



## **FREQUENTLY ASKED QUESTIONS**

### **How many guests can be accommodated for a wedding reception at the Casa Monica Hotel?**

Our rich setting affords you a wedding experience like no other. The Casa Monica Ballroom can accommodate up to 220 guests for a wedding event. Our Sultan's Pavilion and Pool Deck accommodates up to 175 for a sit-down dinner in a tented and outdoor setting. We have also added the Flagler Ballroom which can accommodate 120 people. Ask our Catering Sales Manager for more details specific to your individual wedding needs.

### **Do you do ceremonies on-site?**

We would be honored to host your wedding ceremony and to provide you with the expertise of a team of accredited wedding ceremony coordination professionals. Our services and offerings range from on-site ceremony assistance to a full-service coordination effort including budget planning, vendor contract negotiation, and itinerary development. Please contact your Catering Sales Manager for details!

### **Are there churches nearby?**

Yes! St. Augustine is home to some of the oldest, most historic and beautiful churches in the country - all within walking distance (or vintage car ride!) to the Casa Monica Hotel. You must contact them directly to determine eligibility and availability for your wedding ceremony. There are also several lovely outdoor gardens and ceremony sites very near the hotel. Ask for our St. Augustine Wedding Ceremony Guide for more details.

### **Do you offer a reduced rate for overnight rooms if we book our event there?**

Based on availability we try to offer the lowest rate possible to you and your special guests. We encourage you to contact us about this as soon as your dates are determined as the hotel is most popular during weekends and tends to sell out on a regular basis. Our Catering Sales Manager will work with you to offer attractive room rates and options so that your guests can get the most out of attending your wedding in our historic city!

### **Is there a maximum amount of time that we can have the ballroom or pavilion space?**

Generally most functions are booked in a four-hour time frame. However, you are certainly welcome to stay as long as the space is available. Keeping in mind that there is a maximum end time of 10:00 pm at all outdoor locations due to the county

noise ordinance, and all other areas are subject to a 1:00 am end time due to liquor laws.

**What is your payment schedule?**

We require a \$1,000 deposit that is non-refundable and is applied to the event to reserve your date and function space. 60 days prior to the event 50% of the estimated cost of the event is due. The remainder of the balance is due seven business days prior to the event following your final planning meeting. This payment must be made by cash, cashiers check or credit card. No personal checks are accepted for this payment. All items will be estimated for full prepayment, and any refunds will be made following completion of your event.

**Can you recommend wedding service providers such as florists, photographers, ministers, wedding cakes, etc?**

Absolutely! We have assembled a selection of highly regarded and trusted wedding professionals to support and enhance your wedding day. Our catering department will share these contacts with you and make recommendations based on your individual wedding style. We do ask that you inform us of your choices in advance so that we are aware of all elements of your event on the wedding day.

**Is parking available for my guests?**

Valet parking is available to both guests and non-guests of the hotel. Pre-purchase valet parking plans are also offered. Of course, there is plenty of parking on the side streets as well as two metered lots within one block of the hotel.

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