



LA SIESTA

Wedding Standards and Procedures

Availability

La Siesta offers two outdoor wedding venue locations. Please contact our Sales Department to book your very special event today!

Guest Room Block

La Siesta Resort is happy to offer a room block for your wedding. This block will be held on a courtesy basis at a contracted discounted rate. Due to the multiple room types at this property, we can only offer a discount on up to 12 Garden View 2 Queen Suites. All other room types are subject to prevailing rates at time of booking. Discounted rates are valid up to 45 days prior to the contracted wedding event date. The wedding couple may reserve their VIP reservations for their wedding by contacting their Event Manager. Based on the package, client will be held responsible for the Starfish Villa (3 night minimum) or the 6 Beach Front Cottages (2 night minimum).

Daily Resort Fees

A \$25 Daily Resort Fee is applied to all guestroom accommodations per night stay.

Fees include:

- Continental Daily Breakfast
- All Non-Motorized Watersports
- Mercedes Benz Resort Shuttle
- Local and Toll Free Calls
- In Room Coffee Makers
- High Speed Wireless Internet Access
- Access to Pool and Beach

Guest Amenities

All amenity distribution arrangements must be confirmed and approved with the Event Managers prior to arrival and may be subject to additional charge. A \$7.00 charge will apply for each amenity that is personally delivered to a guest room or villa. A \$5.00 charge will apply for each amenity that is presented to the guest upon check-in to the hotel.

Outdoor Events

Additional lighting and electrical power is required for outdoor events. The Resort reserves the right to make the final decision on all weather conditions. It is the client's sole responsibility to arrange additional tenting or heating (based on availability, at an additional cost to the client) with the Event Manager no later than 7 working days prior to commencement of event at the clients' discretion. Music: Live entertainment and disc jockeys are allowed during the hours of 12pm - 11pm. The Resort reserves the right, at any

time during the function, to control the volume of all entertainment. Glass is not permitted at the bar or any outdoor events. All wedding receptions are based on the time frame specified in the wedding contract. The patron agrees to pay for each part of an hour over the agreed ending time, noted above, with prior approval from our Event Team, at a rate of \$250 per hour plus service charge and tax, which will be due at the end of the function, along with any additional beverage charges. All set up of wedding reception décor must be arranged with your wedding planner. All personal/vendor items must be removed from the function space at the close of the event. The Resort is not responsible for lost or damaged items. Wedding Ceremony Rehearsals are optional and must take place between the hours of 10am and 3pm, scheduled around other events on property and booked directly through your Event Manager and Wedding Planner.

Vendors

The Resort must approve all vendor agreements at least 60 days prior to your wedding reception. These vendors must be licensed and insured. All vendors are guaranteed access to the function space approximately 2 hours 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 Resort 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 plus service charge and tax, clean-up charge will be administered to the wedding master account. All deliveries, set up and break down times must be approved by your Event Team.

Wedding Planner/Coordinator

A wedding planner/coordinator is required to handle all wedding events booked at our Resorts. A list of preferred vendors will be provided at the time of contracting, to include our preferred wedding professionals. This person will serve as the point contact for all event details regarding ceremony and reception procession, setup, décor, vendors, etc and will be responsible for creating finalized timelines and itineraries. On the day of the event, this person will be responsible for the coordination of the ceremony procession, the set up and break down of all event décor, executing the agreed timeline/sequence of events, and working as a personal liaison directly with the client and all event vendors and the Resort Staff. A timeline/sequence of events is required no later than 14 days prior to the event from your wedding planner to your Event Manager. Final Diagrams and Seating Charts are due 7 days prior to the function date.

Pricing

Per the packages, any guests over the 50 person allotment will be charged at a rate of \$36 per person for bar and an additional \$7 per person for champagne toast. ALL charges (such as beverage, rentals, room rental, set up fees, staffing fees, etc...) are subject to state sales tax (currently 7.5%) and service charges (currently 22%).

Beverage Policy

Beer and Wine bar MUST be provided by hotel to include: domestic & imported beer, four varietals of wine, assorted variety of soda drinks, juices, bottled water, garnish, cups, and ice for all Events. The wedding party is responsible for purchasing and providing their own bottles of liquor for their event. The resort's bartenders must serve the liquor to the guests. Any unused liquor will be returned to the bride and groom. One week prior to the event the wedding party must supply a list of all liquors being served to the event manager. Contracted event bar must remain open until completion of event, not extending past 11:00pm noise ordinance. Only hotel event staff is allowed to serve guest of the event. No guest self-serve. 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 Resort 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.

Payment Information

The signed contract, a non-refundable deposit in the amount of \$2,500.00 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. Final estimated balance payments must be received 14 days prior to the wedding, should final payment be made after that date, only a credit card or cashier's check will be accepted. All deposits will be credited toward the final bill. A payment reflecting 50% of the total estimated revenue will be due 6 months prior to the wedding. The final estimated balance payment, reflecting the final estimated amount owed, will be due 30 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.

Security

The Resort 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 Resort 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 Events Manager.

Cancellation

If you decide to release your space for any reason the following cancellation penalties will apply, (a formal written letter explaining the need to release the space is required):

Signing of contract-180 days prior to event	Deposit plus 25% of the total estimated revenue
60-179 days prior to event	Deposit plus 50% of the total estimated revenue
30-59 days prior to event	Deposit plus 75% of the total estimated revenue
0-29 days prior to event	Deposit plus 100% of the total estimated revenue

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 Resort 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 Resort must have prior approval by the Events Manager. Materials shipped may arrive no earlier than 7 days prior to your function and may not remain on the premises longer than 2 days after the function date. All materials must bear the name of your group, be addressed to the attention of the Event Manager, and shipping charges paid by client. The Resort accepts NO responsibility for items stored or left on property before or after the event.