

Group Booking Guidelines and Policies 2010

GROUP POLICIES

Menu Selections

To assure that your menu selections can be available, please submit them at least 4 weeks in advance.

Our Executive Chef and your Sales Manager would be delighted to discuss any requests you may have for specialty menus.

Buffet pricing for less than the minimum number (20 people) will be subject to additional costing.

No outside food and beverage services are permitted within the premises

Meal Guarantee

A meal guarantee is required at least 5 business days prior to your function. If attendance should fall below the guarantee, the host is accountable for the number guaranteed.

Bar

Several bar options are available for indoor or outdoor events

All outside cash bar set ups (table, linen and skirting) will be charged at \$60 per bar

Bar pricing is based on an hourly rate per person or on consumption

All Bars require one Bartender for every 60 guests

Prices do not include labour and service (see below)

Decorations, Music, and Entertainment

Flowers, décor, specialty linens and entertainment can be ordered with your Sales Manager.

We reserve the right to authorize any music, entertainment or décor on the premises and these items must be approved in advance with the Sales Manager.

Audio Visual Requests

Please contact your Sales Manager for more details.

Signs and Displays

Pre-approved signage is permitted in the registration area and in private function areas only.

No signs are permitted in the lobby or any other public areas.

Pricing

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

Deposits and Payments

A \$1000 non refundable deposit is required to secure all events for parties of under 50

A \$1500 non refundable deposit is required to secure all events for parties of over 50

50% payment of the agreed contract is due 3 months in advance of the event

Full payment of the agreed contract is due 1 month in advance of the event

Any difference in payment must be covered by a credit card placed on file

Food and Beverage Cancellation

Up to one month before the event, 50% of all monies paid will be refunded, over the initial booking deposit
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

Weather Call

Due to the complexity of outdoor set ups, we reserve the right to move the function indoors in the case of inclement weather conditions or ocean tides.
Larger events require discussion on alternative arrangement 2 days in advance (e.g. buy outs)
Smaller events will be decided by 1 pm the day before the event

Damages and Lost Property

The client agrees to be accountable 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.

Music

Out of respect to other hotel guests all outdoor music **MUST** end at 11 p.m. No Exceptions.
Later entertainment hours can be offered by special arrangement with the Deep Nightclub until 3 a.m.

Set Up Charges for Outside Events

\$4 per person
Inside events at Lido Complex that require special set up arrangements are charged at \$4 per person

Wedding Set Up Charges

\$5 per person
Includes Guest Chairs, Altar Table and Cloth (if needed), Signing Table, Cloth and Chair and any Musicians Chairs

Labor Charges

Chefs and Carvers are required for some menu items and are charged at \$40.00 per chef per hour
A Bartender fee of \$130 will be charged on all bars (one bartender per 60 people)
A Cashier's fee of \$130 per cashier will be applied on all cash bars (one cashier per 60 people)

Service Charges

A 17% service is added to all food and beverage charges for the specified start and end time on the contract.
A 1% Planning and Admin fee will be added to all food and beverage charges
Any labour required after these times, will be charged at the following hourly rates
\$25 per porter; \$40 per bartenders/waiters; \$50 per supervisor

Night Club Only

Service will be charged per hour at
\$25 per porter; \$40 per bartenders/waiters; \$50 per supervisor

Equipment and Tent Rentals

All outdoor events require equipment and tent rental and will be booked through the Sales Manager.
Rental charges will be levied for functions, if the location incurs rental charges from outside vendors.
This will be based on the final agreed set up with the client

Shuttles and Security

For some larger events and events in the nightclub, security personnel will be required and are charged at
\$40 per person per hour – timing to be assessed on the needs of the event

Shuttle services are required on site for all larger events at \$50 per hour, minimum two hour requirement
for each shuttle booked (some events need multiple shuttles)