



Congratulations on your Engagement!

Thank you so much for your interest in the Marriott Columbia as the potential host venue for your Special Day. Our staff looks forward to introducing you to a brand of hospitality, upon which we have built our reputation for excellence. After reviewing all of your program requirements we are confident that we can exceed all of your expectations.

You and your guests will feel confident in knowing that the staff at Columbia Marriott is committed to providing a flawless event for you. This commitment extends from our Guest Service Associates, who first greets your guests, to our General Manager.

The following pages include all of the Wedding Menu selections for you to choose from. We are also happy to customize options if you have something in mind that you don't see on our regular menus.

Thank you again for your consideration!

Wedding Package Includes:

- Round Tables with seating of 8 or 10 people per Table
- Your Choice of White or Black Linens
- Elegant centerpieces (house selection)
- Table Numbers or Reserved Signs Presented on Silver Stanchions
- Risers for Head Table and/or Sweetheart Table
- Dance Floor and Skirted Tables for DJ or Riser for Band
- Easel for Bridal portrait
- Guest Book Table
- Skirted Gift Table(s)
- Cake Table
- Glass and China Service
- Complimentary room for the Bride and Groom on the night of the Wedding with Breakfast for 2 the Following Morning (applies for events totaling \$5000 or more spent).



**MARRIOTT
COLUMBIA**

PLATED DINNER SELECTIONS:

*Plated Dinners include your choice of Salad, Starch and Vegetable Sides
Appetizer course can be added for an additional \$12 to the entree price per person
Rolls and Butter
Fresh Brewed Coffee, Decaf Coffee and Iced Tea
Dessert can be added for an additional \$4 per person*

Salads:

Tomato, Mozzarella, Pesto Vinaigrette on Arugula
Soba Noodle, Sesame, Snap Peas, Carrots, Red Cabbage & Red Bell Pepper, Sesame Ginger Vinaigrette
Napa, Mandarin Oranges, Bell Peppers, Crispy Tortilla Strips and Cilantro Lime Vinaigrette
Spinach Salad, Red Onion, Bacon, Goat Cheese, Tomato, Marinated Portobello, Bacon Vinaigrette
Wedge Salad, Tomato, Bacon Crumbles, Balsamic Reduction and Blue Cheese Dressing
Arugula, Pepperoncini, Marinated Olives, Genoa Salami and Sundried Tomato Vinaigrette
Mixed Greens, Radicchio, Candied Pecans, Pickled Onion, Clemson Blue Cheese and White Balsamic
Vinaigrette

Appetizers:

Shrimp Scampi over Angel Hair
Seared Pork Belly, Bourbon BBQ Glaze, over Sweet Potato Puree
Crab Cakes with a Tomato, Corn, Leek, Black-eyed Pea Succotash
Sashimi Tuna and Seaweed Salad
Bacon-wrapped Seared Scallops over Corn Salsa
Shrimp and Scallop Ceviche in a Martini Glass

Grilled Breast of Chicken with Roasted Garlic & Rosemary Beurre Blanc **\$28**
Roasted Airline Chicken Breast with Tasso Cream Sauce **\$30**
Bacon-wrapped Chicken, Bourbon BBQ Glaze **\$30**
Onion Crusted Sautéed Chicken Breast with Dijon Thyme Cream **\$29**
Grilled Chicken Breast and Pan Seared Salmon with Roasted Garlic Beurre Blanc **\$39**
Grilled Chicken Breast and Filet Mignon with Mushroom and Peppercorn Cream **\$44**
Grilled Rib Eye with Truffle Butter **\$44**
Filet Mignon and Crab Cake with Herb Butter **\$47**
Filet Mignon with Roasted Garlic & Rosemary Beurre Blanc **\$56**
Filet Mignon with Roasted Shallot Sauce and Shrimp Scampi **\$45**
Filet Mignon with Truffle Butter and Grilled Salmon with Lemon Chive Beurre Blanc **\$45**
New York Strip with Cilantro Chimichurri **\$47**
Bacon-wrapped Pork Loin in Apple Rum Beurre Blanc **\$37**
London Broil Port Wine Reduction **\$34**
Pecan Crusted Trout, Lemon Chervil Cream **\$33**
Pan Seared Grouper with Spicy Orange Beurre Blanc **\$35**
Blackened Mahi Mahi with Tropical Fruit Salsa **\$33**



Grilled Atlantic Salmon on with Lemon Chive Beurre Blanc **\$31**
Portobello Stack (Vegetarian) - Marinated and grilled Portobello mushroom skewered and stacked with
grilled zucchini, yellow squash and red pepper then drizzled with a balsamic reduction **\$30**
Shrimp and Grits with Tomatoes, Mushrooms, Parmesan, and Tasso Cream Sauce (side option not
included with this entrée) **\$39**

Rice or Potato Sides

Wild Rice Pilaf
Tri Color Potatoes
Yukon Gold Mashed Potatoes
Brown Sugar Topped Sweet Potato
Rosemary Roasted New Potatoes
Garlic Roasted Mashed Potatoes
Midlands' Macaroni and Cheese
Wheatberry and Quinoa
Cous Cous
Wild Mushroom Risotto

Vegetable Sides

Steamed Asparagus (\$1 extra)
Grilled Squash and Zucchini
Haricot Vert with Bacon and Onion
Oven Roasted Vegetables
Ham Hock Braised Collard Greens
Sautéed Broccoli and Grape Tomatoes
Caramelized Cauliflower
Roasted Brussel Sprouts with Bacon,
Red Onion and Balsamic

Add any Dessert for \$4 per person

Salted Caramel Pecan Chocolate Bundt Cake
Strawberry Shortcake (made with Duke's Pound Cake)
Oreo Chocolate Mousse
Salted Caramel Vanilla Bundt Cake
Bourbon Pecan Pie
Deep Dish Caramel Apple Pie
Chocolate Toffee Mousse Cake
Crème Brule Cheesecake
Raspberry and White Chocolate Cheesecake
New York Style Cheesecake
Duet of Chocolate Mousse Shooters
Pretzel Crusted Chocolate Brownie paired with a Chocolate Mousse Cup (\$1 extra)

Trio Plate (\$6) – Choose 3 from: Chocolate Mousse, Oreo Chocolate Mousse, Red Velvet Mini Cupcake,
Pecan Dream Bar, Rockslide Brownie, Mini Cannoli, Triple Chocolate Cake, and Tiramisu



**MARRIOTT
COLUMBIA**

DINNER BUFFET SELECTIONS:

Down Home \$40

Spinach Salad, Mushrooms, Red Onions, Pecans and Balsamic Vinaigrette
Jalapeno Corn Bread and Buttermilk Biscuits
Shrimp and Andouille Sausage Jambalaya
Baked or Fried Chicken
Honey Glazed Pork Loin
Ham Hock Collard Greens
Fried Green Tomatoes with Cajun Remoulade
Smoked Cheddar Macaroni and Cheese
Apple Pie and Peach Cobbler
Fresh Brewed Coffee, Decaf Coffee and Iced Tea

Southern Delights \$44

She Crab Soup
Corn Muffins and Soft Rolls
Mixed Field Greens, Spiced Pecans, Crumbled Blue Cheese, Grape Tomatoes and
Vidalia Onion Vinaigrette
Fried Catfish with Sweet Corn Relish
Blackened Chicken Breast with Maple Glaze
Grilled Sirloin with Roasted Vidalia Onion Cabernet Demi-Glace
Smoked Cheddar Grits
Haricot Vert with Sautéed Red Pepper, Bacon and Onion
Strawberry Shortcake with Whipped Cream and Red Velvet Cake
Fresh Brewed Coffee, Decaf Coffee and Iced Tea

Tuscan Buffet \$45

Pasta Fagioli Soup
Romaine Heart Caesar Salad
Focaccia Bread and Herbed Olive Oil
Tomato Caprese Salad with Balsamic Glaze
Italian Sausage and Peppers
Eggplant Parmesan
Chicken Marsala with Portobello Mushrooms
Parmesan and Basil Mashed Potatoes
Balsamic Roasted Vegetables
Chocolate Drizzled Cannoli's and NY Style Cheesecake
Fresh Brewed Coffee, Decaf Coffee and Iced Tea



**MARRIOTT
COLUMBIA**

Land and Sea \$48

Shrimp and Corn Chowder
Corn Bread and Soft Rolls
Garden Greens with Tomatoes, Cucumbers, Red Onions, Croutons, Cheese, and Citrus Vinaigrette
Coastal Shrimp and Grits
Corn Dusted Fried Flounder with Mango and Black Bean Salsa
Smoked Beef Brisket with Midlands' Mustard BBQ Sauce
Boiled Red Potatoes with Parsley Butter
Garlic Corn with Leeks
Bourbon Pecan Pie and Red Velvet Cake
Fresh Brewed Coffee, Decaf Coffee and Iced Tea

Off the Grill \$50

Grilled Romaine Hearts with Roasted Garlic Dressing
Herbed Cucumber and Blistered Tomato Salad
Soft Dinner Rolls
Grilled Ribeye with Brandied Mushroom and Onions
Herb Marinated Grilled Chicken Breast, Grilled Corn, Andouille and Tomato Hash
Grilled Atlantic Salmon with Caramelized Grilled Pineapple Salsa
Grilled Portobello Mushrooms with Roasted Red Pepper and Parmesan Cheese
Grilled Sweet Potato Wedges with Lime and Cilantro
Key Lime Pie and Fresh Berry Tarts
Fresh Brewed Coffee, Decaf Coffee and Iced Tea

All Prices are Subject to 22% Service Charge and Applicable Taxes.

All Buffet functions under thirty (30) persons are subject to a \$7.50 per person surcharge.

RECEPTION DISPLAYS:

Priced Per Person

Sliced Fresh Fruit Tray \$6

Sliced Fresh Seasonal Fruit and Berries

Artisan Cheese Display \$7

Imported and Domestic Cheeses presented with an Assortment of Crackers

Harvest Vegetable Board with Dipping Sauce \$6

An Array of Fresh Garden Vegetables with Ranch and Onion Dip



**MARRIOTT
COLUMBIA**

Whole Baked Brie En Croute \$5

Filled with Raspberry and Walnuts, Served with an Assortment of Crackers and Sliced Baguette

Hot Crab Dip \$8

Fresh Blue Crab Dip served with an Assortment of Crackers and Sliced Baguette

Spinach and Artichoke Dip \$5

Served with Sliced French Bread and Crackers

Tri-Color Tortilla Chips \$5

Pico de Gallo, Guacamole, and Queso

Mediterranean \$7

Hummus, Assortment of Olives, and Feta Cheese, Roasted Red Peppers with Fresh Pita

CHEF ATTENDED ACTION STATIONS

(* Indicates Stations that Require an Attendant for \$100.00. All Stations Require Minimum of 30 Guests)

Shrimp and Grits* \$14

Tasso Ham, Corn, Tomato and Mushroom, Stone Ground Grits and Mini Corn Muffins

Chicken and Waffles* \$10

Buttermilk and Red Velvet Waffles, Fried Chicken Tenders, Pecans and Maple Syrup

Gourmet Macaroni and Cheese* \$10

Alfredo Cream Sauce, Cheddar and Asiago Cheese, Bacon, Mushroom, Shrimp and Scallions

Grits or Mashed Potato Bar \$10

Yukon Gold Mashed Potatoes or Adluh Stone-Ground Yellow Grits (\$2 Upcharge for both items), Bacon, Cheddar, Blue Cheese, Caramelized Onions, Chives, and Sour Cream

Fish Taco Station* \$14

Grilled Mahi Mahi, Soft Flour Tortillas, Cilantro Aioli, Pico de Gallo, Guacamole, Citrus Slaw, Limes

Risotto Station* \$13

Creamy Risotto, Grilled Chicken, Wild Mushrooms, Roasted Corn and Tomatoes, Scallions, Pancetta, Green Peas and White Truffle Oil

Sliders Bar* \$12

Pulled Pork or Pork Belly BBQ, Mustard BBQ Sauce, Traditional BBQ Sauce, Chipotle BBQ Sauce, Fried Onions and Cole Slaw

Crab Cakes* \$14

Lump Crab Cakes, Mango Salsa, Cilantro Corn Salsa, Citrus Remoulade and Fresh Lemons



**MARRIOTT
COLUMBIA**

FROM THE CARVING BOARD:

Carving Stations Require an Attendant for \$100.00

Herb Crusted Top Round of Beef \$300

Served with Silver Dollar Rolls, Garlic Aioli and Horseradish Cream
(Serves 50 Guests)

Oven Roasted Turkey \$275

Served with Silver Dollar Rolls and Cranberry Chutney
(Serves 40 Guests)

Garlic and Rosemary Prime Rib \$375

Served with Silver Dollar Rolls, Horseradish Cream and Au jus
(Serves 40 Guests)

Brown Sugar Glazed Ham \$300

Bone in Ham Served with Silver Dollar Rolls and Orange Mustard Sauce
(Serves 50 Guests)

Rosemary and Peppercorn Crusted Whole Beef Tenderloin \$425

Served with Silver Dollar Rolls and Roasted Tomato Chutney
(Serves 25 Guests)

Herb Roasted Pork Loin \$300

Served with Silver Dollar Rolls and Apple and Onion Rum Sauce
(Serves 30 Guests)

All Prices are Subject to 22% Service Charge and Applicable Taxes

HORS D'OEUVRES:

Cold Selections: 50 piece minimum on each item

\$150 per 50 piece order

Grape Tomato and Fresh Mozzarella Spear with Basil
Grilled Zucchini Canapé with Roasted Red Pepper and Hummus
Spinach and Boursin Phyllo Cup
Cherry Tomato filled with Pimento Cheese
Chicken Salad on Cucumber

\$200 per 50 piece order

Smoked Salmon Canapé with Cream Cheese, Capers and Red Onion Relish
Asparagus Tips Wrapped in Prosciutto
Vegetable Crudit  Shooter with Ranch Dip
Red Skin Potato Cup filled with Boursin Cheese
Prosciutto and Gorgonzola Crostini



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\$250 per 50 piece order

Beef and Boursin Crostini with Caramelized Onion
Jumbo Gulf Shrimp with Horseradish Chili Sauce
Crab Salad and Citrus Avocado Spoons
Oyster Shooters, V-8, Horseradish Cream, Vodka and Lemon
Oysters on the Half Shell, Crème Fraiche and Chive

\$300 per 50 piece order

Tuna Tataki Spoon
Ceviche Spoon

Hot Selections: 50 piece minimum on each item

\$175 per 50 piece order

Italian Sausage Wrapped Puff Pastry
Hand Breaded Chicken Tenders with Peach Sauce
Assorted Petit Quiche
Sweet Potato Puff
Spanakopita
Vegetable Spring Rolls with Sweet and Sour Sauce
Sweet Potato and Bacon Quesadilla
BBQ Pulled Pork Tarts

\$200 per 50 piece order

Turkey and Apple Wood Smoked Bacon Bites
Twice Baked Truffled Fingerling Potato
Wild Mushroom Tart with Parmesan Cheese
Thai Peanut Chicken Satay
Brie with Raspberry and Almond in Phyllo
Breaded Artichoke Hearts with Goat Cheese
Chicken Quesadilla with Pico de Gallo
Peach and Brie Tart

\$250 per 50 piece order

Mini Beef Wellington
Mini Shrimp and Crab Cakes with Citrus Remoulade
Scallops Wrapped in Bacon
Fried Green Tomato on Crostini with Pimento Cheese
Coconut Shrimp with Orange Mustard Sauce
Oysters Rockefeller
Mini Lobster Cobbler

\$300 per 50 piece order

Seared Scallop on Corn Salsa
Pork Belly on Sweet Potato Puree



Sweet Hors D'oeuvres and Dessert Display

Chocolate Covered Strawberries **\$38 per dozen**

Miniature Cheesecakes **\$36 per dozen**

Petit Fours Tray **\$33 per dozen**

Assorted Fresh Baked Cookies **\$35 per dozen**

Miniature Chocolate Mousse Spoons **\$36 per dozen**

A Dessert Display, Assorted Cakes and Pies **\$10 per person**

Pastry and Coffee \$13 per person

Assorted Petit Fours and Chocolate Covered Strawberries
with an Upgraded Coffee Station to Include Varieties of Syrups,
Cinnamon Sticks, Chocolate Chips and Whipped Cream

All Prices are Subject to 22% Service Charge and Applicable Taxes



DOWNTOWN RECEPTION \$39

Choice of Reception Display (Select Two)

- Sliced Fruit Tray: Fresh Seasonal Fruit and Berries
- Elegant Cheese Display: Imported and Domestic Cheeses, Crackers
- Fresh Vegetable Crudit  with Dipping Sauce: Garden Vegetables with Ranch & Onion Dips
- Mediterranean: Garlic and Lemon Hummus, Assortment of Olives, Roasted Red Peppers, Feta Cheese and Fresh Pita
- Hot Crab Dip: Fresh Blue Crab Dip with an Assortment of Crackers and Sliced Baguettes
- Spinach and Artichoke Dip: Served with Sliced French Bread

Hot or Cold Hors d'oeuvres (Select Three)

- Spinach and Boursin Phyllo Cup
- Cherry Tomato filled with Pimento Cheese
- Chicken Salad Cucumber Slice
- Vegetable Crudit  Shooter with Ranch Dip
- Italian Sausage in Puff Pastry
- Sweet Potato Puff
- Spanakopita
- Turkey and Applewood Smoked Bacon Bites
- Brie with Raspberry and Almond in Phyllo
- Chicken Quesadilla with Pico de Gallo
- Thai Peanut Chicken Satay
- Vegetable Spring Rolls with Sweet and Sour Sauce
- Chicken Pecan Tenders with Peach Sauce



Carving Station (Select One)

- Oven Roasted Breast of Turkey
- Top Round of Beef
- Bourbon Glazed Ham
- Herb Crusted Pork Loin

Attendant is required at \$100. Package includes Iced Tea or Lemonade or Fruit Punch.

MIDTOWN RECEPTION \$49

Choice of Reception Display (Select Three)

- Sliced Fruit Tray: Fresh Seasonal Fruit and Berries
- Elegant Cheese Display: Imported and Domestic Cheeses
- Fresh Vegetable Crudité with Dipping Sauce: Garden Vegetables with Ranch and Onion Dips
- Mediterranean: Garlic and Lemon Hummus, Assortment of Olives, Roasted Red Peppers, Feta Cheese and Fresh Pita
- Hot Crab Dip: Fresh Blue Crab Dip with an Assortment of Crackers and Sliced Baguettes
- Spinach and Artichoke Dip: Served with Sliced French Bread

Hot or cold Hors d'oeuvres (Select Four)

- Spinach and Boursin Phyllo Cup
- Cherry Tomato filled with Pimento Cheese
- Chicken Salad Cucumber Slice
- Vegetable Shooter with Ranch Dip
- Italian Sausage in Puff Pastry
- Sweet Potato Puff
- Spanakopita



- Turkey and Applewood Smoked Bacon Bites
- Brie with Raspberry and Almond in Phyllo
- Chicken Quesadilla with Pico de Gallo
- Thai Peanut Chicken Satay
- Vegetable Spring Rolls with Sweet and Sour Sauce
- Chicken Pecan Tenders with Peach Sauce

Carving Station or Action Station (Select One Station)

Carving Station

- Oven Roasted Breast of Turkey
- Top Round of Beef
- Brown Sugar Glazed Ham
- Herb Crusted Pork Loin

Action Station

- Soup & Sandwich: Traditional Grilled Cheese Sandwich and Smoked Tomato Bisque
- BBQ Pork Sliders Bar: Pulled Pork, Mustard BBQ Sauce, Traditional BBQ Sauce, Chipotle BBQ Sauce, Fried Onions and Cole Slaw
- Fish Taco Station: Grilled Mahi Mahi, Soft Flour Tortillas, Cilantro Aioli, Pico de Gallo, Guacamole, Citrus Slaw and Fresh Limes
- Chicken & Risotto: Creamy Risotto, Grilled Chicken, Wild Mushrooms, Roasted Corn and Tomatoes, Scallions, Pancetta, Green Peas and White Truffle Oil
- Potato Bar: Yukon Gold Mashed Potatoes, Bacon, Cheddar, Blue Cheese, Caramelized Onions and Chives
- Gourmet Mac & Cheese: Alfredo Cream Sauce, Cheddar and Asiago Cheese, Bacon, Mushroom, Shrimp and Scallions

Attendant is required at \$100. Package includes Iced Tea or Lemonade or Fruit Punch.



UPTOWN RECEPTION \$59

Choice of Reception Display (Select Three)

- Sliced Fruit Tray: Fresh Seasonal Fruit and Berries
- Elegant Cheese Display: Imported and Domestic Cheeses, Crackers
- Fresh Vegetable Crudité with Dipping Sauce: Garden Vegetables with Ranch and Onion Dips
- Mediterranean: Garlic and Lemon Hummus, Assortment of Olives, Roasted Red Peppers, Feta Cheese and Fresh Pita
- Hot Crab Dip: Fresh Blue Crab Dip with an Assortment of Crackers and Sliced Baguettes
- Spinach and Artichoke Dip: Served with Sliced French Bread

Hot or Cold Hors d'oeuvres (Select Four)

- Spinach and Boursin Phyllo Cup
- Cherry Tomato filled with Pimento Cheese
- Chicken Salad Cucumber Slice
- Vegetable Shooter with Ranch Dip
- Italian Sausage in Puff Pastry
- Sweet Potato Puff
- Spanakopita
- Turkey and Applewood Smoked Bacon Bites
- Brie with Raspberry and Almond in Phyllo
- Chicken Quesadilla with Pico de Gallo
- Thai Peanut Chicken Satay
- Vegetable Spring Rolls with Sweet and Sour Sauce
- Chicken Pecan Tenders with Peach Sauce
- Oyster Shooters
- Scallops Wrapped in Bacon



Carving Station (Select One)

- Breast of Turkey
- Top Round of Beef
- Brown Sugar Glazed Ham
- Herb Crusted Pork Loin

Attendant is required at \$100.

Action Station (Select One)

- Shrimp & Grits: Tasso Ham, Corn, Tomato and Mushroom, Stone Ground Grits and Mini Corn Muffins
- Crab Cakes: Lump Crab Cakes, Mango Salsa, Cilantro Corn Salsa, Citrus Remoulade and Fresh Lemons
- Chicken & Waffle: Buttermilk and Red Velvet Waffles, Fried Chicken Tenders, Pecans and Maple Syrup
- BBQ Pork Sliders Bar: Pulled Pork, Mustard BBQ Sauce, Traditional BBQ Sauce, Chipotle BBQ Sauce, Fried Onions and Cole Slaw
- Soup & Sandwich: Traditional Grilled Cheese Sandwich and Smoked Tomato Bisque
- Gourmet Mac & Cheese: Alfredo Cream Sauce, Cheddar and Asiago Cheese, Bacon, Mushroom, Shrimp and Scallions
- Fish Taco: Grilled Mahi Mahi, Soft Flour Tortillas, Cilantro Aioli, Pico de Gallo, Guacamole, Citrus Slaw and Fresh Limes
- Chicken & Risotto: Creamy Risotto, Grilled Chicken, Wild Mushrooms, Roasted Corn and Tomatoes, Scallions, Pancetta, Green Peas and White Truffle Oil

Attendant is required at \$100. Package includes Iced Tea or Lemonade or Fruit Punch.

All prices are Subject to 22% Service Charge and Applicable Taxes



HOST RECEPTION *(Prices are per Cocktail and charged on consumption)*

Premium Brands \$10

Deluxe Brands \$8

Cordials \$9

House Brands \$6

Tier Two Brand Wine \$7

House Wine \$6

Imported Beer \$5

Domestic Beer \$4

Assorted Juices, Soft Drinks and Bottled Water \$3

(Pricing does not include 22% service charge, 15% tax on liquor and 10% tax on all other beverages)

CASH BARS *(Prices are per Cocktail and charged on consumption)*

Premium Brands \$12

Deluxe Brands \$9.50

House Select Brands \$7.50

Tier Two Brand Wine \$7.50

House Wine \$6 per glass

Imported Beer \$6

Domestic Beer \$5

Assorted Juices, Soft Drinks and Bottled Water \$4

(Prices are inclusive of Service Charges and Sales Tax)



Required Fee of \$100.00 per Bartender with 4 hour bar service, \$25.00 for each additional hour (applies to Host or Cash Bars)

Cashier Fee is \$20.00 per hour (applies to Cash Bars)

Premium Deluxe Brand Bar Package Price

\$25 per first hour and \$10 for each additional hour

All Prices are Subject to 22% Service Charge and Applicable Taxes

Premium Bar Package Price

\$30 per first hour and \$13 for each additional hour

All Prices are Subject to 22% Service Charge and Applicable Taxes

Required Fee of \$100.00 per Bartender with 4 hour bar service, \$25.00 for each additional hour

All Prices are Subject to 22% Service Charge and Applicable Taxes



GENERAL CATERING INFORMATION

FOOD AND BEVERAGE

All food and beverage served in the hotel is to be provided by the hotel.

The hotel requires one menu for all guests. Menu planning, room set-ups and other pertinent details must be arranged 14 days before arrival date. All food and beverage items are subject to a 22% service charge and prevailing sales tax. All buffet functions fewer than thirty (30) persons are subject to a \$7.50 per person surcharge. Prices and items are subject to change.

Should a Wedding Cake be provided, the hotel staff will cut and serve the cake as directed. A \$2.00 fee per person applies. Please make arrangements to take leftover cake with you at the conclusion of your event.

If alcoholic beverages are to be served on the hotel premises (or elsewhere under the hotel's alcoholic beverage license) the hotel will require that beverages be dispensed only by hotel servers or bartenders. Beer kegs are not permitted. The hotel's alcoholic beverage license requires the hotel to (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person who, in the hotel's judgement, appears intoxicated.

GUARANTEES

A guaranteed number is required three (3) business days prior to the function for ordering purposes. You will be billed for the guaranteed number or final attendance, whichever is greater. In the event that the hotel does not receive a firm number three (3) business days prior to the event, the expected number will serve as the guarantee. If your numbers increase after the three (3) business day guarantee deadline, our kitchen will make every effort to duplicate your menu for the additional guests. However, if this is not possible, a substitute meal will be provided to the additional guests.



SEATING/TABLE LINENS

Our banquet rooms can be set to your preference, depending upon the size of the group. Round tables will seat 10 persons. Special seating diagrams with numbered tables are available if there is assigned seating. Specialty linen and chair covers are available at an additional cost.

MUSIC, ENTERTAINMENT, THEME PARTIES

The catering department will assist you in making any special arrangements that you require.

SIGNS AND DISPLAYS

Only pre-approved signage is permitted in any public area, other than private function areas. Please check with the catering department for details.

SHIPPING AND RECEIVING

Hotel catering staff should be advised of any packages that will be delivered to the hotel. Packages should not be delivered more than (3) days in advance due to limited storage space. Hotel can assist you in shipping your packages at the completion of your function.

LIGHTING, AUDIO VISUAL EQUIPMENT AND AMPLIFICATION

A wide selection of lighting, audio-visual equipment and services are available on a rental basis. Orders may be placed through the catering department or with the PSAV representative. PSAV Audio Visual provides the hotel's audio visual service, with an office located inside the hotel.



DECORATIONS

The catering department is happy to assist you with decorations. Due to the materials within the ballroom and meeting rooms, the hotel will not permit the affixing of anything to the walls, floor or ceiling with nails, staples, carpet tape or any other substance. We do, however, have the capability to arrange hanging signage if notified in advance. Confetti, bird seed and alike are not permitted and are subject to a \$250.00 removal fee. Some décor items and fresh flower petals will stain linen and hotel will bill for any damages to linen, carpet, etc. All of our buffet meals are designed with your best interest in mind. This, combined with the use of sophisticated décor and displays, provides elegance that is unsurpassed.

With advance notice, ice sculptures can be provided for decoration for an additional charge.

SECURITY

The hotel will not assume responsibility for the damage or loss of any merchandise or articles left in the hotel prior to, during or following the banquet or meeting. Arrangements may be made for security for exhibits, merchandise or articles set up for display prior to the planned event with the catering/sales manager, approved by the hotel.

PARKING

Parking is available in the city owned garage adjacent to the hotel. The daily rate is \$12.00. The crosswalk to the hotel is located on level 2A of the garage. Valet Parking is \$25.00 for overnight guests, and \$15.00 for event guests.

The Columbia Marriott will not take responsibility for any damages or losses incurred to any vehicle while in the garage.



ENGINEERING AND ELECTRICAL REQUIREMENTS

Special engineering requirements (such as power and hanging items from ceilings) must be arranged with our building services department at least three (3) weeks prior to the function. Charges may apply. Please inquire with your event manager.

BILLING AND DEPOSITS

A deposit is required at the time of contract signing and the entire contracted price must be paid in full and will be due three (3) business days prior to arrival by credit card or certified check. Your Catering Representative will arrange a payment plan for you for additional deposits. Payments by personal bank checks require two (2) week processing time.

Advance deposits are good faith non-refundable deposits and will be applied toward your final payment.