

MENU SELECTION - PLANNING INFORMATION

This offering is a guide and by no means a limit of our abilities to create and produce exceptional presentations.

In order for us to assure the availability of requested items, menu selections should be made with your Wedding & Event Planning Manager at least 30 days prior to the event. Menus submitted after this date will be subject to approval by the Executive Chef.

Food & Beverage and Audio Visual Guarantees

A meal guarantee is required 3 working days prior to your function. If your guarantee is not received, the expected number indicated on the banquet event order will serve as guarantee. If attendance falls below guarantee, the host/group will be responsible for the number guaranteed. Audio visual equipment cancelled less than 3 working days in advance of use date will be charged at full rate.

Seating

60" Round tables, seating 8 each, is the usual preference. Other seating arrangements are available where equipment permits. Please advise your Wedding & Event Planning Manager of your head table requirements and any other special seating needs.

Decorations, Entertainment and Other Services

Your Wedding & Event Planning Manager will be happy to arrange for centerpieces and decorations. Music, entertainment, photographic services and transportation are available and can be arranged to meet your needs. We also have a wonderful production company that can create themed events to delight and entertain your guests. Elaborate décor setups for parties may require a later start time.

Staffing & Service

Maximum Food Service Time For Any Food Is 2 Hours.

Bars - one bar per 75 -100 guests

Staffing: 1 server per 4 tables for buffet dinners; 2 servers per 3 tables for plated dinners

1 server per 4 tables for buffet lunches; 1 server per 3 tables for plated lunches

Buffets - one buffet per 100 (lunch); one buffet per 150 (breakfast & dinner).

On-site chefs & carvers are required for some menus. Fees apply based on number of guests.

Service Charges

A 21% service charge and 7% state sales tax will apply to all food, beverage and audio visual equipment rentals including high speed internet access in any event room on-site.

Audio Visual

Our staff can provide you with the latest in technical equipment and support. Rates and information are available under separate cover. Please contact your Wedding & Event Planning Manager.

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Outdoor Functions

Functions held outdoors on pool decks or lawns require additional labor for set up, breakdown and service. To offset these additional costs, a \$3.00 per person outdoor site fee may be added to the published menu price. This fee will not apply if inclement weather prevents the function from being held outdoors.

Poolside events may not be scheduled to begin prior to 7:00 PM. The resort reserves the right to make the final decision on whether the function will be outdoors or indoors. Once the resort makes the decision, it is final.

Curfew on music and entertainment scheduled at pool decks, Oceanview Terrace, patios and Grand Pavilion is 10:00 PM; Walker's Landing is 9:00 PM outdoors / 10:00 PM indoors.

Because we are concerned for the safety of your guests and our staff, the resort will always book an indoor, backup location for any food or beverage event scheduled at an outdoor location. Your Wedding & Event Planning Manager will meet with you the day of the event to make the 'weather call' no later than 2:00 p.m. In the case that the Doppler Radar indicates a 40% or more chance of rain or wind over 9 mph for Amelia Island, Amelia Island Plantation retains the right to make the backup decision in the best interest of the group and staff. An automatic 20% surcharge of the total food and beverage (minimum of \$1,000.00) of the function will be charged in the event that a change of venue is requested after the weather call time has elapsed and before the start time of the function. The contracted starting time will not be guaranteed.

Due to safety, plated meals cannot be served outdoors.