

Government Travel



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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
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:

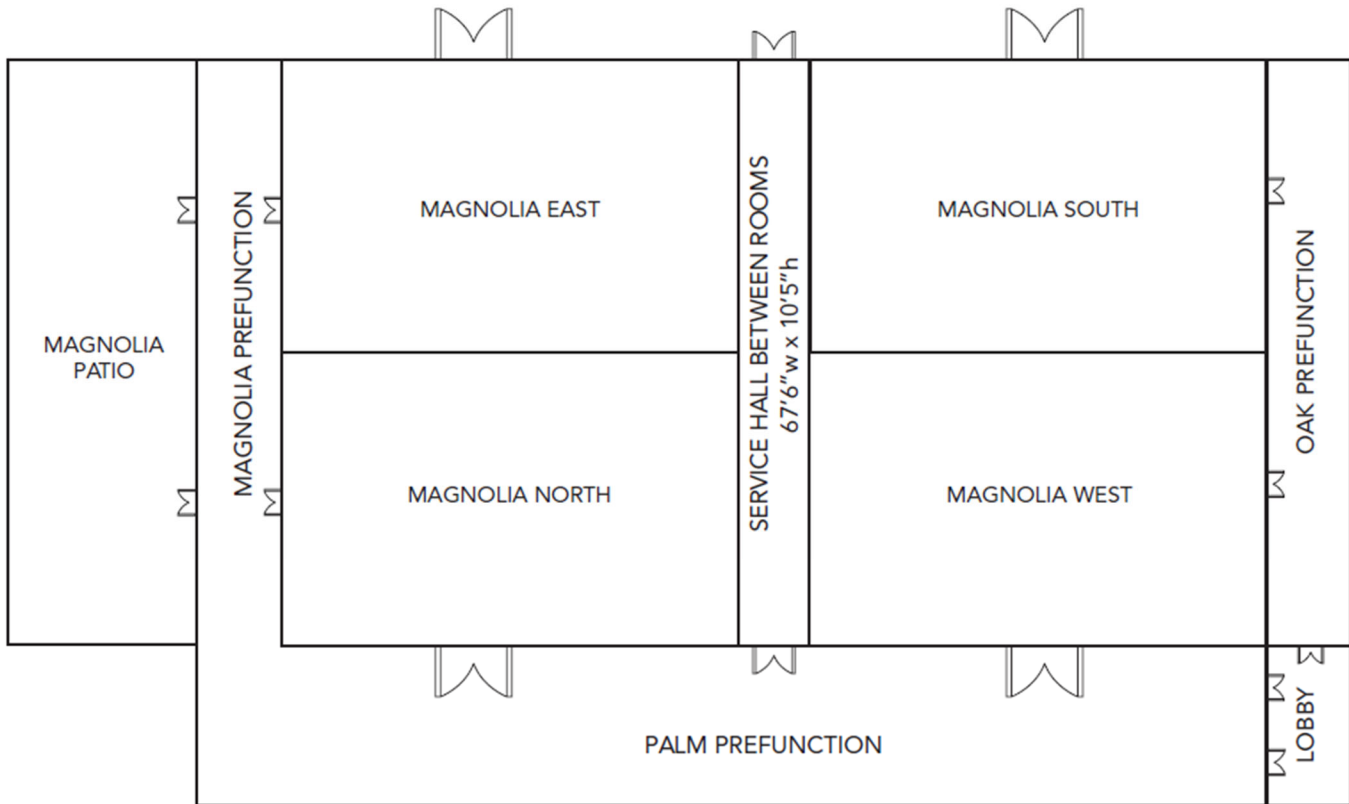
- Meetings & Conferences
- Weddings
- Military Reunions
- Family Reunions
- Retirement Celebrations

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

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

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

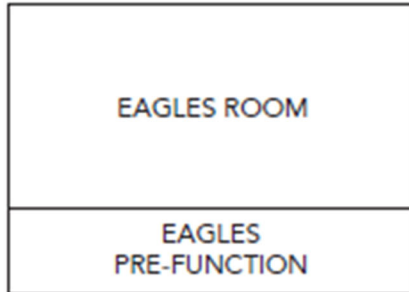
MAGNOLIA PATIO

Banquet Rounds of 10 – 50 Guests

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

BOARDROOMS

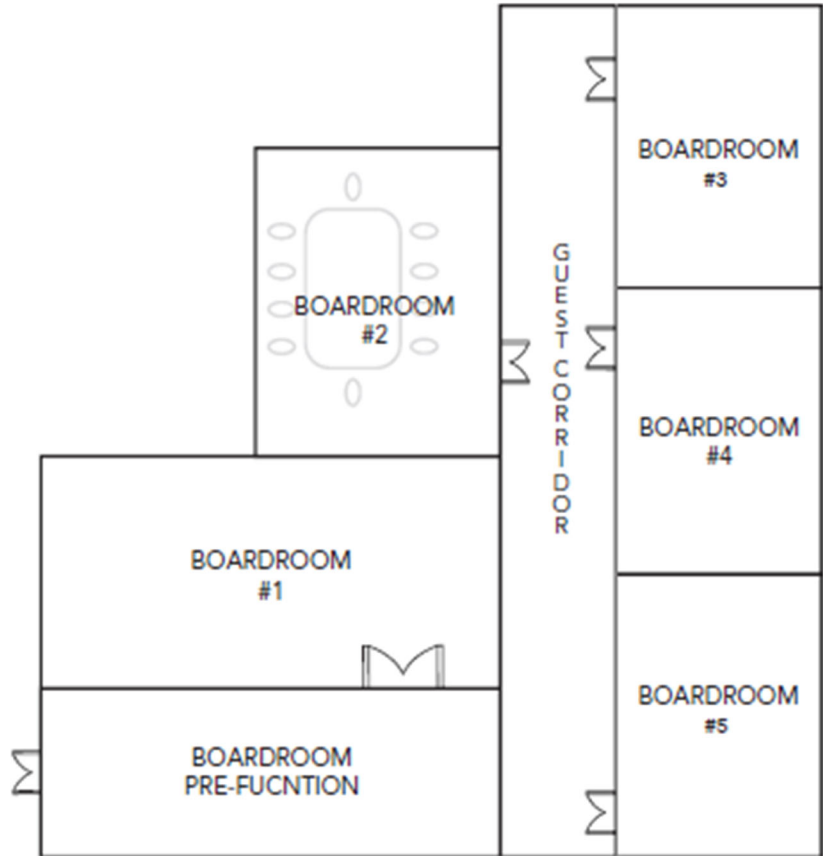
4TH FLOOR PALM WING EAGLES ROOMS



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 <i>Includes Palm Pre-function, Oak Pre-function, Magnolia Pre-function & Magnolia Patio</i>	\$3,500

OTHER BANQUET & MEETING SPACES

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



On premium holiday dates, the rental fees are increased. Speak with your sales manager for details.

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

8-Port Video Splitter

\$50 Per Day

Confidence Monitor

\$150 Per Day

Laser Pointer/Slide Advancer

\$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

Wireless Internet Connection

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

Conference Phone

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

Easel \$5 Per Day

Easel with Flip Chart & Markers

\$25 Per Day

Flags – Available at no charge – 3' x 5'

US Flag

Military Branch Flags

Florida State Flag

Army General Officer Flags

IMCOM Flag

Classified Storage Container

\$250 Per Event

Paper Copies

Black and White \$0.10 Per Page

Color \$0.25 Per Page



PER DIEM RATE MENU FY26

\$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 *(based on the 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

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

Revised: 02.09.26

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

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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.

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

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.

Our cash bars do not accept cash as a form of payment – guests must utilize credit or debit cards, mobile payment, or charge to their guest room with proper identification.

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.).

