



## FREQUENTLY ASKED QUESTIONS

### HOW MANY GUEST 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 accommodates up to 220 guests. The Sultan's Pavilion and Pool Deck accommodates up to 200 attendees for an outdoor event that can be tented. The Flagler Ballroom accommodates up to 110 guests. Ask our Exceptional Events Manager for more details specific to your individual wedding needs.

### ARE CEREMONIES PERMITTED 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. Ceremonies are typically hosted underneath our Sultan's Pavilion. Please contact our Exceptional Events Manager for additional details.

### ARE THERE CHURCHES NEARBY?

Yes, St. Augustine is home to some of the oldest and most historic churches in the country- all within walking distance 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 near the hotel. Our suggested vendor list offers additional outdoor ceremony sites.

### DO YOU OFFER A REDUCED RATE FOR OVERNIGHT ROOMS IF WE BOOK OUR EVENT THERE?

Based on availability we try to offer the lowest possible rate 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 Exceptional Events Manager will work with you to offer attractive rooms rates and options so that your guests can get the most out of attending your wedding in our historic city. Discounted room rates are only available to couples who book their reception in the Casa Monica Ballroom, Flagler Ballroom, or the Sultan's Pavilion and Pool Deck.

### IS THERE A MAXIMUM AMOUNT OF TIME THAT WE CAN HAVE THE BALLROOM OR PAVILION SPACE?

Alcohol can only be served for a total of 5 consecutive hours. Our food and beverage minimums include the function space for 5 hours. Additional hours are available for an additional cost per hour. Keep in mind that there is a maximum end time of 10:00pm for all outdoor locations due to the county noise ordinance, and all other areas are subject to a 1:00am end time due to liquor laws.



### WHAT IS YOUR PAYMENT SCHEDULE?

We require a \$2000 deposit that is non-refundable and is applied to the event to reserve your date and function space. 6 months prior to the event 25% of the food and beverage minimum is due and 2 months prior to the event 50% of the food and beverage minimum is due. The remainder of the balance is due seven days prior to the event following your final planning meeting. The payment must be made by cash, cashier check or credit card; no personal checks are accepted for this payment and all final numbers are also due at this time. The Casa Monica has a very strict cancellation policy notated in all our contracts. Please contact your Exceptional Events Manager with questions.

### 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. There is a cost of \$22 per vehicle per night for overnight guests and \$15 per vehicle for guests parking for the event only. Master parking accounts are available as well. Of course, there is plenty of parking on the side streets as well as two metered lots within one block of the hotel.