

### FUNCTION ROOMS

The Resort reserves the right to change event locations to a room more suitable at the Resorts discretion, with notification, if attendance drops or increases.

### GUARANTEES

The Henderson Beach & Spa Resort requires notification to the Catering and Conference Services Department of the exact number of guests three business (72 hours) days prior to the function. If less than the guaranteed number of guests attend the event, the original guarantee number will be charged. If no guarantee is given, the original expected number of guests will be considered your guarantee.

### LOST AND FOUND

The Henderson Beach & Spa Resort does not accept any responsibility for the damage or loss of any items left in the Resort prior to, during or following the events.

### MENU PREPARATION

To ensure every detail is handled in a professional manner, the Resort requires that your menu selections and specific needs be finalized four to six weeks prior to your event. At that point you will receive a copy of our banquet event orders on which you may make additions and deletions and return to us with your signature. For groups of 25 guests or less, our Catering and Conference Services Team will work with you to customize menus.

### OUTDOOR FUNCTIONS

Due to the demands of scheduling staff and equipment movement, the Resort will decide 48 hours prior to the day of your function whether event tenting will be scheduled for installation. If the weather forecast is 40% chance of rain or higher, extreme temperatures, wind or lightning, the event will automatically be scheduled to take place inside within the contracted event tent to ensure the safety of our guests and staff. Destin town ordinance requires all outdoor functions to end at 10pm.

### OUTSIDE CONTRACTORS

A wedding planner will be required for all wedding events. The Resort will, upon reasonable notice, cooperate with outside contractors. Resort facilities are available to outside contractors to the extent that their function does not interfere with use of the facilities by other guests. All outside contractors will be required to submit proof of \$2,000,000 insurance, engineering / electrical needs and Fire Department approved permits to the Resort thirty (30) days prior to their set-up. The client is responsible for any charges and damage an outside contractor incurs while in the employ of the client. The Resort will give clients a preferred vendor list upon request.



## PAYMENT

Payment shall be made in advance of the function unless credit has been established to the satisfaction of the Resort, in which a deposit shall be paid at the time of signing the agreement. The balance of the account is due and payable fourteen (14) days in advance of the date of the function. We require guests to have a credit card on file with all confirmed contracts for any charges incurred the day of the event.

## PRICES

The prices herein are subject to increase in the event of any increases in food, beverage or other costs of operation at the time of the function. The client grants the right to the Resort to increase such prices or to make reasonable substitutions on the menu with prior written notice to the client.

## SERVICE AND OTHER CHARGES

A 24% service charge is added to all food and beverage charges. Applicable state and local sales tax is added to all food and beverage charges including the service charge. The service charges and taxes are subject to change without notice. Currently the state tax is 6.5%. The service charge is taxable.

- Coat Attendant (5 hour event) \$175, \$50 for each additional hour
- Restroom Attendant (5 hour event) \$175, \$50 for each additional hour
- Additional Server fee (5 hour event) \$175, \$50 for each additional hour

## SHIPPING AND RECEIVING

The resort will accept up to 10 boxes complimentary seven days prior to the scheduled event. Any additional boxes will be subject to a \$5 handling/storage fee per box. This amount is subject to review and will be confirmed no later than 6 weeks prior to the group's arrival. This handling fee will cover the following services:

- Receiving shipment
- Secured storage for up to one week prior to your event
- Distribution of event and/or wedding materials to and from event location(s)
- Shipping (freight charges not included). All shipping charges are additional. The resort will not accept C.O.D. shipments and all arrangements with regards to shipping are to be prepaid. The event master account (if available and approved) can be designated to cover payments for return shipments only.

### **All shipments should be routed directly to the Resort:**

The Henderson Beach & Spa Resort  
200 Henderson Resort Way Destin, FL 32541

Attention: Your Wedding Specialist  
Your Event Name / Event Date

## SIGNS AND BANNERS

The Resort has the following policy with respect to signs in the banquet and meeting areas. The Resort reserves the right to approve all signage. All signs must be professionally printed. Signage is not permitted on the exterior or interior of the guest rooms, or anywhere in public areas. Printed signs outside function rooms should be free standing or on an easel. The Resort will assist in placing all signs and banners and will charge a minimum of \$95 per banner.

## SMOKING

Smoking only in designated areas.

## STORAGE / DRAYAGE

Due to fire regulations, clients or contractors cannot use public areas and service hallways within the Resort for storage of supplies or equipment. For pre-meeting or convention storage and handling of large amounts of materials, exhibits or boxes, the Resort recommends that clients use a drayage – exhibit company or plan to have the empty boxes of materials stored back on delivery trucks.



All food & beverage is subject to tax and service charge.  
Menu pricing is subject to change without notice.