



## COURTYARD RICHMOND NORTHWEST SHORT PUMP EVENT MENU

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## WELCOME TO A REFRESHING APPROACH TO EVENTS

Whether you're planning a business meeting, family reunion or wedding rehearsal, having plenty of options and personalized attention can turn any occasion from special to spectacular. With our dedicated hospitality team standing by, we'll help you discover new ideas, provide on-site services, and make planning your event easier. From flexible meeting spaces, tasty and innovative catering, and audiovisual services, our expert staff can provide anything your event needs.

We look forward to planning something together soon.

**The Courtyard® Events Team**

## BREAKFAST



### Classic Continental Breakfast Table

Muffins  
Sliced Bagels with Butter, Cream Cheese and Preserves  
Whole Fruit  
Apple Juice and Orange Juice  
Starbucks Coffee and Tazo Tea  
**\$12.00 PP**

### Hot Breakfast Table

Muffins  
Bagels with Butter, Cream Cheese and Preserves  
Seasonal Fresh Cut Fruit  
Breakfast Potatoes  
Scrambled Egg  
Pork Sausage Patties  
Apple Juice and Orange Juice  
Starbucks Coffee and Tazo Tea  
**\$16.00 PP**

### Awake and Alert Breakfast Table

Mixed Fruit Yogurt  
Granola Bars  
Apple Juice and Orange Juice  
Starbucks Coffee and Tazo Tea  
**\$9.00 PP**

## LUNCH



### Bistro Choice

**\*\*For Groups of 20 people or less\*\***  
Menus provided to each guest at the start of meeting to choose one item from each selection.

#### Entree Selections:

- Turkey BLT on Sourdough Bread
- Caesar Salad Wrap w/Grilled Chicken
- White Albacore Tuna Salad on Whole Grain Bread
- Turkey Reuben with Swiss Cheese and Sauerkraut on Marble Rye Bread
- Caesar Salad w/ Grilled Chicken
- Half Sandwich and Caesar Salad

#### Side Items

Mrs. Vickie's Kettle Chips or Fruit Cup

#### Dessert Items

Cookies, Lemon Pound Cake, or Chef's Choice  
Pepsi Soft Drinks and Ice Tea

**\$17.50**

### Bistro Market Table

**\*\*20 person minimum\*\***  
Fresh Garden Salad served with croutons, tomatoes, and shredded parmesan cheese. Choice of dressings or  
Caesar Salad

Fresh Romaine lettuce served with parmesan cheese, croutons, and Caesar dressing

#### Entree's Include Assorted Sandwiches

- Tuna Salad on Whole Grain Toasted Bread
- Turkey BLT on Toasted Sourdough
- Caesar Salad Wrap w/Grilled Chicken

#### Side Items Include

Creamy Coleslaw & Mrs. Vickie's Kettle Chips

#### Desserts Include

Cookies, Lemon Pound Cake, or Chef's Choice  
Pepsi Soft Drinks and Iced Tea

**\$22.00**

## BREAKS



### Lemondade Refresher

Freshly Made Lemonade  
Lemon Pound Cake & Blueberry Scones with preserves  
Starbucks Coffee and Hot TazoTea  
**\$5.00 PP**

### Refreshment Break

Fresh Cut Seasonal Fruit  
Cookies  
Pepsi Soft Drinks  
Starbucks Coffee and Hot TazoTea  
**\$7.00 PP**

### Classic Beverage Service

Starbucks Coffee and Hot TazoTea  
**\$4.00 PP**

### All Day Beverage Service

Starbucks Coffee and Hot TazoTea  
Assorted Pepsi Soft Drinks  
Bottled Water  
\*Includes two refreshing times\*  
**\$9.00 PP**

## BREAKS



### Enhancement

Quaker Oatmeal infused with Vanilla  
Bananas and Candied Nuts  
Cranberries and Raisins  
Honey and Milk  
**\$5.50 PP**

### Enhancement

A Dozen of Freshly Baked Cookies  
or  
A Dozen Double Chocolate Fudge Brownies  
**\$9.00**

## RECEPTION



### Hummus

Hummus with Pita Chips  
Celery and Carrot Sticks  
**\$6.50 each**

### Quesadilla

Grilled Chicken Quesadilla  
**\$8.95 each**

### Flatbread Pizza

Tomato Mozzarella Flatbread

BBQ Chicken Flatbread ++ .50  
**\$8.00 each**

### Chicken Wings

A Half Dozen of Party Wings. Can be served either plain, or dipped in a variety of Wing Flavors:

Classic Buffalo, Thai Sweet Chili, and BBQ  
**\$8.50**

## DINNER



### Dinner Table

Choose one item from each selection.

\*\*20 person minimum\*\*

Penne Pasta with  
Alfredo or Marinara Sauce  
Grilled Chicken Filet

Steamed Mixed Vegetable

Garden Salad with Assorted Dressings  
Or  
Caesar Salad with Caesar Dressing

Chef's Choice Dessert

Iced Tea or Lemon Aid  
**\$24.00 PP**

### Pizza Perfect Table

\*\*10 person minimum\*\*

4 Handmade Pizza (8 slices per pizza)  
With Your Choice of Toppings  
Fresh Garden Salad served with croutons,  
tomatoes, and shredded parmesan cheese. Choice  
of dressings or  
Caesar Salad with Fresh Romaine lettuce served  
with parmesan cheese, croutons, and Caesar  
dressing  
A Dozen Fresh Baked Cookies  
Pepsi Soft Drinks and Iced Tea  
**\$13.00 PP**



## TECHNOLOGY



### Business Services

Complimentary  
Power Strip/Extension Cord  
Wireless Internet Service

Incoming Fax - Complimentary  
Outgoing Fax  
Domestic - 1.00 (after 5 pages)  
International - 3.00 (per page)

Photocopying - 0.10 (after 20 copies)

LCD Projector	\$200
Flip Chart with Markers	\$30
TV/DVD Combo	\$50
Polycom Speaker Phone	\$75



## ADDITIONAL INFORMATION

Printed menus are for general reference and our event staff would be happy to customize menus to meet your specific needs. Food and beverage prices are per person unless otherwise noted. Please be advised that our menu pricing is subject to change. Any meeting wishing to bring in outside food must sign a food waiver.

### Guarantees

In order to make your meeting a success, please confirm your guaranteed number of guests 3 business days prior to your event. The expected number will act as the final guaranteed number if the guaranteed number is not confirmed. All charges are based upon the guarantee number.

### Service Charge and Tax

All meeting room, food and beverage, and relative services are subject to applicable sales taxes (currently 5.3%) Food and Beverage is subject to an additional Henrico County tax food tax (currently 4%). A service charge (currently 22%) in effect on the date(s) of the event. The Hotel's liquor license requires that Alcoholic beverages be only dispensed by Hotel employees or bartenders. Service may be denied to those guests who appear to be intoxicated or are under age. Any Alcoholic beverages not dispensed by Hotel are not permitted to be consumed in any public or meeting space of the hotel.

If shipping materials to the hotel, please include the company/group name, and date of meeting on the outside of the package. The hotel cannot assume responsibility for the damage or loss of merchandise sent for storage.