--|--------------------------------|
| Gourmet Carrot Cake                        | Raspberry Swirl Cheesecake     |
| New York Cheesecake                        | Chocolate Peanut Butter Pie    |
| Ultimate Chocolate Cake                    | Flourless Chocolate Torte (GF) |
| Cookies and Brownies (one plate per table) |                                |

**Select your Entrée from the following**

**FILET MIGNON**

Filet Mignon served with Bordelaise Sauce

**ROASTED NEW YORK STRIP LOIN**

Sliced New York Strip Loin served with Bordeaux Red Wine Sauce

**HARVEST CHICKEN**

Grilled Chicken Breast topped with a Caramelized Onion & Cranberry Demi Glaze

**CHICKEN BRUCHETTA**

Boneless Breast of Chicken, Lightly Breaded Topped with Bruchetta and finished with a Lemon Cream and Balsamic Drizzle

**RASPBERRY BRIE CHICKEN**

Grilled Chicken Breast with melted Brie and Raspberry Sauce

**CHICKEN PICCATA**

Boneless Breast of Chicken finished with a Lemon Beurre Blanc Sauce

**BAKED HALIBUT**

Baked Halibut topped with Herb Bread Crumbs served with a Lemon Herb Sauce

**GRILLED FILLET OF SALMON**

Fillet of Salmon topped with a Dill Cream Sauce

**BLAKENED CATFISH**

Blackened Catfish topped with a Tropical Fruit Salsa

**CHIPOTLE CRUSTED PORK LOIN**

Roasted Pork Loin topped with Apple Chutney

**ENTRÉE SALADS**

**All Entrée Salads come complete with your choice of Dessert, Warm  
Rolls & Butter, Coffee, Decaffeinated Coffee, and Tea**

**CHICKEN CAESAR SALAD**

Romaine Lettuce, Garlic Croutons, Caesar Dressing, Shaved Parmesan Cheese, topped with Grilled Chicken

**ASIAN CHICKEN NOODLE SALAD**

Rice Noodles, Julienne Vegetables, Asian Vinaigrette topped with Grilled Chicken

**AUTUMN GRILLED CHICKEN SALAD**

Mixed Field Greens with Julienne Pear, Feta Cheese, Walnuts and Cranberries topped with Grilled Chicken

All plated meal functions under 20 people are subject to a \$50.00 labor fee

*All prices subject to 11% taxable service charge and  
13% taxable administrative fee as well as an 8% sales tax*

189 Wolf Road, Albany, NY 12205 (518) 458-8444

P  
L  
A  
T  
E  
D  
  
L  
U  
N  
C  
H



**The below buffets are designed for a 1 ½ hour time period.**

### **THE EXECUTIVE**

Tossed Garden Salad with Assorted Dressings, Potato Salad,  
PRE MADE SANDWICHES All served on Slider Broche Buns  
Roast Beef with Lettuce, Tomato and Horseradish Cheese  
Ham with Lettuce, Tomato, Swiss with Chipotle  
Turkey with Lettuce, Tomato, Cheddar and Honey Mustard  
Individual Bags of Potato Chips and Pretzels,  
Fudge Brownies and Assorted Cookie Bars,  
Coffee, Decaffeinated Coffee, Tea

### **DELI EXPRESS**

Fresh Fruit Salad, Potato Salad, Cole Slaw,  
Roasted Breast of Turkey, Sliced Roast Beef, Shaved Ham,  
Sharp Cheddar, Big Eye Swiss and American Cheeses,  
Wheat and Rye Bread, Multi-Grain Rolls, Kaiser Rolls,  
Lettuce, Tomatoes and Pickles, Onions, Condiments,  
Individual Bags of Potato Chips and Pretzels,  
Assorted Cookie Bars, Mini Éclairs, Mini Cheesecakes,  
Coffee, Decaffeinated Coffee, Tea

### **THE WALLSTREET**

Chef's Soup of the Day,  
Garden Salad with Dressing Selection, Cole Slaw, Potato Salad,  
Tuna Salad, Grilled Chicken Salad,  
Roasted Breast of Turkey, Sliced Roast Beef, Shaved Ham,  
Sharp Cheddar, Big Eye Swiss and American Cheeses,  
Wheat and Rye Bread, Multi-Grain Rolls, Kaiser Rolls,  
Lettuce, Tomatoes and Pickles, Onions, Condiments, Kosher Pickles,  
Individual Bags of Potato Chips and Pretzels,  
Assorted Cookie Bars, Mini Éclairs, Mini Cheesecakes,  
Coffee, Decaffeinated Coffee, Tea

### **ENHANCEMENTS FOR BUFFETS**

**Regular & Diet Soda**

**Hot Pasta Entrée**

L  
U  
N  
C  
H  
  
B  
U  
F  
F  
E  
T  
S

*All prices subject to 11% taxable service charge and  
13% taxable administrative fee as well as an 8% sales tax*

189 Wolf Road, Albany, NY 12205 (518) 458-8444





The below buffets are designed for a 1 1/2 hour time period.

**SOUTH OF THE BORDER**

Beef Taco Bar & Chicken Fajitas served with Shredded Monterey, Cheddar Cheeses, Guacamole, Sour Cream, Jalapeno Peppers, Pico De Gallo, Shredded Lettuce, Roasted Peppers & Onions, Three Cheese Quesadillas, Mexican Rice and Refried Beans, Rice Pudding & Dulce de Leche Cheesecake, Coffee, Decaffeinated Coffee, Tea

**LITTLE ITALY**

Sausage & White Bean Soup, Caesar Salad, Caprese Salad, Balsamic Grilled Vegetable, Baked Penne, Chicken Parmesan, Italian Meatballs Marinara, Hard and Soft Italian Breads and Oils, Tiramisu with Kahlua Cream, and Cannoli, Coffee, Decaffeinated Coffee, Tea

**LUNCH BUFFET 2 or 3 Entrée Selection**

Caesar Salad, Herbed Pasta Salad, Field Green Salad with Assorted Dressings Medley of Fresh Vegetables, Roasted Rosemary Fingerling Potatoes, Assorted Pies & Cakes, Coffee, Decaffeinated Coffee, Tea

**SELECT TWO OR THREE ENTREES:**

Sliced Roast Strip Loin  
Roasted Pork Loin  
Meat Lasagna  
Baked Penne Pasta  
Stuffed Sole Chardonnay

Chicken Parmesan  
Chicken Marsala  
Chicken Piccata  
Pasta Primavera

**ENHANCEMENTS FOR BUFFETS**

**Regular & Diet Soda**

L  
U  
N  
C  
H  
  
B  
U  
F  
F  
E  
T  
S

*All prices subject to 11% taxable service charge and 13% taxable administrative fee as well as an 8% sales tax*

189 Wolf Road, Albany, NY 12205 (518) 458-8444



The below buffets are designed for a 1 1/2 hour time period.

**ITALIAN BUFFET**

Caprese Salad, Caesar Salad, Grilled Balsamic Vegetable Platter, Rosemary & Olive Oil Roasted Potatoes, Mixed Italian Vegetables, Warm Rolls and Butter, Tiramisu, Italian Cream Layer Cake, Coffee, Decaffeinated Coffee, Tea

**SELECTION OF THREE ENTREES:**

Sliced New York Strip Barolo	Mediterranean Chicken
Meat or Vegetarian Lasagna	Chicken Parmesan
Seafood Cioppino	Penne Primavera

**DINNER BUFFET**

Caesar Salad, Field Green Salad with Assorted Dressings, Chilled Tortellini Salad, Fresh Fruit Salad, Roasted Red Skin Potatoes, Wild Rice, Fresh Seasonal Vegetables, Warm Rolls and Butter, Chef's Selection of Assorted Desserts, Coffee, Decaffeinated Coffee, Tea

**SELECTION OF THREE ENTREES:**

Sliced Roast New York Strip	Chicken Piccata
Braised Short Ribs	Chicken Parmesan
Roasted Pork Loin	Baked Cod with Herb Crust
Penne Bolognese	Pasta Primavera
Seared Fillet of Salmon with Lemon Dill Sauce	

**PRIME RIB BUFFET**

**(A Chef's Fee of \$125.00 per Chef will be applied for this buffet option)**

Caesar Salad, Field Greens with Assorted Dressings, Grilled Balsamic Vegetable Platter, Caprese Salad, Fresh Vegetable Medley, White Cheddar Potatoes Au Gratin, Wild Rice, Carved Prime Rib, Warm Rolls and Butter, Chef's Selection of Assorted Cakes and Pies, Coffee, Decaffeinated Coffee, Tea

**SELECTION OF TWO ADDITIONAL ENTREES:**

Seared Salmon with Lemon Dill Sauce	Chicken Marsala
Blackened Catfish with Tropical Fruit Salsa	Chicken Piccata
Roasted Herb Encrusted Pork Loin	Penne Bolognese
Pasta Primavera	

**ENHANCEMENTS FOR BUFFETS**

**Regular & Diet Soda**

*All prices subject to 11% taxable service charge and 13% taxable administrative fee as well as an 8% sales tax*

189 Wolf Road, Albany, NY 12205 (518) 458-8444

D  
I  
N  
N  
E  
R  
  
B  
U  
F  
F  
E  
T  
S





**All Dinner Entrées come complete with Salad,  
MARRIOTT Chef's Selection of Seasonal Accompaniments, Dessert,  
Warm Rolls and Butter, Coffee, Decaffeinated Coffee, and Tea**

**Select one of the following Salads for all of your guests.**

- |                      |                              |
|----------------------|------------------------------|
| Baby Wedge Salad     | Strawberry Field Green Salad |
| Classic Caesar Salad | Mixed Baby Field Green Salad |

**Select one of the following Desserts for all of your guests.**

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| Raspberry Swirl Cheesecake           | Gourmet Carrot Cake                  |
| New York Cheesecake                  | Italian Lemon Cream Layer Cake Sweet |
| Potato Maple Cheesecake              | Kentucky Bourbon Pecan Pie           |
| White Chocolate Blueberry Cheesecake | Quadruple Chocolate Mousse Cake      |
| Chocolate Decadence                  | Flourless Chocolate Torte (GF)       |

**Select your Entrée from the following**

**FLANK STEAK**

Topped with Caramelized Onions

**NEW YORK STRIP STEAK**

Grilled Center Cut New York Strip

**FILET MIGNON**

Center Cut Filet Mignon with Merlot Enhanced Demi-Glace

**ROAST PRIME RIB OF BEEF**

Slow Roasted Prime Rib of Beef, Served with Natural Au Jus

**CITRUS GRILLED CHICKEN**

Grilled Chicken Breast with Mandarin Orange Segments & Tarragon Jus

**RASPBERRY BRIE CHICKEN**

Grilled Chicken Breast with melted Brie and Raspberry Sauce

**CHICKEN MEDITERRANEAN**

Marinated Boneless Breast of Chicken topped with Sun-Dried Tomato Pesto, Roasted Red and Yellow Peppers, & Melted Mozzarella Cheese

**ROASTED STUFFED CHICKEN**

Stuffed Chicken Breast with Wild Mushroom, Caramelized Onion & Gruyere Cheese served with a Fine Herb Jus

**GRILLED FILLET OF SALMON**

Fillet of Salmon topped with a Sesame Glaze

**SOLE CHARDONNAY**

Sole stuffed with a Crabmeat Filling and Topped with Fresh Dill Cream Chardonnay

**PORK TENDERLOIN**

Sliced Pork Tenderloin Au Poivre finished with a Brandy Cream Sauce

**EGGPLANT NAPOLEON**

with Penne Pasta

**STUFFED PORTABELLA MUSHROOM**

with Spinach, Tomato and Smoked Mozzarella finished with Tomato Couli

**QUINOA STUFFED PEPPER**

With Marinara Sauce

**COMBINATION DINNERS - Offered in Lieu of Multiple entrée selection**

**FILET MIGNON & FILLET OF SALMON**

Filet Mignon in Bordelaise Sauce with Sesame Ginger Glazed Salmon Fillet

**CHICKEN PICCATA & FILLET OF SALMON**

Seared Chicken Breast & Salmon Fillet Piccata Style

All plated meal functions under 20 people are subject to a \$50.00 labor fee

*All prices subject to 11% taxable service charge and  
13% taxable administrative fee as well as an 8% sales tax*

**189 Wolf Road, Albany, NY 12205 (518) 458-8444**

P  
L  
A  
T  
E  
D  
  
D  
I  
N  
N  
E  
R



MARRIOTT

The below Displays & Stations are designed for a 1 ½ hour time period.

## RECEPTION DISPLAYS

### DOMESTIC & INTERNATIONAL CHEESES

Assorted Cheese garnished with Fruits & Berries, Crackers & French Baguettes

### FRESH VEGETABLES

Assorted Vegetables with Chef's Selection of Dips

### FRESH FRUIT

Assorted Fresh Sliced Fruit

## SPECIALITY STATIONS

for 25 Guests or more

### MASHED POTATO STATION

Sweet Potato & White Potato, Bacon, Caramelized Onions, Scallions & Sour Cream

### MAC & CHEESE STATION

**(A Chef's Fee of \$125.00 per Chef will be applied for this station option)**

Chef prepared Mac & Cheese with Chicken, Bacon, Scallions, Tomato & Broccoli

### PASTA STATION

**(A Chef's Fee of \$125.00 per Chef will be applied for this station option)**

Select Three Pastas & Three Sauces: Rigatoni, Tortellini, Penne, Farfalle, Carbonara, Marinara, Bolognese, Puttanesca, & Alfredo

### NACHO STATION

Tri Colored Tortilla Chips with Hot Cheese Sauce, Guacamole, Pico de Gallo, Olives, Jalapeno Peppers, Sour Cream. Choose one of the following: Black Beans, Chicken, or Ground Beef

### SLIDER STATION

Beef Sliders, Pulled Pork Sliders, Grilled Chicken Sliders, served with Cheese, Caramelized Onions, Mushrooms, Lettuce, & Tomato

### SALAD STATION

Grilled Chicken, Sliced Beef, Hearts of Romaine, Mixed Greens, Parmesan Cheese, Roasted Garlic Croutons, with Assorted Dressings

### SWEET ENDINGS

Miniature Cheesecakes, Chocolate Dipped Strawberries, Cream Puffs, Chocolate Eclairs, Coffee Decaffeinated Coffee, Tea with Whipped Cream, Flavored Syrups and Chocolate Shavings

### SANTE FE FAJITA BAR

**(A Chef's Fee of \$125.00 per Chef will be applied for this station option)**

Chicken & Beef Fajitas, Chicken Quesadillas, Pico de Gallo, Guacamole, Sour Cream, Monterey Jack & Cheddar Cheese

R  
E  
C  
E  
P  
T  
I  
O  
N  
S

*All prices subject to 11% taxable service charge and  
13% taxable administrative fee as well as an 8% sales tax*

189 Wolf Road, Albany, NY 12205 (518) 458-8444



**All Carving Stations require an attendant to carve items to order.**

**A Chef's Fee of \$125.00 per Chef will be applied.**

**CARVING STATIONS**

**Roasted Pork Loin – serves 30 Guests**

Dijon Mustard, Garlic Cream Horseradish Sauce & Silver Dollar Rolls

**Roasted Breast of Turkey– serves 30 Guests**

Honey Mustard, Cranberry Relish & Silver Dollar Rolls

**Baked Sugar Cured Virginia Ham– serves 50 Guests**

Dijon Mayonnaise & Silver Dollar Rolls

**Whole Side of Smoked Salmon– serves 30 Guests**

Capers, Chopped Onions, Hard Cooked Eggs & Crostini's

**Top Round of Beef– serves 50 Guests**

Horseradish Cream Sauce, Mustard & Silver Dollar Rolls

**Roasted Beef Tenderloin– serves 30 Guests**

Garlic Cream Horseradish Sauce & Silver Dollar Rolls

**THE CHEF'S PACKAGE**

**Based on 6 pieces of Hot Hors D'oeuvres per person**

Marriott International & Domestic Cheeseboard, served with Assorted Crackers, Garden Vegetable Display with Dips, select Five Items from below

- |                           |                           |
|---------------------------|---------------------------|
| Steak Empanadas           | Vegetable Egg Rolls       |
| Franks in Puff Pastry     | Spanakopita               |
| Mini Chicken Cordon Bleu  | Bruschetta Crostini       |
| Smoked Chicken Quesadilla | Scallops wrapped in Bacon |

**HOT & COLD HORS D'OEUVRES SELECTIONS**

- Franks in Puff Pastry
- Swedish Meatballs
- Chicken Tenders
- Bruschetta Pomodoro
- Spanakopita
- Beef Wellingtons
- Beef Empanadas
- Mini Chicken Cordon Blue
- Smoked Chicken Quesadilla
- Caprese Skewers
- Brie & Raspberry Purses
- Vegetarian Egg Rolls
- Asparagus & Asiago in Phyllo
- Melon & Prosciutto
- Scallops wrapped in Bacon
- Mini Crab Cakes
- Crab Rangoon
- Assorted Sushi Rolls
- Jumbo Shrimp Cocktail

*All prices subject to 11% taxable service charge and 13% taxable administrative fee as well as an 8% sales tax*

**189 Wolf Road, Albany, NY 12205 (518) 458-8444**

**R  
E  
C  
E  
P  
T  
I  
O  
N  
S**





## BEVERAGE OPTIONS

**The Albany Marriott is the only licensed authority to sell and serve liquor for consumption on the premises.**

**Liquor may not be brought into the hotel under any circumstances.**

**Should bar sales not exceed \$400.00 per bartender, there will be a charge of \$125.00 per bartender.**

### PACKAGE BAR

Unlimited consumption of liquor, domestic, imported beer, wine and soft drinks. This beverage package is designed to ease your budgeting. You will enjoy a fully serviced cocktail reception with experienced bartenders and full bar set-ups for mixed drinks. The price charged is based on food function guarantees or the number in attendance, whichever is greater.

### PREMIUM BAR

- 1 Hour
- 2 Hour
- 3 Hour
- 4 Hour

### Beer, Wine & Soft Drinks

- 1 Hour
- 2 Hour
- 3 Hour
- 4 Hour

### HOST BEVERAGE SELECTIONS

Fully Stocked Bar(s) featuring Premium or Super Premium Selections with the charges reflecting in the actual number of drinks consumed.

- Super Premium Liquors
- Premium Liquors
- Wine by the Glass
- Imported Beer
- Domestic Beer
- Non-Alcoholic Drinks

### CASH BAR

Guests purchase their own beverages.

- Super Premium Liquors
- Premium Liquors
- Wine by the Glass
- Imported Beer
- Domestic Beer
- Non-Alcoholic Drinks

*All prices subject to 11% taxable service charge and 13% taxable administrative fee as well as an 8% sales tax*

189 Wolf Road, Albany, NY 12205 (518) 458-8444

B  
E  
V  
E  
R  
A  
G  
E



## Albany Marriott Catering Terms & Conditions

### **MENU SELECTION**

In order for us to ensure the availability of all chosen items, your menu selection should be submitted to the Sales & Events office four (4) weeks prior to the function date. Our preprinted menus are offered as suggestions and your Event Manager will be happy to tailor a menu to your specific tastes and desires. All food items must be supplied by the hotel. No food may be taken off hotel premises. All printed menu prices are subject to change without notice; however, all contracted prices will be honored.

### **REQUEST FOR MULTIPLE ENTREES:**

If multiple entrees are requested, the following stipulations will apply:

1. If there is a price discrepancy between the two entrees, the higher price will prevail for all entrees.
2. Normal guarantee procedure is required with indication of each entrée.
3. The Hotel will provide color-coded entrée tickets. This will enable better service by our staff during the meal service.
4. Minimum of 20 guests.

### **LABOR CHARGES**

All plated meal functions under 20 people are subject to a \$50.00 labor charge. For menus where the services of a carver or chef are required, there will be a \$125.00 per carver or chef charge. Charges for a host bar or cash bar are \$125.00 per bartender, until \$400.00 worth of beverage has been consumed per bartender. These prices are subject to a 24% service charge and 8% sales tax.

### **BEVERAGES**

All beverage functions are arranged through the Sales & Event office. We have a complete selection of beverages to compliment your events. The Albany Marriott, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the New York L.C.B. regulations. It is a House Policy, therefore, that all alcoholic beverages must be supplied by the Hotel. If alcoholic beverages are to be served on Hotel premises (or elsewhere under the Hotel's Alcoholic Beverage License), the Hotel will require that the beverages be dispensed by Hotel servers and bartenders.

The Hotel's Alcoholic Beverage License requires the Hotel to:

- 1) Request proper identification (photo ID) from any person of questionable age and refuse alcoholic beverage service if the person is either under age or if identification cannot be produced.
- 2) Refuse to serve alcohol to anyone who, in the Hotel's judgment, appears intoxicated.

### **GUARANTEES**

To assist in the overall planning, you will be asked for an estimated attendance level thirty days prior to the event. Please notify the hotel three (3) business days prior to the function date with the number of guests attending. This will be considered your minimum guarantee, for which you will be charged, even if fewer guests attend. We will, however, be prepared for 5% above the guarantee. Weddings, Bar Mitzvahs Proms and Reunions will be subject to a guarantee date of four (4) business days prior to the function date.

I  
N  
F  
O  
R  
M  
A  
T  
I  
O  
N



## Albany Marriott Catering Terms & Conditions

### **PAYMENT METHOD**

A deposit is required for all catering functions unless prior credit/payment arrangements have been established with the Hotel. All Deposits are non-refundable. Payment in full is required before all catering functions unless prior credit arrangements have been established with the hotel. Meetings can be company billed only if credit has been previously established through our Corporate Accounting Department and your company. Three to four (3-4) weeks are required for processing. Unless other arrangements have been made, payment must be made prior to the function by certified check, credit card or cash.

All banquet checks must be signed by the person in charge or a designated representative at the completion of each function. Any discrepancies in counts or charges should be identified and resolved at that time.

### **TAX EXEMPT STATUS**

If your group is tax-exempt, a valid New York State Sales Tax-Exempt Certificate is required to be on file at our Hotel prior to the function. All tax exempt form will need to be presented with an original signature; no photocopies allowed. Tax Exemption will be honored if check or credit card makes payment from the appropriate exempt organization. No tax-exemption will be honored with a cash transaction or personal check.

### **ROOM & SET-UP FEES**

Function rooms are assigned according to the anticipated number of guests. If there are fluctuations in the number of attendees, the Hotel reserves the right to assign accordingly the banquet function room. The Hotel reserves the right to charge a service fee for set-up of meeting rooms with extraordinary requirements and for resetting a room that is different than contracted on the banquet event order. A room set-up fee will be charged where applicable.

### **FLOWERS & DECORATIONS**

We strongly suggest centerpieces of freshly cut flowers to enhance your specific table arrangements. We will be pleased to help make these arrangements with one of the Hotel's preferred florists at a prearranged fee. Your Catering Manager will be delighted to discuss with you any enhancements for your particular function, such as ice sculptures, centerpieces and thematic decorations. These and other services will be provided at a prearranged fee. The Hotel will not permit the affixing of anything to the walls, floors or ceiling with nails, staples, carpet tape or other substance.

**The hotel strictly prohibits use of glitter, confetti or similar products.**

Please consult the Catering Department for assistance in displaying of all materials. We will be pleased to assist with the arrangements for show, stage, music and entertainment, for these services we can refer you to recommended vendors.

### **AUDIO-VISUAL/EVENT TECHNOLOGY**

A complete line of modern audio visual aids is available through the Hotel. Your Catering Manager will be pleased to secure the equipment best suited to your needs and specifications. Wired and Wireless High speed internet and dedicated phone lines are available through the Hotel.

I  
N  
F  
O  
R  
M  
A  
T  
I  
O  
N





## Albany Marriott Catering Terms & Conditions

### FEES

All food and beverages are subject to a 11% taxable service charge and 13% taxable administrative fee. The administrative fee is for administration of the banquet, special event or package deal. The administrative fee is not purported to be a gratuity and will not be distributed as gratuities to the employees who provide service to the guests. The service charge will be distributed as a gratuity for those who provide service to the guests. Room rental/set-up fees are subject to tax if the event includes a food function. Room rental fees/set-up without a food function are not subject to tax. All audio-visuals, room rental/set-up and meeting room internet fees are subject to a 24% taxable administrative fee. The administrative fee is for administration of the banquet, special event or package deal. The administrative fee is not purported to be a gratuity and will not be distributed as gratuities to the employees who provide service to the guests. All food, beverage, and audio-visuals are subject to applicable sales tax. Administrative fees, gratuities and taxes are subject to change without notice.

### CANCELLATIONS

Canceled functions will be assessed the cancellation fee as indicated on contract. Full charges will be assessed for any functions canceled within five working days of the scheduled date. Cancellation must be made with the Event Planning Office between the hours of 8:00 am and 6:00 pm, Monday through Friday. All cancellations must be confirmed in writing.

### STORAGE/BOXES

Small packages for meetings may be delivered to the Hotel no more than five days prior to the program due to minimal amount of storage space. Packages should be marked "Hold for Arrival" and list the group name and date of the program clearly on all labels. If boxes are shipped prior to one week, a \$5.00 storage fee per day per package will be added to your final bill. The return shipment of all packages/boxes is the responsibility of the group. Any packages/boxes left at the Hotel for more than 5 days, will be discarded.

### PARKING

Free parking is available on location and also in the various parking lots on the Hotel premises. The Hotel is not responsible for losses or damage to vehicles or contents.

### SECURITY

The Hotel will not assume any responsibility for damages or loss to any merchandise or articles left or sent into the Hotel prior to, during, or following your banquet or meeting. Arrangements may be made in advance for security of exhibits, merchandise or articles set up for display prior to or during the planned event. If, in the sole judgment of the Hotel, security is required in order to maintain order due to the size and nature of your event, the Hotel may require you to provide, at your expense, uniformed or non-uniformed security personnel. Any and all provisions for security must be arranged through your Catering Manager. The Hotel shall have final approval on any and all security personnel to be utilized during your function.

### PROPERTY DAMAGES

As a patron, you are responsible for any damages done to the premises or any other part of the Hotel during the period of time your invited guests, employees, independent contractors or other agents either under your control or that of any independent contractor hire by you, are on property.

I  
N  
F  
O  
R  
M  
A  
T  
I  
O  
N