

# Event Booking Information & Guidelines



## Menu Item Pricing:

Due to possible supply chain disruptions affecting product availability and costs, pricing for certain food and beverage items and classes of items on the current event menu cannot be guaranteed beyond 91 days prior to event date. Menu pricing may be guaranteed 90 days prior to event.

## Catering Agreement/Deposit:

Your event will be confirmed upon our receipt of your signed catering agreement along with initial deposit of 25% of estimated total. Additional deposits of 25% of remaining total will be required in advance; as outlined in the catering agreement.

## Payment:

In addition to your initial deposit, additional non-refundable payments of 25% of total catering minimum are due at 9 months and 6 months prior to your event or as outlined in your catering agreement. The estimated remaining balance is due 7 business days prior to your event. Payment not received by indicated due dates outlined in catering agreement may result in the cancellation of your event and forfeiture of deposits received. All prices are subject to 22% service charge and applicable SC state sales tax. Forms of payment accepted are Check, Credit/Debit Card or Cash. Check should be payable to Marina Inn at Grande Dunes.

## Menu Selections and Pricing:

*Outside catering is not allowed.* All catering (with the exception of the special event cake) must be provided by the culinary team at the Marina Inn at Grande Dunes. If reviewing our menus, if you do not see something that satisfies you, please address with your catering sales manager and our chef will customize a menu to suit your needs. Substitutions due to dietary restrictions or vegetarian options can be accommodated, and will be priced accordingly. It is our policy that all food and beverage served and prepared by Marina Inn at Grande Dunes may not be taken at the conclusion of your event. All food and beverage menu items must be selected at least 30 days prior to your event. For events booked more than 6 months in advance, food and beverage prices are subject to change.

## Guaranteed Attendance:

The guaranteed attendance must be provided by 12:00 noon, 72 hours prior to the function, excluding weekends and holidays. This number is not subject to reduction. Should a contracted function with a predetermined menu be cancelled less than 72 hours prior to the function, the guest will be charged accordingly.

## Banquet Event Orders:

Menu selections are requested at least 30 days prior to event date. Once final menus are selected along with other details of your event finalized; the Banquet Event Order will be executed outlining the service, food, beverage, rentals, etc. that your Group requires. Signature will be required to acknowledge these arrangements so that there is no dispute over such services and that it is the Group's responsibility for final payment. Upon Hotel's receipt of signed Banquet Event Order(s), menus will be confirmed. Last minute menu revision requests must be submitted to your catering manager at least 72 hours in advance, otherwise, requested revisions cannot be guaranteed.

## Cancellation Policy:

In the event that Group does not fulfill all of its commitments as agreed or cancels catering agreement in its entirety; received deposits will be forfeited.

## Event Space Availability:

Decorating or set up of rented space cannot be confirmed for use prior to 3 hours before scheduled time of event. Should you require extra time for set up beyond 2 hours before event begins; room rental fee will apply.

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## Catering Minimums:

Catering minimums are required in order to reserve space for your event. The catering minimum is determined based on the number of anticipated attendees and date selected. Catering expenditure items include food and beverage, alcohol, ceremony fee and/or facility rental fees. Expenditure items does not include guest room revenue, service charges or taxes.

## Alcoholic Beverage Consumption:

All alcoholic beverages must be purchased through Marina Inn at Grande Dunes. Outside alcohol is not permitted. Consumption of alcoholic beverages is restricted to persons of legal age of 21 as determined by the State of South Carolina. Hotel reserves the right to challenge the age and/or the identification of any individual and reserves the right to refuse service of alcoholic beverages to any individual appearing to be in violation of the legal age requirement or anyone deemed to be over intoxicated.

## Decorations:

We are unable to allow anything to be affixed to the walls, floor or ceilings with nails, staples, tape, or other adhesives. Chocolate fountains and confetti/glitter is not permitted on the premise. All candles must be battery operated. No open flames of any kind are allowed in event space. Any decorations that are brought in must be removed and disposed of at the close of your function. Marina Inn at Grande Dunes is not responsible for the removal and/or disposal of decorations and a cleaning fee will be assessed if Marina Inn at Grande Dunes staff is left to dispose of left over decorations by Group.

## Personal Property:

Please ensure personal items of value is properly secured. The Marina Inn at Grande Dunes and it staff is not responsible for any personal property left behind by the Group and is not responsible for the safe-keeping of valuable items left in event space, guest rooms or anywhere on hotel property other than the hotel safe. Group may not rely on any verbal or written assurances provided by hotel staff.

## Parking:

For guests that are not staying overnight at the Marina Inn at Grande Dunes, we offer valet parking for special events in Myrtle Beach at \$15.00 per car. Complimentary self parking is available in our lower left parking lot. Guests may pay for their own parking charges or we can arrange for these charges to be applied to your master account upon pre-arrangement with your catering sales manager.

## Guest Room Block:

If hotel rooms are requested, a courtesy room block agreement may be arranged through your catering sales manager. Please be advised that a courtesy room block may be provided as a convenience for your Group at the best available rate. Rooms are not pre-blocked and are provided on a space availability basis only. Therefore, it is highly advisable that your Group make room reservations as soon as possible to receive availability at the best available rate. Should you wish to guarantee a room block for your Group; the terms of the guaranteed rooms/ rates will be outlined in your catering agreement. For guaranteed room blocks; full room, tax and resort fee will be required upon signature of catering agreement. Please note that the Marina Inn at Grande Dunes may require a minimum night stay of at least two nights during high demand time periods from April-October.