



General Information

Décor Enhancements

Your Catering Manager will be happy to discuss Event Design, Floral Arrangements, Décor, Lighting, Tenting, Staging and any other Décor and Event Services that may be needed for your event.

Food & Beverage Minimums

INDOOR EVENT SPACE	Day Time	Night Time
	6am - 3pm	3pm - 11pm
Executive Boardroom	\$650.00	\$975.00
Mediterranean South	\$1,950.00	\$3,250.00
Mediterranean Center	\$1,950.00	\$3,250.00
Mediterranean North	\$1,950.00	\$3,250.00
Mediterranean Ballroom	\$5,850.00	\$9,750.00

OUTDOOR EVENT SPACE

Recreational Pool	\$3,250.00	\$9,750.00
Front Lawn Center	\$1,950.00	\$5,850.00
Front Lawn North	\$1,950.00	\$3,250.00
Costa Grill	\$3,900.00	\$11,700.00
Great Lawn	\$5,200.00	\$11,700.00

The above Food and Beverage Minimums are “per day rates”, and are based on Food and Beverage spent only. The minimums do not include 22% service charge and 9% sales tax. Food and Beverages minimums are a guideline of what you will need to at least spend for your event and are not a package based on any particular menu. If the Food and Beverage minimum is not met, the difference will be charged at the end of the event as a Room Rental Fee.

If you are a tax-exempt organization, please provide us with a copy of a valid Florida Tax Exempt Certificate.

Guarantees

Variable prices will be based upon your guaranteed number of guests (which is the minimum) or the actual number of guests, whichever is greater. You must provide your final guarantee at least seventy-two (72) working hours prior to the commencement of your event. Initial guarantees are indicated on approved BEO's. Your initial guarantee may be reduced by up to twenty percent (20%) at any time prior to the deadline for your final guarantee. Reductions by greater than twenty percent (20%) may be granted in our sole discretion and will require a change order with modifications to the original pricing. Your initial guarantee may be increased by any amount that does not exceed the capacity of the event premises at any time prior to the deadline for your final guarantee.

Banquet Checks

At the conclusion of your event, you will be presented with a banquet check which will set forth the number of guests, any separately billed consumption items, and any damage occurring during your event. You will be requested to acknowledge your receipt of the banquet check with your signature. Please be certain that you do not leave the event without reviewing the banquet check. As it would be difficult to prove any inaccuracies contained in the banquet check after the event has concluded, any disputes must be indicated on the banquet check and evidence of the dispute requested during the event, such as a count of bottles, count of plates served or inspection of damage. Following the conclusion of the event (whether your signature was obtained or not), the banquet check will be deemed to be final and no disputes may be raised thereafter.



Timeliness

Start and end times will be indicated on the BEOs. You will be charged an overtime fee if your event extends beyond the anticipated end time. Overtime Charges are \$50.00 per staff member/per hour (over schedule end time for the event). An additional per hour beverage fee/per guest is also applicable

Other Charges and General Fees

- Buffet Attendants: \$200.00 per attendant, as required
- Bartender: \$200.00 per bartender per event (one bartender required every 50 guests)
- Chef Attendant: \$200.00 per chef per event
- Bathroom Attendant: \$125.00 per attendant per event
- Cake Cutting Fee; \$4.00 per person
- Security Officer: \$55.00 per officer / per hour. One officer per 25 children (6 hour minimum)
- Valet Parking: \$8.00 per car for the first 6 hours and \$26.00 for over 6 hours.
- Excessive Furniture Removal Fee: \$500-\$2,000
- Clean-up Fee for excessive decorations, confetti or steamers: \$500.00-\$1,000
- Refundable Damage Security Deposit of \$5000.00, as required.

Menu Selection

To insure the availability of menu items, your selections should be completed at least four weeks prior to your event.

- For parties less than 40, a choice may be offered for the entrée selection. An additional \$10.00 per person must be added to the cost of the menu
- For parties of 40 or more, plated dinners with 1 entrée selection are available.
- For parties of 100 or more, buffet dinners are recommended
- All buffet menus with stations and hot food items, a minimum of 25 people is required.

Open buffets will be limited to three (3) hours to ensure freshness. All food that is not consumed during an event will be removed. You are not permitted to remove food items from the event premises.

Menu Tasting

If required, Menu Tasting will be paid for by the client and charged to his or her master account. Tasting must be arranged at least 3 weeks prior to the desired tasting date. Tasting may not be scheduled during the last two weeks of December due to the busy holiday season. Other blackout dates may apply during holidays and high season.

Alcohol

As per law, service of alcohol is limited to persons twenty-one years of age or older. We reserve the right to request proof of age and to refuse service to anyone without proof of age and to refuse service to anyone whom, in our sole determination, appears to be intoxicated or otherwise impaired. Donated alcohol is not permitted except for events hosted by charitable associations where special advance arrangements are made. Corkage fees and bartender fees may apply. If donated alcohol will be served, you must make arrangements for delivery, removal and storage of the donated alcohol. We are not responsible for any missing donated alcohol.

Payment Terms

For all group clients, 50% of total estimated costs are due 60 days before the group arrival date, and the remaining amount is due 30 days before the group arrival date.

For all Social Clients, 50% of total estimated costs are due upon signing contract, and the remaining amount is due 10 days before the event date. All payments (deposits and cancellations) terms and conditions will be detailed in your contract.

Overages and Incidentals

A valid credit card authorization form must be completed prior to the event for any last minute change orders, overages in the number of guests or consumption, or any incidentals indicated on a banquet check, and will be charged accordingly.

Permits

A special event permit is required for all outdoor events. You will be responsible for permit and processing fees which will be indicated on your BEO. We will assist with the permit application process, however, we cannot guarantee that the permit will be granted. Please allow at least thirty (30) days following



the submission of the application for the permit to be processed. If you are unable to obtain a permit, please be advised that no refunds or credits will be provided if the Event is delayed or shut down by the authorities and any fines or penalties will be your responsibility.

Rentals

All BEO items are provided on a rental basis and not for purchase. You will be charged the replacement value for any item that is not returned. If special arrangements are made in advance, you may remove floral arrangements, but not the containers. If you desire to purchase the containers, please advise your account service representative so that the cost of the containers may be included in the BEO prices.

Packages

Shipments may be delivered to the Resort a maximum of five business days prior to the date of the function. Approval is required when packages, boxes and/or equipment exceeds 300 pounds. Storage fees may be incurred if shipment is not picked up the next day after the event or after the group's main departure.

Parking

Valet parking is available on property for all of our guests at \$8.00 per automobile. Overnight parking is \$26.00 per automobile.

Entertainment

In our commitment to providing exceptional service to all of our guests and residents we reserve the right to discuss with the entertainer(s) the volume at which they are amplifying. It may become necessary for hotel staff to direct these performers to lower their volume. In order to do this, all entertainment must end at 10:30pm for all outdoor and indoors venues.

Photography

For the privacy and enjoyment of our guests and residents, Acqualina does not allow photographs to be taken in certain public areas. We are happy to discuss the many beautiful areas that are available as a backdrop for your photographs.

1. BEOs and Change Orders: Once you and your account service representative have made determinations as to which services you will need, he or she will present to you one or more "Banquet Event Orders" or "BEOs" for your written approval which will detail the services and prices. Any changes to the services or prices after the approval of a BEO will require a change order which shall be issued to you for your approval. Change orders should always be in writing except when an addition or change is needed during an on-going event where the circumstances do not permit a written change order. In such event, you will be responsible for paying for services actually received. Change orders which are requested without ample preparation time may reflect prices different from original BEO prices due to overtime or rush fees.
2. Guarantees: Variable prices will be based upon your guaranteed number of guests (which is the minimum) or the actual number of guests, whichever is greater. You must provide your final guaranty at least seventy-two (72) hours prior to the commencement of your event. Initial guarantees are indicated on approved BEOs. Your initial guaranty may be reduced by up to twenty percent (20%) at any time prior to the deadline for your final guaranty. Reductions by greater than twenty percent (20%) may be granted in our sole discretion and will require a change order with modifications to the original pricing. Your initial guaranty may be increased by any amount that does not exceed the capacity of the event premises at any time prior to the deadline for your final guaranty.
3. Banquet Checks: At the conclusion of your event, you will be presented with a banquet check which will set forth the number of guests, any separately billed consumption items, and any damage occurring during your event. You will be requested to acknowledge your receipt of the banquet check with your signature. Please be certain that you do not leave the event without reviewing the banquet check. As it would be difficult to prove any inaccuracies contained in the banquet check after the event has concluded, any disputes must be indicated on the banquet check and evidence of the dispute requested during the event, such as a count of bottles, count of plates served or inspection of damage. Following the conclusion of the event (whether your signature was obtained or not), the banquet check will be deemed to be final and no disputes may be raised thereafter.
4. Payment terms: an initial deposit of fifty percent (50 %) of the total estimated fees indicated on the approved BEOs is due upon the signing of this Agreement, or upon the approval of a BEO, whichever is later. Prices and availability of services are subject to change until such time as the BEO is approved. At our sole discretion, we may withhold undertaking preparations for your event until the deposit is received. Such delays may result in additional rush fees. The remaining balance of the total

estimated fees indicated on approved BEOs (or change orders as the case may be) is due at least ten (10) days prior to the event. Acceptable forms of payment for the hotel estimated fees are check or wire transfers. If group hotel room blocks are desired, credit on a hotel master account may be available. Please ask your account service representative for details. Failure to pay the remaining balance of the total estimated fees will constitute a breach and if not immediately cured, we will not be required to perform the services set forth in the BEOs. You expressly agree that such non-performance by us will not relieve you of your obligation to pay the remaining balance.

5. Overages and Incidentals: Any last minute change orders, overages in the number of guests or consumption, or any incidentals indicated on a banquet check shall be due within forty-eight (48) hours of the conclusion of your event. A credit card is required and will be charged for any such overages and incidentals.
6. Permits: A special event permit is required for all outdoor events. You will be responsible for permit and processing fees which will be indicated on your BEO. We will assist with the permit application process, however, we can not guarantee that the permit will be granted. Please allow at least thirty (30) days following the submission of the application for the permit to be processed. If you are unable to obtain a permit, please be advised that no refunds or credits will be provided if the Event is delayed or shut down by the authorities and any fines or penalties will be your responsibility
7. Alcohol: As per law, service of alcohol is limited to persons twenty-one years of age or older. We reserve the right to request proof of age and to refuse service to anyone without proof of age and to refuse service to anyone whom, in our sole determination appears to be intoxicated or otherwise impaired. Donated alcohol is not permitted except for events hosted by charitable associations where special advance arrangements are made. Corkage fees and bartender fees may apply. If donated alcohol will be served, you must make arrangements for delivery, removal and storage of the donated alcohol. We are not responsible for any missing donated alcohol.
8. Food: open buffets will be limited to three (3) hours to ensure freshness. All food that is not consumed during an event will be removed. You are not permitted to remove food items from the event premises unless special arrangements have been made in advance. If such special arrangements are made for you to take possession of certain of the remaining food, you assume all responsibility and liability, including the packaging, removal, transportation, refrigeration, storage and use of the food and you release us from all further liability relating thereto.
9. Rentals: All BEO items are provided on a rental basis and not for purchase. You will be charged the replacement value for any item that is not returned. If special arrangements are made in advance, you may remove floral arrangements, but not the containers. If you desire to purchase the containers, please advise your account service representative so that the cost of the containers may be included in the BEO prices.
10. Timeliness: start and end time will be indicated on the BEOs. You will be charged an overtime fee if your event extends beyond the anticipated end time.
11. Reproduction Licenses: If we are requested to reproduce and incorporate into the design for your event, any names, logos, marks, likeness, photos, recordings, designs or other content, you hereby expressly represent and warrant that you have obtained all necessary consents, licenses and legal rights for us to do so and you hereby agree to indemnify, defend and hold us harmless from any claims relating thereto.
12. Creative Works: Any original designs, concepts, menu items or presentations, renderings, or creative works shall be the property of Acqualina and shall not be copied, reproduced or otherwise used by you for any other purpose other than the event contemplated by this Agreement.
13. Guests: You assume responsibility for the actions and omissions of your guests, including your employees, contractors, or vendors hired directly by you, your invitees and licensees at all times during set up, break down and performance of your event.
14. Damages: You are responsible for any damages occurring to the premises or its contents during your event. An inspection will be performed at the conclusion of the event and any damages will be indicated on the banquet check. You will not be responsible for any damages caused by us, our employees or our subcontractors.
15. Costs of Collection: Should you fail to make any payments due under this Agreement, you will be responsible for payment of our expenses, including reasonable attorney's fees incurred in collection of such payments. Any amounts which remain past due for a period of more than thirty (30) days shall accrue interest at a rate of one and one-half percent (1 ½ %) per month on all such past due amounts.
16. Force Majeure: In the event of a forced majeure delay or cancellation, you will be responsible for the payment of expenses incurred in the fulfillment of services set forth on a BEO prior to the date of the force majeure notice including materials, labor and non-recoverable deposits made to outside vendors. However, you will only be responsible for such expenses if the force majeure notice is received: a) less than forty-five (45) days prior to the event for expenses related to Production and Destination Management services (including any décor items which may happen to be included in a Catering BEO); or b) less than five (5) days prior to the event for Catering expenses (other than décor).

17. Musical or other Performers: Should you desire us to make arrangements for musical or other performers during your event, please discuss the rules and regulations of the performers with your account service representative. Performers often prohibit photography and recording of the performances. You will be responsible for any violations of these rules by your guests. Performers also often require non-refundable deposits or non refundable advance payments in full. In such event, you will be required to make such advance payment and you assume the risk that such deposit or payments in full. In such event, you will be required to make such advance payment and you assume the risk that such deposit or payments may not be recoverable in the event of a cancellation.

18. Destination Management: If you request Destination Management services, the following provisions will apply: a) all Destination Management services are provided by third party providers

b) Our sole responsibility to you with respect to

Destination Management services is to make arrangements with the third party providers to perform the services and to transmit payment for such services if such services are provided;

c) Our standard of duty with respect to services

provided to you by us is to recommend providers that meet our standards of reliability and customer service and you expressly release us from any legal negligence claim outside of this standard;

d) You expressly agree to hold us harmless for the actions, omissions, negligence and willful misconduct of all third party Destination Management providers;

e) In the event of a last minute mechanical or other failure which results in the unavailability of a specific transportation provider, vehicle, vessel, activity or restaurant we will use reasonable efforts to locate a comparable substitute for the same price. If we are unable to locate a substitute, we will notify you and request your instructions as to alternative arrangements, which may include changes to pricing, or cancellation of the affected services at your option;

f) Your initial guarantees for Destination Management Services will be indicated on the BEO. The ability to make changes to the guarantees will depend upon the rules and regulations of the Destination management provider. Please discuss these rules and regulations with your account service representative;

g) Should you require to make changes to a Destination Management BEO following your approval of the BEO, a change order will be required and such change order will be subject to the availability, pricing and policies of the Destination Management provider.