

## BANQUET AND CATERING INFORMATION

All reservations and agreements are made upon and are subject to the guidelines of The Henderson Beach & Spa Resort and the following conditions:

### BARTENDER / CHEF / STATION ATTENDANT FEES

Our standard for bartenders is one bartender per 75 guests and one chef attendant or station attendant per 100 guests. Chefs, Bartenders and Station Attendants are \$200 each for a four hour period and \$40 for each additional hour thereafter.

### DAMAGE

The client agrees to be responsible and reimburse The Henderson Beach & Spa Resort for any damage done by the client, client's guests or contractors.

### ENTERTAINMENT / DECOR

To enhance your event, we can recommend vendors who can provide decor, linen, music and entertainment options to enhance your experience. Contact your Event Specialist for details.

### FOOD AND BEVERAGE

Current prices are indicated on the enclosed menus. The quotation herein is subject to a proportionate increase to meet the cost of food and beverages and other costs of operation existing on the date of the scheduled function. The Resort reserves the right to supply all food and beverages. All food and beverage prices are subject to change without notice.

The Resort does not permit any food or beverage to be brought onto the property from outside sources or the removal of any food after the functions. The Florida State Liquor Commission regulates the sales and service of alcoholic beverages and The Henderson Beach & Spa Resort is the only licensee authorized to sell and serve alcoholic beverages on the premises.

### FUNCTION ROOMS

Function rooms are assigned by the Resort according to the guaranteed minimum number of people anticipated. Room rental fees are applicable if group attendance drops below the estimated attendance at the time of booking. 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. This confirmed number constitutes the guarantee. Guarantees for Saturday, Sunday or Monday events will be confirmed the previous

Tuesday by 10 am. Tuesday events must be confirmed on the preceding Wednesday, by 10 am. 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 on the day of your function whether the function will be held inside or outside. If the weather forecast is 40% chance of rain or higher, extreme temperatures, snow or lightning, the party will automatically be moved inside to ensure the safety of our guests and staff. For lunch events, the weather call will be made at 8 am and for evening events the weather call will be made at 12 pm. All outdoor events are assigned a backup location at the time of booking. Destin town ordinance requires all outdoor functions to end at 10pm.

### OUTSIDE CONTRACTORS

The Resort reserves the right to approve all outside contractors hired for use by a group. 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 must submit proof of \$1,000,000 insurance, engineering /electrical needs and Fire Department approved permits to the Resort thirty (30) days prior to their set-up. Smoking by outside contractors in the public areas or in the storage areas of the Resort is prohibited. 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 thirty (30) days in advance of the date of the function. We require guests to have a credit card on file (30) days prior to the event 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 23% 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%. The service charge is taxable.

- Coat Attendant (5 hour event) \$150, \$40 for each additional hour
- Restroom Attendant (5 hour event) \$150, \$40 for each additional hour
- Additional Server fee (5 hour event) \$300, \$40 for each additional hour
- Function room set-up fee begins at \$300
- Valet Parking \$12 per car
- Self-Parking no charge



## SHIPPING AND RECEIVING

The resort will accept up to 10 boxes complimentary 7 days prior to the scheduled event. Any additional boxes will be subject to a \$10 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 1 week prior to your event
- Distribution of event and/or event 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 Event 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, including the Plains Hospitality Suite, 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 is not permitted within 20 feet of any Resort building.

## 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.