

Wedding Policies and Procedures

Availability

The Casa Monica Hotel has limited space for 2010 and 2011. Please contact your Exceptional Events Manager as soon as possible to confirm your wedding date!

Food and Beverage Minimums

The hotel requires a minimum food and beverage revenue for all events. This total excludes state sales tax (currently 6%), service charges (currently 22%), and rentals. Food and beverage minimums are based upon date, day, time, and location of the reception. Additional room rental will apply if this minimum is not met.

Pricing

All charges are subject to state sales tax (currently 6%) and service charges (currently 22%). The Casa Monica will guarantee prices 60 days prior to your function.

Payment Information

The signed contract, a non-refundable deposit in the amount of \$2,000.00 and a valid credit card presented to remain on file are required to validate your contract and secure your wedding date. Cash, personal check and credit cards are accepted. All deposits will be credited toward the final bill. Your advance deposits will not be refunded if the event should cancel. A payment reflecting 25% of the food and beverage minimum will be due 6 months prior to the wedding. An additional payment reflecting 50% of the food and beverage minimum will be due 60 days prior to the wedding. The final payment, reflecting the final amount owed, will be due 7 days prior to your wedding. At this time, your final head count will be due and approval and signature on your final Banquet Event Order will be required. In the event that payment is not received by the specified time, charges will automatically be posted to the credit card on file. Any additional charges that are incurred on the day of your wedding will be posted to the credit card on file at the completion of your event.

Cancellation

If you decide to release your space for any reason the following cancellation penalties will apply:

*Signing of contract-180 days prior to event
60-179 days prior to event
30-59 days prior to event
0-29 days prior to event*

*Deposit plus 25% of the food and beverage minimum
Deposit plus 50% of the food and beverage minimum
Deposit plus 75% of the food and beverage minimum
Deposit plus 100% of the food and beverage minimum*

Menu Selection

The complete menu selection, including both food and beverage items, must be confirmed with the Exceptional Events Manager no later than 60 days prior to your function. Requests for changes made to the menu after this time cannot be guaranteed. Entrée choice policy is as follows: Maximum of two (2) entrée choices are permitted. Salad and dessert selections are the same for all guests. Final counts for each entrée selection must be received no later than ten (10) days prior to your event. If the selected entrees have different prices, the higher-priced menu item will apply to both selections.

Request for Multiple Entrees

It is possible for you to provide your guests with a choice of entrée in advance. The following stipulations apply:

- ~ Multiple Entrees are limited to a choice of two (2) published entrees.*
- The hotel will provide a limited number of vegetarian entrees appropriate to the menu.*
- ~All other courses must be the same for all guests.*
- ~ If there is a price difference between the entrees, the higher priced entrée will prevail for all entrees.*
- ~ Guarantee of attendance with the breakdown for each entrée is required (7) business days prior to the event.*
- ~ If there is a deviation on the day of the event from the guarantee, the additional entrees provided will be added to the final charges.*
- ~ A form of entrée identification is required at the guest table, i.e. clearly marked place cards.*

Crown Service

Groups with a guest count of 100 guests or less have the option that allows you to offer your guests a choice of one of three entrees prior to service of the first course the night of the wedding.

The following stipulations will apply:

- ~A minimum of two courses must be served prior to the entrée.*
- ~ All other courses must be the same for all guests.*
- ~ If there is a price discrepancy between the entrees, the highest price will prevail for all entrees.*
- ~An additional \$15.00++ per person charge will apply.*

Meal Guarantees

Final guarantee count is due 7 days prior to your scheduled event. If your guarantee is not received, your estimated attendance as listed in the contract will become your guarantee number and will be charged accordingly. The exception to this would be if your actual number of guests exceeds your guarantee, in which case you would be charged for the actual number of guests that attended your event.

Tastings

The Casa Monica offers three group wedding tastings per year. The bride and groom and two others will be invited to attend their choice of one for no additional cost with a contracted food and beverage minimum. More information is available by inquiring with your Exceptional Events Manager. If you would prefer a private tasting, there will be an additional charge. Arrangements must be made at least 2 weeks in advance.

General Appointments

Appointments are accepted Monday through Friday during business hours of 8am-5:30pm and on Saturday's based on availability by appointment only.

Function Rooms

The Casa Monica Hotel is proud to offer three areas that can all accommodate wedding ceremonies and receptions:

	<i>Square Footage</i>	<i>Seated Capacity</i>	<i>Cocktail Style Capacity</i>
<i>Casa Monica Ballroom</i>	<i>3,600</i>	<i>220</i>	<i>375</i>
<i>Flagler Ballroom</i>	<i>1,860</i>	<i>110</i>	<i>200</i>
<i>Sultan's Pavilion*</i>	<i>1,200</i>	<i>80</i>	<i>100</i>
<i>Pool Deck*</i>	<i>4,000</i>	<i>200</i>	<i>350</i>

**The Sultan's Pavilion and Pool Deck are adjacent to one another and cannot accommodate two different events happening at the same time unless it's within the same party.*

The Casa Monica Hotel reserves the right to change function rooms with advanced notice if the estimated number of attendees decreases by 50% or more. In this case, you will be contacted to discuss these changes. The headcount may not exceed the numbers listed above without prior approval from the Catering Sales Manager. Function room set-up must be determined in advance. Any changes to function room set-up made within 24 hours of designated event start time are subject to \$250 change fee. All wedding receptions are based on the time frame specified in the wedding contract. The patron agrees to pay for each hour over the agreed ending time, with prior approval from Catering Sales Manager, at a rate of \$250 per hour, which will be due at the end of the function, along with any additional food and beverage charges.

Alcoholic Beverages

All Federal, State, and Local Laws in regards to beverage purchases and consumption will be strictly adhered to. State Law prohibits any alcoholic beverages to be brought into any public area on the premises. The Casa Monica Hotel policy does not allow any beverages purchased to be taken out of any public function room on the premises. In accordance with State and Local Law, it is the Hotel's policy to (a) request proper identification (photo I.D.) of any person of questionable age and refuse alcoholic beverage service if the person is either under the age of 21 or proper identification cannot be produced and (b) refuse alcoholic beverage service to any person who, in the Hotel's sole judgment, appears intoxicated. Shots will not be served from the bar during weddings at the Casa Monica Hotel.

Food Policy

State law prohibits any food or beverage to be brought into any public area on the premises, including function rooms. The Casa Monica Hotel policy does not allow any food items purchased to be taken out of any public function room.

Security

The Casa Monica Hotel reserves the right to inspect and control all private parties, meetings, receptions, etc., being held on the premises, and to limit the noise volume in the function rooms for consideration of others. The Hotel will not assume responsibility for the damage or loss of any merchandise or articles left in the hotel prior to or following any banquet or meeting. Arrangements may be made for security prior to your planned event through your Exceptional Events Manager.

Group Representative Guarantee

Patron is required to conduct the function in an orderly manner, in full compliance with applicable laws, regulations and hotel rules. Patron assumes full responsibility for the conduct of all persons in attendance and for any damage done to persons or property on or about any part of the Hotel premises or theft of property. Under no circumstances will the Hotel be held liable for the criminal acts of third parties. If the conduct of the wedding party and/or guests require compensation or retribution on behalf of the Hotel to other guests, such amounts will be administered to the patron master account.

Shipping and Storage

Any materials shipped to the Casa Monica Hotel must have prior approval by the Exceptional Events Manager. Materials shipped may arrive no earlier than two days prior to your function and may not remain on the premises longer than two days after the function date. All materials must bear the name of your group, be addressed to the attention of the Exceptional Events Department, and shipping charges paid by you or your company. If any major handling is required on the part of the Casa Monica Hotel, a handling charge will apply. The Casa Monica Hotel accepts no responsibility for items stored or left on property.

Vendors

The Casa Monica Hotel must approve all vendor agreements 60 days prior to your wedding reception. These vendors must be licensed and insured. All vendors are guaranteed access to the function room approximately 1 hour prior to the start of the event. Vendors are required to break down and clean up all of their supplies and accessories at the conclusion of the event. No storage will be provided for left items and the Casa Monica Hotel accepts no responsibility for lost or misplaced items. In the event that supplies, accessories or decorations have been left on Hotel property after the event has concluded, a \$500.00 clean-up charge will be administered to the wedding master account.

Overnight Accommodations

If you would like to discuss sleeping room accommodations for your wedding guests, please contact Erin Johnson at erin.johnson@casamonica.com or 904.819.6087. A two-night stay minimum is required on all Saturday evening reservations. The Bride and Groom may reserve their complimentary one night stay in one of our European rooms for the evening of the wedding by contacting Erin Johnson. Erin will also offer a small block of rooms for your friends and family at a discounted rate, based upon availability.

Valet Parking

Valet parking is available at an additional charge. Overnight guests will be assessed \$20.00 per day and guests who attend your function only will be assessed the daily rate of \$15.00 per vehicle. You have the option to post the parking charges to your master account or allow your guests to pay individually. Prices are subject to change without notice.

Guest Amenities

A \$5.00 charge will apply for each amenity that is personally delivered to a guest room. A \$3.00 charge will apply for each amenity that is presented to the guest upon check-in to the hotel.

Outdoor Events:

Sultan's Pavilion / Pool Deck

Alternate space will not be provided in the event of inclement weather. It is the client's sole responsibility to arrange additional tenting or heating (based on availability, at an additional cost) with the Exceptional Events Manager no later than (7) working days prior to commencement of event. Music: Live entertainment and disc jockeys are allowed during the hours of 12pm - 10pm. Hotel reserves the right, at any time during the function, to control the volume of all entertainment. Glass is not permitted on the Sultan's Pavilion/Pool Deck or unless otherwise approved by the hotel. Please be advised that the Pool Deck is available to all guests of the Casa Monica Hotel and will not be closed for any reason.

The Casa Monica Hotel will assist in the details of your complete wedding experience. All of the amenities featured below are includes:

- ☞ Wooden dance floor in the Flagler and Casa Monica Ballrooms*
- ☞ White or ivory tables linens (floor length tablecloths, matching overlays and napkins)*
- ☞ Place settings to include china, glassware and flatware*
- ☞ Standard tables and chairs*
- ☞ Table numbers and Stanchions*
- ☞ Cake table*
- ☞ Cake cutting services*
- ☞ Gift table*
- ☞ Guest sign-in table*
- ☞ Wedding event for up to five hours including the cocktail hour*