



**Mailing Address:** Lido Complex: P. O. Box HM 994, Hamilton HM DX, Bermuda  
**Physical Address:** Lido Complex, Elbow Beach Sea Terrace, 60 South Road, Paget PG 04, Bermuda  
**Tel:** (441) 236-9884 or 441-279-2062 (direct), **Fax:** (441) 236-1473, **E-mail:** galido@lido.bm

### Reservation Confirmation

Please review the information given below, sign this agreement and return it with the deposit payment to confirm your booking.

#### RESERVATION DETAILS:

ClientName: \_\_\_\_\_  
 Organization if applicable: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Date of Function: \_\_\_\_\_  
 Time of Function: Start \_\_\_\_\_ Finish \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Number of Guests: \_\_\_\_\_ Buy Out/Private Room Fee \_\_\_\_\_

#### FURTHER DETAILS:

Additional Notes: \_\_\_\_\_

#### FORM OF PAYMENT:

Please see bottom of page for cancellation policy

Deposit Paid: \$ \_\_\_\_\_

- Credit Card – Type MC  VISA  AMEX  Number \_\_\_\_\_ Exp \_\_\_/\_\_\_
- Corporate Cheque Only (if making the final payment by corporate cheque, this must be received in hand by 20 business days prior to date of function please fax/email a copy)
- Government Purchase Order Number \_\_\_\_\_ (Please attach or fax/email a copy)

#### DISCLAIMER:

- I confirm responsibility for any damages incurred to the premises, or any other area of the resort by the host, their guests, independent contractors or other agents that are under the client’s control.
- I confirm that I shall indemnify and hold blameless Lido Complex for any injury suffered by my guests or me.

#### AGREEMENT:

I confirm that the above information is accurate. I am aware that cancellation may result in the loss of monies paid.\*\*

**We require a credit card on file for ALL events, except those covered by a local PO number, even if paying by corporate cheque**

Signed: \_\_\_\_\_ Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

#### **\*\*FEE, DEPOSIT & CANCELLATION POLICY**

- To secure a booking:**
- ⊙ We require a non refundable deposit of 10% of the food and beverage guarantee for exclusive use
  - ⊙ We require the site fee as a non-refundable deposit for Marina Terrace, Deep and Meeting Room bookings
  - ⊙ We require a \$500 non refundable deposit for other group bookings of 10 – 20 people and \$1000 for over 20 people
- Cancellations:**
- Up to one month before the event, 50 % of all monies paid will be refunded.
  - Less than one month before the event, all the monies paid to date will be forfeited.
  - A cancellation deemed an “Act of God” by management, full refund over the initial booking deposit.
- Pricing:** Prices quoted apply to food and beverage only and do not include labour rates, rentals, entertainment etc.
- Late Night:** All parties that continue after the hour stated above will incur the following additional charges: \$25 per hour for each wait staff member and \$35 for supervisory staff member until the end of the function.
- Further payments:** Deadlines for further payments – see attached guidelines and policies
- Final Payment:** Must be made in full on the night of the function by credit card unless otherwise specified to the Sales office in advance.

# Guidelines and Policies for Group Bookings

## **MENU PLANNING**

- You are welcome to design or customize your menus from the enclosed selections.
- In order for us to assure the availability of all chosen items, your menu selections must be submitted to the Sales office no later than three weeks prior to the function date.
- Dietary restrictions are accommodated, but should be advised well in advance.
- Assistance with food and wine pairing is always available.

## **FOOD AND BEVERAGE**

No outside food or beverages are allowed within the Lido Complex, except in specific situations, where a concession can be made and a surcharge and/or corkage will apply.

## **SPEECHES, AWARDS, DINNER DANCE**

Out of respect for hotel guests, functions encompassing speeches, award presentations or bands held on the outdoor terrace MUST end at 11 p.m. with no exceptions. We are bound by hotel policies on noise disturbance of fee paying hotel guests.

## **OUTDOOR FUNCTIONS**

Events requiring tenting and equipment rental can only be organized through the Lido. In the event of extreme weather conditions for events up to 250 guests, back up will be provided inside the “Deep” lounge and nightclub, with the conversion of the chosen menu at the discretion of the management. This decision must be made 24 hours in advance. Limited seating only will be available.

## **SPECIALTY AND WEDDING CAKES**

The Manager will be happy to discuss the selections available from our Pastry Chef, priced on request

## **TENTING, AUDIO VISUAL AND CATERING EQUIPMENT**

Available as needed for an in-house function. Prices will be advised on your contract  
Cancellation of equipment rental and technical support must be received in writing by the Complex at least 24 hours in advance of the start of the event, otherwise charges will apply.

## **MUSIC AND ENTERTAINMENT**

The Complex will book a D.J. for your event, if required.  
Bands and entertainers are allowed, with prior knowledge of the management and arrangement for proper set up, but are the sole responsibility of the client.

## **DECORATIONS**

Over and above our standard table linens and set up, any decorations, table ornamentation, flowers etc. are the responsibility of the client.  
Extensive decoration must be notified and discussed with the Complex Manager prior to arrangements being made.

## **GUARANTEES**

Guaranteed confirmation for the number of guests attending your function is required 72 hours prior to the event. Charges will be based on this confirmed number or in the event of other emergency additions or deletions, whichever is greater.

## **EXCLUSIVE USE OF THE COMPLEX**

Exclusive evening use is possible for one or all of the areas in the complex until midnight, however a minimum food and beverage guarantee will be applied for these areas, as follows:

Main Lido Restaurant <b>only</b> :	\$22,000 (this does not include any other area of the complex)
St. George Private Dining Room at Lido:	\$4,000

Somerset Room at Lido:	\$7,000
Mickey's Bistro:	\$18,000
Sea Breeze Gazebo:	\$9,000

## **THE OUTSIDE MARINA TERRACE**

**Site Fee:** \$1500

There is no minimum food and beverage guarantee on the terrace, however all catering, service charges, rentals etc. will be levied in addition to the main site fee. Tenting of this area is recommended.

## **WEDDING CEREMONIES (Outside Marina Terrace)**

**Site Fee;** \$1500

**Set up:** \$5 per person which includes:

- Layout of white folding chairs
- Signing registry table (square 30" x 30" with white linen)
- Altar table (30" x 60" with white linen)

**Booking and fees for Minister, columns, aisle runner, flowers, decoration, entertainment and other associated costs are the responsibility of the client.**

## **THE DEEP LOUNGE AND NIGHTCLUB**

**Site Fee:** \$1500

Security, shuttle service, DJ, entertainment, service staff and catering/bar charges are additional

## **SECURITY**

For larger functions over 50 people, to ensure proper parking, traffic flow and privacy, the complex has to provide a security service

One security officer will be required for every 50 guests at a cost of \$35 per officer per hour.

## **SHUTTLE SERVICE**

Shuttle services are charged at \$75 per hour, with a minimum two hour requirement

## **DAYTIME EVENTS**

Breakfast and lunch is available at the Lido restaurant on request.

## **DEPOSITS**

- We require a non refundable deposit of 10% of the food and beverage guarantee for exclusive use
- We require the site fee as a non-refundable deposit for Marina Terrace, Deep and Meeting Room bookings
- We require a \$500 non refundable deposit for other group bookings of 10 – 20 people and \$1000 for over 20 people
- Parties booked with less than 3 months notice will require a 50% payment at the time of booking.
- An additional deposit of 50% of the estimated total is due 3 months prior to the event.
- The balance is payable in full at the completion of the function.
- All deposits paid will be credited to the final bill. (see also cancellation policy)

## **MEETINGS**

We have various rooms available for meetings. For information on charges and available catering, please see the room booking sheet.

## **PRICING**

Prices are quoted per item or per person as noted and do not include service charges.

The Lido reserves the right to charge an additional service fee for a set-up with extraordinary requirements. Rental charges are assessed per room.

## **CANCELLATION**

Up to one month before the event, 50 % of all monies paid will be refunded.

Less than one month before the event, all the monies paid to date will be forfeited.

A cancellation deemed an “Act of God” by management, full refund over the initial booking deposit.

### **SET UP**

A 5% set up charge will be applied to all food and beverage consumption.

### **SERVICE CHARGES**

A 15% service charge will be added to all food and beverage requirements for the specified start and end time on the contract.

Any labour required after these times, will be charged at \$25 per person per hour (wait/bar staff) and \$35 per hour per person (chefs/supervisory staff)

### **BILLING**

All charges for banquet functions are payable in full at the completion of the event by credit card or to a master hotel account, when prior approval from the hotel in question has been obtained.

### **PRICING**

Food and beverage prices will only be guaranteed three months ahead of the function by the Complex, as market prices can fluctuate.

### **DAMAGES**

The client takes responsibility for any damages incurred to the premises, or any other area of the resort by the host, their guests, independent contractors or other agents that are under the client's control.

### **LOST PROPERTY**

The Lido Complex cannot assume any responsibility for the damage or loss of any personal property left in the banquet, meeting, nightclub or public areas.