

# GENERAL INFORMATION

## Menu Preparation

In order to provide the very best in food quality we require all food and beverage to be purchased solely through The King and Prince Beach & Golf Resort (excluding celebration cakes). Due to health code, food and beverage may not be removed from the function area under any circumstances. Your menu selection will be required at least three weeks prior to your event.

\*If you or anyone in your party has special dietary concerns, our culinary staff will be happy to accommodate your needs. Please contact us at least a week in advance of your visit so we have time to order the proper ingredients to prepare spectacular dishes that you can enjoy!

## Menu Pricing

Pricing contained in this menu is based on a number of factors, including but not limited to: food costs, labor, market and industry standards, and as such, are non-negotiable. Prices cannot be confirmed more than six months prior to your function. We are happy to work with you on specialty and personalized menus that fit into the food and beverage minimum needs of your venue.

## Guarantees

The King and Prince Resort requires the final guarantee of attendance to be specified and communicated to The Resort by at least 12 noon 72 business hours (Monday–Friday) prior to the function. This will be considered the final guarantee for billing purposes, and is not subject to reduction. You will be charged for the guarantee or the actual number attending, whichever is greater. The Resort will prepare for 5% over the guarantee number and set for 10% over. If the final guarantee is not given by the specified time, The Resort will prepare and charge for the estimated number of persons indicated on the

Banquet Event Order. Should the number attending exceed your guarantee by over 10%, those guests will be charged to the master bill at one and one-half times the original menu price.

## Food and Beverage Minimums

The Food & Beverage minimum is the least amount of money you are required to spend in a combination of food and beverage, and does not include service charge or tax. The food & beverage minimum is dependent on the event space, time of day, and date you select, as well as other factors. The food and beverage minimum does not include service charge, tax, labor, audio visual, or any other miscellaneous charges incurred. Please speak with your Catering Manager if you have any questions.

## Banquet Event Orders

A banquet event order is defined as the exact details of your event as discussed with your Catering Manager. Copies of the orders will be sent to you upon completion of planning your event. Please review the order carefully to ensure that all of your requests have been detailed. The banquet event orders must be signed, dated and returned to the hotel no later than one week prior to your function. Any changes on this form must be confirmed with your Catering Manager.

## Service Charge and Tax

All catering functions are subject to a 21% service charge and applicable state sales taxes. By state law, sales tax is added to the service charge and total cost of the function.

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## Deposits

The Resort will require an advanced deposit of the total estimated food and beverage and an additional \$1,000 incidental deposit on the final estimate.

## Cancellations

All deposits are non-refundable. Please refer to your contract for details.

## Outside / Third — Party Food and Beverage

(except for celebration cakes)

No Food or Beverage of any kind will be permitted to be brought into or taken out of The King and Prince Beach & Golf Resort. The Resort reserves the right to remove Food and Beverage brought into the facility in violation of this policy. As a licensee, The King and Prince Resort is required to abide by the laws of The State of Georgia and local county ordinances.

It is our policy that no alcoholic beverages are brought onto the premises for catered functions. As a licensee, we encourage our patrons to drink responsibly. Sunday sales of alcoholic beverages are permitted; however, restrictions do apply. Consult with the Catering Manager regarding policies.

## Outdoor Functions

In the event of a thirty percent (30%) or more inclement weather forecast, the Resort reserves the right to decide four hours prior to the event to relocate the function to the indoor back-up facility. No deposit will be refunded on room rentals not used by the client.

## Decorations

Theme decor can be ordered for you through our Catering and Conference Services Department. The King and Prince Resort will not permit the affixing of anything to the walls, floors or ceilings of our banquet rooms with nails, staples, tape or any other substance without prior approval. The customer is responsible and shall reimburse the Resort for any damage, loss or liability incurred by the Resort by any of the customer's guests or vendors contracted by the customer to provide any service or good for the function. The resort cannot store and will not be responsible for any items left behind.

## Security

The Resort may request that the customer obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight anywhere on property. The Resort is not responsible for damage to or loss of any items left on property prior to or following any functions. The Resort makes no warranties or representations to the customer other than those printed hereon.

## Appointments

In order to give you the best possible service, we ask that you please call to make an appointment when you need to meet with our Catering Managers.

## Guest Room Deliveries

All room deliveries incur a \$3 delivery fee per guest room. Please provide the front desk a list of the guest's name and items to be delivered. The delivery fee will be charged to your master account.

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## Vendor Policies

All outside vendors must work directly with delivery and set up times approved by your Catering Manager. Rental equipment placed outside the constrained times will result in storage fee on the master bill.

## Banquet and Meeting Rooms

Other groups may be utilizing the same room prior to or following your function. Guests will be admitted to the banquet room and expected to depart at the times stated on the Banquet Event Order. Requests to change the stated timeline may result in a labor charge. The Resort reserves the right to move functions to other meeting/banquet rooms without prior notification.

## Event Materials

The customer is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits or any other items to and from The Resort. Handling fees may apply, please see your Catering Manager for our Shipping Policies.

## Exhibit Tables

Per exhibit table, a rental fee will be charged to the group's master bill. The charge will be in place on a per day basis per exhibit table. Any additional needs vendors may request will also be charged to the group's master bill unless otherwise stated.

## Hours of Service

Breakfast 6am–10am

Brunch 9am–3pm

Lunch 11am–3pm

Dinner 4pm–11pm

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## Shipping and Receiving Information

Materials and Displays may be sent to the hotel within five days prior to a scheduled event. All parcels should be addressed to:

**The King and Prince Beach & Golf Resort**  
**201 Arnold Rd**  
**St. Simons Island, GA 31522**

**Attention:** *(Name of person who will be picking up parcel and identification of scheduled event)*

The hotel will place a notification on check-in advising of deliveries received. All parcels may be picked up at the Front Desk. The hotel will not assume any liability for damaged parcels or contents. We recommend that valuable contents are insured. Parcels over 40 pounds should be labeled as such to prevent injury to staff when moving.

The following charges will be added to your guest bill:

Parcels less than 10 lbs.....	Complimentary
Parcels 10 lbs. – 20 lbs.....	\$10.00
Parcels over 20 lbs.....	\$20.00
Pallets and Crates *see below.....	\$100.00

### Pallets and Crates

The King and Prince is a historic hotel - not a convention center. As such, we do not have a traditional loading dock, back of house storage, and in some cases, large crates for exhibits will not fit through the doors. Because of this, any pallets and crates require advance notification to the Security Department, as well as additional requirements below:

\* If a pallet/crate is heavier than a pallet jack can handle, we do not have access to a forklift, so all moving of equipment must be handled by vendor.

\*Exhibit materials cannot be larger than 500 lbs. in weight and 6'x3'x3' feet in size (exceptions may be made on a case by case basis, please ask your Catering Manager for details).

\*The Resort does not have storage space for large crates. Storage of crates while vendor is exhibiting must be planned for by vendor.

\* If we do not receive advance notice of a pallet or crate, there will be an additional \$300 charge added to the master bill to cover additional costs and processing.

•Any parcels sent more than five days prior to your event will incur an additional \$10 storage fee.

•Pallets or crates sent more than five days prior to your event will incur an additional \$100 storage fee.

The hotel also provides blank UPS and FedEx labels for outbound materials. UPS makes daily pickups at the hotel for your convenience. You may drop off your pre-labeled package at the Front Desk for shipment or you can make arrangements at the Front Desk for shipment and the shipping fees may be added to your guest bill or any major credit card.

For any other shipping inquiries, please contact the Security Department for information at (912)638-3631.

# WEDDING INFORMATION

## Wedding Ceremony /Rehearsal Policy

If you are hosting a ceremony at the resort, arrangements may be made to rehearse on our property at no additional charge. Based solely on availability, times and location are subject to change. You may have to rehearse in an area other than the one selected for your event.

## Guest Sleeping Rooms

Upon request, the hotel may provide a group block of give guest rooms per night. Please contact our Group Rooms Coordinator at 912.268.5007 to inquire about the availability and pricing of guest room blocks.

## Wedding Coordination

The King and Prince does not provide wedding coordination or directional services for wedding ceremonies or receptions. Our role is to get you do the day of your wedding. Local wedding coordinator and director referrals may be found on the vendor referral list on the following page.

## Dressing Rooms

The hotel does not include a dressing room for bridal parties or bands in the package price. Should arrangements need to be made for dressing, please contact the resort's reservations department at 800-342-0212 to reserve a hotel room or your Catering Manager for use of the Butler Room.

## Bride and Groom Departure

Sparklers, Confetti and Streamers are prohibited on King and Prince property unless arranged by your Catering Manager. If used without permission we reserve the right to add a surcharge to the final bill.

# EVENT FACILITIES

## Lanier Ballroom

The Lanier Ballroom is the largest banquet space available at The King and Prince Beach and Golf Resort. All types of music are allowed in Lanier until 12:00 midnight.

### Capacities:

Strolling Reception 350 guests  
Seated Meal (plated or buffet) 270 guests  
Seated with dance floor 180 guests  
Rental Fee: \$2,000

## Delegal Room

A ground floor, oceanfront room, the Delegal is the former dining room of the resort. It features large picture windows with antique stained glass transoms overlooking the lawn and the Atlantic Ocean. All types of music are allowed until 11:00 pm in the Delegal.

### Capacities:

Strolling reception 260 guests  
Seated meal (plated or buffet) 200 guests  
Seated with dance floor 150 guests  
Rental Fee: \$2,000

## Retreat Room

The Retreat Room is a second floor, oceanfront room. The lobby boasts a working antique bar and fireplace. The Retreat Room has rounded windows that offer a breathtaking 180 degree view of the Atlantic Ocean. All types of music are allowed until 12:00 midnight.

### Capacities:

Strolling Reception 125 guests  
Seated meal (plated or buffet) 80 guests  
Seated with dance floor 50 guests  
Ceremony with center aisle 100 guests  
Rental Fee: \$1,000

## Solarium

The Solarium is the original lobby of the hotel. It is a beautifully appointed and fully furnished parlor on the ground floor of the hotel. The Solarium has large windows with wonderful views of the Atlantic Ocean and a working fireplace. Acoustic music is allowed in the Solarium until 9:30 pm. No microphones, speakers, or amplification of any kind is allowed.

### Capacities:

Strolling Reception 125 guests  
Seated meal (plated or buffet) 80 guests  
Ceremony with center aisle 70 guests  
Rental Fee: \$1,000

## Oceanfront Lawn

Only a step from the ocean, the fully landscaped lawn is an incredible site for outdoor functions, whether it is a rehearsal dinner, ceremony or reception. All types of music are allowed on the lawn until 10:00 pm. Please check with your Wedding Catering Manager to see about tents and dance floors.

### Capacities:

Strolling reception 350 guests  
Seated meal (plated or buffet) 230 guests  
Ceremony with center aisle 200 guests  
Rental fee: \$1,000

## Butler Room

The intimate Butler Board Room has oceanfront views and features a large oak conference table with high-back leather chairs for up to 18 guests.

### Capacities:

18 guests  
Rental fee: \$1,000

# BANQUET ROOM CAPACITIES

Room	Dimensions Square Ft	Conference or Hollow Square	Classroom	Theater	Banquet	U-Shape	Reception
Lanier Ballroom	43'x67' 2880	78	220	300	270	63	350
Lanier I	23'x43' 990	36	60	100	80	30	100
Lanier II	23'x43' 990	36	60	100	80	30	100
Lanier III A/B	20'x43' 840	36 A-18 B-18	42 A-20 B-20	80 A-40 B-40	60 A-30 B-30	30 A-15 B-15	80 A-40 B-40
Retreat	31'x39' 1050	36	54	100	80	30	125
Butler	13'x42' 550	18	N/A	N/A	N/A	N/A	N/A
Delegal	45'x59' 2655	44	90-Delegal Chairs 162- Folding Chairs	140- Delegal Chairs 240- Folding Chairs	200	38	260
Solarium	36'x38' 1100	24	36	70	80	24	125
Resort Lawn	N/A	N/A	N/A	200	230	N/A	350