



ACQUALINA

RESORT & SPA ON THE BEACH

# *Menu Presentation*

## *2011*

The creations listed in our Menu Presentation are recommended selections. Certain items require a minimum number of guests. Custom Menus are available to suit any taste or occasion.

A 22% Taxable Service Charge and a 9% sales tax apply to all Food and Beverage prices.

## *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 is 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.