

POLICIES & WEDDING GUIDELINES

Contacting Amelia Island Plantation...

Our wedding and event team is readily available and eager to help you plan the wedding of your dreams! Please provide the following information when contacting us: estimated number of guests, preferred wedding date and alternative dates, and an approximate budget for your event. Please note that in order to use Amelia Island Plantation resort facilities, you must be a resort guest.

Advance Booking

We suggest that you book your wedding approximately one year in advance for larger weddings, and ninety days to six months in advance for intimate weddings of up to 32 guests.

Florida Marriage Requirements

Couples must obtain their own marriage license and can do so at any courthouse in Florida. Both the bride and groom must be present and have proper identification. The cost of the license is payable by cash or money order. The license will be issued at the time of application and is valid immediately for out-of-state residents and after 3 days for Florida residents. Licenses are only valid for 60 days.

Nassau County:

Clerk of Court

8:30 AM – 5:00 PM (Monday – Friday)

www.nassauclerk.org

<http://www.nassauclerk.com/officialrecords/officialrecords.marriagelicense.cfm>

Deposit and Payment Schedule

ALL PAYMENTS ARE NON-REFUNDABLE AND NON- TRANSFERABLE

1st Payment: Full payment of the wedding package or rentals & ceremony fees is due prior to the resort holding space. Please note, venues are not held or considered under contract until the Wedding & Event Manager receives deposit.

2nd Payment: 25% of the minimum food & beverage spend for your event is due with the signed contract. Space may be released if 2nd payment is not received with contract. If sleeping rooms above the allotted ten (10) are contracted, an additional deposit may be required for confirmation.

3rd Payment: 95% of the estimated master account charges (i.e. package fee, food, beverage, entertainment, floral, special décor, group recreation, contracted lodging, etc.) less previous payments is due thirty (30) days prior to event.

Final Payment: Due ten (10) days after billing date (approximately 15 business days after the end of the event).

Guest Room Reservations

Should you require rooms for your out-of-town guests, we offer special room rates if you reserve your wedding with us.

Based on availability, the resort will hold a block of ten (10) hotel rooms until 45 days prior to the event date. Any rooms unreserved by your guests will be released at no penalty to you. Larger accommodations may require a minimum length of stay. Based on your specific needs, your Wedding & Event Manager will provide you with the necessary details.

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Wedding Coordination

Wedding Coordination is included when you purchase the Deluxe Amelia or Island Ceremony & Reception Package (see pages 7 & 8). Otherwise, your Wedding & Event Manager can provide you with a full list of our preferred professionals.

Planning Meeting & Menu Tasting

Planning visits may be scheduled Monday through Friday on a mutually convenient date with you and your Wedding & Event Manager. Appointments must be made a minimum of one (1) month in advance.

A tasting is available upon request for parties with a contracted food & beverage minimum spend of \$5,000 or more, and is complimentary for up to two (2) guests. For parties with a contracted food & beverage minimum spend less than \$5,000, a tasting is available at a fee of \$50 per person. Your Wedding & Event Manager will assist with menu selections and guidelines. Appointments are available Monday through Friday and can be made up to 3 months prior to your event with one month notice.

Food and Beverage

As we are a full service facility, Amelia Island Plantation will provide the catering, including wedding cake, for all events at our venues.

A final count is required three (3) working days prior to your function, no later than 12:00 Noon. If your guarantee is not received, the expected number indicated on the banquet event order becomes the guarantee. If attendance falls below the guarantee, the group will be responsible for the number guaranteed.

Rehearsal & Rehearsal Dinner

Wedding Rehearsals are available based on availability and must be booked in advance. Your Wedding & Event Manager can assist you in booking a Rehearsal Dinner. Rental Fees and Food and Beverage Minimums may apply.

Outside Vendors

Only licensed and insured professionals may offer their services at Amelia Island Plantation.

Should outside vendors be used for Entertainment and/or Floral needs, applicable fees will apply.

Outdoor Functions

Poolside events may not be scheduled to begin prior to 7:00 PM. Curfew on music and entertainment scheduled on pool decks, Oceanview Terrace, patios and the Grand Pavilion is 10:00 PM; Walker's Landing is 9:00 PM outdoors and 10:00 PM indoors.

In case of inclement weather, we will provide a conference room as a back up location for any outdoor function. A decision must be made at least 4 hours prior to the event and in some cases earlier. 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.

Local Ordinances & Laws

Local Noise Ordinance states that all outdoor functions must end by 10:00 PM. At Walker's Landing the outdoor noise curfew is 9:00 PM.

Alcohol is not permitted on the beach due to Nassau County Ordinances.

County law prohibits alcohol sales before 12:00 Noon on Sundays.