



*Wedding Information*





WEDDINGS | BRIDAL SHOWERS | REHEARSAL DINNERS | ENGAGEMENT PARTIES



# PCI EVENT SPACES

## Sunset Ballroom



Not your typical ballroom! This space has a neutral palette with fabulous retro light fixtures that offer an original feel. Includes an adjoining terrace overlooking the Garden Courtyard, the perfect space for a cocktail hour. Seats up to 130 people.

## Garden Courtyard

A beautiful outdoor space with lanterns that light up the trees to provide a whimsical feel and market lighting for a perfect outdoor reception. Seats up to 250 people.



## Garage

An industrial chic event space that looks out toward the fire pit in the garden. Includes fully functional garage doors which create this unique indoor space. Seats up to 50.



## Tiki Pavilion



A beachside patio covered by a thatched roof with a perfect view for watching the sunset. Seats up to 75.

*Unique New Event Space  
Coming Soon!*

## Beach

Overlook the beautiful Gulf of Mexico under the moonlight or rent a tent for a more private setting. Fits up to 1,000 people.



*Each of our spaces can be setup "cocktail style" to accommodate more guests.*

## Ceremony Package

The ceremony fee, determined by the ceremony location and the wedding date, includes the following:

- ◆ Use of Ceremony Space
- ◆ Outdoor Folding Chairs
- ◆ Bamboo Arch for Beach Ceremonies
- ◆ Ceremony Table
- ◆ Infused Water Station
- ◆ Setup & Breakdown of Included Items
- ◆ Inclement Weather Back-Up Space
- ◆ Complimentary Guest Room on the Night of Your Wedding
- ◆ Complimentary Rental of Beach Cabana



## PACKAGES

## Reception Package

Food & Beverage Minimums Include:

- ◆ Use of Reception Space
- ◆ Tables and Chairs
- ◆ Black or White Linen and Napkins
- ◆ Flatware, Glassware and China
- ◆ Black Lantern Centerpiece
- ◆ Service Staff
- ◆ Setup & Breakdown of Included Items
- ◆ Complimentary Cake Cutting
- ◆ Inclement Weather Back Up Space



## Catering Policies

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- ◆ In order to reserve your wedding date and space, a non-refundable deposit of \$1,500 is required along with a signed contract.
- ◆ Postcard Inn is the only authorized licensee to sell and serve food or beverage of any kind on premise. Therefore, all food and beverage in event spaces, with the exception of a wedding cake, must be supplied by the resort. The Postcard Inn reserves the right to remove any items from the event space that are in violation of this policy. Any food and beverage not consumed at the end of an event must remain at the resort.
- ◆ The Postcard Inn requires a wedding planner to be on site for day-of coordination, in order to ensure a seamless celebration. Please see our Vendor List for preferred planners.
- ◆ Menu pricing is applicable for wedding groups with a minimum of 50 guests. Should your guest count go lower than 50, please ask a Catering Manager for our Intimate Wedding Menu Packages.
- ◆ All menus are customizable. Specialty food requests including gluten free, vegetarian/vegan options can be accommodated.
- ◆ Guests under 12 can eat off the package menu or receive a kid's meal for \$25 each.
- ◆ Guests under 21 are subject to a Young Adult Bar for \$15 each for a four hour reception.
- ◆ Postcard Inn offers a 'Ready Room' on the wedding day for an additional rental fee. This room is offered on a first come, first serve basis and is not guaranteed unless confirmed with your Catering Manager.
- ◆ All outside vendors must provide a copy of their Certificate of Insurance with required specifications before working on property. Please see our preferred list of vendors for our recommendations.
- ◆ Postcard Inn reserves the right to make the final decision regarding outdoor functions and inclement weather. The decision to move an event indoors will be made no less than (4) hours prior to the event start time based on prevailing weather conditions and the local forecast.
- ◆ In consideration of our neighbors and other hotel guests, all outdoor events must end by 10pm and not exceed 80DB levels. City Sound Ordinance activates after 10pm and all amplified sound must cease in outside areas. Indoor events must conclude at midnight.
- ◆ A guaranteed number of guests along with final payment must be provided to your Catering Manager at least (14) business days prior to the function.
- ◆ There is a 23% taxable service charge and 7% sales tax added to all food, beverage, room rentals, and any rental items.



