

# Government Travel and Conference Menu





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**Experience *first-class* service for your special occasion at Shades of Green.**

Shades of Green makes hosting special occasions easy, affordable, and surprisingly stress-free for eligible guests and sponsors. With more than 15,000 square feet of flexible space, including the 7,500-square-foot Magnolia Ballroom and versatile pre-function and breakout rooms, Shades of Green can accommodate any meeting and occasion you can imagine. Our Sales staff serves all branches of the military and many government organizations. We work with every budget and billing scenario for tax-free accommodation, creative catering options, and event space.

## Additional Information

Contact - [Sales.Marketing@shadesofgreen.org](mailto:Sales.Marketing@shadesofgreen.org)  
[www.shadesofgreen.org/groups](http://www.shadesofgreen.org/groups)



# PROPERTY INFORMATION



## GUEST AMENITIES

With views overlooking the golf courses, pool, or gardens, Shades of Green's guest rooms can accommodate up to 5 guests with amenities that include:

- Coffee Maker
- Refrigerator
- In-room Safe
- Hairdryer
- Iron and Ironing Board
- Flat Screen TV's
- Cable TV
- Free Wireless Internet
- Rooms with Balcony, Patio, or Pool View
- Valet & Covered Parking
- Laundry Facilities

## OUTLETS

- Exchange
- Attractions Ticket Sales with Military Discount

**FREE Bus transportation to Walt Disney World theme parks!**

## RESTAURANTS

- Mangino's – Full-service dining with a mix of classic steaks and old-world Italian dishes.
- Garden Gallery – Breakfast buffet, including made-to-order omelets and Mickey waffles!
- Evergreens Sports Bar – Gastropub-inspired menu, full bar including local craft beers.
- Java Café – Fresh Starbucks® coffee and teas, pastries, and homemade ice cream available.
- Express Café – This is the ideal spot for eating a quick bite before heading to the parks. It offers breakfast or lunch options.

## CONFERENCES / EVENTS

Shades of Green also offers the Magnolia Ballroom and Magnolia Patio for:

- Meetings & Conferences
- Weddings
- Military Reunions
- Family Reunions
- Retirement Celebrations

## RECREATION

- 2 Heated Pools with ADA Access
  - Magnolia Pool with Zero Entry, Hot Tub
  - Mill Pond Pool with Waterslides, Splash Park, Playground
- 24 Hour Fitness Center
- Video Game Arcade
- 2 PGA Golf Courses

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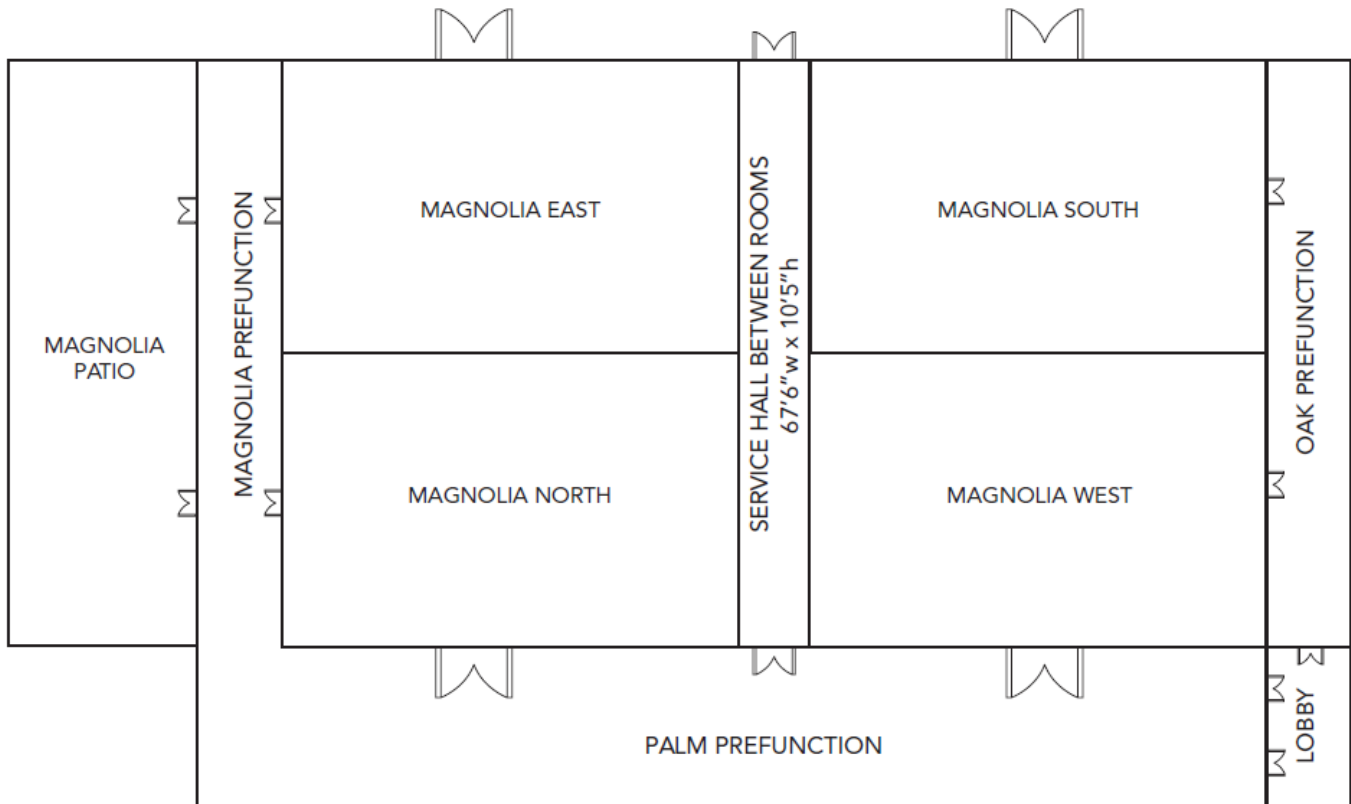
**Shades of Green Resort** 1950 West Magnolia Palm Drive, Lake Buena Vista, Florida 32830

Revised: January 8, 2025

Note: 20% Service Charge on most Food & Beverage Items

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# BANQUET EVENT SPACE



## QUARTER BALLROOM

1,700 Square Feet  
 33'-7" Wide x 49'-2" Long  
 Classroom – 72 Guests  
 Crescent Rounds of 6 – 66 Guests  
 Theatre – 100 Guests  
 Banquet Rounds of 10 – 80 Guests

## HALF BALLROOM

3,400 Square Feet  
 67'-6" Wide x 49'-2" Long  
 Classroom – 170 Guests  
 Crescent Rounds of 6 – 132 Guests  
 Theatre – 240 Guests  
 Banquet Rounds of 10 – 160 Guests

## FULL BALLROOM

7,453 Square Feet  
 67'-6" Wide x 108'-9" Long  
 Classroom – 340 Guests  
 Crescent Rounds of 6 – 270 Guests  
 Theatre – 480 Guests  
 Banquet Rounds of 10 – 400 Guests

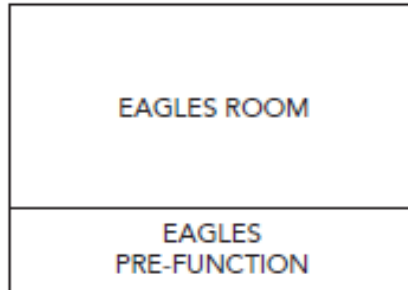
## MAGNOLIA PATIO

Banquet Rounds of 10 – 50 Guests

The room's ceiling height is 14'-1" at the lowest point and 17' in the recesses.

# BOARDROOMS

## 4TH FLOOR PALM WING EAGLES ROOMS



### EAGLES ROOM

50' Wide x 18" Long

900 Square Feet

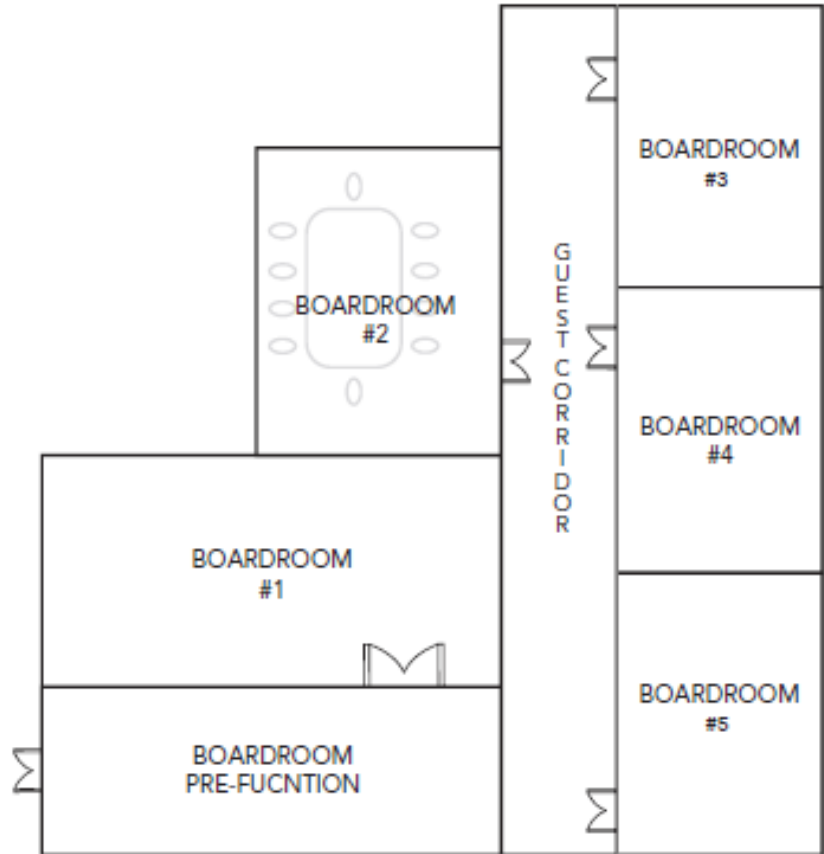
Classroom – 48 Guests

Crescent Rounds of 6 – 30 Guests

Theatre – 72 Guests

Banquet Rounds of 10 – 50 Guests

## 5TH FLOOR PALM WING BOARDROOMS



### BOARDROOM 1

47' Wide x 20' Long

940 Square Feet

Classroom – 48 Guests

Crescent Rounds of 6 – 30 Guests

Theatre – 72 Guests

Banquet Rounds of 10 – 50 Guests

### BOARDROOM 2

14' Wide x 17' Long

238 Square Feet

Conference Table for 10

### BOARDROOM 3

9.5" Wide x 27' Long

256 Square Feet

Classroom – 12 Guests

Conference – 18 Guests

Theatre – 24 Guests



# VENUE RENTAL FEES



## MAGNOLIA BALLROOM

Quarter Ballroom	\$750
Half Ballroom	\$1,500
Full Ballroom	\$3,000
Palm Pre-Function	\$600
Oak Pre-Function	\$400
Magnolia Patio & Pre-function	\$600
Exclusive use of the Full Ballroom	\$3,500
<i>Includes Palm Pre-function, Oak Pre-function, Magnolia Pre-function &amp; Magnolia Patio</i>	

## OTHER BANQUET & MEETING SPACES

Eagles Boardroom	\$400
Boardroom 1	\$400
Boardroom 2	\$300
Boardroom 3, 4 & 5	\$200
Garden Gallery (per pod)	\$500
<i>Available 12:30 pm to 3:00 pm</i>	
Mangino's Restaurant	\$500
<i>Available from 6:00 am to 3:00 pm</i>	



# AUDIOVISUAL PACKAGES

Priced Per Day

## **MAGNOLIA PACKAGE \$500**

Available for Quarter or Half Ballroom

- 1 – Screen
- 1 – LCD Projector
- 1 – VGA or Standard HDMI Cable
- 1 – House Sound System
- 1 – Podium
- 1 – Lavalier Microphone
- 1 – Handheld Microphone
- 1 – Flip Chart with Markers

*One additional screen and projector available in half ballroom for \$250*

## **PALM PACKAGE \$1,000**

Available for Full Ballroom

- 2 – Screens
- 2 – LCD Projectors
- 1 – VGA or Standard HDMI Cable
- 1 – House Sound System
- 1 – Podium
- 2 – Lavalier Microphone
- 2 – Handheld Microphone
- 1 – Flip Chart with Markers

*Two additional screens and projectors available for \$500*

## **OAK PACKAGE \$200**

Available for any event space

Bring your own LCD Projector

- 1 – Screen
- 1 – Audiovisual Cart
- 1 – Power Strip
- 1 – VGA or Standard HDMI Cable

## **EAGLES & BOARDROOM 1 PACKAGE \$250**

- 1 – Screen
- 1 – LCD Projector
- 1 – VGA or Standard HDMI Cable
- 1 – House Sound System

## **BOARDROOM 2, 3, 4, 5 PACKAGE \$100**

- 1 – Flat Screen Monitor
- 1 – VGA or standard HDMI Cable
- 1 – Audiovisual Table / Cart (Based on Room Setup)

## **VIRTUAL MEETING PACKAGE \$100**

- 1 -Wireless System & Microphone
- 1 – Microphone Mixer
- 1 – Mtrack Solo

## **SOCIAL EVENTS PACKAGE PRICING**

Maximum 2 Hours Usage

### **CLOVER PACKAGE \$235**

Available for Quarter or Half Ballroom,  
Eagles Boardroom or Boardroom 1

- 1 – Screen
- 1 – LCD Projector
- 1 – Sound System
- 1 – Audio Visual Cart / Table

### **SHAMROCK PACKAGE \$400**

Available for Full Ballroom

- 2 – Screens
- 2 – LCD Projectors
- 1 – House Sound System
- 1 – Audio Visual Cart / Table

# EQUIPMENT RENTAL GUIDE

## ADDITIONAL AUDIO EQUIPMENT

### **Podium with Microphone**

Internal Sound System Only

\$40 per day

### **House Sound System**

\$100 Per Day

### **Sound System with 2 Stand Speakers**

\$100 Per Day

### **Six-Channel Mixer**

\$50 Per Day

Needed if More Than One Input is Required

### **Wired Microphone with Stand**

\$35 Per Day

## ADDITIONAL VISUAL EQUIPMENT

### **50" LCD Television**

\$200 Per Day

### **Laptop**

\$125 Per Day

### **8-Port Video Splitter**

\$50 Per Day

### **Confidence Monitor**

\$150 Per Day

### **Laser Pointer/Slide Advancer**

\$25 Per Day

### **Wireless Mouse**

\$25 Per Day

### **Multi-Source Switch**

Transitions from one input to another via push button

\$250 Per Day

### **Meeting Owl**

Intelligent 360° conference camera, mic, and speaker

\$100 Per Day

## ADDITIONAL DECOR

### **Stage – Risers are 6' x 8'**

**Small Stage\*** \$100 Stage - Comprised of One or Two Risers

**Medium Stage\*** \$150 per Stage - Comprised of Three or Four Risers

**Large Stage\*** \$250 per Stage - Comprised of Five to Seven Risers

### **Dance Floor**

#### **12' x 12' Dance Floor**

\$125 Per Setup

#### **16' x 16' Dance Floor**

\$150 Per Setup

#### **20' x 20' Dance Floor**

\$200 Per Setup

### **Black or White Velour Pipe & Drape**

\$15 per foot

Minimum 10' per Setup

### **LED Uplights**

\$15 Per Light / Per Day



## OFFICE EQUIPMENT AND SERVICES

### **Wired Internet Connection**

First Connection \$20 Per Day  
Each Additional Connection \$15 Per Day

### **Conference Phone**

Outline Line Only \$110 Per Day  
Unlimited CONUS Calls  
Dedicated Phone Number \$10 Per Day  
For inbound calls

### **Flags – Available at no charge**

**US Flag** 3' x 5' and 4' x 6'  
**Military Branch Flags** 3' x 5' and 4' x 6'  
**Florida State Flag** 4' x 6'  
**Army General Officer Flags** 3' x 5'  
**IMCOM Flag** 3' x 5'

### **Wireless Internet Connection**

First Connection \$15 Per Day  
Each Additional Connection \$10 Per Day

**Easel** \$5 Per Day

### **Easel with Flip Chart & Markers**

\$25 Per Day

### **Classified Storage Container**

\$250 Per Event

### **Paper Copies**

Black and White \$0.10 Per Page  
Color \$0.25 Per Page



# PER DIEM RATE MENU FY25

**\$20 BREAKFAST**

**\$22 LUNCH**

**\$33 DINNER**

## **BREAKFAST**

Buffets are based on 1.5 hours of service.

Minimum of 25 Guests Required.

### **Banquet Continental Breakfast**

Yogurt with granola and raisins, assorted freshly baked breakfast pastries, bagels, butter, preserves, cream cheese, seasonal sliced fruit, orange juice, apple juice, freshly brewed Seattle's Best coffee, and assorted hot teas.

### **Meal Vouchers for Garden Gallery Breakfast Buffet**

Please coordinate with your sales manager (*will be based on guaranteed guest count*).

## **LUNCH**

### **(Choose 1 Per Day)**

All lunch buffet selections are accompanied by dessert and freshly brewed iced tea.

Buffets are based on 1.5 hours of service.

#### **LUNCH 1**

Caesar Salad, Bourbon Chicken, Rice, Stir Fry Vegetables, Rolls, Butter

#### **LUNCH 2**

Fruit Salad, Flank Steak with au jus, Roasted Red Potatoes, Green Beans, Rolls, Butter

#### **LUNCH 3**

Mixed Greens Salad, Monterey Chicken, Yellow Rice, Vegetable Medley, Rolls, Butter

#### **LUNCH 4**

Caesar Salad, Baked Ziti, Sausage and Peppers, Zucchini and Yellow Squash, Garlic Bread Sticks

#### **LUNCH 5**

Mixed Greens Salad, Pulled Pork, Chips, Coleslaw, Challah Rolls

#### **LUNCH 6**

Mixed Greens Salad with Sesame Vinaigrette, Sweet and Sour Pork, Steamed Rice, Stir Fried Vegetables

#### **LUNCH 7**

Potato Salad, BBQ Chicken, Roasted Potatoes, Corn in the Cob, Rolls, Butter

#### **LUNCH 8**

Pasta Salad, Sliced Ham and Turkey, American and Swiss Cheese, Lettuce, Tomatoes, Pickles, Onions, Condiments, Chips, Challah Rolls

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## **DINNER**

All dinner buffet includes rolls, whipped butter, dessert, iced tea, and freshly brewed Seattle's Best coffee.  
 Buffets are based on 1.5 hours of service.  
 A Minimum of 25 Guests is Required.

### **DINNER 1**

Mixed Garden Greens, Vegetable Accompaniments, Ranch Dressing, Italian Dressing, Seared Salmon with Dill Cream Sauce, Grilled Chicken Breast with Teriyaki Sauce, Red Skin Garlic Mashed Potato, Rice Pilaf, Seasonal Vegetables

### **DINNER 2**

Tortilla Chips, Spicy Salsa, Chili con Queso, Jalapenos, Black Bean and Corn Relish, Chicken and Beef Fajitas with Onions and Peppers, Corn Tortillas, Flour Tortillas, Cheese Enchiladas, Spanish Rice, Refried Beans, Sour Cream Guacamole, Grated Cheese, Lettuce, Tomatoes, Corn Bread instead of Dinner Rolls

### **DINNER 3**

Caesar Salad, Sliced Tomatoes and Fresh Mozzarella with Olive Oil and Basil, Chicken Marsala, Mushroom Ravioli in Marinara Sauce, Italian Sausage with Peppers and Onions, Vegetable Lasagna, Garlic Bread Sticks Instead of Dinner Rolls.





## CONFERENCE PACKAGES



## CONFERENCE PACKAGE 1

### 3 Day Meeting

with Meet & Greet

Minimum 70 guests

**\$199.00 per person** (food and beverage service fee does not apply)

Additional spaces for breakout meetings and items are available for an additional cost.

#### INCLUDES

2 Hours of setup in the meeting space the day prior	Meet & Greet with Hors d'oeuvres and cash bar
Meeting Space for 3 Days (based on guest count)	Lunch Daily (3 Days) (additional venue rental fee may apply based on group size)
Half Ballroom for 70-170 Guests	View Lunch Menus on Page 16
Full Ballroom for 171-300 Guests	
Audio Visual Package for Meeting Space	Morning and Afternoon Service Breaks Daily (30 Minute Service Per Break)
One Internet Connection	

#### MEET & GREET Hors d' Oeuvres (Choose 3)

Package includes 4 pieces per guest

##### COLD

Strawberries with Honey Cream Cheese  
Salami Cornets  
Chicken and Mandarin Tartlet

##### HOT

Assorted Quiche  
Vegetable Spring Rolls with Soy Sauce  
Teriyaki Meatballs

#### MORNING AND AFTERNOON BREAK OPTIONS (Choose 1 Per Day)

All breaks include regular and decaffeinated Seattle's Best coffee, hot teas, lemonade, and whole fruit.  
Breaks are based on 30 minutes of service.

##### MORNING

Banana Nut Bread  
Scones  
Yogurt with Granola and Raisins  
Bagels with Cream Cheese and Preserves  
Granola and Breakfast Bars

##### AFTERNOON

Freshly Baked Cookies  
Brownies  
Candy and Granola Bars  
Freshly Popped Popcorn  
Yogurt with Granola and Raisins





## CONFERENCE PACKAGE 2

3 Day Meeting

Minimum 25 guests

**\$165.00 per person** (food and beverage service fee does not apply)

Additional spaces for breakout meetings and items are available for an additional cost.

### INCLUDES

- |  |   |
|--|---|
| 2 Hours of setup in the meeting space the day prior  | Morning and Afternoon Service Breaks Daily<br>(30 Minute Service Per Break)   |
| Meeting Space for 3 Days (based on guest count)<br>Boardroom for up to 45 Guests<br>Quarter Ballroom for 46-70 Guests<br>Half Ballroom for 70-170 Guests<br>Full Ballroom for 171-300 Guests | Lunch Daily (3 Days) (additional venue rental fee<br>may apply based on group size)<br>View Lunch Menus on Page 16<br><br>One Internet Connection |

Audio Visual Package for Meeting Space

### MORNING AND AFTERNOON BREAK OPTIONS

**(Choose 1 Per Day)**

All breaks include regular and decaffeinated Seattle's Best coffee, hot teas, lemonade, and whole fruit.

Breaks are based on 30 minutes of service.

#### MORNING

Banana Nut Bread  
Scones  
Yogurt with Granola and Raisins  
Bagels with Cream Cheese and Preserves  
Granola and Breakfast Bars

#### AFTERNOON

Freshly Baked Cookies  
Brownies  
Candy and Granola Bars  
Freshly Popped Popcorn  
Yogurt with Granola and Raisins





## LUNCH MENUS

### Select 1 Per Day

All lunch buffet selections are accompanied by dessert and freshly brewed iced tea.

Buffets are based on 1.5 hours of service.

#### **LUNCH 1**

Caesar Salad, Bourbon Chicken, Rice, Stir Fry Vegetables, Rolls, Butter

#### **LUNCH 2**

Fruit Salad, Flank Steak with au jus, Roasted Red Potatoes, Green Beans, Rolls, Butter

#### **LUNCH 3**

Mixed Greens Salad, Monterey Chicken, Yellow Rice, Vegetable Medley, Rolls, Butter

#### **LUNCH 4**

Caesar Salad, Baked Ziti, Sausage and Peppers, Zucchini and Yellow Squash, Garlic Bread Sticks

#### **LUNCH 5**

Mixed Greens Salad, Pulled Pork, Chips, Coleslaw, Challah Rolls

#### **LUNCH 6**

Mixed Greens Salad with Sesame Vinaigrette, Sweet and Sour Pork, Steamed Rice, Stir Fried Vegetables

#### **LUNCH 7**

Potato Salad, BBQ Chicken, Roasted Potatoes, Corn in the Cob, Rolls, Butter

#### **LUNCH 8**

Pasta Salad, Sliced Ham and Turkey, American and Swiss Cheese, Lettuce, Tomatoes, Pickles, Onions, Condiments, Chips, Challah Rolls

# BAR SERVICE

For all bars not included in conference package 1, a \$150 (up to 4 hours) bartender fee per bar will apply. One bartender is required for every 100 guests.

The bartender fee is \$50.00 per hour if your event extends beyond.

All bars are billed on consumption.

## CASH BAR

**Premium Liquor** - \$10.50 per drink

**House Liquor** - \$9.50 per drink

**House Wine** - \$7.75 per glass

*Cabernet Sauvignon, Merlot, Chardonnay, Pinot Grigio, Moscato*

**Imported Beer** - \$8.50 per bottle

*Corona, Heineken*

**Domestic Beer** - \$7.75 per bottle

*Bud Light, Budweiser, Coors Lite, Miller Lite, Angry Orchard Hard Cider*

**Soft Drinks** - \$3.50 per can

*Coca-Cola, Diet Coke, Sprite*

**Bottled Water** - \$3.50 per bottle

*Spring Water*

## CHAMPAGNE TOAST

Each bottle serves 10 guests.

**Sparkling Cider** - \$24 per bottle

**House Champagne** - \$28 per bottle

**Benvolio Prosecco** - \$32 per bottle

**Mezza Corona Prosecco** - \$32 per bottle

## BEVERAGE STATIONS

### BLOODY MARY STATION

**Minimum 15 People**

**One-Hour Service** - \$22 per guest

**Two-Hour Service** - \$27 per guest

**Three-Hour Service** - \$32 per guest

*Smirnoff Vodka, Tito's Vodka, V8, Spicy Mary*

*Mix, Olives, Lemons, Limes, Celery,*

*Horseradish, Assorted Condiments, Hot Sauces*

### MIMOSA STATION

**Minimum 15 People**

**One-Hour Service** - \$18 per guest

**Two-Hour Service** - \$24 per guest

**Three-Hour Service** - \$29 per guest

*Prosecco, Orange Juice, Cranberry Juice,*

*Pineapple, Seasonal Fruit Garnishes*

### GOURMET COFFEE STATION

**Minimum 15 People**

**One-Hour Service** - \$14 per guest

*Starbucks Coffee, Assorted Hot Teas, flavored*

*syrops, half and half, flavored creamers,*

*sugar cubes, hot cocoa, honey, whipped cream*

### SANGRIA STATION

**\$80 per gallon**

*Choice of red or white sangria with lemons,*

*limes, oranges*

# POLICIES

## **GUARANTEE**

Attendance must be specified thirty (30) days before your function. This number will be considered a guarantee and will not be subject to reduction. All charges will be calculated based on this number. If your Sales Manager is not advised by this time, the latest estimated count will become the guarantee.

## **DIETARY NEEDS**

Any special dietary needs must be communicated to the Sales Manager thirty (30) days before the event to allow the culinary team adequate time to accommodate those needs.

## **FOOD AND BEVERAGE**

Outside food or beverage is prohibited except a custom cake, which must be purchased from a pre-approved vendor. Insurance restrictions and health codes prohibit the hotel from allowing leftover food and beverages to be removed from the premises. Therefore, no “to go” boxes will be supplied for meal functions.

Food and beverage prices are subject to a 20% service fee – Conference Packages are not subject to a 20% service fee.

A \$150 Bartender Fee will be assessed for each bar. After four (4) hours, a \$50 per hour fee will be assessed for each hour. One bartender is required per 100 guests. The bartender fee is already included in Conference Package 1.

## **LIQUOR LAW**

Alcohol will not be served to guests who appear intoxicated, are under the age of 21, or are unable to produce proper identification.

## **CORKAGE**

No beverage of any kind is permitted to be brought into the hotel by the client or by a guest without special advanced permission from the hotel. If permission has been granted, the hotel staff must serve the beverage. A per-bottle fee of \$30 will be assessed for wine only. Please work with your Sales Manager to obtain permission.

## **AUDIO-VISUAL**

Essential audiovisual equipment is available for rental through the hotel. Should your event needs exceed our in-house equipment capabilities, your Sales Manager will send your AV request to an outside full-service audiovisual company.

## **INTERNET**

For an additional fee, Internet access is available in each event room through hard-wired or wireless connections. Please request pricing from your sales manager.



# POLICIES

## DÉCOR

All displays and/or decorations are subject to written approval by Shades of Green. Storage or use of dangerous, incendiary, explosive materials, open flames (candles), etc, is prohibited. An additional cleaning fee of \$200 will be charged for using glitter, confetti, or any other undersized decoration. No nails, tacks, or adhesives can be used in our event spaces.

## BANNERS & SIGNS

Arrangements for banners or signs hung in any function spaces should be made through your Sales Manager. A fee of \$75 will be assessed for each sign or banner.

## VENDORS

Only approved vendors included in the hotel's vendor list can operate on the property.

## ROOM RESERVATIONS

First and foremost, please remember your guest room booking cut-off is 60 days before the check-in date. It will be included in your contract agreement. The reservations will be on a courtesy hold until the cut-off date; guests must call or book online to claim and confirm their reservations. The block code guarantees the availability of these rooms until the cut-off date when they are released back into general inventory to sell.

## ROOM EXTENSION / ROOM RESET FEE / EARLY SETUP FEE

A room reset fee will be added to your event if you request to change the setup of your room within twenty-four hours. The fee assessed will be \$150 per quarter ballroom. If you choose to extend your reception, you are subject to an hourly fee of \$250 per hour per quarter ballroom. If you require additional setup time, please speak with your Sales Manager. Space is subject to availability, and other fees will apply.

## PARKING

Overnight parking for registered hotel guests is charged per night. Parking for all other guests on the property is \$1 per hour. Parking is free if parked for less than 2 hours. Prepaid parking vouchers for your guests or vendors are available for purchase. Ask your Sales Manager.

## NOISE LEVEL

The hotel agrees to allow music and/or entertainment during any hotel function. However, the hotel reserves the right to request that music volume levels be reduced based on guestroom noise complaints or at the hotel's discretion.

## MUSIC

We are a family-focused resort; all music must contain appropriate language.

## WEATHER POLICY

Florida is famous for heavy, brief rainstorms during spring and summer afternoons. Our policy for rain backup is to move the event to the indoor backup location 4 hours before the event starts if there is a 50% or greater chance of rain at the time of your event.

# POLICIES

## DEPOSIT / PAYMENT SCHEDULE

Upon booking your event, the room rental fee is required and will serve as the event deposit. The remaining balance, based on the guaranteed guest count for the event, is due in thirty days. Both payments are non-refundable. Payment schedule:

**At Contracting** – A non-refundable deposit equivalent to the room rental fee(s).

**30 Days** - Final payment for the event is due in full.

Exceptions to the payment schedule can be established in advance with permission from the accounting department. If a modified payment schedule is created, the full amount will be due within thirty days following the event.

## KEY INDIVIDUALS

**Sales Manager** – You will work with them through the planning process. They will schedule your event, assist with setting up your room block, create your venue diagram, and answer any questions.

**Banquet Manager**—They will fulfill the requests in the banquet event order. They'll oversee the room setup and manage the event from the resort's side (doors opening, food service, bar service, staffing, etc.).

