



HAWKS CAY®

ISLAND RESORT · MARINA · VILLAS

1.888.443.6393 | T 305.743.7000 | F 305.743.5215

## Ceremony Locations & Fees

**Tranquility Pool / Gazebo, Sunset Beach\* or Sunset Lawn\* ..... \$2,000**

*\*Sunset Beach and Sunset Lawn weddings require that at least a ratio of 1 villa per 10 guests is blocked and contracted.*

**The Penthouse Deck\*\* ..... \$2,000**

*\*\*The Penthouse Deck requires that you also must contract the Penthouse for a minimum of 2 nights.*

**The Upper Lagoon Deck ..... \$1,000**

**Indies Pool, Dolphin Deck, Lagoon ..... \$800**

When booked in conjunction with a 2009 Food & Beverage Wedding Package, Location Fees include the following:

- ☞ Set-up of banquet chairs for indoor events
- ☞ White folding chairs for outdoor events
- ☞ Tables with white full-length white table linens
- ☞ China, tableware and glassware (acrylic is used outdoors)
- ☞ Tea light candles for the dinner tables (maximum of 1 per person)
- ☞ Parquet dance floor for indoor events
- ☞ Raised stage for entertainment at indoor events

*Standard event set-up by our team will begin no more than two hours prior to the scheduled event start time. Any earlier set-up time requests for decorating must be requested in advance, in writing, are subject to availability and will be charged at 50% of rental rate per hour.*

*7.5% sales tax will be assessed on all of the above fees.*

### Miscellaneous Fees

Tiki Torches ..... \$32 / 4 torches  
 Chair Cover Application ..... \$5 / chair  
 Welcome Gift Distribution to Guests ..... \$5 / hotel guestroom or \$7 / villa  
 Cake Cutting and Serving ..... \$3 / guest

**Outdoor venues require an additional lighting fee. See PSAV for pricing.**



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## Additional Information

### Wedding Ceremony and / or Reception Information

Your wedding ceremony will include appropriate rehearsal time for you, your officiate, and your Wedding Planner to coordinate all of the aspects of set-up, detailing of the ceremony and staging that may be required for your musicians and personal touches.

To make your day even more special, a personal wedding attendant will be assigned to liaise with the key departments of the hotel to care for your every need to allow you to fully enjoy your day worry free.

Wedding Attendant Fee (required) ..... \$250

*This service begins approximately 1 hour prior to the onset of your event through cocktail hour.*

### Food and Beverage Minimum

A minimum food and beverage purchase of \$8,000 (plus service charge and sales tax) is required. This is a guideline of what you will need to spend for a wedding and/or reception and is not a package based on any particular menu, minimum guest count of 50.

### Deposit Schedule

The initial deposit of \$2,500 is non-refundable and guarantees your date. At contract signing, the balance of 25% of the estimated reception fee is required. A second deposit is required 60 days prior to the event date in the amount of 50% of the estimated remaining balance. The estimated final balance of your event, based on actual food and beverage selections and all related costs, is required 30 days prior to your event.

### Floral Arrangements, Photography, Entertainment

Our Director of Catering and Events will provide you with a list of our Preferred Vendors at contracting. We will assist with scheduling your entertainment, floral arrangements, ice carvings, photographers and videographers from this list. We can also suggest notaries and officiates. Hawks Cay strongly recommends the contracting of a Wedding Planner. The Wedding Planner will assist you with the finite details of your special day, from its inception, to planning through the farewells.

In-house Wedding Planner fee is \$1,500 (after five hours) and includes menu planning, service coordination, scheduling and communication with bride and groom and planners.



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### **Menu Arrangements**

Menus are to be finalized 30 days prior to your event. Changes in menu selections within five business days will incur a 25% surcharge per person. Due to fluctuation in markets and transportation costs, the enclosed menu prices will be in effect for functions on or before December 31<sup>st</sup>, 2009, or unless otherwise stated by the Director of Catering and Events. These prices do not carry over beyond that date.

### **Special Dietary Needs**

The Director of Catering and Events will do their best to help customize your menu selections to accommodate special dietary needs. Special diets will be addressed on a case-by-case basis and every effort will be made to accommodate.

### **Meal Guarantees**

A final confirmation “guarantee” of your anticipated number of guests is required five business days in advance of your function. Prior to the event this guarantee may not be reduced. This attendance count will be considered a guarantee, not subject to reduction, and you will be charged accordingly. If a guarantee is not given to the Director of Catering and Events on the date it is due, the expected number will automatically become the guarantee number. An increase in the guarantee will be accepted up to 48-hours prior to the function. The Resort will set and prepare for 3% over the guarantee. If the actual attendance exceeds the 3% overage amount, a \$5 surcharge per additional person will be applied to the total. A minimum guarantee policy of 80% of the original expected number applies unless a notification of reduction is given 30 days in advance of the function.

### **Plated Dinner Guarantees**

Should the plated dinner package be chosen, the Director of Catering and Events must be provided the following, in addition to the previously stated guarantees:

1. A guaranteed count for each entrée selection five days prior to the dinner
2. An alphabetical list of all attending individuals, their table assignment and entrée selection. Place cards clearly stating each guest's name (one per guest please, not one per couple) and table assignment.

### **Function Space**

Function space is assigned based on the final number of guaranteed attendees. All function rooms and outdoor function spaces are subject to change upon the decision of the Resort. Function rooms and outdoor function spaces are held only between the times designated on the Banquet Event Order.



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### Outdoor Functions

The Resort reserves the right to make the final decision regarding outdoor events as follows:

1. The decision on whether the function will be indoors or outdoors, with regard to current and projected weather conditions, will be made no less than five hours prior to the scheduled event.
2. The decision of the Resort is final
3. Curfew on all music and entertainments scheduled outdoors is 10 pm
4. Acrylic glassware will be used at all pool and beach functions.
5. **Most outdoor venues will require the rental of additional lighting**

### Resort Service Charge

A 21% fixed percentage charge is assessed to all banquet and conference-related charges. This service charge is subject to Florida State Sales Tax pursuant to Florida Law.

### Labor Charges

Attendant and chef charges are \$150 per station. All carving and action stations will require a chef's charge. Wedding package price includes one carving attendant if you choose the buffet dinner package. Bartender fees are \$150 per bar. One bartender is required per 50 guests. Wedding package price includes one bartender fee. These fees are included in the minimum Catering fee required.

### Taxes

All federal, state, and local taxes which may be imposed or be applicable to the agreement and to services rendered by the Resort are in addition to the prices herein and the customer agrees to pay them separately. The current Florida tax is 7.5% of total charges including service charges.

### Decorations

All decorations, displays and exhibits brought to the Resort must be approved prior to arrival. They must conform to State Code, fire regulations, and Hawks Cay Resort policies. Items may not be attached to walls or ceilings or other structures via nails, staples, or any other damaging mounting material. This is in order to prevent damage to the fixtures and furnishings. Should damages be incurred, the bride and groom will be responsible for reimbursement to Hawks Cay Resort. Delivery of materials may not be received more than 24 hours prior to the group's first function. Storage time in excess of 24 hours is subject to additional fees. Poppers, sprinkles, confetti, etc. are not permitted in the Conference and Banquet Facilities. Excessive cleaning will result in a service fee, which will be assessed based on



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### **Audio Visual Equipment**

A wide selection of equipment and services are available on property through PSAV. All rentals are per venue, per day and are subject to labor fees, 21% service charge, and 7.5% tax. To contact a PSAV representative, call 305.289.9756. Any non-resort supplied audio/visual equipment used on site will result in surcharges and be billed accordingly. Any non-provided audio/visual equipment will not be serviced by the Resort staff.