

PELICAN BAY EVENT TERMS AND CONDITIONS

GUARANTEES

Guaranteed attendance and payment are due 5 business days prior to event *

Wedding payments and guarantees are due 14 business days prior to event

If no guarantee is given we will charge you for the last guest count we were given. Client is also responsible for additional guest and any vendor meals. Final count and banquet changes must be made through e-mail with a return confirmation from the booking manager. Contract is void without client signature. Deposits cannot be accepted without signed contract.

INCIDENTALS

_____ **Outside vendors-Preferred vendors** from our list should be used. If one of our vendors are not available client must supply to Pelican Bay Club proof of liability insurance, licenses and/or permits as deemed necessary for any outside vendors contracted. Check with booking manager before hiring outside staff. Documentation must be provided to Pelican Bay within a minimum of 3 weeks prior to the event. Pelican Bay is not responsible for losses incurred to the client or vendor. We reserve the right to deny any outside company access without consent.

_____ **Set up - Pelican Bay** staff will complete all required set up and breakdown for an event. Vendors are allowed no more than 2 hours prior to event start time to set up equipment. Vendors must finish within 1 hour of completion of event. Client is responsible for additional rental time if required.

_____ **Rental Time & Space-** Rental is valid for the contracted time and agreed upon room only. The client is responsible for relaying rental information to guest. The rental space will not be open to guest arriving earlier than 15 minutes prior to event start time. Pelican Bay reserves the right to assign rooms based on the number of guest attending an event.

_____ **Food & Beverages-** In accordance with State Law NO alcoholic beverages will be permitted to be brought onto Pelican Bay property. Outside food and caterers are prohibited with the exception of a specialty cake from an approved source. Proof of legal drinking required. Pelican Bay reserves the right to refuse service. A valid credit card on file is required for consumption bars.

_____ **Tax Exempt Status-** If your event is tax exempt a copy of the current certificate must be given to Pelican Bay 30 days prior your event to or within 48 hours of signing a contract.

_____ **Service Charges and Tax-** A 21% Service Charge and 6.50% State Sales Tax will be applied to all functions.

_____ **Specialty Rentals-**Client is responsible for any damaged or missing specialty linens or decorations. Special linen requires a two week lead time to ensure proper delivery. Pelican Bay cannot guarantee delivery of specialty items not ordered before two weeks out from the event. Client may not bring in decorations more than 1 day prior to event.

DECORATIONS

It is important to make sure your decorations are permitted within Pelican Bay Club.

All table centerpieces and other decorations must meet fire safety codes and regulations. Client is not permitted to affix decorations the walls, ceiling, furniture or fixtures. In the event that property damage occurs, the client is responsible for damages. Client will also be responsible if additional cleaning or repairs are required.

NO CONFETTI OR FIREWORKS ALLOWED.

DEPOSITS

In order to secure an event, Pelican Bay Club requires a signed contract and a non-refundable deposit of _____ which is equal to the room rental. The remaining balance is due 5 days before event*

NSF/ RETURNED CHECKS

*Personal checks are not allowed for final payments. A returned check due to closed account, stopped payment or NSF will be liable for criminal action, civil action for triple amount of check, a service charge, court cost, reasonable attorney fees and incurred bank fees per Fl. State Statute 68.065

CANCELLATIONS- Acts of God

Events cancelled due to acts of God will be rescheduled on a mutually agreed upon date at no penalty to client or Pelican Bay.

Pelican Bay is not responsible for damage to or loss of any items left on premise before or after an event.

CLIENT SIGNATURE: _____ **TODAY'S DATE:** _____
CLIENT NAME (print): _____
DATE OF EVENT _____ **F&B SIGNATURE:** _____