

# POLICIES

## CATERING POLICIES & GUIDELINES

### Food & Beverage Policies and Guarantees



- Due to these unstable times with supply chain disruptions affecting product availability and costs, pricing for certain food and beverage items and classes of items on the current catering menu cannot be guaranteed beyond 91 days prior to event date. Menu pricing will be guaranteed 90 days prior to your event.
- All catering orders must be received with definite selections and client signature no less than 14 days prior to the start of the conference. The guaranteed attendance must be provided by 12:00 noon, 72 hours (3 days) prior to the conference, excluding weekends and holidays. This number is not subject to reduction. we will set 5% above the guarantee.
- Please discuss special dietary meal options with your conference service manager. A guaranteed number of special dietary meals must be provided by 12 noon, 72 hours (3 working days) prior to the conference, excluding weekends and holidays.
- Choice of two or three entrée choices will offered at an additional charge of \$5.00++ per additional entrée choice, person. Group has the responsibility to provide proper labels to distinguish entrees ordered.
- Food, beverage, beer and wine, are subject to South Carolina tax of 11.5%; liquor is taxed at 16.5%; audio visual services, meeting space rental, bartender fees, corkage and chef fees at 9%, All services are subject to 22% service charge that is taxed at 11.5%
- No food or beverage of any kind may be brought into the hotel by Group without the written permission of the hotel.
- Unfortunately, due to health regulations, catered food is not allowed to be taken from the property.
- All catered events require a minimum number of guests.
- A bartender fee of \$150.00 per bar for each 3-hour period will apply unless the revenue of \$750 per bar is reached in sales.
- Chef's fees (if applicable) are \$150.00 per chef per hour. The hotel suggests one chef per 40 people.
- All printed catering menu prices are subject to change without notice; however, all contract prices will be honored.



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### Meeting/Event Space Policies



- Hotel reserves the right to change the room or rooms assigned to your group if the number of guests should change, or if deemed necessary by the resort. Should additional space be required the resort may charge room rental fees.
- Attendees will conduct their function in an orderly manner, and in full compliance with the rules of the hotel management, all applicable laws, ordinances and regulations. The hotel reserves the right to exclude or eject any and all objectionable persons from the function(s), or the resort premise without liability.
- Any changes requested after the meeting room has been set will be subject to a labor fee of \$50.00 per hour, per laborer.
- The hotel asks that attendees do not place any items on meeting room walls without the assistance of our engineering department. See your conference services manager for further details.
- Appropriate labor charges will apply to functions if more than standard cleanup is required at the conclusion of the event (i.e. trash, confetti, cartons, etc.).
- All entertainment for indoor functions will conclude at or before 12:00am. at no time during the function is the sound level to exceed 65 decibels at a distance of 100 feet from the function area. Hotel management will monitor this ordinance.



*Images courtesy of Carl Kerridge*



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### Outdoor Events

- All outdoor events will be subject to additional \$250.00 setup fee for up to 50 people. An additional fee of \$5.00 per person will apply for those groups over 50 people. Wedding ceremonies are subject to the established guidelines.
- Due to inclement weather, the hotel will provide the client with information based upon the predictions by the national weather service. "Inclement weather" can be wind, rain, extreme temperatures or a 40% forecast of rain. The hotel and client will make the joint decision regarding the location of this function a minimum of three hours prior to the event start time. Should the decision be delayed or changed, necessitating the resort's setting both indoor and outdoor space; a labor fee of \$10.00 per guest service charge will be made according to party size and complexity of setup.
- All entertainment for outdoor functions will conclude at or before 10:00pm. At no time during the function is the sound level to exceed 65 decibels at a distance of 100 feet from the function area. Hotel management will monitor this ordinance.
- Appropriate labor charges will apply to functions if more than standard cleanup is required at the conclusion of the event (i.e. trash, confetti, cartons, etc.).

### Outside Vendors

- The hotel cannot assume any responsibility for what is provided by outside vendors.
- Appropriate labor charges will apply for all requests to assist outside vendors and their products. (i.e. chair covers, linens, etc.) Please see your conference services manager for details.





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### Damage Consideration

The hotel will not permit anything to be affixed to the walls, floors, ceilings, furniture, fixtures, furnishings or any other hotel property unless the hotel management gives approval. In the event that any of the above mentioned activities take place without the hotel's authorization, the cost of any repair and/or replacement will be paid by the patron

### Audio Visual

Audio visual can be provided by the hotel. All audio visual equipment is subject to all applicable sales taxes and service charges. Should you choose to provide your own, or use an outside vendor for your audio-visual needs, please be advised that you may incur a 25% commission on the equipment based on marina inn price list. The Marina Inn at Grande Dunes offers a variety of audio visual options to suit your event needs from basic a la carte equipment such as microphones and LCD projector to complete full service audio visual packages. Our audio visual team will be glad to provide you with best possible audio visual solution for your event. Audio visual services may be arranged through your conference services manager.

### Receiving of Packages

All incoming boxes incur a 5.00 per box and \$60.00 per pallet handling fee. All shipments must have name of event, event dates and group contact to c/o Marina Inn at Grande Dunes 8121 Amalfi Place Myrtle Beach, SC 29572. All shipments must be pre-paid. Shipment should arrive no earlier than three (3) days prior to event. Hotel has no liability for the delivery, security, or condition of the packages.

### Exhibits

Requests for exhibit tables must be made in advance & will be provided at the following rates:  
6 ft. table with cloth & skirt including electrical outlet: \$ 50.00++ per day  
6 ft. table with cloth & skirt without electrical outlet: \$25.00++ per day

