

LET US BRING YOUR  
SPECIAL DAY TO LIFE  
AT THE **NASHVILLE**  
**AIRPORT MARRIOTT**. OUR  
EXPERTS WILL GO ABOVE  
AND BEYOND TO MAKE  
YOUR VISION, YOUR  
TASTES,  
YOUR DREAMS COME  
TRUE FOR AN  
UNFORGETTABLE HAPPILY  
EVER AFTER  
THAT EXCEEDS EVERY  
EXPECTATION.

NASHVILLE AIRPORT MARRIOTT®

600 MARRIOTT DRIVE, NASHVILLE, TN 37214

T 615.889.9300 F 615.871.9167

[NashvilleAirportMarriott.com](http://NashvilleAirportMarriott.com)





## YOUR HOTEL

WHETHER A TRADITIONAL WEDDING OR A ONE-OF-A-KIND CELEBRATION, THE **NASHVILLE AIRPORT MARRIOTT** WILL EXCEED EVERY EXPECTATION. FROM INSPIRING SPACES AND CREATIVE MENUS TO AN EXCEPTIONAL EVENTS TEAM AND A CURATED LIST OF PREFERRED VENDORS, WE OFFER EVERYTHING YOU NEED TO MAKE YOUR BIG DAY AN AFFAIR TO REMEMBER.



## YOUR REHEARSAL

START YOUR WEDDING WEEKEND OFF WITH A POP. TOAST YOUR "I DOs" IN THE PERFECT SETTING AT THE **NASHVILLE AIRPORT MARRIOTT**. WHETHER A SIT-DOWN DINNER OR A COCKTAIL RECEPTION, OUR PLANNERS WILL CREATE THE FAIRYTALE BEGINNING TO YOUR HAPPILY EVER AFTER.



## YOUR CEREMONY

WHETHER A MORE TRADITIONAL WALK DOWN THE AISLE OR A ONE-OF-A-KIND CEREMONY CREATED BY YOU, CHOOSE ONE OF OUR SPECTACULAR VENUES FOR THE PERFECT BACKDROP TO YOUR "I DOs."



## YOUR RECEPTION

EAT, DRINK AND CELEBRATE TO THE FULLEST IN ONE OF OUR BREATHTAKING VENUES. NO MATTER YOUR PREFERENCES, WE WILL TAKE CARE OF EVERYTHING FROM THE MENU TO THE FLOWERS TO GREETING YOUR GUESTS UPON ARRIVAL SO THAT YOU CAN TAKE CARE OF THE MEMORIES.

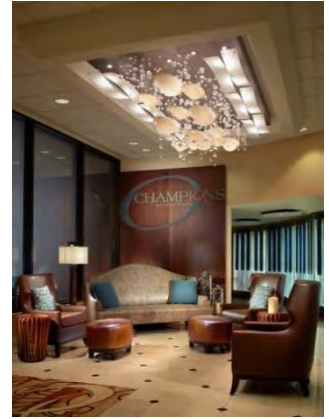
# HOTEL GALLERY



CUMBERLAND  
BALLROOM



HOTEL  
EXTERIOR



CHAMPIONS  
ENTERANCE



CHAMPIONS  
BAR



KING  
GUESTROOM



NASHVILLE  
BALLROOM FOYER



PATIO  
OUTDOOR



HOTEL  
LOBBY



## YOUR DETAILS

WE KNOW THAT YOUR SPECIAL DAY IS IN THE DETAILS, WHICH IS WHY WE OFFER AN ARRAY OF SERVICES, PRIVATE PRE-RECEPTION AREAS TO SPECIALTY LINENS AND EXPERTLY DESIGNED EVENT SPACES, TO ENSURE THAT YOU AND YOUR GUESTS GET A TASTE OF UNFORGETTABLE.

## What is Included in a Wedding Package...

- ❖ All package prices are inclusive of 24% service charge and 9.25% sales tax
- ❖ Marriott Rewards Points for Rewards members
- ❖ Complimentary Services:
  - ❖ Champagne toast
  - ❖ Deluxe king room for the wedding couple on the night of the event
  - ❖ White china, glassware and flatware service
  - ❖ In-house linens and napkins
  - ❖ Centerpieces
  - ❖ Dance floor
  - ❖ Risers for the head table, bridal party, sweetheart table and the entertainment
  - ❖ Gift table and guest book table with coordinating linens
  - ❖ Cake cutting
  - ❖ Self parking
  - ❖ Pre-reception holding room for the wedding party with beverage station and hors d'oeuvres

### TABLE LINEN UPGRADES - \$4.00 INCLUSIVE PER PERSON

- ❖ Upgrade your table linens to include over sixty possible color choices and combinations
- ❖ Includes 132" floor length table cloths and coordinating napkins
- ❖ Additional linen for coordinating with the head table, cake table and other décor needs are available at an additional cost

#### PHOTOGRAPHERS

Harmony Designs Photography  
[www.harmonydesignsphoto.com](http://www.harmonydesignsphoto.com)  
615-500-0587

Scoobie's Photographic Images  
[www.scoobiephoto.com](http://www.scoobiephoto.com)  
888-788-7984

Mandy Whitley  
[www.mandywhitleyphotography.com](http://www.mandywhitleyphotography.com)  
615-934-6594

#### FLOWERS

The Enchanted Florist  
[www.enchantedfloristtn.com](http://www.enchantedfloristtn.com)  
615-647-7712

Belles Fleurs  
[www.bellesfleursdesigns.com](http://www.bellesfleursdesigns.com)  
615-614-3300

A Village of Flowers  
[www.avillageofflowers.net](http://www.avillageofflowers.net)  
615-369-3030

Branching Out Floral & Event Design  
[www.branchingouteventflorist.com](http://www.branchingouteventflorist.com)  
615-915-0043

#### ENTERTAINMENT

Spangler Entertainment  
[www.spanglerentertainment.com](http://www.spanglerentertainment.com)  
615-824-4881

Party Time Nashville  
[www.partytimenashville.com](http://www.partytimenashville.com)  
615-867-2739

Robert Luke Entertainment  
[www.yourDJRobertLuke.com](http://www.yourDJRobertLuke.com)  
615-256-4849

#### BAKERIES

Signature Cakes by Vicki  
[www.signaturecakesbyvicki.com](http://www.signaturecakesbyvicki.com)  
615-513-2266

Sweet Face Cakes  
[www.sweetfacecakes.com](http://www.sweetfacecakes.com)  
615-481-2181

Dulce Desserts  
[www.dulcedesserts.com](http://www.dulcedesserts.com)  
615-321-8700

Crumb de la Crumb  
[www.crumbdelacrumb.com](http://www.crumbdelacrumb.com)  
615-673-2223

#### DRAPERY & SPECIALTY DECOR

Events Plus  
[www.eventspusnashville.com](http://www.eventspusnashville.com)  
615-834-1700

Visual Elements  
[www.veevents.com](http://www.veevents.com)  
615-884-5455

Classic Party Rentals  
[www.classicpartyrentals.com](http://www.classicpartyrentals.com)  
615-641-1111

#### LINEN & CHAIR COVERS

Graceful Tables  
[www.gracefultables.com](http://www.gracefultables.com)  
615-891-7469

Over The Top Linens  
[www.linenbook.com](http://www.linenbook.com)  
615-601-6142



## SILVER SEATED DINNER \$61 PER PERSON

### ARRIVAL RECEPTION

Non-alcoholic Fruit Punch will be served with reception items.

Select **Two** of the following items.  
(A total of four pieces per guest will be served)

Margarita Flatbreads  
Vegetable Display, Buttermilk Ranch Dip  
Miniature Egg Rolls, Ponzu Sauce  
Fried Cheese Ravioli, Marinara Sauce  
Miniature Quiche  
Fried Artichoke Bottoms, Goat Cheese  
Breaded Chicken Tenders, Honey Mustard  
Swedish Meatballs  
Spanakopita

### STARTERS

Please select **One** of the following items.

Marriott House Salad, Green Goddess Dressing  
Traditional Caesar Salad – Crisp Romaine, Toasted Garlic  
Croutons & Parmesan Cheese, Traditional Caesar  
Dressing

### DINNER ENTREES

Chicken Scampi – Boneless Chicken Breast, Sautéed  
Shrimp, Garlic, Lemon & White Wine, Parmesan, Orzo  
Pasta

Chicken Bourguignon – Boneless Chicken Breast, Pearl  
Onions & Mushrooms, Red Wine Demi-Glace, Simple  
Mashed Potatoes

Pork Loin Dijonnaise – Apple Smoked Pork Loin, Dijon  
Mustard Sauce, Shiitake Mushrooms and Julienne Leeks,  
Roasted Red Potatoes

Chicken Provencal – Boneless Chicken Breast, Diced  
Tomato, White Wine, Garlic & Basil, Orzo Pasta,  
Parmesan Cheese & Oregano

Sliced Roasted Strip Loin – Roast Strip Loin of Beef,  
Shiitake Mushrooms, Port Wine Reduction, Yukon Gold  
Mashed Potatoes

Miso Salmon – Baby Bok Choy, Traditional Broth, Lemon  
Scented Jasmine Rice

All entrées served with the Chef's selection of fresh  
seasonal vegetables, dinner rolls, iced tea, ice water and  
coffee service.

Please contact your event planner with any concerns  
regarding food allergies.

## GOLD SEATED DINNER \$65 PER PERSON

### ARRIVAL RECEPTION

Non-alcoholic Fruit Punch will be served with reception items.

Select **Two** of the following items.  
(A total of four pieces per guest will be served)

Tandoori Chicken Skewers, Yogurt Dipping Sauce  
Vegetable Display, Buttermilk Ranch Dip  
Domestic Cheese Array, Carr's Water Crackers  
California Rolls, Soy Sauce & Wasabi  
Miniature Beef Wellingtons, Dijon Mustard Sauce  
Chicken Satay, Peanut Sauce  
Sea Scallops Wrapped in Bacon  
Spanakopita  
Fried Artichoke Bottoms, Goat Cheese  
Coconut Shrimp, Sweet Marmalade

### STARTERS

Please select **One** of the following items.

Napoleon Salad – Gourmet Baby Greens, Belgian Endive,  
Tomatoes & Crisp Shiitake Mushrooms, Red Wine  
Vinaigrette

Paisan Salad – Grilled Zucchini, Young Squash, Carrots,  
Fresh Mozzarella & Plum Tomatoes, Field Greens,  
Balsamic Vinaigrette

Traditional Caesar Salad – Crisp Romaine, Toasted Garlic  
Croutons & Parmesan Cheese, Traditional Caesar Dressing

### DINNER ENTREES

Chicken Venetian & Grilled Garlic Shrimp –  
Provolone & Prosciutto Stuffed Boneless Chicken,  
Fresh Basil & Sun-Dried Tomato Parmesan Cream Sauce,  
Wild Mushroom Risotto

Chicken Montrachet & Grilled Garlic Shrimp- Chicken  
Roulade Stuffed with Montrachet, Neufchatel, Ricotta,  
Toasted Pine Nuts & Basil Cream Pesto Sauce, Basmati  
Rice

Beef Tenderloin & Chicken Provencal- Center-Cut Filet, Red  
Wine Shallot Reduction. Boneless Chicken Breast, White  
Wine, Tomato Basil Cream, Roasted New Potatoes

Grilled Beef Tenderloin & Salmon- Petite Filet, Cabernet  
Reduction. Fresh Salmon, Fines Herb Cream Sauce, Au  
Gratin Potatoes

All entrées served with the Chef's selection of fresh  
seasonal vegetables, dinner rolls, iced tea, ice water and  
coffee service.

# PLATINUM DINNER BUFFET \$69 PER PERSON - TWO ENTRÉE BUFFET \$75 PER PERSON - THREE ENTRÉE BUFFET

## ARRIVAL RECEPTION

Non-alcoholic Fruit Punch will be served with reception items

Please select **Two** of the following items.  
(A total of four pieces/servings per guest will be served)

Farm Fresh Vegetable Display, Buttermilk Ranch Dip  
Vegetarian Quiche  
Lobster Cobbler  
Spring Rolls, Chinese Mustard  
Spanakopita  
Fried Artichoke Bottoms, Goat Cheese

## STARTERS

Marriott House Salad, Green Goddess Dressing  
Traditional Caesar Salad – Crisp Romaine, Toasted Garlic  
Croutons & Parmesan Cheese, Traditional Caesar Dressing  
She-Crab Soup

## DINNER ENTREES

Chicken Alaska - Crab & Spinach Stuffed Chicken, Basil  
Cream Sauce, Orzo Pasta, Petite Green Beans

Tuscan Salmon – Garlic Marinated Salmon, Grilled Gulf  
Shrimp, Geechie Boy Grits, Asparagus, Cipollini Onions

Roast Striploin of Beef – Mustard and Shallot Rubbed  
Striploin of Beef, Chimichurri Sauce, Yukon Gold Mashed  
Potatoes, Broccolini

Sautéed Spinach Shrimp Pomodoro – Sautéed Garlic  
Shrimp, Ziti Pasta, Hand-Crushed Tomato Basil Sauce,  
Roasted Zucchini

Grilled Pork Tenderloin – Sorghum Glaze, Cous Cous,  
Braised Sweet Onions, Squash

Sautéed Crab Cakes – Jumbo Lump Crab Cakes, Mustard  
Sauce, Yellow Rice, English Peas

Chicken Provencal & Grilled Garlic Shrimp– Boneless  
Chicken Breast, Diced Tomato, White Wine, Garlic & Basil  
Topping, Parmesan Orzo Pasta

All entrées served with the Chef's selection of fresh  
seasonal vegetables, dinner rolls, iced tea, ice water and  
coffee service.

Please contact your event planner with any concerns  
regarding food allergies.



## RADIANT RECEPTION \$69 PER PERSON

### DISPLAY STATIONS

Select **Three** displays from below

Domestic Local Cheeses, Carr's Water Crackers, Breadsticks  
Farm Fresh Vegetable Display, Buttermilk Ranch  
Smoked Tuna Dip, Lavosh Crackers  
Hummus, Crisp Celery, Flatbreads  
Heirloom Tomatoes & Fresh Mozzarella, Balsamic drizzle  
Local Charcuterie, Grilled Baguette, Olives, Selection of Mustards  
House-made Guacamole, Pico De Gallo, Crisp Tortilla Chips  
Beef Crostini, Boursin Cheese Spread  
Bibb Lettuce Salad, Tomatoes, Cucumbers, Croutons, Lemon Basil Dressing, Grana Padano

### ACTION STATIONS

Select **Three** from below

Crab Cakes – Sautéed in the Room, Lemon Butter Sauce, Mushroom Risotto

Carved Striploin of Beef – Herbed Goat Cheese, Red Onion Jam, Madeira Sauce

Shrimp & Grits – Geechie Boy Grits, Sautéed Shrimp, Sausage, Tasso Ham, Fresh Tomatoes, Green Onions

Smoked Turkey Breast – Traditional Condiments, Soft Yeast Rolls

Mashed Potato Bar – Sweet Potatoes, Yukon Gold Potatoes, Benton's Bacon, Shredded Cheddar, Green Onions, Sour Cream, Soft Butter, Brown Sugar Marshmallow Glaze

Cheese Fondue - Market Style with Gruyere, Comte & Emmentaler Cheeses, Kirsch, Garlic, Crusty White Bread for Dipping

Coffee and Hot Tea Station

### ENHANCEMENTS

\$8 inclusive - Select **One** from below

Candy Shoppe – Select any six of your favorite candies, Self-Serve Bags & Classic Dispensers

Chocolate Fondue – Rich Chocolate, Strawberries, Pineapple, Banana Chips, Pretzels, Marshmallows, & Graham Crackers

Chefs Attendant Fees will apply to all In-Room Carving and Action Stations.

Please contact your event planner with any concerns regarding food allergies

## BRILLIANT RECEPTION \$65 PER PERSON

### DISPLAY STATIONS

Select **One** of the following

International & Domestic Cheeses, Crackers & Breadsticks  
Vegetable Display, Tomato Bacon Dip  
Sliced Fresh Fruit, Yogurt Dipping Sauce

### HORS D'OEUVRES

Select **Five** hors d'oeuvres from the following items –  
(Two pieces per selection will be served)

Mini Chicken Quesadillas, Salsa, Sour Cream  
Crabmeat-Stuffed Mushroom Caps  
Miniature Egg Rolls, Chinese Mustard  
Spanakopita  
Fried Artichoke Bottoms, Goat Cheese  
Fried Cheese Ravioli, Marinara  
Chicken Tenders, Honey Mustard  
Chicken Teriyaki Dumplings, Ponzu Sauce  
Swedish Meatballs, Traditional Sauce  
Miniature Quiche  
Chilled Beef Tenderloin Crostini  
Bacon Wrapped Sea Scallops  
Lobster Cobbler  
Assorted Sushi, Soy Sauce, Pickled Ginger & Wasabi  
Chipotle BBQ Meatballs

### TWO ACTION STATIONS

Chicken Penne Pasta Pomodoro, Sautéed in the Room

### Carving Station - Choice of One:

Roast Striploin of Beef, Breast of Turkey or Bourbon Glazed Ham  
Includes Cocktail Rolls and Condiments

Coffee and Hot Tea Station

Chefs Attendant Fees will apply to all In-Room Carving and Action Stations.

Please contact your event planner with any concerns regarding food allergies.



## TRADITIONAL INDIAN BUFFET DINNER \$65 PER PERSON

### ARRIVAL RECEPTION

Non-alcoholic Fruit Punch will be served with Reception items

Spanakopita  
Crispy Artichoke Bottoms, with Goat Cheese, Horseradish Sauce

### DINNER BUFFET

Cucumber & Tomato Salad, with Vinaigrette  
Raita  
Diced Fresh Fruit

Vegetarian Biryani – Long Grain Basmati Rice, Assorted Vegetables, Masala Mix, Alternate Layers, Saffron, Rose Water, Fried Onions

Lamb Korma – Braised Lamb, Onion, Garlic, Ginger Tomatoes, Traditional Spices, Natural Jus

Chicken Tandoori – Whole Chicken, Tandoori Spice Blend, Yogurt

Saag Paneer – Spinach, Cheese, Onion, Tomatoes, South Indian Masala Mix

Aloo Gobi – Potatoes, Cauliflower, Onion, Tomatoes, Ginger, Garlic, Green Chili Masala

Naan Tandoori Bread

Coffee and Hot Tea Service  
Iced Tea and Ice Water

Please contact your event planner with any concerns regarding food allergies



## SPECIALTY CATERING \$48 PER PERSON

If your preference is to work with a specialty caterer for cultural, dietary, or nutritional reasons then we have the perfect solution. Based on your specific needs, the hotel can work in partnership with your food specialist to provide you with the perfect setting and support.

This buffet style package will provide the following support service while your food specialists will provide the culinary offerings.

Included with the package are:

- The Banquet Room
- The Wait Staff
- Buffet Stations with Warmers and Serving Utensils
- Dedicated Buffet Attendants to assist guests with serving and replenishment
- Beverage Stations with Coffee & Tea Service
- Cake Cutting & Service
- Traditional Dining Table Setup to include China, Flatware, Glassware
- Choice of Black or White Linens and Napkins
- Hotel Centerpieces
- Risers for Head Tables, Sweetheart Tables, Wedding Party Tables, DJ's and Entertainment
- Dance Floor
- Additional Table setups for specialty displays such as the wedding cake, grooms cake, gift table, guest book and place cards
- Complimentary Guest Room for the Wedding Couple on the night of the event

Beverage and bar services are sold and serviced exclusively through the hotel and may not be provided by outside providers.

Should you wish to purchase one of our hotel catered wedding packages and supplement with a few items of traditional food from an outside caterer, the additional cost is \$3.00 per person, per item.

The above package is for a maximum of 90 minutes of dinner service. For additional service outside this time allotment, please check with your sales and events contact.

All outside vendors/caterers must be a licensed food service provider in the State of Tennessee along with meeting the hotels minimum insurance certification and food safety certifications.

## BLOSSOM AFTERNOON RECEPTION \$42 PER PERSON

Designed for the mid-day celebration this reception offers lighter fare with a touch of class and elegance.

Available for afternoon receptions between 11:00am and 3:00pm

### DISPLAY STATIONS

Domestic Cheeses, Carr's Water Crackers & Breadsticks  
Vegetable Crudités, Buttermilk Ranch Dip

### HORS D'OEUVRES

Please select **Two** items from the following list.  
(Total of four pieces per person will be served)

Miniature Quiche  
Chicken Satay Skewer  
Assorted Finger Sandwiches  
Miniature Beef Wellington, Dijon Mustard Sauce  
Chipotle BBQ Meatballs

### ACTION STATION

Tortellini & Penne Pasta, with Sun Dried Tomatoes, Garlic, Mushrooms, Red Onion, Broccoli, Red Peppers, Asparagus, Basil Cream & Marinara Sauce sautéed in the room by our Culinary Team

### BEVERAGE STATION

Coffee, Tea, Non-alcoholic punch, Iced tea

Chefs Attendant Fees will apply to all In-Room Carving and Action Stations.

## DAY AFTER BRUNCH BUFFET \$45 PER PERSON

Assorted Breakfast Breads and Pastries  
Diced Seasonal Fruits and Berries with Yogurt  
Assorted Cereals & Milk

Scrambled Eggs, Chives  
Belgian Waffles, Maple Syrup  
Bacon  
Turkey Sausage Links  
Breakfast Potatoes  
Shrimp and Geechie Boy Grits  
Carved In-Room Banjo Ham  
Sausage Gravy  
Biscuits

### COFFEE SERVICE

Iced Tea  
Water  
Orange, Apple, Cranberry Juices

Chefs Attendant Fees will apply to all In-Room Carving and Action Stations.

Please contact your event planner with any concerns regarding food allergies



## HOSTED BEVERAGE SERVICE

Host Bars include your choice of Top Shelf or Premium liquors along with the following:

House Wine by the Glass - \$9	Top Shelf Brand Cocktails - \$9
Imported Beer - \$6	Premium Brand Cocktails - \$8
Domestic Beer - \$5	Vasa Bottled Water - \$4
Domestic Premium Beer - \$6	Soft Drinks - \$4

Beer by the Keg:

Domestic - \$350	Imported - \$400
Bud Light	Heineken
Miller Lite	Foster's
Coors Light	Dos Equis

All Hosted Beverage Service prices include beverage tax when applicable and are subject to 24% service charge and 9.25% sales tax.

All Host Bars are required to have one bartender for every 100 attendees. Bartender & Cashier Fee - \$100 for the first two hours and \$75.00 for each additional hour.

A Host Cordial Bar is available as an enhancement to your evening event at \$8 per drink. Should actual sales of cordials fall below \$300, then a bar setup fee of \$225.00 will apply.



## CASH BEVERAGE SERVICE

Cash Bars include the following:

House Wine by the Glass - \$10	Top Shelf Brand Cocktails - \$10
Imported Beer - \$7	Premium Brand Cocktails - \$9
Domestic Beer - \$6	Vasa Bottled Water - \$4
Domestic Premium Beer - \$7	Soft Drinks - \$4

All Cash Beverage Service prices include beverage tax and sales tax when applicable

All Host Bars are required to have one bartender for every 125-150 attendees. Bartender & Cashier Fee - \$100 for the first two hours and \$75.00 for each additional hour.

## SPECIALTY BRANDS

### Premium Brands

Smirnoff Vodka  
Cruzan Aged Light Rum  
Beefeater Gin  
Dewar's White Label Scotch  
Jim Beam White Label Bourbon  
Canadian Club Whiskey  
Jose Cuervo Especial Gold Tequila  
Korbel Brandy

### Top Shelf Brands

Absolut Vodka  
Bacardi Superior Rum  
Captain Morgan Original Spiced Rum  
Tanqueray Gin  
Johnny Walker Red Label Scotch  
Jack Daniels Whiskey  
Maker's Mark Bourbon Whiskey  
Seagram's VO Whiskey  
Jose Cuervo 1800 Silver Tequila  
Courvoisier VS Brandy

### Cordial Brands

Grand Marnier  
Kahlua  
Bailey's Irish Cream  
Amaretto  
Courvoisier VS  
Drambuie  
B&B Frangelico

# POLICIES

## PACKAGE INFORMATION

All wedding packages include the arrival reception for up to 1 hour, along with the wedding reception/dinner for an overall event time of up to 5 hours in length.

Chef Attendant Fee- \$100.00 per attendant

All Reception Packages with Carving and Action Stations will require a Chef's attendant per every 50 guests, per station.

Wedding package pricing is valid for events occurring to December 31, 2017. For weddings in 2018 and beyond pricing is estimated to increase at 5% to 7% per year.

## FINAL ATTENDANCE GUARANTEE

The Guarantee of Attendance will be required by 10:00am, three (3) business days prior to the start of your event.

Should a guarantee not be submitted by the required time, the estimated number of attendees on the signed event order (or signed contract) will become the guarantee of attendance. Once a guarantee has been submitted only increases will be permitted.

We prepare and staff to serve up to 3% over your guaranteed amount. Increases over the 3% may be subject to menu substitution and service staff adjustments.

## PAYMENT TERMS

A deposit will be required at the time of signing the Catering Agreement. Payment may be made via check, cash or credit card.

Payment for 50% of the anticipated charges will be due 30 days prior to the function.

Final payment of the remaining anticipated charges will be required (72) business hours in advance of the function. This may be made by cashier's check, cash or credit card.

Payment by personal check will be accepted 10 business days or more in advance of the function. We regret that we can not accept personal checks within 10 business days of the event. Should the payment received exceed the actual event amount, a refund will be given in the form that the payment was made. Please allow 45 days for processing by check.

## OUTSIDE EVENT SERVICE PROVIDERS

All outside event service providers (including bands, DJ/VJs, trade show decorators, display companies, special event décor, and other like firms) are required to comply with the following before any setup will be permitted:

Proof of a minimum of \$2,000,000 in General Liability Insurance with an Insurance ACORD naming both the Hotel Owners and Hotel Management Company as additional insured's.

A Completed Hold Harmless Agreement provided by the Hotel Management.

Inspection and compliance to all safety standards as required by the Nashville Airport Marriott.

Please ask your Sales/Events Contact for additional information.

## ROOM SETUP AND AVAILABILITY

The hotel's standard policy is to have the room setup and ready to receive guests 15 minutes prior to your event.

Function rooms will be made available for clients to set up décor, linens, centerpieces and other specialty items 60 minutes prior to the event start time. Should you require an earlier set up time, with specific hotel equipment in place, please consult with your Event Contact.

These needs should be clearly documented on the Sales Agreement and Banquet Event Order.

Napkin & Tablecloth colors are your choice of black or white.

We do not furnish chair covers or the décor for the stage, but we do have a number of reputable vendors that we are happy to refer to you

## DAMAGES AND CLEANING FEES

All candles, candelabras and similar styled centerpieces must be fully enclosed in a glass globe. Local fire codes do not permit an open flame of any kind.

Use of smoke/smog machines is prohibited.

Use of Confetti, Glitter, Artificial Snow, Sand or other small particles are prohibited. In the event that glitter, confetti or other extensive décor clean-up is required, special cleaning fee that starts at \$750.00 per event room will apply.

All organizations and individuals will be liable for any damages, other than normal wear and tear to equipment, furniture, meeting rooms, exhibit areas and suites by employees, delegates, and /or decorators and suppliers hired directly by your organization.

Additional cleaning fees may apply for any function/event that leaves behind trash, décor or other refuse.

The hotel management reserves the right to inspect all private functions at any time and assure that in Management's opinion, decorum is maintained within the hotel's high standards.

The Hotel will not assume responsibility for damages or loss to any merchandise or articles left unattended or sent to the hotel prior to, during or following your meeting/event.





SETTINGS BY US, INSPIRED BY YOU.  
MARRIOTT PROUDLY SUPPORTS MARRIAGE EQUALITY



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