

Catering Event Information

➤ **Guarantees** – The Client, or person or party making arrangements on behalf of the client, must submit to the Resort, no later than twelve noon three (3) business days prior to the scheduled event, a guaranteed number of guests attending all planned events. Final attendance guarantee cannot be decreased within the three (3) business days prior to the event. Food and Beverage menu selections cannot be changed five (5) days prior to the event. If the guest number guarantee is not received at the appropriate time, the agreed/expected attendance number will be used as the guarantee. Your signature on the Banquet Event Orders indicates your acceptance of the agreed/expected attendance. In some instances, additional advance notice may be required due to menu complexity, holidays, delivery or other constraints.

➤ Any menus or set up changes requested with three (3) three business days of the scheduled event are subject to labor fees.

<u>Event</u>	<u>Guarantee Due</u>
Monday	Guarantee must be provided by twelve noon on Wednesday for any events on Monday
Tuesday	Guarantee must be provided by twelve noon on Thursday for any events on Tuesday
Wednesday	Guarantee must be provided by twelve noon on Friday for any events on Wednesday
Thursday	Guarantee must be provided by twelve noon on Monday for any events on Thursday
Friday	Guarantee must be provided by twelve noon on Tuesday for any events on Friday
Saturday	Guarantee must be provided by twelve noon on Wednesday for any events on Saturday
Sunday	Guarantee must be provided by twelve noon on Wednesday for any events on Sunday

➤ **Guarantee Increases** – From the guarantee due date to the schedule event date, guarantee increase requests must be made in writing and approved by the Conference Planning/Service Manager.

➤ **Oversets** – The Resort will set an additional three percent (3%) over the guarantee for food production and guest seating. A surcharge of forty percent (40%) of the contracted per Guest menu price will be charged for any guest served over the three percent (3%). Menu items may be substituted. The Resort reserves the right to adjust overage % based on the size of the event.

➤ **Food and Beverage** – Due to liability, all food and beverage requirements must be contracted with the Resort and, if necessary, the Resort will purchase items from a licensed purveyor. The Resort is responsible for the quality and freshness of the food for all guests; therefore, no outside food and beverage may be brought in from another source for consumption in the Resorts facilities.

➤ **Menus** - We request that all menus be finalized a minimum of sixty (60) days prior to the start of your program or event date in order to guarantee availability and pricing. Menu Selection received within Ten (10) days of actual event will incur additional charges for expedited freight. These charges are up to an additional Fifty Two percent (52%) of current menu prices. The Resort will provide catering contracts, referred to as Banquet Event Orders, at approximately thirty (30) days prior to the program dates. Signed Banquet Event Orders will be required at least twenty-one (21) days prior to the program dates in order to confirm the arrangements.

➤ **Reception Style Menus** – Reception Menus will be limited to a two hour time frame and reception style seating format (thirty percent (30%) of total guarantee). Lunch menus can not be selected for Dinner Events. For customized menus, please see your Conference Planning/Service Manager.

➤ **Special Meals Orders** – Special meals are defined as those meals requested, in addition to the principal menu, either contracted in advance or at the time of service. Special meals must be included in the guarantee or actual number, which ever is greater.

➤ **Minimum Attendance** – Due to menu content, buffet selections may not be ordered for less than the minimum requirement.

- Prices are subject to change for unforeseen increases in operational expenses related to the client function. Banquet Menus are subject to change at the Resort's discretion. Current menus will be guaranteed up to ninety (90) days from event date. The client agrees to pay such price increases and accept any and all substitutions.
- Gratuity – A fifteen percent (15%) gratuity will be added to all food and beverage charges.
- Entertainment – The Resort is able to provide a full array of local entertainment. Name Entertainment (including sound checks) and Junkanoo Rush require approval prior to confirmation. Please consult your Conference Planning/Service Manager for details.
- Exhibits and Displays –An Exhibit Services Package is required for all Trade Shows and includes Conference Host Services and General Cleaning Services of the Exhibit Hall and Aisles. Packages for these services start at \$500. Arrangements can be made through your Conference Planning Manager.
- Registration and Hospitality Desks - In order to maintain an ambiance acceptable to all Resort guests, registration and hospitality desks will be located in the designated group hospitality area and/or conference facility. Registration and hospitality desks will not be placed in lobby areas.
- Signage – The Resort must approve all groups Signage prior to posting in any public area. Handwritten flip charts, easels and directional signs are not permitted in any public area. The resort provides rolling “lollipop” signs (11X17) for public areas. Signage may also be acquired from the Resort to meet Resort requirements.
- Changes To Designated Function Space - Function rooms/venues may be changed by the Resort if expected attendance declines or other circumstances change. In such event, Resort will provide suitable alternative arrangements to meet the requirements of the Group.
- Rigging Services - The Resort retains exclusive rights to all rigging services and rigging equipment. All rigging must be installed and supervised by Zamar Productions Audio Visual, our exclusive in-house rigging provider. This includes labor; motors, chain hoists and associated hardware (span sets, steels, shackles, etc.) For complete guidelines concerning rigging regulations please contact Andrew Gardiner.

Outdoor Functions

- Entertainment/Fireworks must end at 10:30 PM.
- Due to safety and physical plant constraints plated meals cannot be served outdoors.
- Group functions located on the Resort pool decks will require extra teardown and set up time to prepare for the event. In effort to accommodate your group attendees and our other resort guests using the pools, event starting times are as follows according to daylight savings:
 - Winter Months - Start time - 7:30 p.m. November- March
 - Summer Months - Start time- 8:00 p.m.April- October
- Elaborate decor set ups for these parties will require a later start time.
- Outdoor breakfast and lunch group functions will require tents for health and safety reasons. The rental fees start at \$400 per function. Arrangements can be made through your Conference Planning/Conference Service Manager.
- The Resort does not allow bonfires on its beaches. Indoor furniture/equipment is not permitted at outdoor events (i.e. chairs, glassware, and china).

- Outdoor Fees of four dollars (\$4) per guest and Lighting Fees of three hundred twenty-five dollars (\$325) per lighting tree may apply to food events that do not meet the minimum food revenue of sixty dollars (\$60) per guest.
- Indoor back up space is always blocked for outdoor events. Please note that open flames are not allowed indoors, therefore, some cooking stations may need to be altered if the event is moved indoors.

Weather Calls

- In the event that we are faced with inclement weather on the day a group has scheduled an outdoor event, a “weather call” is made together between the Meeting Professional and Conference Service Manager. If the Meeting Professional is not available, weather calls are at the sole discretion of the Resort.

For evening events, weather calls are made no later than 1:00 PM.

For morning events, weather calls must be made the night before no later than 7:00 PM.

For afternoon events, weather calls must be made no later than 7:00 AM.

- *In the event rain probability is forty percent (40%) or higher for Paradise Island, the Resort reserves the right to make the decision to move the event to the assigned weather back-up location. If the Meeting Professional requests a variance to this policy, a waiver must be signed by the Meeting Professional guaranteeing the entire revenue of the events in case the event is washed out by rain. An automatic 20% surcharge of the total Food and beverage revenue plus applicable gratuities (minimum of \$1,000) of the function will be charged in the event that a change of venue is requested after the weather call time has elapsed and before the start time of the function. The contracted starting time will not be guaranteed.*
- Damages – Stapling, sticking, nailing, screwing, adhesive or pinning of material on any part of the physical structure, furnishings, stage, floor, walls, ceilings or tress is strictly prohibited. The client agrees to be responsible for any damages done to Resort equipment, goods or facilities during function caused in whole or in part by the client, his/her guests, employees, independent contractors or other agents.
- Security – The Resort reserves the right to require security to monitor certain events at the expense of the group. Arrangements for security can be made directly with Conference Planning /Conference Services Manager at a cost of twenty five dollars (\$25) per hour. Prices are subject to change.
- Hazardous Materials - Security approval is required for all events or exhibits that involve fireworks, pyrotechnics, cooking or other potentially hazardous situations. Permit information can be obtained through Conference Planning/Services Manager.
- Audio Visual – Our highly trained Audio Visual partner can provide you with the latest in technical equipment along with superb service. Rates and information are available under separate cover. Please contact your Conference Planning/Service Manager or the Audio Visual team directly.
- Electrical Requirements – The Resort/Preferred Vendor will provide all the necessary installation and removal services for the group’s electrical requirements. The Resort/Preferred Vendor reserves the right to inspect all production type equipment for safety and or code compliance. Electrical fees will be charged at four dollars and eighty five cents (\$4.85) per Amp.
- Lost and Found – The Resort will not assume any responsibility for damages or loss of any merchandise or articles left in the Resort prior to, during or following Client’s function.
- Cancellations – Please refer to your Sales contract for Food and Beverage cancellations fees.
- Third Party Vendors – All vendors, hired by the client, including Atlantis’ Preferred Vendors, must adhere to the rules, regulations and policies of Atlantis. Please see your Conference Planning/Service Manager for the Rules of Engagement for Third Party Vendors.

- Package Handling Charges
 - \$10 per box not exceeding one hundred and fifty pounds (150 lbs)
 - \$175 per pallet or box more than one hundred and fifty pounds (150 lbs)

- A Hold Harmless Clause must be signed by the client or third party vendor (i.e. Production Company, decorator, exhibitor). This applies to all vendors and must be signed and returned a minimum of thirty days prior to groups' arrival.

AGREED AND ACCEPTED

The arrangements in this Catering Agreement supersede all previous verbal and written arrangements and conditions communicated for this program.

All of the above meets with my approval and I consider this agreement to be definite and confirmed.

Meeting Professional Signature/Date