

THE PALMS

Island Resort and Marina

BANQUET & CONFERENCE ROOM CONTRACT

- ~ 20% deposit of estimated bill will secure the banquet room, date and preferred time
- ~ Thirty days prior to the function ~ 50% of bill to be paid
- ~ One week prior to the function ~ balance must be paid
- ~ Three business days prior to the function ~ guaranteed number of guests must be given.
- ~ The Palms Island Resort & Marina requires a 120 day written notification of cancellation for a full refund.

CEREMONY & RECEPTION PACKAGES

CEREMONY: Packages for 1 hour ~ Include Setup and Teardown by the Hotel Staff

RECEPTION: Packages for 5 Hours ~ Include Setup and Teardown by the Hotel Staff

GAZEBO PREMIERE PACKAGE

Includes chairs

50 people or less \$250.00 ~ 51-75 people \$300.00

76-100 people \$400.00 ~ 101-150 people \$450.00

151-200 people \$500.00

GAZEBO PERFECT PACKAGE

Starting at \$550.00

Unity Candle & Tapers ~ Bubbles for Guest Favors

Decorated Gazebo with Lights & Greenery ~ Chairs

White Isle Runner ~ Lighted & Decorated Pillars ~ Decorated Isle Chairs

PALMS PREMIERE PACKAGE \$1000.00

Lighted & Decorated Guest Book Table ~ Cake & Present Table, Lighted Trees Decorated & Lighted Arch for Entranceway ~ White Linen for all Tables

Stemware ~ Glassware ~ Silverware ~ Plateware

PALMS PERFECT PACKAGE \$2000.00

Lighted & Decorated Guest Book Table with Guest Book & Feather Pen

Skirted Cake Table with Faux Crystal Cake Serving Set ~ Wood Dance Floor

Skirted Present Table with Gift Card Holder

Sweetheart Table/Head Table ~ Engraved 'Bride' & 'Groom' Toasting Glasses

Stemware ~ Glassware ~ Silverware ~ Plateware

Lighted trees ~ Decorated & Lighted Arch for Entranceway

Choice of Colored Linen for Tables & Chairs

'Thank You' Buttermints for Guest Favors

Beautiful Colored Floating Candle Centerpieces on Glass Mirrors

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DEPOSIT & BILLING

1. A deposit is required to hold the requested date unless prior credit / payment arrangements have been arranged with the Hotel.
2. The deposit will be deducted from the total bill upon receipt of balance in full.
3. Thirty days in advance of the function, 50% of the total estimate will be due.
4. A payment plan may be set up between the Banquet Coordinator and the Guest. If the payments are not received as agreed upon, the Palms Island Resort & Marina reserves the right to cancel the event and this agreement and retain any and all deposits.
5. Payment in full is required no later than one week prior for all catering functions unless previous credit arrangements have been established with the Hotel.
6. Payments can be made by cash, credit card, check, or money order.
7. Glassware or other restaurant items which are removed from the property will be added to your bill.
8. All banquet checks must be signed by the person in charge or a designated representative at the completion of each function. Any discrepancies in counts or charges should be identified and resolved at that time.
9. Items such as host bar, sodas upon consumption, or any ancillary charges, must be paid upon conclusion of event. Cash, Credit Card, or Check payable to the Hotel for the estimated consumption, must be made in advance of function to secure that amount or a Credit Card guarantee must be given.
10. All catering functions are subject to a service charge of 20% and local sales tax of 7% - all Federal, State and Municipal taxes which may be imposed are in addition to the prices herein agreed upon, and patron agrees to pay for them in conjunction with services rendered. Tax exempt organizations are required to provide a certificate of exemption prior to the event.

REFUND & CANCELLATION POLICY

1. For a full refund the function must be cancelled at least 120 days prior to the function date. The Guest must also provide a written, signed notification for the cancellation.
2. If a wedding/reception date has been changed, within a reasonable amount of time, the deposit may be transferred to the new date and time.
3. It will be at the discretion of the Hotel whether to refund a deposit of cancellation notification if received less than 120 days prior to the scheduled function, if function falls on a major Holiday or on a Saturday.

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MENU

1. The total bill is based on the number of guarantee or the actual number of persons served if greater than guarantee.
2. Guaranteed attendance must be received 3(three) working days prior to the event. If no guarantee is received the Hotel will prepare and charge for the number of persons estimated from the Function Inquiry Log in the Guest's file.
3. Your guaranteed attendance may vary 10% less than your estimated number of guests. This number is not subject to reduction. If at the event, the number of guest's increases, the balance must be paid upon completion of the function.
4. Final menu selections should be submitted two weeks prior to the function to insure the availability of the desired menu items.
5. No outside food or beverage of any kind will be permitted by any guest without the prior written approval from the Banquet Coordinator.
6. All prices are subject to change without notification.

MISCELLANEOUS

1. If a change from the original setup is requested on the day of the function, a labor charge may be added to the banquet bill.
2. Function guests will be admitted to the banquet room and expected to depart at the times stated on this catering contract.
3. The Hotel may request that the Guest obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the Hotel.
4. The customer is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from the Hotel. The Hotel must be notified in advance of shipping arrangements to insure proper acceptance of these items upon arrival at the Hotel.
5. The throwing of rice at weddings is not allowed. Birdseed & rose petals may be thrown for a \$25.00 clean up fee.
6. Deliveries of independent vendor products will be accepted 1 hour before the function.
7. The Hotel is not responsible for damage to or loss of any items left in the Hotel prior to or following any function.
8. The customer is responsible and shall reimburse the Hotel for any damage, loss or liability incurred by the Hotel by any of the customer's guests or any persons or organizations contracted by the customer to provide any service or goods before, during, and after the function.
9. Any items to be put on any meeting room or lobby walls or any directional signs must be approved by the Hotel.

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10. The Hotel shall not be liable for non-performance attributable to labor troubles, disputes or strikes, accidents, government (Federal, State and Municipal) regulations of or restrictions upon travel or transportation, non-availability of food, beverage, or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control of the Hotel, preventing or interfering with the Hotel's performance.
11. Where appropriate the term "Hotel" refers to the Palms Island Resort & Marina, its' Officers, Directors, Agents, Employees and Independent Contractors and not intended necessarily to refer to the particular Hotel building where the function is held.
12. Notwithstanding any other provision of this agreement, the Palms Island Resort & Marina shall be relieved from all requirements hereof, and this agreement shall terminate if the Palms Island Resort & Marina shall sell, transfer or otherwise convey its interest in this the Palms Island Resort & Marina provided given at least 60 days notice of the transfer of its interest in the Hotel and termination of this agreement. In the event of any such termination, the Palms Island Resort & Marina shall return all advance payments or deposits whereupon the parties shall have no further obligations to each other, provided that if the Hotel shall continue in operation of this agreement as a Hotel after such transfer by the Palms Island Resort & Marina may assign all its rights and obligations under this agreement to the new owner who shall then be solely responsible for performance hereunder, and the Palms Island Resort & Marina shall be relieved of all obligations and responsibilities under this agreement upon transfer of all advance deposits received by the Palms Island Resort & Marina to the Owner.

This booking will remain tentative, subject to cancellation by the Hotel, until this contract is signed and received by the Hotel. The Hotel will be entitled to retain an advanced deposit or may assess for payment an amount equal to 20% of the anticipated revenue of the event of cancellation. A program change requiring additional setup or elimination of meal functions by more than 20% may require a renegotiation of charges.

_____	_____
Banquet Coordinator	Date
_____	_____
Customer Signature	Date
_____	_____
Customer Signature	Date