



HYATT PLACE™

**Room and Capacity Chart  
Conference Room**

<b>Square footage</b>	4307- Room 1200-Pre-Function
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**Maximum Capacity**

<b>Rounds</b>	200 people
<b>Theatre</b>	250 people
<b>Classroom</b>	150 people

**Weekend/Holiday Pricing (Friday,  
Saturday, Sunday)**

**Friday Rental**

3:00PM-11:00PM	\$1500.00
Add 1 Hour (earliest available at 2)	\$100.00

**Saturday Rental**

10:00AM-11:00PM (any 8 hour block)	\$1500.00
Add 1 Hour	\$100.00

**Sunday Rental**

10:00AM-11:00PM (any 8 hour block)	\$1200.00
Add 1 Hour	\$100.00

**Sunday Rental (Prior to a Monday  
Holiday)\*\***

10:00AM-11:00PM (any 8 hour block)	\$1500.00
Add 1 Hour	\$100.00

**Holiday Rental**

10:00AM-11:00PM (any 8 hour block)	\$1500.00
Add 1 Hour	\$100.00



**Holidays include:**

New Year's Eve, New Year's Day, Memorial Day, Independence Day, Veterans' Day, Labor Day, Thanksgiving Day, The Friday After Thanksgiving, Christmas Eve, Christmas Day. (If a holiday falls on a weekend, the Holiday rate is applied to previous Friday or following Monday)

\*\*These Sundays are the Sunday prior to:

Martin Luther King Day, President's Day, Memorial Day, Labor Day and Columbus Day. If any other holiday (listed above) falls on a Monday, the \*\* rate would apply.)

Hyatt Place Orlando/ Lake Buena Vista  
8688 Palm Parkway Orlando, FL 32836  
P.407-778-5505 F. 407-778-5501  
[www.orlandolakebuenavista.place.hyatt.com](http://www.orlandolakebuenavista.place.hyatt.com)



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## Damage Deposits

All events	\$500.00
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## Cancellation Policy

Time Before Event Date	Amount Client is Responsible for
121 days or more, prior to arrival	60% plus \$100.00 Administrative Fee
120-61 days prior to arrival	80% plus \$100.00 Administrative Fee
60 days or less, prior to arrival	100% plus \$100.00 Administrative Fee
Date changes are treated as cancellations	

## Catering

The hotel provides full catering services.

Outside catering is allowed with prior approval. The client must sign a waiver of liability. The caterer must be licensed and insured. A copy of both is required.

Alcoholic beverages must be provided by Hyatt Place Orlando/Lake Buena Vista.

Hyatt Place Orlando/Lake Buena Vista does not provide any china, glassware, silverware, serving utensils, etc. for events catered by an outside vendor

There is NO access to the hotel kitchen at Hyatt Place Orlando/Lake Buena Vista

One Serving Staff per 75 guests is required for any outside catered event. Catering tables (with or without linen) are provided for a fee for all outside catered events.



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**Available Equipment:**

The following is a list of additional equipment available for rental at Hyatt Place Orlando/ Lake Buena Vista. Please submit your floor plan to the team no less than 14 days before the event date. Please check the availability and price of the following equipment with the Hyatt Place Orlando/Lake Buena Vista team. We can contact our outside A/V for other equipment that your event requires.

10 High-Top cocktail tables	1 Podium**
30 6ft rounds	Riser (9 pieces each are 4x8) (16"-24" height range)**
100 rectangle tables (6'x2')	Power cords/extension cords available upon request**
200 Chairs	Projector, Screen, Microphone**
Screen (included) (24.5' diagonal)	
	**additional cost applies

**Setup and Cleanup**

**Setup:**

- Hyatt Place Orlando/Lake Buena Vista will set up all tables, chairs, A/V, etc. per client’s floor plan specifications.
- If no floor plan is submitted within 14 days. The client is responsible for setting up their tables and chairs and will cut into rental time.
- The rental time must include ALL the time needed for decoration, set up, arranging, and cleanup.
- Decorations are permitted. They must be approved by Hyatt Place Orlando/Lake Buena Vista.
- Tape, tacks, nails, staples, etc. are NOT permitted. Command strips are preferred.
  - A \$500 fee will be applied if used
- Glitter, confetti-like decorations are NOT allowed.
  - A \$500 clean up fee will apply if used
- No fire or smoke is allowed per fire code.

**Cleanup:**

- The Conference room must be returned to the condition it was provided to the renter.
- Tables and chairs must be cleared of debris.
- All equipment not provided by Hyatt Place Orlando Lake Buena Vista must be removed. Hyatt Place Orlando/Lake Buena Vista is not responsible for any materials left behind.



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## HYATT PLACE ORLANDO/LAKE BUENA VISTA-- SOCIAL EVENTS

- All waste and paper must be placed in garbage cans
- For non-catered events, where the caterer is not providing clean up, the rental time MUST include ALL time needed for setup/decoration, cleanup, and to remove all materials not owned by Hyatt Place Orlando/Lake Buena Vista.

### Booking Procedures

- Bookings can be made up to 6 months in advance
- 50% of the Rental Fee, together with the signed contract, will secure the event date.
  - In the case the event is booked within 30 days of the event date, the TOTAL rental fee, tax, and damage deposit will be due with the signed contract to secure the event date.
- The Rental Fee balance (including tax) and the damage deposit is due 30 days before the event date.
- If you are tax exempt, please inform the team before completing the contract. You will need to provide the appropriate paperwork, Tax-exempt certificate, approved tax-exempt form of payment, and photo ID.
- Damage Deposits are due 30 days before the event date. The damage deposit will be applied against the final balance.
  - Deductions may be made for damage, excessive cleaning, or time used beyond the contracted period.
- Floor Plans and requested equipment must be submitted no less than 14 days prior to the event. If no floor plan is submitted within 14 days. The client is responsible for setting up their own tables and chairs and will cut into rental time.
- Hyatt Place Orlando Lake Buena Vista has the right to cancel any event if the Rental Fee Balance and Damage Deposit are not paid when due, 30 days prior to the event date.
- Please contact the Sales Department at 407-778-5505 to schedule your event, reschedule, cancel, or other information. Office hours are Monday-Friday 8:30 AM-5:30 PM
- Site tours are available upon request. Please call for an appointment.
- All reservations are first come first served. Only a signed contract and half the rental fee will secure the space.
- Courtesy holds are available at Hyatt Place Orlando/Lake Buena Vista's discretion.



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