



**GROTTO BAY**  
BEACH RESORT BERMUDA

# Weddings & Special Events 2023/2024





<a href="#">Welcome</a>	2
<a href="#">Packages</a>	3-7
<a href="#">Rental Costs</a>	8-11
<a href="#">Canapes</a>	12
<a href="#">Signature Buffet</a>	13
<a href="#">Plated Menu</a>	14
<a href="#">Specialty Stations</a>	15
<a href="#">Children's Menu</a>	16
<a href="#">Beverages Options</a>	17
<a href="#">Wedding Cakes</a>	18
<a href="#">Preferred Vendors</a>	19
<a href="#">Catering Policies</a>	20-21

## WELCOME

Grotto Bay Beach Resort sits on a lush tropical estate featuring dramatic caves and acres of woodland preserves along the water's edge in Bailey's Bay. Scattered over 21 acres and sloping down toward two private beaches are 11 colorful cottages in traditional Bermudian architecture overlooking the turquoise waters dotted with small islands.

With a committed Events & Catering Coordinator and passionate Food & Beverage team like ours, all your catering needs will be exceeded, leaving no room for disappointment. The delectable entrees accompanied by flawless service and sprinkled with the island's pristine beauty as décor, allow any function you need catered to be a guaranteed success. For more information, please email [catering@grottobay.com](mailto:catering@grottobay.com) or call [+1-441-293-8333](tel:+14412938333).



## WEDDING PACKAGES

We understand that Events can be a little overwhelming why not chat with our catering and events team about our wedding packages? If you are looking for an intimate affair or a large scale wedding, we have packages to suit all wedding or vow renewal visions.

### • AN INTIMATE AFFAIR (2-6 PERSONS)

#### Includes:

- Purity Pergola Rental
- Local Minister
- Collection of Marriage Certificate
- Certificate Signing Table
- White Folding Chairs for Guests
- Pergola White Sheers
- Hand Tied Bridal Bouquet & Boutonniere
- One Bottle of House Sparkling Wine
- 6" Wedding One Tier Cake
- Photographer (for 1 hour)
- Set Up Fees & Gratuity Included
- *Two witnesses for Elopements*



**\$3,700.00**

Pricing includes all service and setup fees

*See also upgrades available upon request*

[Welcome](#) 2

[Packages](#) 3-7

[Rental Costs](#) 8-11

[Canapes](#) 12

[Signature Buffet](#) 13

[Plated Menu](#) 14

[Specialty Stations](#) 15

[Children's Menu](#) 16

[Beverages Options](#) 17

[Wedding Cakes](#) 18

[Preferred Vendors](#) 19

[Catering Policies](#) 20-21



## WEDDING PACKAGES (CONT.)

### • SMALL WEDDING (10 PERSONS)

#### Includes:

- Main Lawn with Ocean View or Honeymoon Beach Rental
- Local Minister
- Collection of Marriage Certificate
- Certificate Signing Table
- White Folding Chairs for Guests
- Wooden Arbor (2 poled/no floral)
- Hand Tied Bridal Bouquet & Boutonniere
- Four Bottles of House Sparkling Wine
- 5 Dozen Hors D'oeuvres Sampler Platter
- 12" Wedding One Tier Cake
- Photographer (for 1 hour)
- Set Up Fees & Gratuity Included



**\$4,800.00**

Pricing includes all service and setup fees

*See also upgrades available upon request*

Welcome 2

Packages 3-7

Rental Costs 8-11

Canapes 12

Signature Buffet 13

Plated Menu 14

Specialty Stations 15

Children's Menu 16

Beverages Options 17

Wedding Cakes 18

Preferred Vendors 19

Catering Policies 20-21





## WEDDING PACKAGES (CONT.)

### • FAMILY/FRIENDS DESTINATION WEDDING (20 & UNDER PERSONS)

#### Includes:

- Main Lawn with Ocean View or Honeymoon Beach Rental
- Local Minister
- Collection of Marriage Certificate
- Certificate Signing Table
- White Folding Chairs for Guests
- Wooden Arbor (2 poled/no floral)
- 2 Cocktail Tables (with floor length linen)
- Hand Tied Bridal Bouquet & Boutonniere
- Individual Bottled Water for Guests
- Five Bottles of House Champagne
- 8 Dozen Hors D'oeuvres Sampler Platter
- 6" & 9" Wedding Two Tier Cake
- Photographer (for 1 hour)
- Set Up Fees & Gratuity Included



**\$6,300.00**

Pricing includes all service and setup fees

*See also upgrades available upon request*

Welcome 2

Packages 3-7

Rental Costs 8-11

Canapes 12

Signature Buffet 13

Plated Menu 14

Specialty Stations 15

Children's Menu 16

Beverages Options 17

Wedding Cakes 18

Preferred Vendors 19

Catering Policies 20-21



# BRIDAL PARTY DAY AT NATURA CAVE SPA

*At Natura Spa*

**10 % off for Spa Services for Bridal Party**  
*(minimum 6 persons)*

**Bottle of Prosecco**  
*(5 glasses per bottle)*

**Chocolate Covered Strawberries**  
*(6)*

**Hors D'oeuvres**  
*Chef Selection Plate*

**Assorted Tea Sandwiches (choose 4)**

*Cucumber*

*Cucumber and Goat Cheese*

*Cream Cheese and Smoked Salmon*

*Chicken Salad with Almonds*

*Egg Salad*

*Smoked Salmon, Dill Sour Cream*

*Turkey and Cranberry Relish*

*Tomato, Cheddar*

*Tuna Salad*

*\*Food and Beverages incurs a \$5.00 delivery fee*



**\$45.00** *(per bottle plus 17% Gratuity)*

**\$22.00** *(plus 17% Gratuity)*

**\$20.00 per dz** *(plus 17% Gratuity)*

**\$19.00 per person** *(plus 17% Gratuity)*



Welcome 2

Packages 3-7

Rental Costs 8-11

Canapes 12

Signature Buffet 13

Plated Menu 14

Specialty Stations 15

Children's Menu 16

Beverages Options 17

Wedding Cakes 18

Preferred Vendors 19

Catering Policies 20-21



## SITE RENTAL FEES

### OUTDOOR SPACE

- **MOONGATE MOMENTS (MAX 10 PEOPLE)** **\$300.00**  
Overlooking the crystal clear waters, enjoy the outdoor ambiance whilst being in the most amazing moongate.
- **PURITY PERGOLA (MAX 6 PEOPLE)** **\$450.00**  
Stand over the ocean whilst the fish swim by in our perfectly peaceful pergola.
- **HONEY MOON BEACH (MAX 40 PEOPLE)** **\$1100.00**  
Grotto Bay's private beachfront is a great venue for smaller ceremonies & you can enjoy being barefoot in the pink coral sand with a backdrop of crystal blue waters.
- **BAYSIDE TERRACE (MAX 110 PEOPLE)** **\$1600.00**  
Ideal for wedding receptions, summer barbecues & company gatherings, equipped with a bar & grill area. This area overlooks the beach & pool.
- **MAIN LAWN (MAX 150 PEOPLE)** **\$1000.00**  
Enjoy the ocean view from our back lawn atop our scenic hillside.
- **PROSPERO'S CAVE (MAX 70 PEOPLE)** **\$10,000.00**  
Celebrate in our unique 500,000-year-old underground cave

Welcome 2

Packages 3-7

Rental Costs 8-11

Canapes 12

Signature Buffet 13

Plated Menu 14

Specialty Stations 15

Children's Menu 16

Beverages Options 17

Wedding Cakes 18

Preferred Vendors 19

Catering Policies 20-21





<a href="#"><u>Welcome</u></a>	2
<a href="#"><u>Packages</u></a>	3-7
<a href="#"><u>Rental Costs</u></a>	8-11
<a href="#"><u>Canapes</u></a>	12
<a href="#"><u>Signature Buffet</u></a>	13
<a href="#"><u>Plated Menu</u></a>	14
<a href="#"><u>Specialty Stations</u></a>	15
<a href="#"><u>Children's Menu</u></a>	16
<a href="#"><u>Beverages Options</u></a>	17
<a href="#"><u>Wedding Cakes</u></a>	18
<a href="#"><u>Preferred Vendors</u></a>	19
<a href="#"><u>Catering Policies</u></a>	20-21



**PURITY PERGOLA**



**HONEYMOON BEACH**



**BAYSIDE TERRACE**



**MAIN LAWN**



**PROSPERO'S CAVE**



**MOONGATE MOMENTS**





## SITE RENTAL FEES

### INDOOR SPACE

- HIBISCUS EAST ROOM (MAX 50 PEOPLE) \$650.00**  
 Overlooking the Bay, glass doors surround this room which extends itself onto our welcoming patio terrace. Both the dining room & terrace are ideal for cocktail receptions & elegant dining in the evening. The patio offers a scenic water view while dancing under the moonlight.
- HIBISCUS SOUTH ROOM (MAX 80 PEOPLE) \$700.00**  
 Ideal for groups of 50 – 80 people, also enclosed with glass windows, this elegant room with tall ceilings gives off a comfortable aura. The front Terrace is accessible from the South Room, allowing for a great cocktail reception or separate dancing location.
- HIBISCUS RESTAURANT (MAX 225 PEOPLE) \$1500.00**  
 The main Dining Room is perfect for wedding receptions & company events. Room capacity is 100 people however the South & East Rooms can be joined to increase the capacity of people to 225.  
*Use of this room in our off season only (November – March) and is available based on hotel occupancy*
- PALMETTO ROOM (MAX 150 PEOPLE) \$800.00**  
**Seminar Room:**
  - Theatre Seating (Max 125-150 people)
  - Classroom Seating (Max 100 people)
  - Round Tables Seating (Max 70-80 people)
  - Conference Seating/U-Shape (Max 50 people)

Welcome 2

Packages 3-7

Rental Costs 8-11

Canapes 12

Signature Buffet 13

Plated Menu 14

Specialty Stations 15

Children's Menu 16

Beverages Options 17

Wedding Cakes 18

Preferred Vendors 19

Catering Policies 20-21



- [Welcome](#) 2
- [Packages](#) 3-7
- [Rental Costs](#) 8-11
- [Canapes](#) 12
- [Signature Buffet](#) 13
- [Plated Menu](#) 14
- [Specialty Stations](#) 15
- [Children's Menu](#) 16
- [Beverages Options](#) 17
- [Wedding Cakes](#) 18
- [Preferred Vendors](#) 19
- [Catering Policies](#) 20-21



**HIBISCUS SOUTH**



**HIBISCUS EAST**



**HIBISCUS MAIN**



**PALMETTO ROOM**





## HAND PASSED CANAPES

*(Based on 3 dozen minimum. Prices per dozen)*

### SAMPLE PLATTER

Quiche	\$26.00
Mini Bagel Bites	\$32.00
Pigs in Blanket	\$20.50

## HOME MADE SIGNATURE CANAPES

*(Based on 3 dozen minimum. Prices per dozen)*

### COLD

Watermelon Dice, Coconut Cream and Balsamic Reduction ✓	\$28.50
Pop Corn Shrimp Cocktail with a Brandy Cocktail Sauce with Belgium Endive	\$42.50
Tomato and Buffalo Mozzarella Skewers ✓	\$40.00
Brie Cheese on Walnut Raisin bread Sundried Tomato Tapenade	\$52.00
Chicken Salad on Fried Plantain Chip with Papaya Salsa	\$43.50
Tuna Salad Toast	\$43.50
Jumbo Chilled Shrimp with Cocktail Sauce and Lemon	\$46.50
Smoked Salmon on Toast with Goat Cheese Crème Fraiche ✓	\$47.00
Vegetarian California Roll with Wasabi and Pickled Ginger	\$49.00
Seared Sushi Tuna on Wonton Asian Salad	\$53.00
Snow Crab Claw or Shrimp Shooter with Horseradish Sauce	\$54.00
Tomato Barquette with Blue Crab Salad	\$56.00

### HOT

Swedish Meatballs with Sour Cream Sauce and Green Onions	\$26.50
Coconut Chicken Fingers with a Spicy Mandarin Sauce	\$28.00
Thai Coconut Chicken Soup in Shot Glasses	\$33.00
Chicken Satay with a Indonesian Peanut Sauce	\$40.00
Chicken Teriyaki Pot Sticker with a Low Sodium Soy Sauce and Green Onions	\$40.00
Bite Size Baby Reuben's	\$42.00
Vegetable Pot Sticker with Sweet Chili Sauce ✓	\$42.00
Baby Fish Cakes with Tarragon Cream or Horseradish Cream	\$49.00
Scallop Wrapped Bacon	\$46.00

Welcome 2

Packages 3-7

Rental Costs 8-11

Canapes 12

Signature Buffet 13

Plated Menu 14

Specialty Stations 15

Children's Menu 16

Beverages Options 17

Wedding Cakes 18

Preferred Vendors 19

Catering Policies 20-21



# SIGNATURE WEDDING BUFFET

## STARTER

**Creamy Baked Potato & Leek Soup**

**Cultivated Baby Mix Greens**

**Caesar Salad**

with Herb Crouton & Parmesan Cheese

**New England Shrimp Salad**

with Greens Beans

**Yukon Gold Potato Salad**

with Chives, Bacon Bits and Dijon Mustard

## ENTRÉE

**Charbroiled Flank Steak**

Caramelized Bermuda onion Au Jus

**Farfalle Pasta**

with Chorizo Sausage and Over Night Tomato Sauce

**Market Vegetable**

with Virgin Olive Oil

**Pan Flashed Local Wahoo**

with Roasted Garlic Cream

**Grilled Marinated Jerk Chicken**

with Aged Balsamic and Mushroom Sauce

**Traditional Bermudian Peas and Rice**

## DESSERT

**Fresh Fruits Salad**

**Assorted Cake & Pie**



**\$65.95 Per Person plus 17% Gratuity**  
Based on a minimum of 20 people

Welcome 2

Packages 3-7

Rental Costs 8-11

Canapes 12

Signature Buffet 13

Plated Menu 14

Specialty Stations 15

Children's Menu 16

Beverages Options 17

Wedding Cakes 18

Preferred Vendors 19

Catering Policies 20-21





# WEDDING PLATED MENU

## SOUP

**Bermuda Fish Chowder**

Sherry Peppers & Black Rum

**Chef's Soup of the Day**

\$13.50

\$13.50

## COLD STARTER

**Freshly Picked Baby Greens**

Cucumber & Carrots with Basil Vinaigrette

**Belgium Endive Salad**

with Caramelized Granny Smith, Crumbled Stilton Cheese with Mustard Dressing.

**Caesar Salad**

with Herb Crouton and Parmesan Cheese

**Spinach and Oven Dried Tomato Salad**

Capers with a Buttermilk Dressing

\$15.00

\$16.50

\$14.50

\$15.00

## ENTRÉE

**Herb Grilled Chicken Breast**

Prosciutto & Fontina Risotto, Scalded Spinach, Sun-Dried Tomato Cream.

**Grilled Petit Filet Mignon**

Sautéed Vegetable, Roasted Potatoes with a Cabernet Shallot Jus

**Citrus Butter Snapper**

Roasted Corn Mash and Saffron Coconut Cream

**Wild Mushroom Risotto**

Asparagus Tips with Shaved Pecorino Cheese

**Rosemary Roasted Lamb Cutlet**

Caramelized Bermuda Onion & Potato Mash, Mint Jus

\$41.50

\$56.00

\$44.00

\$31.50

\$52.00

## DESSERT

**Fresh Fruits Salad**

**Cappuccino Tiramisu**

with Cinnamon Whipped Cream

**Apple Tartle with a Anglaise Sauce**

**Hazelnut Ganache with Amaretto Sauce and Fresh Berries**

\$14.50

\$14.50

\$14.50

\$14.50

Welcome 2

Packages 3-7

Rental Costs 8-11

Canapes 12

Signature Buffet 13

Plated Menu 14

Specialty Stations 15

Children's Menu 16

Beverages Options 17

Wedding Cakes 18

Preferred Vendors 19

Catering Policies 20-21



## CARVING & SPECIALTY STATIONS

(MINIMUM 20 PERSONS)

*All Carving Stations Serve Assorted Dinner Rolls and Appropriate-Condiments*

**Carving Chef** ( 1 chef – for 60 persons, 2 chefs over 60 persons ) **\$165.00**

**Roasted Beef Tenderloin Carving Station (per Tenderloin/ Serves 20 people)** **\$395.00**

**Honey Glazed Ham Carving Station (per Ham/ Serves 20 people)** **\$175.00**

**Slow Roasted Steamship Round of Beef Carving Station (per 50 LBS/ Serves 90 people)** **\$788.00**

**Southwestern Roasted Loin of Pork Carving Stations (per Loin/ Serves 20 people)** **\$175.00**  
Stuffed with Spinach, Sun Dried Cherries and Fontina Cheese

**Semi Boneless Roasted Turkey Carving Stations (per Piece/ Serves 20 people)** **\$210.00**

**Asian Wok Station (Chef Fee Required)** **\$28.00 pp**  
Gingered Chicken and Szechwan Beef with Oriental Style Vegetables, Sesame Hoisin Sauce, served with Stir Fried Rice. Kung Pao chicken with Jasmine Rice

**Italian Station (Chef Fee Required)** **\$28.00 pp**  
Three Pasta's of your choice; Tortellini, Penne, Rotini, Bow tie or angel hair. Three Sauces: Walnut Pesto, Mushroom sauce, Tomato or Basil Sauce, Lobster sauce add (\$3.00 pp)

**Iced Jumbo Shrimp, King Crab and Mussels Display (No Chef Fee Required)** **\$45.00 pp**  
Approximately four large shrimp per person with there respective garnishes.

**International Cheese Display (No Chef Fee Required)** **\$13.75pp**  
A garnished variety if cheeses from around the world: Cheddar, Port Salute, Swiss, Brie, Camembert & Provolone

**Flambé Dessert Station (Chef Fee Required)** **\$21.00 pp**  
Bananas Foster and Berry Jubilee Flambé, Served with Vanilla Bean Ice Cream and Pound Cake. Chef Attended.  
Warm Belgian Chocolate soup with toasted candied pecans and dipping bread

Welcome 2

Packages 3-7

Rental Costs 8-11

Canapes 12

Signature Buffet 13

Plated Menu 14

Specialty Stations 15

Children's Menu 16

Beverages Options 17

Wedding Cakes 18

Preferred Vendors 19

Catering Policies 20-21





## CHILDREN'S MENU

(Age 12 years and under)

*Choose: 1 Appetizer, 1 Entrée and 1 Dessert*

### STARTERS

**Fish Cake** with a Lemon Sauce

**Crudités** with a Soft Cheese Dip

**Mozzarella Sticks** with a Tomato Dipping Sauce

**Daily Market Soup**

**Mini Tossed Salad**

**Mini Cesar Salad**

### ENTREES

**Peanut Butter Sandwich** with Banana and Jam

**Ham and Cheese Sandwich** with Chips

**Bagel Pizza** with Mozzarella Cheese

**Pan-Fried Chicken Breast** with Roast Potato

**Cheese Ravioli** with Tomato Sauce

**Fish Sandwich** with a Lemon Sauce and Fries

**Grilled 4oz. Beef Tenderloin** with Mashed Potato

**Grilled 4oz. Salmon Fillet** with Rice and Peas

**Grilled Hot Dog** with Fries

**Grilled Hamburger** with Fries

**Pasta with Meat Balls**

**Chicken Stir Fry** with Rice

### DESSERTS

**Chocolate Mousse**

**Ice Cream with Chocolate Sauce**

**Fresh Fruit Salad**

**Oatmeal Cookies**



**\$29.95 per child plus 17% Gratuity**



## BEVERAGES

### STANDARD BANQUET BAR

*Bartender Fee (One Bartender for every 60 Guests)*

**\$150.00**

(2 HOURS - PER PERSON)

**\$60.00**

(4 HOURS - PER PERSON)

**\$85.00**

(3 HOURS - PER PERSON)

**\$75.00**

**Includes:**

**Arrival Drink Choice of:**

Dark & Stormy

Swizzle

Santa Margherita Prosecco – Veneto, Italy

**Choice of 3 Beers:**

*Please be aware that glass is not allowed beside the Pool or Beach.*

Angry Orchard Cider

Strongbow Cider

Heineken

Coors Light

Blue Moon

Corona

Carib

Stella Artois

Sam Adams Boston Lager

Red Stripe

**Choice of 4 wines**

Torresella, Italy - Prosecco

Veramonte, Chile - Sauvignon Blanc

Yellow Tail, Australia – Pinot Grigio

Cono Sur, Chile- Chardonnay

Beringer, California – Moscato

Dark Horse, California – Rose

Cono Sur 'Bicicleta', Chile – Pinot Noir

Canyon Road, California – Cabernet Sauvignon

Lindeman, Australia - Merlot

Alamos, Argentina – Malbec

**Local Spirits**

Goslings Black Seal Rum

Goslings Gold Seal Rum

Bermuda Gold

**Spirits**

Johnny Walker Red Label Whiskey

Smirnoff Vodka

Gordons Gin

Conciere Silver Tequila

Bacardi Superior

Bacardi Lemon

Baileys

Conciere Bourbon

Napoleon Brandy

**Mixers (cans/bottles)**

Coke

Diet Coke

Ginger Ale

Ginger Beer

Tonic Water

Soda Water

Pineapple

Orange

Cranberry



**Additional selections are available to enhance your bar. However, prices will be subject to change based on these changes.**

***All Items subject to a 17% Service Charge***

Welcome 2

Packages 3-7

Rental Costs 8-11

Canapes 12

Signature Buffet 13

Plated Menu 14

Specialty Stations 15

Children's Menu 16

Beverages Options 17

Wedding Cakes 18

Preferred Vendors 19

Catering Policies 20-21





## SPECIALTY CAKES

*Price may vary based on cake décor. Cakes supplied from outside vendor are subject to \$8 per person plating fee.*

Number of Tiers	Estimate Price	Serving Size
One Tier 6'	\$283.00	Serves 2-6
One Tier 9'	\$320.00	Serves 8-12
One Tier 10'	\$415.00	Serves 12-16
One Tier 12'	\$450.00	Serves 16-25
Two Tier 6'/9'	\$570.00	Serves 20-35
Two Tier 9'/12'	\$625.00	Serves 35-50
Three Tier 6'/9'/12'	\$875.00	Serves 50-80
Cupcakes	\$4.75 each	
Traditional Bermudian Bride and Groom Cake	\$355 for 9" Tier	



### CREATE YOUR OWN CAKE!

#### Choose Cake Base:

- Vanilla
- Chocolate Sponge Cake
  - Carrot Cake
  - Red Velvet
  - Pound Cake
- Chocolate Mousse
  - Fruit Cake

#### Choose Cake Filling:

- Vanilla Mousse
- Chocolate Mousse
- Lemon Cream
- Strawberry Cream
- Cream Cheese
- Coffee Cream

Welcome 2

Packages 3-7

Rental Costs 8-11

Canapes 12

Signature Buffet 13

Plated Menu 14

Specialty Stations 15

Children's Menu 16

Beverages Options 17

Wedding Cakes 18

Preferred Vendors 19

Catering Policies 20-21



# CATERING POLICIES

## Hotel Rooms

All reservations must be made individually through the resorts Reservation Department by calling (441) 293-8333, unless otherwise specified.

## Food & Beverage Policies

All food and beverage items purchased or consumed by the attendees during the event must be supplied and prepared by GB, unless prior and written authorization is given by management.

A confirmation of the final number of the guaranteed attendance for set up, food and beverage consumption must be submitted by latest 14 days prior to the event. If the catering office is not advised by this time, the original estimated figure will automatically become the guarantee. Should your final guarantee be larger than the maximum capacity of your chosen venue, GB reserves the right to change the function venue based on the final guarantees.

A confirmation of the food and bar choices needs to be submitted 21 days prior to the event but no less than 15 days prior to the event.

The Group is responsible for informing GB of any special dietary requirements (e.g. allergies or intolerances) when the menu choice is submitted.

Food and beverage consumption during the event will be subject to 17% gratuities.

## Beverage Selection

Pricing can be structured in one of three ways.

- Inclusive Bar Package: A per guest price, based on the types of beverages offered and a specified duration of time.
- Hosted on consumption: A per drink price, based on the actual number of drinks dispensed over a specified duration of time and totaled at the event's conclusion. (A Hosted Consumption Bar is available where the organizer can place fixed agreed upon amount behind the bar to be consumed.)
- Cash Bar: Guest pays on own per drink, either through cash or tickets. This will require a cashier and associated fee.

## Private Events Surcharges

For all Private Events there will be Surcharges applied to your final bill for certain locations

Bartender: \$150.00 per Bartender, based on 4 hours per 100 guests.

Cashier: \$25.00 per Cashier per hour (4 hour minimum)

Chefs: \$150.00 per Chef, based on 4 hours per 100 guests – if you selected Stations, which requires professional assistance

Set up Fee's: Depending of the kind of function, which includes set up or removal of any kind of furniture – chairs, tables etc. additional set up charges will apply.

## Weather Call

Due to the complexity of outdoor set ups, GB reserves the right to move the function indoors in the case of inclement weather conditions or ocean tides. This decision will be discussed with the Primary Contact for the Group; however final decision will remain with the resort.

The back up space for the events in case of inclement weather conditions will be discussed in the planning stage and will appear on the Banquet Event Order ("BEO").

## Equipment & Tent Rentals

Equipment and rentals must be approved by GB prior to arriving on property.

## Music

Music needs to end by 12:00 Am unless otherwise specified.

## Signs & Displays

All signs and displays must be approved by GB and placement and location of these signs must be approved prior to the event day.

Welcome 2

Packages 3-7

Rental Costs 8-11

Canapes 12

Signature Buffet 13

Plated Menu 14

Specialty Stations 15

Children's Menu 16

Beverages Options 17

Wedding Cakes 18

Preferred Vendors 19

Catering Policies 20-21





# CATERING POLICIES (CONT.)

## Decorations, Music & Entertainment

Music, Entertainment, Flowers and décor must be approved by the resort.

No affixing of any decorations, to walls, ceilings unless approved by management.

All decoration must be removed from the premises immediately after the event is finished unless otherwise specified in the BEO.

## Additional Staffing

Additional staffing that is required for either Parking Attendants or Security will be provided by the resort and the Group will be billed as specified in the BEO.

## Dress Code

Resort Casual unless otherwise specified.

## Age Limit

Minimum age for the consumption of alcoholic beverages is 18 years. GB reserves the right to refuse alcohol service to guests that are not able to produce a valid ID.

## Package Handling

All material shipped for event purposes must have contact name, date of arrival, and name of event and be addressed to the Catering Manager responsible for your account. Due to our limited storage facilities and the liabilities involved, the hotel cannot accept large amounts of materials or equipment any sooner than seven (7) days prior to your event. Shipments arriving prior to the seven days before the start of your event will be subject to storage fees. Material will be stored until event starts. The event contact is responsible for scheduling delivery to appropriate location. All unclaimed material will be returned at the expense of the addressing contact.

## Gift Bags & Room Drops

Standard procedures for Gift Bag Room Drops are as follows:

- The Front Desk will give out 5 (maximum) bags upon check in for entire group.
- Our Staff would be happy to deliver the bags to each room after check-in at 4:00pm \$5.00 per bag will be charged to the Master Account.
- Rooming list and time and date of the bags delivery (to the hotel) will be required by the client 72 hours prior to first check in
- Welcome/Hospitality Table in the Lobby

A table will be set up in the Lobby adjacent to our Front Desk. The Front Desk agent will direct guests to the table, upon check in to collect their bag, where the client will welcome all guests and give them each a bag. The client must monitor the table at all times and the Hotel will not be responsible for any items damaged or lost if client wishes to leave the table unattended

## Damages or Lost Property

GB takes no responsibility for personal items or decorative elements that are brought on the premises before or during an event or the items left on premises for collection after an event.

The Group is accountable for any damages incurred to the premises or any other area of the resort by the host, their guests, independent contractors or other agents that are under Group's control.

The client will hold blameless GB for any injury suffered by him or any of his guests, except in the instance where negligence is recognized to be have been caused by a member of the GB Staff.

Welcome 2

Packages 3-7

Rental Costs 8-11

Canapes 12

Signature Buffet 13

Plated Menu 14

Specialty Stations 15

Children's Menu 16

Beverages Options 17

Wedding Cakes 18

Preferred Vendors 19

Catering Policies 20-21



## CATERING POLICIES (CONT.)

### Method of Payment

All events will be charged to a master account for the function and will require full payment 14 days prior to the event and a credit card on file to guarantee any extra signed charges, unless otherwise specified.

Accepted forms of payment are cash, check (please allow 10 business days to clear for U.S. Checks) or direct bank deposit.

Checks can be made payable to Grotto Bay Beach Resort

### Advanced Payments

A non-refundable booking deposit of 35% of the estimate will be required at time of signing of contract to confirm the location and date. The deposit will be credited to the final bill and will appear on the BEO.

The balance of the estimated total cost to be paid 14 days prior to the event. Grotto Bay Beach Club is under no obligation to execute the set forth function until the full remaining balance has been received. If any payments are not received GB within this time frame, GB shall cease to work on your function until payments are up to date. All extras authorized during the event will require an authorized signature and will be guaranteed by group organizer and will be paid within 3 days of the event finish. Any refunds will be refunded through the Grotto Bay Accounts Department once approved by your Catering Manager.

### Cancellation

Upon receipt of the booking deposit and signature of this agreement, Grotto Bay Beach Resort will reserve the date of the event and will not make coinciding reservations with other clients for the same venue, date and time. For this reason, the booking fee paid, is non-refundable, even if the date is changed or cancelled for any reason.

### Force Majeure

In the event of a cancellation deemed a "Force Majeure" by GB management, any amount paid to date over and above the initial booking deposit will be refunded. This includes acts of God, war, terrorism, government regulations, disaster or civil disorder. This Contract may be terminated without liability pursuant only for any of the above reasons by written notice from either party to the other within three (3) days after learning of such basis.

### Facsimile Signatures

This signature page may be signed by the indicated parties and sent by electronic transmission (facsimile). The receipt of this signed agreement shall be acceptable to the resort to hold the space; provided, however, that if the resort does not receive the Agreement executed by the Group with the original signature without any further changes within seventy-two (72) hours of the date shown on the facsimile signature page, the resort reserves the right not to hold the space and to avoid any obligations under this Agreement, unless otherwise agreed and specified.



[Welcome](#) 2

[Packages](#) 3-7

[Rental Costs](#) 8-11

[Canapes](#) 12

[Signature Buffet](#) 13

[Plated Menu](#) 14

[Specialty Stations](#) 15

[Children's Menu](#) 16

[Beverages Options](#) 17

[Wedding Cakes](#) 18

[Preferred Vendors](#) 19

[Catering Policies](#) 20-21