



TERASA RIVERA, CMP  
 SENIOR EVENT MANAGER, JW MARRIOTT AUSTIN  
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**Booth Catering Order Form -**

<b>NAME MAIN MEETING:</b>	Meeting Name
<b>COMPANY NAME:</b>	
<b>NUMBER OF ATTENDEES:</b>	
<b>ON SITE MEETING CONTACT:</b>	
<b>PHONE:</b>	
<b>EMAIL:</b>	
<b>BILLING CONTACT:</b>	
<b>BILLING ADDRESS:</b>	
<b>BILLING CONTACT PHONE:</b>	
<b>BILLING CONTACT EMAIL:</b>	
<b>BOOTH #:</b>	

MENU ITEMS – SUPPLIES - EQUIPMENT					
Delivery Date	Delivery Time	QTY:	Description	Unit Price	Total Price

**Comments:**

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**Subtotal:** \_\_\_\_\_

**25% Service Charge** \_\_\_\_\_

**Subtotal with Service Charge** \_\_\_\_\_

**8.25 % Sales Tax** \_\_\_\_\_

**Total Estimated Charges** \_\_\_\_\_

## BILLING INFORMATION

<b>Is there any specific billing format required?</b>	
<b>What`s your preferred bill delivery method?</b>	
<b>Please inform any special billing instructions:</b>	
<b>Please confirm your billing address:</b>	

**Event Checks:** During the course of the event you`ll be requested to sign the event checks confirming the charges and any questions should be brought to the hotel`s attention during the course of the event.

**Cancellation:** If Customer cancels this Agreement, Customer will provide written notice to Hotel, accompanied (except in the case of a Force Majeure) by payment of the full hired services.

**Payment:** Customer will pay using a credit card honored by Hotel, a valid credit card must be provided to Hotel no later than 15 days prior to the event, and all estimated Master Account charges will be charged to such credit card. Any amounts over the estimated amount previously charged will be charged to card on file immediately. Customer must notify Hotel of any disputes within 5 business days of Customer`s receipt of invoice from Hotel or disputes will be considered waived. Please let us know if you have another preferred method of payment and we`ll be glad to evaluate.

**Master Account:** Hotel will set up a “Master Account” for Customer for payment of charges under this Agreement. Customer must review all charges billed to the Master Account to ensure accurate billing.

**Assignment of Function Space:** Hotel will provide Customer with Function Space in accordance with the schedule of events, based on the contracted number of people attending the event. Hotel may make reasonable substitutes to Function Space by notifying Customer. Please confirm event space names with Event Manager prior to publishing.

Finger Sandwiches | 72 dozen | Minimum 5 dozen  
 Smoked Salmon, Cucumber, Boursin Cream  
 Prosciutto, Roasted Pepper, Basil, Aged Provolone  
 Heirloom tomato, Fresh Mozzarella, Pesto Mayonnaise  
 Mortadella, Whole Grain Mustard Aioli, Frisee, Red onion  
 Chicken Salad with Pecan and Pickled Grape, Bibb lettuce, Heirloom Tomato  
 Seared Ahi Tuna, Lemon Aioli, Fried Capers, Baby Spinach

A la Carte breakfast and break items  
 From The Bakery | 64 dozen | Minimum 1 dozen  
 Flaky Butter Croissants | Fruit Preserves Assorted Large Breakfast Muffins  
 Coffee Cakes | Assorted Breakfast Breads Warm Caramel Pecan Sticky Buns  
 Fresh Bagels | Toaster | Plain & Flavored Cream Cheeses | Creamery Butter

Fruit & Yogurt |  
 Seasonal Whole Fruit | 50 dozen  
 Seasonal Fresh Fruit Cup | 9 each  
 Plain | Low-Fat | Greek | Fruit Yogurts | 6 each

Snacks  
 Assorted Granola Bars | 6 each  
 Assorted Protein Bars | 7 each

## Liquid Refreshments

Coffee & Tea | 115 gallon

Freshly Brewed Royal Cup Coffee

Freshly Brewed Royal Cup Decaffeinated Coffee | Selection of Hot Teas 2% Milk | Cream | Soy Milk | Honey | Lemon

Tea, Lemonade, Fruit & Vegetable Juice | 86 per gallon

Fresh Orange | Grapefruit | Apple | Tomato | Cranberry | V8 Juices

Traditional Lemonade | Signature Iced Tea | Chef's Seasonally Inspired Lemonade

Individual Juice | Coffee & Specialty Drinks | 9 each

Assorted Tropicana Bottled Fruit Juices

Naked Juice Smoothies Regular | Sugar Free Red Bull

Assorted Gatorade

H2O Select a maximum of two (2)

Spring Water | 6 each

Perrier Sparkling Mineral Water | 7 each Aqua Panna | 8 each

Topo Chico | 7 each

## Soda

Pepsi | Diet Pepsi | Mist Twist | Mountain Dew | Diet Mountain Dew | 6 each

For The Sweet Tooth | 64 dozen | Minimum 1 dozen

White Chocolate Blondies

Double Chocolate Fudge Brownies Chef's Seasonal Sweet Bar Assorted Deluxe Jumbo Cookies Lemon Bars

Warm Cinnamon Sugar Churros

Assorted Ice Cream Sandwiches | Frozen Novelties Chocolate Dipped French Macaroons | Italian Biscotti Double

Chocolate Dipped Strawberries

Gluten Free Belgian Chocolate Cookies | 68 dozen

## Towards The Savory Side

Individual bags of Kettle Potato Chips | Pretzels | Popcorn | Trailmix | 6 bag

Warm Salted Jumbo Pretzels | 64 dozen

Stone Ground & American Mustards | Diced Jalapeños | Warm Cheese Sauce

Carrot | Celery | Cucumber Sticks | Cherry Tomato | Broccoli Florets | 12 guest

Spiced Housemade Ranch Dip | Roasted Red Pepper Hummus | Green Goddess Avocado Dip

Pita Chips | Lavosh | Grissini Sticks | 12 guest

Edamame | Cilantro Yogurt Dip | Sundried Tomato-Kalamata Olive Chickpea Dip Lemon-Dill Sour Cream

Chips & Salsa | 10 guest

Warm Crisp Corn Tortilla Chips | Fire Roasted Red Salsa

\*Add Guacamole 3 guest |

\*Add JW Famous SXSW Queso 3 guest

## Nuts

\*One Pound serves approximately 10 Guests Local Honey & Chili Roasted Nut Mix | 40 Pound

Roasted Marcona Almonds | Olive Oil & Rosemary | 48 Pound