

POLICY STATEMENT

1. **Guarantee:**

A guarantee is required on all meal functions, The Conference Planning Department must be notified of the exact number of guests for whom you wish to guarantee three business days prior to your event by 12 noon. Prices are Subject to Change Without Notice. All Food and Beverage Prices are Subject to a 23% Service Charge and 6% State Sales Tax. 11/07 2

The Sanibel Harbour Marriott Resort & Spa will provide in the amount of three percent (3%) over your guarantee number. Guarantee numbers may not be lowered once established. The bill will be prepared for the guaranteed number or the actual number served, whichever is greater. In the event that the guarantee is not received, original estimated attendance count would be billed. We reserve the right to use the estimated amount of covers as your guarantee number. This number is not subject to reduction.

2. **Food & Beverage Cancellation Clause:**

Cancellation Notice Given Cancellation Fee

0 - 60 days prior to arrival 100% of estimated Food & Beverage revenues

61 - 90 days prior to arrival 75% of estimated Food & Beverage revenues

91 - 120 days prior to arrival 50% of estimated Food & Beverage revenues

121 - 180 days prior to arrival 25% of estimated Food & Beverage revenues

181 - 365 days prior to arrival 10% of estimated Food & Beverage revenues

366 or more days prior to arrival 5% of estimated Food & Beverage revenues

3. **Food & Beverage Attrition Clause:**

Sanibel Harbour Marriott Resort & Spa is relying upon the Food & Beverage functions outlined in your program agenda. Account agrees that Sanibel Harbour Marriott Resort & Spa will incur a loss should there be a cancellation of a Food & Beverage function or a reduction of 25% or more of a planned event. Under such circumstances, the following Food & Beverage attrition will apply: Number of Expected Meals x 75% x Average Check.

4. **Pricing:**

Due to fluctuation in food costs, the quoted prices are subject to change without notice until confirmation of a menu and/or 90 days prior to the function. There will be an applicable 23% service charge, which is taxable, and 6% sales tax on all food and beverage items. A \$35.00 labor charge is applied to all food functions when less than 25 people are guaranteed. Additionally, applicable buffet surcharges are detailed in the banquet menus. A fee of \$100.00 for each bartender and a fee of \$100.00/per hour for each Chef required will be applied. Any meal functions requiring complete table setup by more than 30 minutes prior to serving time are subject to a labor fee. Any function being held off premises will be levied a 30% service charge. Please contact your Conference Planning Manager to discuss these charges.

5. **Beverage Service:**

Sanibel Harbour Marriott Resort & Spa, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the State of Florida Liquor Control Board. It is the policy, therefore, that all alcoholic beverages be supplied by the Sanibel Harbour Marriott Resort & Spa. The legal drinking age in the State of Florida is 21 years. It is the client's responsibility to notify the Sanibel Harbour Marriott Resort & Spa if any attendees are underage and to ensure that minors attending the function are not served alcoholic beverages. All beverage service poolside must be served in plastic ware. No glassware is allowed, due to safety regulations.

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6. Food Service:

All food served in the banquet rooms, meeting rooms or hospitality suites must be supplied by the Sanibel Harbour Marriott Resort & Spa. Entrée substitutions will be limited to 5% of the total attendance. The Sanibel Harbour Marriott Resort & Spa does not allow any food to be brought in from outside by guests due to city, state, health and liquor laws. The Sanibel Harbour Marriott Resort & Spa will purchase any special items requested from a licensed purveyor. No food or beverage may be taken from your banquet function. All items are sold for on property consumption in accordance to city, state, health and liquor laws. Plated functions are to be inside or on Verandas only.

7. Weather:

For outside functions, Sanibel Harbour Marriott Resort & Spa will make a decision at 2:00 p.m. on whether the function will be held inside or outside. If the weather forecast is 40% chance of rain or higher, the party will automatically be moved inside to ensure the safety of guests and staff.

8. Liability:

Sanibel Harbour Marriott Resort & Spa reserves the right to inspect and control all private functions. The Sanibel Harbour Marriott Resort & Spa cannot assume responsibility for personal property and equipment brought into the banquet area. Prices are Subject to Change Without Notice. All Food and Beverage Prices are Subject to a 23% Service Charge and 6% State Sales Tax. 11/07 3

Sanibel Harbour Marriott Resort & Spa will hold client responsible for any damages to carpeting, drapery, wall covering, tables, chairs, lighting, sound and audio-visual equipment, caused by attendees or outside vendors.

9. Meeting & Dining Room Space:

The reassignment of meeting and dining room space due to an increase or decrease in guest count remains at the discretion of the Sanibel Harbour Marriott Resort & Spa.

10. Outside Supplier:

Sanibel Harbour Marriott Resort & Spa must be notified prior to any function if outside vendors have been retained to provide entertainment, sound lighting, audio-visual equipment, props, staging, etc. Failure to notify Sanibel Harbour Marriott Resort & Spa could result in additional labor or rental fees.

11. Signage:

Sanibel Harbour Marriott Resort & Spa provides one function sign at the designated room. In addition, several directional signs are located in our lobby areas. The Sanibel Harbour Marriott Resort & Spa does not allow handwritten signs in any public areas. Certain restrictions apply to displaying signage and banners. Please contact your Conference Planning Manager to discuss these restrictions.

12. Audio-Visual Equipment:

Swank Audio Visuals is the Sanibel Harbour Marriott Resort & Spa's in-house professional company for all your audio visual needs including the operation of the public address system and microphone set-ups. Audio-visual equipment ordered, added, and/or cancelled will be subject to 24-hour notice. Last minute additions will be handled on availability. Cancellations not reported to audio-visual department within this 24-hour period will be charged a one-day charge, plus service charge. A 6% sales tax will be applied to all equipment rentals.

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13. Packages:

Packages for meetings may be delivered to the Sanibel Harbour Marriott Resort & Spa three working days prior to the due date of the function. The following must be included on all packages to ensure delivery: 1) Conference Name 2) Attention: Your name and date of arrival. Applicable box handling charges will apply.

14. Contract Liability:

Return of this form with your signature will confirm that you have read and are in agreement with the details regarding your function as well as the function policies outlined. Please sign and return this copy to the Conference Planning Manager within 10 days of receipt to confirm.

Group: _____

Signature: _____

Print Name: _____

Date: _____