



WALT DISNEY WORLD
SWAN RESERVE



I do, always and forever

1255 Epcot Resorts Blvd. Lake Buena Vista, FL 32830 | 407-934-1883 | swandolphinweddings.com





Reception PACKAGES

Includes all of the following for a four-hour period.



Pre-Reception

One Hour Premium Open Bar Package

Selection of
(2) Butler Passed Hors d'oeuvre Cold Teasers
(2) Displayed Hors d'oeuvre Hot Teasers

One Displayed Classic



Reception

Three Hour Premium Open Bar Package
(Additional Hours Available Upon Request)

Buffet or Two Course Plated Meal Service

Champagne Toast for All Guests

Two Types of House Wine Served Tableside with Dinner

Wedding Cake
(Sized According to Guest Count)

Note: The Four Hour Open Bar will Include unlimited Beer, Wine and Liquor for all guests over the age of 21 years. Guests under 21 years will have unlimited soda, water and juice.





All receptions include

Italian imported floor length linen and napkins for all tables in white, black or light gray

Round tall and short cocktail tables for the pre-reception

72" Round tables with seating up to 10 guests per table

Light gray banquet chairs with rubbed oil bronze metal

Upgraded glassware, silverware and silver rimmed china

Laminate wood dance floor and staging for entertainment (if needed)

Votive candles (3 per table)

Table numbers

Private menu tasting for up to six guests
(Upon executed catering contract and deposit collection. Based on availability)

Marriott Bonvoy® rewarding points of 2 points for every \$1

Discounted room block for overnight guest accommodations at Swan & Dolphin and Swan Reserve *(Minimum guarantee of (10) sleeping rooms on one peak night. Based on availability)*

Complimentary honeymoon standard room for one night for the wedding couple





Pre-Reception

Pre-Reception Menu Selections

Select Four Teasers

Two Hot and Two Cold

Cold Teasers will be Butler Passed, and Hot Teasers will be Displayed

Based on One Teaser of Each Per Person

COLD TEASERS

Shots

Red Pepper Hummus, Pita Shot

Braised Hearts of Palm, Edamame, Matsutake Mushrooms, Black Garlic, Grapefruit

Compressed Melon, Feta, Mint, Balsamic Shot

Tuna Tartare, Sesame, Ginger, Miso Caviar, Avocado, Sriracha Aioli, Crispy Wonton

Shrimp Cocktail, Bloody Mary Cocktail Sauce Shot

Bruschetta, Heirloom Tomato, Fresh Mozzarella, Basil Shot

Maine Lobster, Grilled Potato, Confit Fennel, Clementine, Citrus Lace

Gulf Shrimp & Blue Crab Ceviche Shot, Key Lime Juice, Jalapeno

Watermelon, Cucumber Jalapeno Relish, Lump Crab Shot

Lollipops

Havarti Cheese, Candied Almonds

Cones

Pimento Cheese, Chives

Grape Tomato & Pesto Mozzarella

Smoked Chicken, Lemon Thyme Aioli

Yuzu Kosho Seared Ahi Tuna, Wasabi

“BLT” Applewood Smoked Bacon, Lettuce, Tomato

Peppered Angus Beef, Tarragon Aioli

Smoked BBQ Jackfruit, Pickled Onion

Chicken Yakitori, Sweet Soy Glaze

Prime Beef Tartare, Caper

Blackened Gulf Shrimp

Point Reyes Blue Cheese Mousse, Dried Fruit, Pecan Crumble



HOT TEASERS

Fried Polenta, Short Rib Farce,
Celery Root Hazelnut Gremolata

Fontina Cheese Arancini, Roasted
Red Pepper Fonduta

Stuffed Buffalo Chicken Meatballs,
Blue Cheese, Celery Root Puree

Crispy Braised Berkshire Pork Belly
Cornbread Puree, House BBQ
Sauce, Crispy Shallots

Cotija Cheese Filled Arepas,
Roasted Salsa Roja

Mac & Cheddar Cheese Poppers
with Bacon, Tomato Jam, Chives

Lemon Grass Shrimp Satay,
Carrot Ginger Puree, Thai Basil

Sundried Tomato and Marinated
Feta Cheese, Golden Filo, Roasted
Garlic Ladolemono, Italian Parsley

Vegetable Pot Sticker, Edamame,
Chili Soy Glaze

Bell & Evans Chicken Skewer,
Green Onion Sticky Soy

Bacon Wrapped Scallop,
Sweet Chile Sauce

Spanakopita

Steamed Barbeque Pork Bao





DISPLAYED CLASSICS

Select One

Charcuterie

Iberico Ham, Sweet Coppa, Prosciutto de Parma, Calabrese, Toscano, Napoli, Petite Pickled Vegetables, Mustards, Wild Honey, Fig, Date Nut Cake, Assorted Breads

Imported & Artisanal Cheeses

Brie, Cambozola, Pecorino, Emmentaler, English Cheddar, Naked Goat, Dried Fruit, Nuts, Fig Puree, Balsamic Syrup, Crusty Breads

Grilled Vegetables & Hummus Trio

Eggplant, Peppers, Zucchini, Asparagus, Wild Mushrooms, Red Onions, Artichoke Hearts Traditional, Basil Pesto, Roasted Pepper Garlic Naan Bread and Grilled Pita



All food and beverage is subject to 26% service charge and 6.5% sales tax.



Enhancements

DISPLAYED STATIONS

Sushi and Sashimi

Based on a Total of (4) Per Person. Additional \$15 Per Person

Spicy Tuna, California, Tempura Chicken, Vegetable,
Ahi Tuna, Nova Scotia Salmon, Yellow Tail, Wasabi,
Soy, Pickled Ginger

Raw Bar

Additional \$30 Per Person

Cocktail Shrimp (4 Per Person)
Maine Lobster Tail (1 Per Person)
Snow Crab Claws (2 Per Person)
East & West Coast Oysters (3 Per Person)

Cocktail Sauce, Mignonette, Dijon Mustard Aioli, Caramelized Lemons





Dinner Selections

PLATED DINNER

Our wedding package plated dinners include two courses- the salad and entrée. Additional courses are listed on the enhancements page for an additional cost per person.

All Meals include Artisan Rolls, Butter, Freshly Brewed Starbucks 100% Colombian Coffee, Decaffeinated Coffee and Selection of Herbal Teas.

“Choice of” Entrée Selection

A maximum of 3 entrée choices (including vegetarian) may be selected in advance for your guests. All entrée choices must be given fifteen days prior to the event. For multiple entrée selections, the highest priced entrée shall prevail. The same starch and vegetables shall be selected for all the entrée choices.

Estimated Counts for Entrée Choices

The estimated counts for each entrée choice of each wedding guest must be provided to the catering manager fifteen days prior to the event. Then final counts for each entrée choice must be provided at the time of final guarantee (3 business days prior to the event). Each wedding guest must have an indicator of entrée selection on their escort or place card to be displayed at their place setting.

Salad Course

Select One

Green and Red Oak Lettuce, Roma Tomato, Florida Oranges, Mango-Passion Fruit Vinaigrette

Tiny Lettuces, Poached Pear, Gorgonzola Fondue, Candied Georgia Pecans, White Balsamic

Local Baby Greens, Florida Citrus, Hearts of Palm, Cucumber, Marcona Almonds, Banyuls Vinaigrette

Baby Iceberg Lettuce Wedge, Heirloom Tomatoes Blue Cheese, Crispy Hobbs’ Bacon

Hearts of Romaine, Black Batard Croutons, Shaved Romano, Parmesan-Garlic Vinaigrette

Baby Greens, Buffalo Mozzarella, Plum Tomato, Pine Nut Puree, Baguette Crostini, Tomato Vinaigrette





Chicken Entrées

\$220 Per Person

Pan Roasted Stuffed Chicken Breast
with Ricotta, Spinach, and Black Walnuts

Seared Organic Breast of Chicken
Herbs de Provence

Pan Roasted Chicken Breast

Beef Entrées

\$250 Per Person

Sous Vide Tenderloin of Beef
Rosemary Parmesan Panade

Char Grilled Beef Tenderloin Filet

All Day Braised Beef Short Rib

Seafood Entrées

\$230 Per Person

Sautéed Florida Black Grouper
Caper Tapenade

Seared Mahi-Mahi

Pesto Marinated Salmon

Sustainable Atlantic Halibut

Plancha Grilled Sea Bass

Dual Entrées

\$260 Per Person

Short Rib and Shrimp
All Day Braised Angus Beef Short Rib,
Florida Gulf White Shrimp

Chicken and Fish
Truffle Crusted Breast of Chicken,
Atlantic Halibut

\$275 Per Person

Filet and Lobster
Seared Beef Tenderloin Filet, Butter
Poached Maine Lobster

Filet and Shrimp
Grilled Beef Tenderloin Filet, Jumbo Shrimp

Filet and Crab Cake
Seared Beef Tenderloin Filet,
Jumbo Lump Crab Cake



Starch Selection

Choose One

Anson Mills Polenta

Creamy Risotto

**Crushed Fingerling
Potatoes**

Potato Pave

Potato Silk

**Purple Peruvian, Yukon
Gold, and Roasted
Red New Potatoes**

Toasted Farro Salad

Barley Risotto

Confit Heirloom Potatoes

Truffled Whipped Potatoes

Anson Mills White Grits

Vegetable Selection

Choose One

**Roasted Tricolored
Organic Cauliflower**

**Seasonal Hammock
Hallow Vegetables
(Based on availability)**

**Cauliflower Puree,
Baby Carrots**

**Baby Root Vegetables,
Caramelized Pearl Onions**

**Jumbo Green Asparagus,
White Asparagus Puree**

**Petite Squash, Roasted
Organic Mushrooms**

**Baby Root Vegetables,
Button Mushrooms**

Sauce Selections

Choose Two

Romesco

(Chicken, Beef, Seafood)

Veal Glace

(Chicken, Beef)

Meyer Lemon Jus

(Chicken, Seafood)

Roasted Chicken Veloute

(Chicken)

**Cabernet Sauvignon
Reduction**

(Chicken, Beef)

Hamlin Orange Cream

(Chicken, Seafood)

Mushroom Crema

(Chicken, Beef, Seafood)

Truffle Madeira Sauce

(Chicken, Beef)

Smoked Tomato Vin Blanc

(Chicken, Beef, Seafood)

Bordelaise

(Chicken, Beef)

Spanish Caper Emulsion

(Chicken, Beef, Seafood)

Natural Cuisson

(Braised Short Rib Only)



Plated

ENHANCEMENTS

Appetizer Course

Additional \$20 Per Person

Shrimp and Grits

Gulf Prawns, Anson Mills Grits, Andouille Sausage
Pickled Okra, Roasted Tomato Cream

Glazed Berkshire Pork Belly

Sweet Potato Puree, Sous Vide Pearl Onions
Toasted Mustard Greens

Seared Day Boat Scallops

English Pea Puree, Carrot, White Asparagus

Pan Roasted Crab Cake

Roasted Red Pepper Fondue, Charred Corn,
Warm Cabbage Slaw, Sauce Gribiche

Chilled Maine Lobster

Fennel, Mango, Grilled Potato, Celery
Tarragon Vinaigrette

Ahi Tuna Tataki

Compressed Cucumber, Eel Sauce, Avocado,
Shiso Lotus Root

Lioni Burrata

Local Heirloom Tomatoes, Black Garlic, Truffle
Salt, Crostini

Grilled Compressed Watermelon

Greek Feta, Cucumber, Avocado, Mint





Soup Course *Additional \$15 Per Person*

Potato Leek Soup

Baguette Crostini

Lobster Bisque en Crouete

Maine Lobster, Pernod Cream,
Buttery Puff Pastry

Carrot Ginger Soup

Coconut, Parsnip & Sweet Potato Chips

Pan Roasted Crab Cake

Roasted Red Pepper Fondue, Charred Corn,
Warm Cabbage Slaw, Sauce Gribiche

Roasted Chicken Consomee

Vegetable Pearls, Black Truffle Diamonds

Classic Clam Chowder

Clams, Bacon, Potato, Onion, Cream

Cream of Mushroom Soup

Puree of Cultivated Mushrooms, Fresh Thyme, Garlic

Roasted Sweet Corn Soup

Lump Crab Meat, Kaffir Lime Chantilly

Desserts

Plated *Additional \$12 Per Person*

Chocolate Crunch Napoleon Cake, Fresh Raspberries,
Thin Dark Chocolate Layers, Raspberry Cream
and Sauce

Strawberry Angel, Vanilla Cream Dome, Strawberry
Compote Center, Angel Food Cake, Strawberry Sauce

Tropical Honeymoon, Lime Chiffon Sponge, Mango
Mousse and Vanilla Passion Fruit Cream Center,
Vanilla Coconut Sauce

Blue Heart Emoji, Buttermilk Blueberry Tart, Greek
Yogurt Mousse, Blueberry Sauce

Mauna Loa, Macadamia Nut Frangipane Crunchy
Layer Cake, Dulcey Chocolate Cream, Kona Coffee
Whipped Panna Cotta, Espresso Sauce

Family-Style Platter *Additional \$15 Per Person (One Per Table)*

Macarons

Based on 3 Per Person ~Select 3 Flavors
Vanilla, Pistachio, Coffee, Salted Caramel, Lemon,
Passion Fruit, Mango-Lime, Dark Chocolate,
Cassis, Raspberry, Hazelnut, Peanut Butter & Jelly

Chocolate Dipped Tuxedo Strawberries

Based on 2 Per Person



Dinner Selections

Buffet Dinner

Create your own wedding dinner buffet package menu

2 Salads / 2 Entrées / 1 Starch / 1 Vegetable / 3 Mini Desserts
\$220.00 Per Person

2 Salads / 2 Entrées & 1 Carving Station / 2 Starch / 1 Vegetable / 3 Mini Desserts
\$230.00 Per Person

3 Salads / 2 Entrées & 1 Carving Station / 2 Starch / 2 Vegetables / 4 Mini Desserts
\$250.00 Per Person

All Meals include Artisan Rolls, Butter, Freshly Brewed Starbucks 100% Colombian Coffee, Decaffeinated Coffee and Selection of Herbal Teas.

Salad

Petite Greens, Hearts Of Palm, Florida Citrus, Herb Buttermilk, Red Forum Vinaigrette

Roasted Kale, Iberico Ham, Eggplant Caviar, Brioche Croutons, Ice Wine Vinaigrette

Slow Roasted and Marinated Red and Yellow Beets, Imported Feta Cheese, Pine Nuts, Chives, 20-Year Sherry Vinaigrette

Hammock Hollow Greens, Pickled Pears Compressed Apples, Point Reyes Blue Cheese, Toasted Almond Crumble, Wisteria Vinaigrette

Mizuna Lettuce, Marinated Alaskan Crab, Edamame Matsutake Soy, English Pea Puree Carnival Cauliflower, Ginger-Yuzu Dressing

Toasted Fregola Sarda Florida Citrus, Roasted Peppers, Asparagus, Cipollini Onions, Toasted Espelette Vinaigrette

Mediterranean Couscous Salad Toasted Israeli Couscous, Grape Tomatoes, Roasted Chick Peas, Cucumber, Feta, Lemon Thyme Vinaigrette

Entrées

Traditional Chicken Piccata

Lemon Butter, Fried Capers, Italian Parsley Sautéed Spinach

Line Caught Alaskan Halibut

Zellwood Corn & Applewood Smoked Bacon Relish, Brown Butter, Lemon, Parsley

Oven Roasted Sea Bass

Sautéed Local Tomatoes, Calabrian-Lemon Olive Oil Sauce

Fennel Rubbed Duroc Pork Chops

Roasted Apples, Sweet Potatoes, Baby Kale Dijon Mustard Pan Sauce

Sous Vide Pork Roast

Stewed French Flageolet Beans, Crispy Bacon, Caramelized Savoy Cabbage, Nashville Barbecue Glaze

Slow Cooked Butler Steak

Baharat Spiced Petite Vegetables, Cilantro & Parsley Chermoula

All food and beverage is subject to 26% service charge and 6.5% sales tax.



Carving Stations

Attendant Fee of \$225 per Carving Station.

Herb Crusted Honey Brined Salmon and Boneless Prime Rib require (2) Attendants.

Chargrilled Garlic Marinated Flank Steak

Minced Tomato, Shallot Relish

Oven Roasted Black Grouper

Toasted Herb Panade, Florida Corn Silk
Piperade, Capers

Brined Roasted Turkey Breast

Whipped Potatoes, Turkey Gravy

Herb Crusted Honey Brined Salmon

Parsnip Puree, Key Lime Vin Blanc

Boneless Prime Rib

Roasted Potatoes, Wild Mushrooms,
Bordelaise Sauce

Starch

Wild Rice & Vegetable Pilaf

Rosemary Confit Fingerling Potatoes

Truffled Barley Risotto

Poached Ancient Grains (Farro)

Vegetables

Roasted Brussel Sprouts, Toasted Hazelnuts, Balsamic Vinegar Grilled & Roasted Asparagus Spears

Charred Cauliflower Florets, Herbed Bread Crumbs

Baby Zucchini, Wilted Onion, Dill and Parsley Vinaigrette

Chef's Choice Of Fresh Seasonal Organic Vegetables (and when available)







Desserts

BUFFET SELECTIONS

Assorted Miniature Desserts

Based on 1 of each per person

Aragani 72% Chocolate Dome Cake

Florida Citrus Charlotte, Vanilla Cream Center
Almond Cookie

Mini Cherry Clafoutis, Lemon Bake Custard Tart

Upside Down Nutella Cream Puff

Tiramisu, Espresso Coffee Soaked Lady Finger,
Mascarpone Cream, Milk Chocolate Shaving

Fresh Seasonal Fruit Tarts, Vanilla White
Chocolate Whipped Ganache

Milk and Cookies... Chocolate Chip Panna Cotta,
Milk Sauce and Miniature Cookie

Chocolate Raspberry Mud Pie, Fresh Raspberries

Swando S'More, Homemade Marshmallow,
Graham Cookie, Caramel Sauce and Caramelized
Peanuts

French Macarons: (pick 3 flavors)
Flavors: Black Currant, Chocolate,
Hazelnut, Lemon, Mango Lime,
Passion Fruit, PB and J, Pistachio,
Raspberry, Salted Caramel, Vanilla

Caramelized Banana Cream Éclair

Chocolate Crunch Dome

Mixed Berries Zuppa Inglese

Vanilla Limoncello Panna Cotta, Marinated
Strawberry

Raspberry Tiramisu

Pineapple Cream Tart, Caramel Mousse

Cheese Cake Tart, Lemon Peel Mousse and
Raspberry Coulis

Caramel Chocolate Apple S'more Cake

All Chocolate Cake

Banana Foster Tart

Limoncello Cup Cake

Chocolate Torta Caprese



Wedding Cakes

A three or four tiered stacked round cake in white fondant or white buttercream is included in the wedding package (Number of tiers determined by final guest count). Select one cake flavor and one filling.

Note: Appliques, Upgraded Ribbon, Fresh Floral, Faux Floral or Upgraded Rhinestones Will be subject to an additional cost based on final selected design.

Signature Cake - Classic Harmony

Lady Finger Sponge, White Chocolate Mousse and Fresh Strawberries or Fresh Raspberries

Chocolate Dream

Chocolate Sponge, Chocolate Mousse

Chocolate Crunch Cake

Chocolate Sponge, Hazelnut Crunch Chocolate Mousse

Funfetti Sponge Cake

Creamy Vanilla Cake Filling

Florida Citrus

Orange Peel Pound Cake Sponge, Light Lemon Peel Vanilla Cream

Red Velvet Sponge

Cream Cheese Mousse

The All Vanilla

Lightly Soaked Vanilla Sponge, Vanilla Bavaroise Mousseline

Carrot Cake

Carrot Cake with Pineapple, Cream Cheese Filling

Create Your Own Cake Flavor & Filling

Cakes

Flourless Chocolate Sponge, Chocolate Sponge, Pound Cake, Almond Sponge, Red Velvet Sponge, Carrot Cake with Pineapple, Coconut Sponge, Funfetti, White

Filling

Chocolate Mousse, White Chocolate Mousse, Vanilla Mousse, Light Lemon Peel Cream, Cream Cheese Mousse, Cream Cheese Filling, Hazelnut Crunch Chocolate Mousse, Dark Chocolate Ganache, Lemon Curd*, Vanilla Bavaroise Mousseline*

Butter Cream

Vanilla, Chocolate, Coffee, Caramel, Pistachio, Lemon





Bar Packages

4 Hours included in the Wedding Reception Packages

Additional Hours of Bar Service \$14.00 Per Person, Per Hour

Upgraded Brand Labels: \$16.00 Per Person

Bartender Fee(s) at \$225.00 Each (1 Per 100 Guests)

All packages include Assorted Sodas and Mineral Waters

Wedding Bar Package Brand Labels:

Bourbon: Jim Beam White Label
Scotch: Johnnie Walker Red Label
Vodka: New Amsterdam
Whiskey: Seagram's 7
Rum: Bacardi
Tequila: Sauza
Gin: Beefeaters or New Amsterdam (based on availability)

Upgraded Brand Labels

Bourbon: Jack Daniels
Scotch: Johnnie Walker Black
Vodka: Absolut
Whiskey: Crown Royal
Rum: Bacardi
Tequila: Sauza
Gin: Bombay Sapphire

Wine

Select one Red Varietal and one White Varietal for the Bar(s) and Tableside Wine Service

Red

Cabernet Sauvignon
Pinot Noir

White

Chardonnay
Sauvignon Blanc

Domestic Beer

Yuengling Lager, Miller Lite, Non-Alcoholic

Premium Beer

Heineken, Corona Extra

Craft Beer

Cigar City, Funky Buddha, Florida Beer Companies, Swan & Dolphin Phins & Feathers





Beverage

ENHANCEMENTS & SPECIALTY COCKTAILS

Spice It Up With Sangria

\$14 Per Drink | Minimum of 100 people required

We have taken our favorite wines, fruits and juices to blend three great sangrias that are sure to be enjoyed. Fresh, fruity and delicious. Try one or try them all!

Flavors: White Sangria, Red Sangria, Sangria de Cava

The Interactive Mojito Bar

\$16 Per Drink | Minimum of 100 people required

You choose the ingredients of your mojito from a selection of six fresh fruits, sliced, muddled and hand blended right before your eyes. All mojito's are made with premium rums by bacardi select

Flavors: Classic, Citrus and Seasonal Berries

More Than One Mule!

\$16 Per Drink | Minimum of 100 people required

Enjoy Martin's Moscow Mule Or One Of Our Other Creative Variations!

Moscow Mule

Premium Vodka, Ginger Beer, Fresh Lime Juice, Mint Garnish

Mexi Mule

Premium Tequila, Ginger Beer, Fresh Lime Juice, Mint Garnish

Florida Mule

Premium Rum, Ginger Beer, Fresh Lime Juice, Mint Garnish

Kicks Like a Mule

Premium Bourbon, Ginger Beer, Fresh Lime Juice, Mint Garnish





CATERING POLICIES

GUARANTEE POLICY

Ten (10) working days prior to all food functions, the Hotel requires the client to submit an expected number of guests for each scheduled event. The expected number of guests cannot be reduced by more than 10% at the time the Hotel receives the guaranteed number of guests. The guaranteed number of guests for all food functions must be submitted to the Catering Department by Noon, three (3) business days prior to the date of the function. If the guarantee is not received by the cut off date/time, the Hotel will assume that the “expected” (exp) number of guests noted at the top of the banquet event order or the expected number of guests submitted to Catering ten (10) working days prior to the event as the guarantee. The guarantee becomes the minimum number of guests used in calculating the amount to be charged and the maximum number for food preparation. Should the actual number of guests in attendance of the event exceed the guarantee; the customer will be charged for that number of guests. On plated Food and Beverage functions, the Hotel will set seating based on the guest list and seating chart given from the client.

TAX

All federal, state and municipal taxes which may be imposed or be applicable to this agreement and to the services rendered by the Hotel are in addition to the prices herein agreed upon, and the patron agrees to pay for them separately. The Current tax for Orange County is 6.5%.

LABOR CHARGES/ MINIMUMS

All Food & Beverage is subject to 26% Service Charge and 6.5% Sales Tax. This includes gratuity for banquet employees. No other fee or charge is a tip, gratuity, or service charge for any employee. Outdoor functions (excluding wedding ceremonies and wedding pre-receptions/cocktail hours) will be charged a \$250.00 labor fee.

For meal functions with groups of twenty (20) or less, the Hotel will charge a \$125.00 labor fee if total food and beverage revenue does not exceed \$1,500.00.

Decorative confetti, glitter, sprinkles, etc. will be subject to a clean up fee starting at \$200.00.

OUTDOOR FUNCTIONS

The Hotel reserves the right to make the decision to move any outdoor function to the inside backup space due to inclement weather. The Group will be advised of all options for the function at a minimum of eight (8) hours in advance of the event. The final call must be made at a minimum of four (4) hours in advance of the event. The hotel’s decision is final. Any movement of equipment, chairs, tables and food and beverage after this time frame is subject to labor fees starting from \$250.00.

Inclement weather is defined as wind that exceeds more than 20mph, temperatures no lower than sixty (60) degrees or higher than ninety-five (95) degrees and a percentage of rain predicted at thirty percent (30%) or more during the set-up, tear down or duration of event.



Overnight Guest Parking \$32.00 plus tax per day
Up to (10) Complimentary Self-Parking vouchers will be provided to vendors who are working the event.

DÉCOR / CENTERPIECES/ ENTERTAINMENT

The Hotel has the following policy with respect to centerpieces and décor in the banquet and meeting areas. It is incumbent upon the Reedy Creek Improvement District (the building and safety department) to insure that special events, entertainment, and convention functions take place in a safe manner concurrent with all applicable building and fire prevention codes as well as the RCID Land Development Regulations. Therefore, any event involving the use of displays, decorations, and miscellaneous items shall comply with the Epcot Building Code, the RCID Land Development Regulations and the Epcot Fire Code.

No decorative material shall be used that will ignite and allow flame to spread over the surface when exposed to a match flame. Flammable liquid or hazardous chemicals are prohibited. Balloons or other inflatable objects must be secured in such a way as not to block any sprinkler pattern or fire protection device. Candles when used as part of a centerpiece on a table must be protected by the use of an ornamental globe. Live decorations (centerpieces, table displays) shall be kept in a moist condition. Should they become dry and subject to ignition, they shall be removed immediately. No type of sparkler will be permitted.

NON-CONTRACTED OUTSIDE VENDORS

Should the Group choose to hire an outside vendor for providers of services not listed above (e.g. flowers, linen rental, furniture rental, DJ, Band, etc.) who are not on the Hotel's Preferred Vendor list, then the Group shall ensure that the outside vendor supplies a non-expired copy of their Certificate of Insurance to the Catering Manager as well as a signed copy of the Outside Vendor Agreement.

ROOM EXTENSIONS AND SETUP FEES

For events that require more than 2 hours of set-up, tear down, or that wish to extend beyond the (4) Four-hour reception time frame, there will be additional fees incurred. Fees will be factored on the number of hours needed, number of guests, what day of the week and time of the day starting from \$1,000.00 and up.

CONTRACTED VENDORS

Hotel has contracted with the following providers of services (e.g., audio-visual services) that Group shall use to provide services for its meeting or event. All Audio Visual items will be charged by Presentation Services Audio Visual at current published prices plus service charge and state tax.

GES – Exclusive provider of electrical services, and daily / pre & post exhibit hall cleaning services.

In-Tents/Premier –Exclusive provider for Rental/construction of all tents erected on property.
ENCORE (previously PSAV) – Exclusive provider of microphones and sound equipment for



house sound system and exclusive provider of all overhead rigging in ballrooms and exhibit halls.

XpoDigital- Exclusive provider to program and book the LED Screen Wall in the Vue Ballroom.
Swan and Dolphin Security Department – Exclusive provider of security services on property.

MARRIOTT BONVOY® EVENTS

Marriott Bonvoy Events provides Points or Miles to eligible Marriott Bonvoy Members who book and hold qualifying meetings and events at Participating Properties.

Approximately ten (10) business days after the conclusion of the Event (provided that the Event is not cancelled and has otherwise complied with the material terms and conditions of their Agreement, the Hotel will award Points or Miles to the Member and relevant account.

Marriott Bonvoy Events is not available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event); (2) for any employee of a state-owned or state-controlled entity (“SOE”) booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or SOE. Hotels in the Asia Pacific region are restricted from awarding Points or Miles to any intermediary booking an event on behalf of any governmental entity or SOE.