

## *Wedding Reception Terms & Conditions*

This EVENT AGREEMENT defines the terms & conditions under which Key Largo and \_\_\_\_\_ (hereafter referred to as the CLIENT) agree to the client's use of \_\_\_\_\_ (room) on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. This contract constitutes the entire agreement between the parties and becomes binding upon the signature of both parties. The contract may not be amended or changed unless executed in writing and signed by Key Largo and the CLIENT.

### **CLIENT Information:**

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (H) \_\_\_\_\_ (C) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_

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### **Facility and Amenities:**

- Our facility accommodates up to 300 guests.
- Additional seating and space options may be made available at an additional cost.
- Event Packages are required for any event held in the Ballroom (see event package options).
- Event Package prices and set-up **cannot** be altered unless the CLIENT requires additional items.
- No large outside ceremonies allowed. Ceremonies under 50 people must be approved by management on specific times and dates. Subject to an additional cost.

### **Décor Options:**

- Key Largo offers an extensive inventory of wedding décor. Please consult our event staff for details.
- You may augment with your own décor if you wish. Please do not affix items to the walls, floors or ceiling with nails, staples or tape. Please do not use table confetti.
- You are welcome to begin decorating at 10:00 AM on the day before the event, unless the event space is not available until morning of the event.
- Please make arrangements to remove your decorations from the premises by the conclusion of your event. **Key Largo assumes no liability for decorations.**

## **Menu:**

- Menu prices cannot be guaranteed until sixty (60) days prior to the event.
- Menu selection is required 14 days prior to the event date.
- Guaranteed guest count must be finalized 14 days prior to your event. If a guaranteed count is not provided 14 days prior to the event, we will use the estimated number provided in the original contract.
- Only food/beverages provided by Key Largo may be consumed on the property.
- No outside food or beverage items are permitted on the premises. The only exceptions are **commercial made** products or baked goods, such as wedding cakes, cupcakes, or candy. Commercial goods must be removed from the premises at the end of the event. Please contact our event staff for prior approval and set-up arrangements.

## **Beverage Options:**

- Host bar – guest drink tab is combined and added to the event total or a single pre-arranged account payable at the end of the event (you may set a time or dollar limit).
- Cash bar – guest drink tab is paid by each individual guest at the point of sale.
- Social Hour – before or after dinner featuring bottled wine and/or champagne and/or beer (keg or bottled) and/or mixed drinks – tab is combined and added to the event total.
- See Beverage options in Wedding Package for more information (page 3).
- **State Law prohibits the consumption of alcohol by persons less than 21 years of age. Picture ID required.**
- **No outside beverages are allowed. All alcohol must be served by Key Largo staff.**
- CLIENT acknowledges and agrees that if alcohol is served at the event Key Largo reserves the right to refuse service, in its sole discretion, to anyone who is under 21 years of ages or for any other reason. CLIENT assumes all responsibility for the conduct of all persons in attendance, as well as any damage done to the space or Key Largo property

## **Entertainment Options:**

- CLIENT is responsible for booking musical entertainment, all musical license fees and any required permits.
- CLIENT will cover and defend Key Largo from and against any and all claims, costs, and expenses (including legal fees and expenses), demands, actions, and liabilities of any kind whatsoever with respect to any breach of the foregoing.
- Entertainment can run until 1:00 AM.
- Have your entertainment's agent contact our event staff to arrange set-up times and requirements. \*\*\*Must set up prior to reception.

**Deposits and Payment Agreements:**

- To reserve the space on the date requested Key Largo requires this contract be signed by both parties and an initial non-refundable deposit of \$200.00.
- If the contract is not signed yet the \$200 non-refundable deposit has been made, the deposit serves as a binding contract between both parties.
- The \$200 initial deposit will not be refunded if the CLIENT cancels the event.
- CLIENT may **not** cancel this Agreement after sixty (60) days before the event without paying the full cost of rental and the estimated food and beverage prices for the number of attendees estimated herein or guaranteed if fourteen (14) or less days prior to the event.
- Payment is due in full at the conclusion of the event
- All menu prices, room rental, and packages charges are subject to applicable Minnesota State Tax, (current rate on food is 6.875% and alcoholic beverages is 9.375%) and taxable 18% service charge. Tax rates are subject to change as required by law.
- We accept Visa, MasterCard, Discover, American Express or personal check.

**Liability:**

- Although our ballroom is secure, Key Largo assumes no responsibility for damaged, lost or stolen items.
- Any damages to the space or any of the items furnished by Key Largo will be billed to the CLIENT at cost for repair and/or replacement. Key Largo disclaims all liability for any items not provided by Key Largo. All items not removed from the space by the time the event is concluded will become the property of Key Largo.
- Key Largo strongly recommends that you provide “gift runners” to accept your gifts as they arrive. For your protection, we suggest that you provide a decorated, slotted box for gift cards. All gifts and cards are the responsibility of the renting party and should be properly attended.
- All prices are subject to change until the event is confirmed with a deposit.

I have read and agree to comply with the above guidelines:

**KEY LARGO**

**CLIENT**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Key Largo Staff Signature

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date