



## WEDDINGS AND SPECIAL OCCASIONS

Cheeca Lodge & Spa takes pride in being able to provide a full range of catering services including weddings, theme parties and off-property catering. Our award-winning culinary team serves up unique menus to satisfy the simplest or most sophisticated of tastes. Formal affairs may consist of three to five courses paired with an extensive selection of wines. A tropical beachside buffet is ideal for those desiring a more casual setting. Whatever the occasion, the sumptuous island flavors include the freshest catch from our saltwater pantry, the finest cuts of meat, locally grown garden fresh produce, and decadent homemade desserts.

### Wedding Ceremony and/or Reception Information

Your wedding ceremony will include appropriate rehearsal time, setup and detailing of the ceremony, microphone for officiant, staging, white archway, white folding chairs, guest book/gift table(s), conch shells filled with Cheeca's fresh florals to line the aisle, bamboo aisle runner, bamboo tiki torches, potted palm trees, welcome sign and coordination by our Catering Professionals.

For your reception we will include setup and detailing of the reception, cocktail tables, dinner tables, skirted accent tables, white padded folding chairs, white linens, china, glassware, silverware, votive candles, conch shell or hurricane shade centerpieces with Cheeca's fresh florals and tropical greenery, table numbers, potted palm trees, tiki torches, welcome sign, indoor dance floor and stage risers.

### Available Venues and Site Fees for 2010

Peak Season: December 19, 2009 through May 31, 2010

Mid Season: June 1 through July 31, 2010 and September 17 through December 17, 2010

Low Season: August 1, 2010 through September 16, 2010

Peak Season: \$8,000 | Mid Season: \$6,000 | Low Season: \$5,000

### *Oceanfront Beach Locations*

#### Presidential Beach

- Available until 9:00 pm daily year round
- Seated and/or reception capacity 60 to 120 people

#### Lodge Beach

- Available until 9:00 pm daily year round
- Seated and/or reception capacity up to 60 people

#### Lagoon Beach

- Available until 9:00 pm daily year round
- Seated and/or reception capacity up to 60 people

### *Outdoor Locations*

#### **Spa Island & Decks**

- Available until 9:00 pm daily year round
- Seated capacity up to 75 people (this includes 45 guests on the docks and 30 guests on the island)
- Reception capacity up to 200 people

#### **End of Pier**

- Available 6:00 pm to 9:00 pm daily year around
- Seated dining capacity 20 people
- Reception capacity 40 people

### *Indoor Locations*

#### **Bougainvillea Ballroom Available until 1:00am based on availability**

- Seated dining capacity 120 people with a dance floor
- Reception capacity 200 people with a dance floor

A 20% surcharge on the above site fees will apply to holidays and special event weekends.

#### **Food & Beverage Minimum**

A minimum spend of \$200 per person (not inclusive of 21% taxable service charge and 7.5% sales tax per Florida State Tax Law) is required for all weddings. The Food & Beverage Minimum is not a package based on any particular menu.

#### **Guest Room Requirements**

We require that all weddings guarantee a minimum number of guestrooms. The required room block varies according to season and number of wedding guests. Typically, we require that you guarantee 1 room for every 4 guests at the wedding. A 2-night minimum stay is required for all wedding room blocks. Longer lengths of stay may be required during holidays or special event weekends.

#### **Service Charge and Taxes**

All food, beverage and site fees are subject to a 21% taxable service charge as well as applicable sales tax (per Florida State Tax Law). Sales tax for Monroe County, Florida is currently 7.5% and is subject to change.

#### **Weather Policy for Outdoor Functions**

Cheeca Lodge & Spa reserves the right to make the final decision to relocate an outdoor function to a designated indoor backup area if weather conditions are expected in the vicinity that may adversely affect the ability to properly service the function and/or endanger the safety of guests and staff members. The decision will be made no less than 5 hours prior to the scheduled start time of the event. Should this decision be delayed or overridden by the host/patron and it results in a double setup of the function, an additional special setup fee of \$15.00, plus service charge and tax, per guest (with a minimum of \$500.00 plus service charge and tax) will be charged.

### **Deposit and Payment**

An initial non-refundable \$5,000 deposit is required upon signing a contract in order to hold your event on a confirmed/definite basis. Initial deposits are only accepted in the form of check or money order. An additional non-refundable payment of 50% of the anticipated charges, based upon the number of expected guests, food and beverage requirements and all other anticipated charges, is due 90 days prior to your event. The final non-refundable payment of anticipated charges is due 5 business days prior to your event. The final payment needs to be made by cashier's check, cash or a major credit card. The final accounting will be done at the conclusion of your event. In the event that the charges may be greater than anticipated, a major credit card is required on deposit. If there has been an over payment, a refund will be made after accounting reconciliation.

### **Function Space Assignment**

Function space is assigned according to the anticipated number of guests and setup requirements at time of booking. Should any of these factors change, the Resort reserves the right to relocate the function to a more appropriate space. Please note that smoking is limited at Cheeca Lodge & Spa. It is not permitted in guestrooms, Spa, restaurants or connecting patios, function rooms, any indoor area and some outdoor areas.

### **Florida Marriage License Requirements**

Couples wishing to be married in Florida must obtain a license at any County Clerk's Office within the State. No blood test is required. A waiting period of three days applies to Florida residents, but no waiting period is required for out of state guests. Proper identification is necessary, such as a valid driver's license with photograph, or a passport. Copies of applicable divorce decrees are required. Both bride and groom must be present to obtain the license. The fee for the marriage license is \$93.50. Hours are Monday through Friday, 8:30am to 4:30pm, excluding holidays. The license will be issued immediately and must be used within 60 days. Information may be obtained from the Monroe County Clerk's Office on Plantation Key at 305-852-7145 or at the County's website at [www.clerk-of-the-court.com](http://www.clerk-of-the-court.com).

### **Guarantees**

We require a minimum number of guests to be guaranteed by 12:00 noon, 5 business days prior to your event. Once this number is provided, your guest count can be increased but cannot be decreased. The day of the event you will be charged for this guaranteed number or the actual number of guests served, whichever is greater.

### **Miscellaneous**

All Food & Beverage items must be supplied and prepared by Cheeca Lodge & Spa. Vendor referral list is available upon request. There will be a 20% surcharge for outside services contracted and billed through Cheeca Lodge & Spa.

*Guidelines 4.29.09*

*The policies are valid until 12.31.10 and are subject to change without notice.*