

# events by Marriott



breakfast



breaks



lunch



dinner



beverage



technology info

crafted for you

**JW Marriott Houston**

5150 Westheimer | Houston | Texas 77056

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

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5150 Westheimer Road | Houston | TX 77056

713.961.1500 | www.jwmarriotthouston.com

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## FLAWLESS

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camera  
action

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TECHNOLOGY info

## Video Cameras

3CCD Mini-DV Camcorder w/ Tripod	\$450
Studio Camera with Controllers w/tripod	\$700
Camera Tripod	\$45

## Video/Data Projectors

3000 Lumens LCD Projectors	\$500
5000 Lumens LCD Projectors	\$800
LCD Projector Ceiling Bracket	\$125 each

## Video/Data Monitors/Receivers

13" Panasonic Preview Monitor	\$55
37" Plasma/DVD Combo w/cart	\$275
17" or 20" Data Monitor	\$150
37" Flat Plasma Monitor	\$250
42" Flat Plasma Monitor	\$400
Confidence Monitor	\$250



## Screens

20 x 120 Drop Screen w/Skirt in Salon C	\$75
10 X 14 FF Front/Rear w/Full Dress Kit	\$225
9 x 12 FF Front/Rear w/Full Dress Kit	\$200
7½ x 10 FF Front/Rear w/Full Dress Kit	\$150
10 x 10 Cradle Screen	\$75
8 x 8 Tripod Screen w/Skirt	\$50
7 x 7 Tripod Screen w/Skirt	\$45
6 x 6 Tripod screen w/Skirt	\$40
Ceiling Mount for Fast Fold Screen	\$125 per screen

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## Tape/CD/DVD Players

Cassette Player/Recorder	\$45
CD / DVD Recorder	\$100
CD / DVD Player	\$100
½ VCR Player	\$70
Blue Ray (Plays PAL Format)	\$125

## Microphones

Wired H-Held Mic (Standing, etc.)	\$35
Wired Vocal Mic (Piano, Instruments, etc.)	\$35
UHF Wireless Lavalier or Hand Held Mic	\$150
VIP Podium Mic (VIP, Presidential CEO)	\$50
Standing/Tabletop Microphone	\$35
Microphone Boom Stand	\$15
Wired Head Set	\$175
Podium with Wired Microphone	\$50
Plasma Podium w/Mic & Laptop for Logo	\$125

## Mixers

4 – Channel Mixer	\$45
12 – Channel Mixer	\$100
24 – Channel Mixer	\$225
Auxiliary Send Per Send	\$10



## Sound Systems

JBL Concert Sound System	\$450
Stage Monitor	\$45
Powered Anchor Speaker	\$75
Non-Powered Anchor Speaker	\$45
JBL Speakers	\$100
Koss Headphone	\$10

## House Sound/Cable Patch

All Single Rooms	\$75
All Combined Rooms	\$150
PC Audio	\$50

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### Telephone/ iBahn Internet/Audio Conferencing

Direct Dial Telephone Line / Outside Line	\$100
Full Duplex Polycom Speaker Phone w/Outside Phone Line	\$200
Full Duplex Polycom Speaker Phone w/Phone Line & Mics	\$250
iBahn High Speed Internet Service per day/per user	\$150
(Call for additional Internet User Pricing)	
Static IP Address	\$150
In-House Phone w/No Outside Use	\$100
Gentner (Telephone Hybrid)	\$75

### Video/Computer Accessories

Polycom Set – Top Video Conferencing	\$1,800
Extron 5 Wire RGB D/A	\$75
Extron Video Switcher	\$150
Extron Computer D/A	\$75
Extron Multiple Laptop Switcher	\$100
Elmo Document Camera	\$325
Pentium 3 Laptop w/MsOffice 2k	\$325
LaserJet Office Printer 4000 series B/W	\$175
Color LaserJet printer	\$250
Fax Machine	\$75
100' VGA Cable	\$50
34' or 54' Projector Cart	\$35

### Electrical Power

115V/20 Amp Quad Outlet	\$70
Power Strip	\$15
Extension Cord	\$15
Additional Power Needs, Refer to Event Manager	

### Communications

Clear Com wired Base Station	\$45
Clear Com Headset / Belt Pack	\$20

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## Labor/Technician/Miscellaneous Fees

Assisting Outside A/V Company Fee	\$250 per day
Camera Operator per hour	\$60
Technician Video/Audio per hour (6am – 10pm)	\$50
Technician, Weekend & Overtime	\$75
Technician Director (Day Rate)	\$400
STSN Technician (Day Rate)	\$400
Audio Engineer (Day Rate)	\$400
Lighting Engineer (Day Rate)	\$350
Video Engineer (Day Rate)	\$400
Audio Visual Technician (Day Rate)	\$400
Certified Rigging Engineer per hour	\$60
Rigger Weekend and Overtime Rate	\$75
4 Hour Minimum for Labor, 4 hour minimum for rigging in/out	

## Lighting

Ballroom Lighting Package	\$400
Ballroom Stage Wash	\$250
Lectern/Podium Lighting Package	\$125
Spot Light or Follow Light	\$125
Leko Light	\$35
Stock Gobo Metal Pattern	\$40
Gobo Custom Artwork	\$100
Leko w/Gobo Custom Artwork	\$150
Leko Tree w/Dimmer/Control	\$200
Technobeam Intelligent Light w/Remote	\$300
Technobeam Intelligent Light	\$125
Leko or Technobeam Light Controller	\$50
Par Leko Light / up-Light	\$35
House Light Remote	\$50



## Meeting Accessories

Black Velour 16' Tall Pipe/Drape	\$10
Grey Velour 18' Tall Pipe/Drape	\$10
Flipchart Package w/Markers	\$45
Flipchart w/Post it Notepad	\$55
4' x 3' White Board	\$50
Message Cork Board	\$35
Laser Pointer	\$25
Wireless Power Point Mouse	\$40
Speaker Timer	\$90
Power Point Q Light Remote	\$35
Press Mult Box	\$75
Scissors Lift	\$300
Carpet Tape	\$10
Masking Tape	\$5
Easels	\$15
*LCD Accessories Kit	\$75
*LCD Accessories Kit includes extension cord power strip, cart/stand, 50' VGA cable for LC hook up for equipment not supplied by the hotel.	

## Communications

Motorola Radios (Walkie Talkies)	\$55
Clear Com Wired Base Station	\$45
Clear Com Headset/Belt Pack	\$20

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### Guaranteed Attendance:

For all catered functions, a final attendance figure must be specified by 12 Noon, 72 business hours prior to the event. This figure will be considered a guarantee and not subject to reduction. We will however, set the banquet room for 5% over the guarantee and be prepared to serve 3% over the guarantee.

### Room Assignments:

Function or meeting space is subject to reassignments, based on the numbers of guests expected and set up required.

### Event Set Up:

Please specify the seating format for your function such as theatre, rounds, classroom, or conference style. Customized seating diagrams with numbered tables are available upon request. Requirements for easels, podiums, corkboards, registration tables etc. should also be communicated.

### Billing:

Full payment & credit card authorizations for events shall be made in advance ten (10) business days prior to the event date, by cashier's check or credit card. The same applies for Corporate Accounts, unless credit has been established with the approval of our Accounting Department. If payment is not received as outlined in our billing agreement, then by signing your Banquet Event Order's), you are authorizing the Hotel to charge the credit card.

### Banners & Signs:

Placement of Banners & Signs must be coordinated with your hotel contact, to ensure your safety. Banners and Signs must be professional quality that can be posted or hung and in keeping with the hotel image. A limited number of easels are available free of charge; hanging of banner is \$5 for 3ft. wide and \$10 for larger banners

### Coat Room:

Coat Room Attendants are available upon request. An applicable fee of \$25 per hour with a minimum of four hours is required for an attendant.

### Audio Visual Equipment:

Marriott Visual Production (MVP) will address all your needs on sound, lighting, audio visual equipment and high speed internet. Competitive price list is available through your Hotel Contact. Connection and tapping fees are applicable when outside A/V products or companies are used.

### Decoration:

The Hotel offers a choice of several colors of linen as well as votive candles to enhance your table setting.

### Security:

The Hotel shall not assume responsibility for damage to or loss of any merchandise or articles left in the Hotel prior to or following an event. Arrangements may be made for security of exhibits, merchandise, or articles set up prior to your event through your hotel contact. No open fire is permitted inside the hotel. Any religious ceremonies or rituals, the host must obtain the necessary permit from the fire department and is responsible for any fees associated with the permit. Strict adherence to the regulations of the permit, at the time of the function, is required.

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### Parking:

The JW Marriott Houston, offers three parking options.

**Valet Parking:** Located at the front entrance to the hotel. The current fees are:

Event Parking | \$15.00

Overnight Parking | \$29.23

### **Self-Parking (Garage & Sage Lot):**

Located by entering the hotel garage on Sage Street, or the Sage Lot entrance opposite the Garage Entrance. The current fees are:

0 Hours – 2 Hours | \$6.00

2 Hours – 5 Hours | \$10.00

Over 6 Hours & Over night | \$17.00

### **Electrical, Telephone And Internet Requirements:**

The Hotel does charge for electrical, telephone and internet hook-ups. Should any be required, the Hotel must be notified in advance and the charges will be posted to the patron's master account.

### Labor Charges:

Carvers, Station Attendants, and Cocktail Servers are at a fee of \$75.00 each plus tax.

Bartender Fee of \$40.00 each per hour.

Cashier Fee of \$35.00 each per hour.

A \$150.00 Labor charge will be applied to any meal function with fewer than 15 guests guaranteed.

A \$4.00 per person labor charge will be applied to any seated Continental Breakfast.

All Labor Charges are taxable at a rate of 8.25%.

Other fees may apply should your event attendance not meet the minimum number required.

### Provision of Food & Beverage:

Patron, its guests or invitees will not be permitted to bring food and/or beverages of any kind into the Hotel. Only pre-approved exceptions (i.e. Wedding Cakes, etc.) will be allowed.

### Service Charge:

All Food, Beverage, Audio Visual and Room Rentals / Set Up Fees will have a 24% taxable service charge applied.

### Overtime:

Breakfast functions are based on a 2-hour duration. Luncheon functions on a 2-hour duration. Dinner only functions on a 4-hour duration. Reception/Dinners functions on a 5-hour duration. Cocktail Party/Reception functions on a 3-hour duration. Functions lasting longer than the above time limits are subject to additional labor charges. Also, any food functions beginning prior to 7:00am or extending beyond 2:00am are subject to additional labor charges.

### Alcoholic Beverages:

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 bartenders and servers. The Hotel's alcoholic beverages license requires the Hotel to (1) request proper identification (photo ID) of any person of questionable age and (2) refuse alcoholic beverage service to any person who, in the Hotel's judgment appears intoxicated.