

events by Marriott



breakfast



breaks



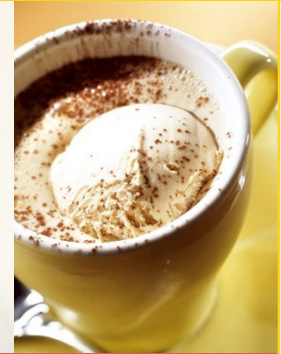
lunch



dinner



beverage



healthy

technology

info

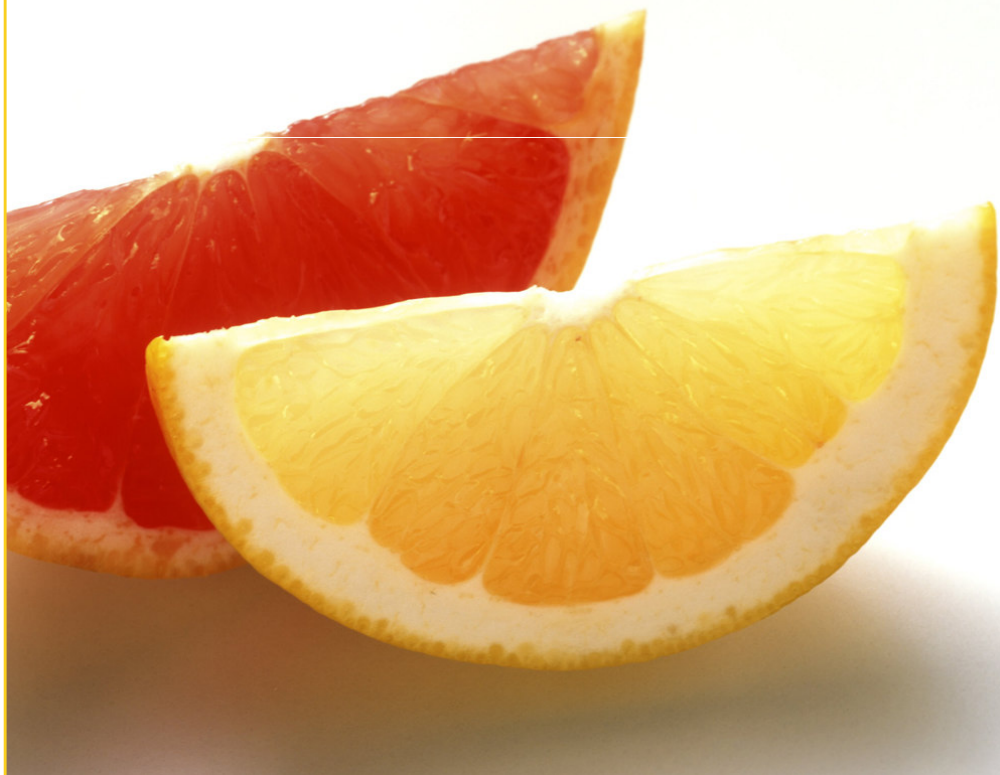
crafted for you

Rochester Marriott

101 SW 1st Avenue | Rochester | MN 55902

507-280-6200 | rochestermarriott.com

breakfast

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SEASON

- cereals
- juices
- coffee
- teas
- pastries
- milk
- yogurt
- eggs

Continental Breakfast

Express Continental

Orange Tomato & grapefruit juice.
Assorted fresh baked pastries. fresh brewed coffee, decaffeinated coffee or tea

Classic Continental Breakfast

Fresh orange & grapefruit juice
Fresh baked pastries & bagels
Seasonal sliced fresh & whole fruit
Fresh brewed coffee, tea or milk

The Healthy Start Continental

Fresh orange & grapefruit juice
Seasonal sliced fresh & whole fruit
House made granola & yogurts
Fresh baked danish, muffins and Bagels
Cream cheese and creamery butter
Fresh brewed coffee, tea or milk



Plated breakfast

Vegetable Quiche

Our blend of farm fresh eggs, spinach, mushrooms and onions, baked to a golden brown, with home fried potatoes, grilled tomato served with oven baked pastries

The All American

Oven baked pastries, farm fresh scrambled eggs topped with cheddar cheese, chives, sausage links or bacon, home fried potatoes, grilled tomato

The New York/ New York

(Carb Conscious)

Broiled New York Strip steak, scrambled eggs, wild mushroom & bacon hash, grilled tomato served with oven baked pastries.

Plated breakfast is served with your choice of Coffee, Tea or Decaf and fresh juice.

Breakfast Buffets

Med-City Buffet

Fresh orange, tomato and grapefruit juice, seasonal fresh and whole fruit, fresh baked pastries, scrambled eggs, bacon or sausage links, home fried potatoes.



Home Style Buffet

Fresh orange, tomato and grapefruit juice, fresh baked pastries, scrambled eggs with cheddar cheese and chives, bacon and sausage links, fresh baked biscuits and sausage gravy, home fried potatoes.



The Executive Buffet

Assorted fresh and bottled juices, fresh baked pastries and bagels, seasonal fresh sliced fruit & berries, flavored yogurts & house made granola, Eggs Benedict, home fried potatoes.

Buffets include coffee, decaf, tea or milk

For buffets under 30 people, add \$2.00 per person and a \$45.00 service charge.

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DELIGHT

- [muffins](#)
- [juices](#)
- [nuts](#)
- [popcorn](#)
- [pretzels](#)
- [cakes](#)
- [soda](#)
- [cappuccino](#)

> am - morning

> pm - afternoon

Breaks

Beverage Express #1

Fresh brewed coffee, decaffeinated coffee & tea

Beverage Express #2

Fresh brewed coffee, decaffeinated coffee & tea. Add soda's and Waters

Gourmet Beverage Express

Fresh brewed coffee, decaffeinated coffee, assorted gourmet teas, candy stir sticks, chocolate dipped spoons, assorted sodas and bottled water

Fit For You #3

Assorted fruit yogurts, whole fresh fruit juice selection, fresh brewed coffee, decaffeinated coffee & tea

Mid Morning #4

Fruit yogurts, granola bars, whole fruit, assorted soft drinks, bottled spring water, La Croix flavored water, fresh brewed coffee and tea



Matinee #5

Whole fresh fruit, Assorted candy bars, Chicago style popcorn, gourmet mixed nuts, assorted soft drinks, bottled spring water, La Croix flavored water, Starbucks frappuccino, fresh brewed coffee and tea

The Power Break #6

Power bars, whole fruit, Red Bull power drink, Gatorade, chocolate chip cookies, assorted soft drinks, bottled spring water, La Croix flavored water, fresh brewed coffee and tea

Sweet Treats #7

Chocolate chip cookies, fudge brownies, chocolate covered strawberries, house made macaroons, chocolate and skim milk, Starbucks frappuccino, fresh brewed coffee and tea

Meeting Planner Packages

> am – morning > pm - afternoon

all day packages include basic meeting set up fees, screen, a/v cart, patch fees and power strip.

Package #1

Pre-Meeting

Fresh orange and grapefruit juice, jumbo muffins assorted Danish, creamery whipped butter, fresh brewed coffee, decaffeinated coffee and tea

Mid Morning

Bottled water, fresh brewed coffee, decaffeinated coffee & tea

Afternoon

Whole fresh fruit, assorted dessert bars & cookies, assorted soft drinks, bottled water, fresh brewed coffee and tea



Package #2

Pre-Meeting

Fresh orange and grapefruit juice, sliced fresh fruit medley, jumbo muffins & Danish creamery whipped butter, fresh brewed coffee, decaffeinated coffee and tea

Mid Morning

Bottled water, fresh brewed coffee, decaffeinated coffee & tea

Afternoon

Whole fresh fruit, assorted dessert bars, cookies, assorted soft drinks, bottled water, fresh brewed coffee and tea

Package #3

Pre-Meeting

Fresh orange and grapefruit juice, sliced fresh fruit medley, jumbo muffins & danish creamery whipped butter, fresh brewed coffee, decaffeinated coffee and tea

Mid Morning

Bottled water, fresh brewed coffee, decaffeinated coffee & tea

Lunch Artisan Sandwich Buffet

Ham & Swiss, Cordon Bleu and grilled vegetable sandwiches on crisp Artisan breads served with Farfalle pasta salad, country style potato salad, assorted cookies and bars, bottled water, assorted soda, fresh brewed coffee and tea

Matinee

Whole fresh fruit, Assorted candy bars, gourmet mixed nuts, assorted soft drinks, bottled spring water, La Croix flavored water, Starbucks frappuccino, fresh brewed coffee and tea

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Ala carte Items

Bottled Juice

Bottled Spring Water

Assorted Sodas

Starbucks Frappuccino

Fresh Brewed Coffee

Gourmet Coffee Station

Hot Chocolate

Ice Tea

Lemonade

Fruit Punch Apple Cider

Milk

Dry Snacks to Include:

Potato Chips, Pretzels or Tortilla Chips

Sliced Breakfast Breads

Fresh Baked Bagels

Jumbo Muffins

Granola Bars

Cookies

Brownies

Dessert Bars

Croissants

Danish

Cinnamon Rolls

Fruit Yogurts

Mixed Nuts

Chicago Popcorn

Assorted Candy Bars

Ice Cream novelties

Whole Fruit

Sliced Fresh Fruit

Vegetable Crudités

Domestic Cheeses & Crackers

*Assorted Domestic & imported cheeses
and Gourmet Crackers*



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ESSENCE

- salads
- hamburgers
- fish
- beef
- pasta
- desserts
- beverages
- sandwiches

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Plated Lunch Entrée Salads #1

Lunch entrees served with choice of starter and dessert

Chicken Caesar Salad

Hearts of romaine, freshly grated asiago cheese, croutons & creamy Caesar dressing topped with a grilled chicken breast

Stuffed Tomato

Vine ripened tomatoes stuffed with house made chicken salad garnished with fresh fruit and vegetables

Turkey and Dressing

Roast turkey over sage dressing served with mashed potatoes and fresh vegetables

Farfalle Primavera

Bow tie pasta and fresh vegetables tossed with marinara sauce topped with asiago cheese

Starters

Soup of the day or Wild rice soup

Desserts

Raspberry Sorbet or Coconut cream pie

Entrée are served with fresh baked rolls and butter, coffee, tea or milk



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Lunch Entrée's Plated #2

Lunch entrees served with choice of starter and dessert

Breast of Chicken Supreme

Grilled breast of chicken topped with supreme sauce served with fresh vegetables and garlic smashed potatoes

Roast Loin of Pork

Herb roasted loin of pork topped with a rich demi-glace served with smashed potatoes and fresh vegetables

Herb Crusted Atlantic Cod

Lightly seasoned Atlantic cod finished with lemon butter served with baby red potatoes and fresh vegetables

Vegetable Lasagna

Pasta and vegetables blended with a light cream sauce topped with asiago cheese served with fresh vegetables

Starters

Side house salad or Soup of the day

Desserts

Banana Cream Pie or Carrot Cake

Entrée are served with fresh baked rolls and butter, coffee, tea or milk



Lunch Entrée's Plated #3

Lunch entrees served with choice of starter and dessert

Roast Beef Strip Loin

Herb roasted New York strip loin topped with wild mushroom bordelaise served with buttered new potatoes and fresh vegetables

Seared Atlantic Salmon

Fresh Atlantic salmon, lightly seasoned, pan seared and broiled. Topped with cilantro-cucumber salsa. Served with wild rice pilaf and fresh vegetables

Breast of Chicken Tuscany

Sautéed breast of chicken topped with sautéed onions, peppers, mushrooms, artichoke hearts and provolone cheese served over angel hair pasta with fresh vegetables

Asian Stir Fry

Fresh vegetables stir fried with our Asian barbeque sauce served over basmati rice

Starters

Side house or spinach salad or Soup of the day

Desserts

New York cheese cake or Chocolate Torte

Lunch entrees served With fresh baked rolls, coffee tea or milk



Lunch Buffets

The Italian Buffet- #1

Marinated fresh mozzarella ciliegino salad. Tossed Caesar salad, vegetable Lasagna, meat Lasagna Italian rope sausage, grilled breast of chicken Farfalle and fettuccini pasta, fresh vegetable medley, alfredo and marinara sauce, garlic bread and Tiramisu torte

The Sizzler Buffet -#3

Build Your Own "Sizzler"

Fresh sliced fruit and berries, fresh cabbage, grape and pineapple slaw, Marinated fresh mozzarella ciliegino salad. Italian rope sausage, grilled breast of chicken and burger sliders. Sautéed peppers, onions and mushrooms served sizzling in a cast iron skillet with whole grain Ciabatta and rustic baguette breads with provolone, Swiss and cheddar cheese. Served with vine ripened tomatoes, mayonnaise, mustard, ketchup, kosher dill pickles and kettle chips. Apple cobbler with whipped cream

Artisan Sandwich Buffet -#2



Ham and Swiss: Shaved black forest ham with swiss cheese on wheat Ciabatta

Asiago Cordon Bleu: Sliced breast of turkey, shaved black forest ham, baby Swiss cheese, lettuce and tomato on a herb baguette

Grilled Vegetable: Grilled fresh vegetables, with spinach and goat cheese on a rustic baguette Sandwiches served with sliced fresh fruit, Farfalle pasta salad with fresh vegetables and Country style potato salad. Fresh baked cookies and bars



Lunch entrees served With fresh baked rolls, coffee tea or milk

For buffets under 30 people, add \$2.00 per person and a \$45.00 service charge to the listed price.

Box Lunch Selection

Ham and Swiss

Shaved black forest ham with Swiss cheese, lettuce, tomato and Dijon mustard on whole grain ciabata bread

Asiago Cordon Bleu

Sliced breast of turkey, shaved black forest ham, baby Swiss cheese, lettuce and tomato on a herbed asiago baguette

Grilled Vegetable

Grilled fresh vegetables, with spinach and goats cheese on a French rustic baguette

Box lunches include

Pasta salad, fresh fruit, cookie and chips



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ESSENCE

- canapés
- shrimp
- wraps
- sushi
- bruschetta
- tenderloin
- dim sum
- oysters
- cheese

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Hors d'oeuvres

Priced Per Person

Grilled Andouille sausage on corn bread

Smoked salmon bruschetta

Peppered beef with caramelized onions on herbed Crostini

Grilled marinated shrimp on rosemary skewer

Smoked salmon and grilled asparagus on cucumber medallion

Crab salad on peppered biscuit

Shrimp cocktail

Belgian endive with herbed boursin cheese

Fresh grilled vegetable platters

Shanghai chicken wings

New England crab cakes with chipotle aioli

Chicken or beef sate with chili dipping sauce

Bacon wrapped scallops

Bubbling crab dip with herb pita chips

Ahi tuna skewers with spicy peanut sauce

Lolly pop lamb chops au Poivre

Crab stuffed mushrooms

Shrimp and scallop skewers on a rosemary skewer

Escargot stuffed mushroom caps

Oysters Bienville

Clams casino



Hors d'oeuvre Stations Stations (25 people minimum)

The Carvers Station "Chef Carved"

Serves

- Herb crusted tenderloin of beef 20 people
- Roast breast of turkey served 25-30 people
- Roast Loin of Pork 25-30 people
- Served with fresh baked assorted rolls and appropriate condiments

Asian Wrap Station

Sautéed Asian chicken and shrimp Served on a sizzling cast iron skillet, water chestnuts, shredded carrots, scallions, sprouts, cashews and Bibb lettuce wrappers served with dipping Sauces

The Build a Fajita Station

Chicken, beef and shrimp fajita with onions and peppers presented on a sizzling cast iron skillet with herb flour tortillas, shredded cheese, pico de gallo, house made salsa, sour cream and guacamole

Down By The Sea Station

Jumbo gulf shrimp, Alaskan crab claws, bacon wrapped scallops, bubbling crab dip with herb pita chips



Prices based on one hour of service, station attendants are \$95 per hour

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FLAVOR

- salads
- salmon
- poultry
- scallops
- filet
- lamb
- desserts
- beverages

Dinner Entrée Selection #1

Dinner entrees served with choice of starter and dessert

Roast Sirloin of Beef Bordelaise

Slow roasted top sirloin topped with bordelaise sauce served with smashed potatoes and fresh vegetables

Turkey and Dressing

Roast turkey over sage dressing served with mashed potatoes and fresh vegetables

Broiled Atlantic Cod

Atlantic cod broiled with lemon butter served over rice pilaf and fresh vegetables

Roast Pork and Dressing

Herb roasted loin of pork served over sage dressing with garlic mashed potatoes and fresh vegetables

Farfalle Primavera

Bow tie pasta and fresh vegetables tossed with marinara sauce topped with asiago cheese



Starters

Soup of the day or Our house salad

Desserts

Baked fruit or cream pie

All Entrees selections include fresh baked rolls, creamery butter, coffee tea or milk

Dinner Entrée Selection #2

Dinner entrees served with choice of starter and dessert

Roast Strip Loin

Slow roasted New York strip loin topped with wild mushroom bordelaise sauce served with baby new potatoes and fresh vegetables

Herb Breast of Chicken Supreme

Sautéed breast of chicken topped with supreme sauce served with garlic smashed potatoes and fresh vegetables

Herb Rack of Pork

The prime rib of pork slow roasted served with horse radish mashed potatoes and fresh vegetables



Honey & Walnut Glazed Salmon

Fresh Atlantic salmon glazed with honey and crushed walnuts served with buttered new red potatoes and fresh vegetables

Vegetable Lasagna

Pasta and vegetables blended with a light cream sauce topped with asiago cheese served with fresh vegetables

Starters

Soup of the day or Our house or spinach salad

Desserts

Carrot or German Chocolate Cake

All Entrees selections Include fresh baked rolls, creamery butter, coffee tea or milk

Dinner Entrée Selection #3

Dinner entrees served with choice of starter and dessert

Grilled Filet of Sirloin

Pepper crusted top sirloin served with herb new potatoes and fresh vegetables

Veal Piccata

Sautéed Veal tenderloin capers and demi served with Yukon potatoes and fresh vegetables

Crab Crusted Sea Bass

Fresh Chilean sea bass with a lump crab crust served with wild rice pilaf and fresh vegetables

Grilled Breast of Duck

Grilled marinated breast of duck topped with Asian barbeque sauce served over basmati rice with fresh vegetables

Grilled Vegetables

Fresh vegetables lightly seasoned and grilled served over basmati rice



Starters

Our house, spinach or Caesar salad

Desserts

Double chocolate torte or New York cheese cake

All Entrees selections Include your salad selection, fresh baked rolls and creamery butter, coffee tea or milk

Dinner Entrée Selection #4

Dinner entrees served with choice of starter and dessert

Filet and Shrimp

Grilled filet of sirloin topped with sautéed mushrooms served with two Crumb battered gulf shrimp, Twice baked potato and Fresh steamed asparagus

Ambassador Steak

New York Strip steak stuffed with lump crab and grilled served with fingerling potatoes and fresh roasted root vegetables

Filet of beef Wellington

Tenderloin of beef and duxelles baked in puff pastry served over wild mushroom sauce with twice baked baby Yukon potatoes and truffle glazed asparagus

Seafood Etouffee

Fresh white fish, princess prawns, sea scallops and crab legs topped with a riche seafood broth served with baby red potatoes and green topped carrots



Starters

Grilled fresh vegetable salad

or

Baby field greens with fresh berries, candied pecans, grape tomatoes and gorgonzola crumbles

Desserts

Chocolate Trilogy or Chocolate Brulee

All Entrees selections Include your salad selection, fresh baked rolls and creamery butter, coffee tea or milk

Dinner buffets

Rochester Buffet

- Tossed field greens, assorted dressings
- Sliced fresh fruit
- Rotini Pasta salad
- Red skin potato salad
- Broiled Lemon pepper cod
- Breast of chicken Supreme
- Roast loin of pork
- Garlic smashed potatoes
- Fresh steamed vegetables
- Chocolate cake, Carrot cake
- New York cheese cake



Minnesota Buffet

- Tossed field greens, assorted dressings
- Fresh vegetable crudité
- Fresh sliced fruit and berries
- Farfalle pasta and vegetable salad
- Ambrosia fruit salad
- Broiled Salmon with cucumber-cilantro salsa
- Grilled asian breast of chicken
- Roast Sirloin of beef, Bordelaise
- Herb roasted red potatoes
- Sautéed fresh vegetables
- Tiramisu torte
- Chocolate bread pudding



International Buffet

- Baby Spinach Salad, hot bacon dressing
- Grilled radicchio salad, balsamic
- Fresh ciliegino and tomato salad
- Fresh cut fruit and berries
- Domestic and imported cheese
- Mashed fresh root vegetables
- Steamed fresh asparagus
- Roast prime rib of beef, fresh horseradish
- Crab crusted walleye fillet
- Grilled asian breast of duck
- Chocolate decadence torte
- Vanilla bean cheese cake
- Chocolate Brulee

For buffets under 30 people, add \$2.00 per person and a \$45.00 service charge to the listed price.

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ENJOY

- martinis
- champagne
- cordials
- margarita
- red wine
- white wine
- tonics
- beer
- non-alcoholic

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White wines blush and champagne

Salmon Creek Chardonnay

Salmon Creek White Zinfandel

Tott's Brut Champagne

Beaulieu Vineyard (BV) Sauvignon Blanc Coastal California
1999

Beaulieu Vineyard (BV) Chardonnay Coastal Estates Cal
2002

Robert Mondavi Coastal Chardonnay Central Coast 2001

Georges Duboeuf Chardonnay Macon-Villages 2001

Meridian Vineyards Pinot Grigio California 2003

Kendall-Jackson Chardonnay Vintner's Reserve Cal. 2000

Gloria Ferrer Blanc de Noirs Sonoma County NV

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Red wines

Salmon Creek Cabernet Sauvignon

Salmon Creek Merlot

Beaulieu Vineyard (BV) Pinot Noir Coastal Estates California 2004

Beaulieu Vineyard (BV) Cabernet Sauvignon Coastal Cal 1998

Beaulieu Vineyard (BV) Merlot Coastal California 2000

Robert Mondavi Coastal Cabernet Sauvignon Central Coast 1998

Robert Mondavi Coastal Merlot Central Coast 1999

Kendall- Jackson Merlot Reserve Alexander Valley 2003

Beringer Pinot Noir Founders' Estate California 1999

Estancia Cabernet Sauvignon California 1998

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Cocktails

Bar Brands

Canadian Club
Beefeater Gin
Maker's Mark
Grants Scotch
Smirnoff Vodka
Jose Cuervo Gold Tequila
Korbel Brandy
Bacardi Superior

Premium Brands

Vodka

Kettle One

Absolute

Gin

Tanqueray

Scotch

Dewars 12 year

Beer

Miller Genuine Draft
Miller Light
Heineken
Budweiser
Bud Light
Amstel Light
Bass Ale
Beck's
Corona
Guinness

Wine

We Feature Salmon
Creek Wines:
Chardonnay
Cabernet Sauvignon
Merlot
White Zinfandel

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Hosted bar service

- Mixed Drinks
- Premium Drinks
- Martini's & Manhattans
- Domestic Beer
- Imported Beer
- Wine
- Soft Drinks

Cash bar service

- Mixed Drinks
- Premium Drinks
- Martini's & Manhattans
- Domestic Beer
- Imported Beer
- Wine
- Soft Drinks

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SMART

- granola
- yogurt
- nuts
- salad
- fruit
- salmon
- vegetables
- pita

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Breakfast

Egg White Frittata

Egg whites, spinach, tomatoes and onions

{Carb Conscious and Low in Cholesterol}

Crunchy Grilled French Toast

Whole wheat bread dipped in cholesterol free eggs and corn flakes. Served with sliced bananas, strawberries and reduced cal

syrup. {Low in Cholesterol}



Beverages

Fresh Fruit Smoothies

Pepsi One

Lipton Diet Green Tea

Slim-Fast

Fresh Brewed Coffee & Tea

Mixed Grill

Scrambled eggs, crisp bacon, link sausage and grilled sirloin served with grilled tomatoes.

{ Carb Conscious}

These items have been selected to meet the diverse dietary needs of our guests.
We would be happy to supply any nutritional information necessary upon request



Plated Lunch

Fresh Fruit Plate

Fresh cut melons, golden pineapple, grapes and seasonal berries served with plain yogurt
{Low Fat, Low Cholesterol, Low Sodium}

Shrimp and Vegetable Salad

Marinated tomatoes, cucumbers and peppers served over bibb lettuce topped with three cocktail shrimp. {Low Cholesterol}

Seared Atlantic Salmon

Fresh atlantic salmon, lightly seasoned, pan seared and broiled. Topped with cilantro-cucumber salsa. {Carb Conscious }



Lunch enhancements

Clear Chicken Consommé

{Low Fat, Low Cholesterol, Carb Conscious}

Angel Food Cake

With sorbet and fresh berries

These items have been selected to meet the diverse dietary needs of our guests.
We would be happy to supply any nutritional information necessary upon request.



Dinner Entrees

Prosciutto Wrapped Pork Tenderloin

Pork tenderloin wrapped with fresh basil and Prosciutto ham served over wild mushroom orzo topped with Kalamata olive sauce {Low Fat}

Spa Breast of Chicken

Steamed breast of chicken served with leeks, baby carrots, celery and red potatoes {Low Fat, Low Cholesterol, Low Sodium}

Grilled Sword Fish

Topped with shrimp and tomatoes {Low Fat, Low Cholesterol, Low Sodium, Low Cholesterol}



Reception Items

Deviled Eggs with Bacon

{Carb Conscious}

Vegetable Crudite

Served with black bean hummus {Carb Conscious, Low Cholesterol, Low Fat}

Angel Food Cake

With sorbet and fresh berries {Low Cholesterol}

These items have been selected to meet the diverse dietary needs of our guests.
We would be happy to supply any nutritional information necessary upon request.





Lunch / Dinner Buffet

Rustic herb bread with olive oil, shredded asiago cheese and herb butter

Classic Caesar salad

Fresh mozzarella, tomato and pepper salad with olive oil and balsamic reduction

Lemon pepper chicken with mushrooms, artichokes and tomatoes

Seared atlantic salmon with cucumber-cilantro salsa {Carb Conscious}

Wild mushroom orzo

Balsamic green beans with toasted almonds {Low Fat, Low Cholesterol}

Angel Food Cake with sorbet and fresh berries {Low Cholesterol}

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These items have been selected to meet the diverse dietary needs of our guests.

We would be happy to supply any nutritional information necessary



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camera
action

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equipment

- Computer/ Data Projection |
- LCD High Bright Video Projector
- Laptop
- 35 mm Slide Projector Kodak III
- 35 mm Bright Light Projector III
- 35 mm Cart with Skirt
- 35 mm Audio Viewer with Screen
- Over Head Projector
- 6' Tripod Screen with Skirt
- 8' Tripod Screen with Skirt
- 10' Cradle Screen
- 7 1/2' x 10' Front/Rear Screen
- 7 1/2' x 10' Dress Kit
- 10' x 10' Front/Rear Screen
- 10' x 10' Dress Kit



Video |

- 1/2" Video Cassette Recorder
- 27" Monitor with Cart
- 36" Monitor with Cart
- Video Camcorder
- DVD/ VCR Combo

Sound |

- VHF Wireless Hand Held
- VHF Wireless Lavalier Mic
- UHF Wireless Hand Held
- UHF Wireless Lavalier Mic
- Pro Wired Microphone
- 4 Channel Mixer
- 8 Channel Mixer
- Powered Mixer
- Powered Speaker/ Stand

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High Bright 35 mm Package
Kodak III Slide Projector
Projection Stand and Slide Tray
4" to 9" Zoom Lens
6' Tripod Screen with Skirt

Over Head Package
Over Head Projector
6' Tripod Screen with Skirt
Projection Stand
With LCD Projector add

Video Package
1/2" VHS/ DVD Player
27" Monitor
Projection Stand with Skirt
36" Monitor Upgrade add

Video Projection Package
LCD Projector
1/2" VHS/ DVD Player
6' Tripod Screen with Skirt
Projection Stand with Skirt

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breakfast

breaks

lunch

reception

dinner

beverage

healthy

TECHNOLOGY info



Audiovisual Accessories

Wired Internet Connection

Wireless Internet Router

CD Player

Projection Safe Lock Stand

Portable AV Cart or Roll Cart

Laser Pointer

Flip Chart with Markers

Additional Flip Chart Paper

Tripod Easel

Tripod Speaker Stand

Speaker Phone (Line Charge Extra)

Teleconferencing Unit (Line Charge Extra)

Incoming/ Outgoing Line Charge

Long Distance Charges Billed Accordingly

Audio Patch Fee

Extension Cable, Power Strips; Etc.

Additional Outlet Needs Billed Accordingly

Pipe and Drape (Per Linear Foot)

White Board

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All food, beverage and audio visual charges are subject to a 17.5% service charge plus applicable tax.

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Agreement to Banquet Event Policies

GUARANTEES ON ALL FOOD AND BEVERAGE:

We need your assistance in making your function a success. Please confirm your attendance at least 3 business days in advance. This will be considered your minimum guarantee and is not subject to reduction. If no guarantee is received, the original expected attendance on your Banquet Event Order will be used. Charges are predicated upon factors pertaining to the entire program. Revisions in your group counts, times, dates, or meal functions may necessitate renegotiating the charges

PAYMENT POLICIES:

Cash, Check and Credit Card Payments: All functions must be paid in advance unless direct billing has been approved by our credit manager. Functions may be guaranteed for payment or paid

for by the following credit card:

American Express, Diner's Club, Master Card or Visa. Credit card may not be used when direct billing has been approved without approval from the credit manager. Completion of a credit authorization is required.

Billing: if credit has been extended, payment of the hotel balance due should be made upon receipt of the bill. All accounts not paid with 25 days are subject to a finance charge of one and one half (1.5%) per month of the unpaid balance, which is an annual percentage of 18%.

CANCELLATION POLICY:

If the hotel is advised that a definite booking is canceled, a cancellation fee will be charged. The following policy is in effect in the absence of a cancellation clause in the catering or sales confirmation agreement. The cancellation fee for your function is one hundred percent (100%) of the total estimated food, beverage and room rental charges. The cancellation fee will be charged if this function is cancelled less than thirty days from the event date

CONFIRMATION OF SET-UP REQUIREMENTS:

Final menu items, room arrangements and other details pertaining to this function are outlined on the enclosed Banquet Event Order. Unless otherwise stated in this Banquet Event Order, the hotel reserves the right to change function rooms at any point should the number of attendees decrease, increase, or when the hotel deems necessary.

TAX AND SERVICE CHARGES:

All food, beverage, room rental and audio/visual equipment prices are subject to a 17.5% hotel service charge. All charges, including food, beverage, audio/visual equipment and hotel service charges are subject to the applicable Minnesota State Sales Tax.

LABOR CHARGES:

Resetting of meeting rooms from previously agreed set-ups per your Banquet Event Order(s) may result in additional cost to the group in the form of meeting room rental

Please contact your Event Manager fro further details.

TAX EXEMPT STATUS

The State of Minnesota requires a completed tax exemption form from the tax exempt organization prior to their arrival. If this form is not received an verified before arrival the organization will not be put on tax exempt status and must file a return with the State of Minnesota in order to receive a refund.

FOOD & BEVERAGE OUTSIDE OF HOTEL:

All food and beverage will be provided by the hotel and will be consumed within the time frame of the event as stated in the Banquet Event Order. The hotel reserves the

Right to confiscate food or beverage that is brought into the hotel in violation of this policy without prior arrangements with the Catering Department.

AUDIO/VISUAL:

An audio/visual quote will be submitted to the organization upon receipt of their audio visual needs. Should the in-house audio/visual provider not be selected to handle Audiovisual and production requirements, a 30% service charge will be added to the total audio/visual and production cost of the event.

ALCOHOL AND MINORS:

Hotel does not permit the serving alcoholic beverages to anyone under the age of twenty-one (21), or under the influence of alcohol, in accordance with the Minnesota State Beverage Control Regulations. The organization understands and agrees to abide by this policy and to uphold the laws of the State of Minnesota

GUEST RESPONSIBILITY:

The organization scheduling an event agrees to assume full responsibility for the conduct of its members. The organization assumes liability for charges (labor, storage, ect.) incurred as a result of materials (i.e. literature, audio/visual hotel.

SIGNS/DISPLAYS/DECORATION:

All signs, displays or decorations proposed by the client are subject to the hotel's approval. All registration, directional or advertisement signs must be printed in a professional manner. No signs, banners, displays or exhibits will be permitted in the public areas of the hotel without prior hotel approval. All decorations must meet approval of the Rochester Fire Department. Flammable substances are not permitted in the building or anywhere on the hotel's premises.

The hotel will not permit the affixing of anything to the walls, floors or ceiling with nails, staples, adhesives or any other substance with out prior hotel approval.

CONDITIONS OF AGREEMENT:

The organization agrees to begin the function at its scheduled time and to have guests and invitees vacate the designated function space at the departure time. The organization or individual booking this event further agrees to reimburse the hotel for any overtime wage payments, other expenses or damages incurred by the hotel because of the organization or its attendee's failure to comply with hotel regulations.

In the event the organization is a corporation, partnership, association, club or society, the person signing the agreement for such entity represents to the hotel that he/she has full authority to sign such contract and in the event that he/she is not so authorized, that he/she will be personally liable for the faithful performance of the contract.

SECURITY:

Routine security services are provided by the hotel. However, the guest or organization will responsible for ordering and paying for any additional security required by the organization to protect exhibits, merchandise or to monitor attendance of an event. In the event that additional security is deemed necessary to protect the hotel as a result of this event, arrangements will be made by the organization or guest.

MATERIALS SHIPPING AND RECEIVING:

Due to the layout of the hotel, it is not possible to store display materials and/or show materials. In the event a small amount of materials are to be shipped to the hotel in advance of your function, please follow the instructions below:

- The hotel must be notified in advance that materials are being sent. The hotel must be informed of the quantity, arrival date and shipper at least one working day in advance of the delivery.
- Each piece received must be numbered and labeled with name of function, date of function, name of event manager and name of meeting rooms for event.
- Groups must make arrangements o ship their materials out of the hotel.

The guest or organization is responsible for sealing and labeling boxed and contacting the shipping company to make the shipping and billing arrangements.

The hotel will store properly sealed and labeled materials for up to three (3) days following the function

SHIPPING RATES AND SERVICE CHARGES

Complimentary Parcel (Receiving) for Meeting Planners:

Peak Rooms	Complimentary
10 – 50	5 Boxes
51 – 250	10 Boxes
251 – 500	1 Pallet

If no sleeping rooms are booked, the following rates apply:

0 – 10 boxes	\$15.00
11 – 20 boxes	\$25.00
21 – 30 boxes	\$35.00
31 – 40 boxes	\$50.00
41 and more Pallet rate	\$175.00

LABOR SERVICES:

\$40.00 per hour with a two hour minimum

Handling \$ processing fee of \$7.00 will apply on all outgoing parcels