

# CHEECA LODGE & SPA

ISLAMORADA • FLORIDA KEYS

## WEDDING PACKAGES & GUIDELINES



## WEDDING PACKAGES

Our convenient wedding packages have been designed to appeal to a variety of tastes

### PACKAGES INCLUDE

- Four (4) Hour Premier Bar Package
- Choice of Five (5) Butler Passed Hors d'Oeuvres
- One (1) Display Station
- Champagne or Prosecco Toast
- Choice of Plated or Buffet Dinner
- Coffee & Tea Service with Dessert
- Menu Tasting for Two (2)
- Complimentary Stay on Wedding Night for Bride & Groom

### PACKAGES START AT \$190

Per Person Pricing is Based on Entrée Selection

A Minimum of 25 Guests Required

*Prices Exclusive of 23% Service Charge and 7.5% Sales Tax  
Gluten Free, Vegan and Vegetarian Options Available on Request*



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## BUTLER PASSED HORS D'OEUVRES

INCLUDED | CHOOSE FIVE (5) TOTAL

### HOT

Chorizo & Cipollini Onion Tart  
Steamed Pot Sticker | Pineapple Ginger Glaze  
Jerked Chicken Skewer | Ginger Lime Vinaigrette  
Conch Fritter | Lemon Aioli  
Seafood Crostini  
Coconut Shrimp | Pineapple Vinaigrette  
Bacon-Wrapped Scallop | Blood Orange Reduction  
Mojito Lime Mahi Skewer | Mango Glaze  
Steak Skewer | Herb Vinaigrette  
Baby Octopus | Smoked Paprika Aioli

### COLD

Caprese Shooter  
Roasted Beet & Goat Cheese Skewer  
Herb & Goat Cheese Mousse in Phyllo Cup  
Roasted Chicken Salad & Compressed Mango with Wonton  
Key Lime Shrimp Salad on Plantain Chip  
Spicy Tuna Sushi Roll  
Sesame Seed Tuna Tataki | Chipotle Eel Sauce  
Seared Filet on Herb Crostini | Roasted Tomato Compote



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## DISPLAY STATION

INCLUDED | CHOOSE ONE (1)

### CRUDITÉ

Crisp Seasonal Vegetables | Fresh Herbs | Balsamic Reduction  
Garlic Oil | Raspberry Blue Cheese | Assorted Crackers & Crostini

### CHEESE BOARD

Gourmet Cheese | Caribbean Mixed Nuts | Grapes | Local Honey  
Mango Chutney | Assorted Crackers & Crostini

## DISPLAY UPGRADES

### CHARCUTERIE – ADD \$6 PP

Cured Meats | Gourmet Cheese | Olives | Marinated Artichokes | Roasted Peppers  
Fresh Herbs | Local Honey | Fig Chutney | Assorted Crackers & Crostini

### PAELLA – ADD \$15 PP

Chorizo | Chicken | Mussels | Shrimp | Fresh Herbs | Saffron Rice

### SEAFOOD DISPLAY – MARKET PRICE

*Choices May Include:*

Key West Shrimp | Oysters | Mussels | Clams  
Caviar | Ceviche | Stone Crab Claws | Local Fish Dip

*Accompaniments:*

Citrus Pearls | Coconut Cocktail | Grilled Lemons



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## PLATED MENU STARTERS

INCLUDED | CHOOSE ONE (1) SALAD OR APPETIZER

ADDITIONAL COURSE \$16 PP

### SALADS

#### Spinach & Herb

Hearts of Palm | Heirloom Tomato | Roasted Shallots  
Red Wine Vinaigrette

#### Mixed Greens

Cucumber | Heirloom Tomato | Candied Walnuts  
Blood Orange Vinaigrette

#### Asparagus & Feta

Quinoa | Olives | Lemon Zest | Toasted Peanuts  
Mint Lemon Herb Vinaigrette

#### Wedge

Iceberg | Bacon Lardon | Blue Cheese  
Raspberry Blue Cheese Vinaigrette

#### Compressed Melon

Mango Stilt | Pickled Red Onion | Micro Basil  
Red Wine Vinaigrette

### APPETIZERS

#### Peruvian Style Ceviche

Aji Amarillo | Roasted Cancha | Sweet Potato  
Citrus Juices

#### Filet & Goat Cheese Wellington

Chive | Red Wine Reduction

#### Togarashi Tuna Tataki

Pickled Shallot | Watercress | Tempura Crunch  
Yuzu Tobiko | Pineapple Ginger Glaze

#### Beef Carpaccio

Parsley | Charred Red Onion | Caper Vinaigrette

#### Wahoo Crudo

Orange Segments | Micro Cilantro  
Honshimiji Mushroom | Radish

#### Crispy Mozzarella

Heirloom Tomato | Micro Basil

## PLATED MENU ENTRÉE

INCLUDED | CHOOSE UP TO THREE (3)

NUMBER OF ENTRÉE CHOICES BASED ON NUMBER OF ATTENDEES

### SEA

**Pineapple Rum Glazed Mahi** – \$210

Purple Sweet Potato | Broccolini | Cilantro

**Caribbean Lobster Tail** – \$220

Shallot Herb Potato Purée | Roasted Baby Zucchini

Lemon Thyme Beurre Blanc

**Sesame Seed Crusted Tuna** – \$215

Wasabi Potato Purée | Tempura Fried Broccolini

Miso Honey Glaze

**Key West Shrimp Scampi** – \$200

Garlic | Shallot | Tomato | Cilantro | Linguini

### LAND

**Garlic Herb Roasted Filet** – \$215

Root Vegetable & Yukon Potato Hash | Blueberry Chimichurri

**Mojo Roasted Chicken** – \$195

Baby Zucchini | Plantain Purée | Heirloom Tomato Salsa

**Braised Short Rib** – \$200

Roasted Sunburst Squash | Ají Amarillo Yukon Purée

Blackberry Demi-Glaze

**Grilled Bone-In Pork Chop** – \$200

Artichoke & Mushrooms | Truffle Yukon Purée

Roasted Heirloom Tomato Salsa

## PLATED MENU ENTRÉE

CHOOSE UP TO THREE (3)

NUMBER OF ENTRÉE CHOICES BASED ON NUMBER OF ATTENDEES

### DUETS

#### **Filet & Lobster** – \$240

Seared Filet | Garlic Demi-Glaze  
Caribbean Lobster Tail | Citrus Beurre Blanc  
Seasonal Vegetables | Yukon Potato Purée

#### **Short Rib & Crab Cake** – \$230

Braised Short Rib | Cabernet Demi-Glaze  
Caribbean Crab Cake | Mango Salsa  
Roasted Heirloom Carrots | Shallot Herb Yukon Purée

#### **Chicken & Shrimp** – \$230

Citrus Grilled Shrimp | Mango Gastrique  
Sunburst Squash | Purple Sweet Potato Purée

### VEGETARIAN (VE) & VEGAN (VG)

#### **Roasted Eggplant Parmesan Stack (VE)** – \$190

Homestead Tomatoes | Basil | Parmesan | Pomodoro

#### **Mushroom Ravioli (VE)** – \$190

Parsley | Shallot | Parmesan | Mushroom Cream Reduction

#### **Tempura Fried Vegetables (VG)** – \$190

Carrots | Asparagus | Broccolini | Baby Zucchini  
Coconut Basmati Rice

#### **Quinoa Stuffed Homestead Tomato (VG)** – \$190

Red Onion | Chive | Mushroom | Garlic | Micro Basil | Crispy Leeks

**PLATED MENU DESSERTS**  
**INCLUDED | CHOOSE ONE (1)**  
**COFFEE & TEA SERVICE INCLUDED**

**Key Lime Pie**

Coconut | Micro Mint | Lime Caviar

**Crème Brûlée**

Sea Salt | Caramel | Blackberry Pearls

**Olive Oil Cake**

Citrus Whipped Cream | Seasonal Berries

**Mango Panna Cotta**

Strawberry Salsa | Compressed Mango | Tuille

**Chocolate Hazelnut Bar**

Espresso Sauce

Seasonal Berry Tart

Vanilla Bean Whipped Crème Fraîche | Mint

*Wedding Cake is not included in package pricing and may be ordered through our Preferred Vendor.  
Caking cutting fee applies for cakes not purchased through our Preferred Vendor.*



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## CUSTOM BUFFET DINNER OPTIONS

CHOOSE ONE (1) SPECIALTY BAR OR CARVING STATION PLUS ONE (1) THEMED BUFFET

PER PERSON PRICING IS BASED ON BUFFET SELECTION

## CHEF'S ACTION BARS & STATIONS

INCLUDED | CHOOSE ONE (1) SPECIALTY BAR OR CARVING STATION

Chef Attendant Fee Not Included

### SALAD BAR

Romaine | Arugula | Frisée | Red Onion | Heirloom Tomato | Cucumber | Radish  
Avocado | Shaved Parmesan | Blue Cheese | Feta | Toasted Macadamia  
Sliced Almonds | Candied Walnuts | Chive | Parsley | Micro Basil Cilantro  
Cranberry | Coconut | Dried Apricot | Herb Crostini | Dinner Rolls  
Raspberry Blue Cheese Vinaigrette | Caesar | Cilantro Lime Vinaigrette

### SOUTHERN POTATO BAR

Baked Potato | Yukon Purée | Roasted Red | Caramelized Onion | Roasted Garlic  
Mushroom | Roasted Corn | Chive | Scallion | Parsley | Cheddar | Provolone  
Chipotle White Cheddar | Bacon | Lobster

### PASTA BAR

*Choose Two (2) Pasta + Sauce Combos*

Spaghetti + Marinara

Linguine + Alfredo

Farfalle + Garlic Herb Butter

Orecchiette + Arugula Pesto

Pappardelle + Truffle Mushroom

*Served With:*

Shrimp | Chicken | Veggies | Bolognese

### PRIME RIB CARVING STATION

Au Jus | Horseradish Cream

### TENDERLOIN CARVING STATION

Blackberry Demi-Glaze

### WHOLE FISH CARVING STATION

Garlic Herb Butter | Mango Salsa

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## THEMED BUFFETS

INCLUDED | CHOOSE ONE (1)

### NIKAI INFLUENCE - \$225

#### Sushi

Tuna & Salmon Sashimi  
Spicy Tuna Roll | Crab Roll | Veggie Roll

#### Robatta Grill

Honey Sriracha Chicken  
Sesame Shrimp  
Ginger Lime Shiitakes

#### Accompaniments

Orange Glazed Baby Carrots  
Scallion Rice  
Mushroom Stir Fry  
Ramen Noodles | Cilantro | Pickled Peppers

#### Desserts

Thai Donuts  
Fried Wonton Cheesecake  
Coconut Rice Pudding

### ISLAMORADA INFLUENCE - \$215

#### Soup & Salad

Conch Chowder  
Cheeca Mixed Greens  
Cranberry | Tomato | Sliced Almond  
Mango Vinaigrette  
Roasted Tomato Quinoa  
Frisee | Pearl Onion | Parsley

#### Main

Jerked Rum Chicken | Pineapple Salsa  
Fresh Catch | Citrus Beurre Blanc

#### Accompaniments

Seasonal Vegetables  
Ají Amarillo Yukon Potato Purée  
Assorted Dinner Rolls

#### Desserts

Cheeca Key Lime Pie  
Fruit Tart

### ATLANTIC INFLUENCE - \$225

#### Soup & Salad

Lobster Bisque  
Compressed Melon Salad  
Feta | Micro Basil | White Balsamic  
Roasted Beet & Frisee Salad  
Hearts of Palm | Chive | Goat Cheese  
Whole Grain Mustard Vinaigrette

#### Main

Fresh Catch in Lobster Cream Sauce  
Almond Crusted Chicken with Orange Glaze

#### Accompaniments

Coconut Cilantro Rice  
Roasted Baby Squash  
Assorted Dinner Rolls

#### Desserts

Raspberry Cheesecake  
Chocolate Mousse Tulip Cup

### ITALIAN INFLUENCE - \$225

#### Soup & Salad

Minestrone Soup  
Classic Caesar  
Crouton | Parmesan  
Caprese Salad  
Pesto | Balsamic Pearls | Basil

#### Main

Choose Three (3)  
Spaghetti & Meatballs  
Chicken Parmesan  
Eggplant Lasagna  
Lobster Manicotti

#### Accompaniments

Roasted Squash  
Fresh Focaccia

#### Dessert

Tiramisu  
Mango Panna Cotta | Cannoli

## PREMIER BAR

### INCLUDED | FOUR (4) HOURS

Your Wedding Package Bar Includes:

Smirnoff Vodka	Cheeca Private Label Red Wine
Bombay Sapphire Gin	Cheeca Private Label White Wine
Naked Turtle Rum	Selection of Domestic Beer
Captain Morgan Original Spiced Rum	Selection of Imported Beer
Wild Turkey Bourbon	Bottled Waters
Seagram's VO Whiskey	Soft Drinks
Johnnie Walker Red Label Scotch	Fruit Juices
1800 Silver Tequila	

*Cheeca House Champagne Provided for Toast Only | Bartender and Cocktail Server Fees Not Included  
Liquor Brand Substitutions May Incur an Upcharge*

## ELITE BAR UPGRADE

### ADD \$9 PER PERSON FOR FOUR (4) HOURS

Grey Goose Vodka	Cheeca Private Label Red Wine
Tanqueray Gin	Cheeca Private Label White Wine
Bacardi Superior Rum	Selection of Domestic Beer
Pusser's Navy Rum	Selection of Imported Beer
Johnnie Walker Black Label Scotch	Bottled Waters
Crown Royal Whiskey	Soft Drinks
Maker's Mark Bourbon	Fruit Juices
Don Julio Silver Tequila	

## SIGNATURE BARS & COCKTAILS

### **Martini Bar** – \$15 each | \$200 bar setup

Ketel One Vodka  
Bombay Gin  
Olive or Twist | Shaken or Stirred

### **Margarita Bar** – \$15 each | \$200 bar setup

Traditional & Island Flavors  
Don Julio Tequila  
Served on the Rocks

### **Mojito Bar** – \$15 each | \$200 bar setup

Cheeca Signature Mojitos  
Crafted to Order

### **Knee-High Bar** – \$8 per child

Just for the Kids  
Soft Drinks | Juices | Bottled Water

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Butler Passed Signature Cocktails – \$15 Each

House Champagne or Prosecco – \$40 Bottle

Rum Punch – \$175 Gallon

Champagne Punch – \$175 Gallon

Sangria – \$175 Gallon

Lemonade – \$60 Gallon

Iced Tea – \$60 Gallon

Fruit Punch – \$60 Gallon

Fruit-Infused Water – \$25 per Two Gallons

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## COCKTAIL HOUR OR BUFFET ENHANCEMENTS

### ALL ACTION STATIONS REQUIRE CHEF ATTENDANT

ChefAttendant Fee Not Included

FIRE ROASTED MOJO PIG - \$500 EA

Mojo BBQ

Serves 25-30

GARLIC & HERB PRIME RIB - \$525 EA

Au Jus | Horseradish Cream

Serves 20-25

GRILLED ROPED SAUSAGE - \$35 EA

Caramelized Onions | Peppers

Serves 15-20

ROASTED WHOLE FISH - MARKET PRICE

Garlic Herb Butter | Mango Salsa

Serves 25-30

YAKITORI GRILLED SKEWERS

Skirt Steak | Gochujang - \$7 each

Chicken | Roasted Garlic Ponzu - \$6 each

Shrimp | Citrus Herb - \$7 each

Baby Octopus | Ponzu - \$7 each

Surf & Turf | Pineapple Ginger - \$8 each

RAMEN BAR - \$30 PP

#### Create Your Own

Shrimp, Pork & Chicken Broth

#### Accompanied By:

Squid Ink | Ramen | Rice

Cilantro Lime Shrimp | Charsue Pork

Honey Miso Chicken

Micro Cilantro & Basil | Scallions | Leeks

Caramelized Cipollini | Roasted Garlic

Roasted Pearl Onion | Honshimiji Mushroom

Sweet Potato | Jalapeño | Watercress

Yellow Pea Tendril | Arugula

Nori | Citrus Pearls | Salmon Roe

Soft Boiled Egg | Ponzu | Soy | Tamari

HERB ROASTED TENDERLOIN - \$500 EA

Blackberry Demi-Glaze

Serves 25-30

CARAMELIZED PORK BELLY - \$40 EA

Chipotle Eel Sauce

Serves 15-20

CHURRASCO SKIRT STEAK ROLL - \$40 EA

Blueberry Chimichurri

Serves 12-15

#### SUSHI BAR

Rolls | Choose Two (2) - \$7 per piece

California | Salmon | Shrimp | Veggie | Tuna

Sashimi | Choose Two (2) - \$7 per piece

Tuna | Salmon | Escolar | Hamachi

POKE BOWLS - \$28 PP

#### Create Your Own

Sushi Rice | Quinoa

Shrimp | Tuna | Chicken | Pork Belly

Micro Cilantro | Basil | Scallions | Leeks

Charred Cipollini | Jalapeño | Sweet Potato

Cucumber | Pickled Pearl Onion

Roasted Garlic | Mushroom | Frisee

Watercress | Yellow Pea Tendril

Salmon Roe | Citrus Pearls | Tamari

Chipotle Sweet Soy | Pineapple Ginger Glaze

#### GRILL STATION

Petite Filets - \$28 pp

Herb Marinated Skirt Steak - \$24 pp

Quartered Chicken - \$18 pp

Chicken Breast - \$16 pp

Chicken Wings - \$12 pp

Fresh Fish - \$22 pp

Lobster Tail - \$26 pp

Shrimp Skewer - \$22 pp

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**WELCOME**  
**FOR REHEARSAL NIGHT**  
**25 SOUTH - \$125 PP**

**DISPLAYED**

Local Fish Dip | Crostini | Crackers  
Grilled Lemon | Tomato Salad | Red Hot Pearls

**Charcuterie**

Cured Meats | Gourmet Cheese  
Marinated Artichokes | Roasted Peppers | Olives  
Fresh Herbs | Crostini | Local Honey | Fig Chutney

**GRILL STATION**

Herb Marinated Skirt Steak  
Fresh Catch  
Rope Sausage | Onions & Peppers

**ACCOMPANIMENTS**

Spinach & Herb Salad  
Balsamic Reduction  
Smoked Onion Mac 'n Cheese  
Street Corn  
Mayonnaise | Parmesan  
Key Lime | Cotija Crumble

**DESSERTS**

Pineapple Flan  
Key Lime Tarts  
Fresh Fruits & Berries

**FAREWELL**  
**FOR "THE MORNING AFTER"**

**GULF COAST - \$44 PP**

**Juices & Beverages**

Orange | Grapefruit | Cranberry | Apple  
Coffee | Hot Tea | Iced Tea

**Bakery**

Bagels | Whipped Butter | Preserves  
Assorted Mini Pastries

**Main**

Scrambled Eggs  
Pancakes | Mango & Blueberry Compote  
Irish Steel Cut Oatmeal  
Brown Sugar | Raisins | Dried Cranberries

**Accompaniments**

Fresh Fruit | Seasonal Berries  
Applewood Smoked Bacon  
Country Sausage  
Yukon Potato & Caramelized Onion

**CARIBBEAN - \$52 PP**

**Juices & Beverages**

Orange | Grapefruit | Cranberry | Apple  
Coffee | Hot Tea | Iced Tea  
Tropical Fruit Nectars

**Main**

Scrambled Eggs | Chorizo | Cilantro  
Shrimp & Crab Crepes  
White Wine Cheese Sauce

**Accompaniments**

Fresh Fruit | Seasonal Berries  
Assorted Yogurts  
Applewood Smoked Bacon  
Country Sausage  
Yukon Potato & Caramelized Onion

## WEDDING & SPECIAL EVENT GUIDELINES

The tropical beauty and barefoot elegance of Cheeca Lodge & Spa paints the perfect picture for dream destination weddings and idyllic receptions. Serenely resting on a blanket of white sand meeting turquoise waters, this legendary oceanside getaway is situated in the heart of Islamorada, a lush island paradise exuding romantic mystique. Within 27 acres of beautifully manicured tropical gardens and palms, wedding parties and guests enjoy unparalleled Florida Keys ceremonies and celebrations, creating magical memories to last a lifetime.

### Venues

Our outdoor event spaces are available until 10pm daily, year-round. Indoor event spaces are available until 10pm or 1am, based on the venue selected. Your Catering Sales Manager will assist you with special booking requirements for some of our outdoor event venues.

- Bougainvillea Ballroom
- Sunrise Ballroom
- North Beach
- Navarre Beach
- South Beach (*after 6pm only*)
- Spa Island and Decks
- Spa Island Crossed Palms
- Nikai Sundeck
- Golf Course
- Tennis Courts
- Presidential and Islamorada Suites (*vow renewals and small events*)

### Wedding Ceremony & Reception Setup

Your Wedding Ceremony setup will include chairs (*white folding for outdoors, banquet style for indoors*), conch shells with native tropical greenery to line the aisle, guest book or gift table, potted palms, welcome or directional signage, and tiki torches on request (*outdoor use only*). Indoor backup space included (*see capacity guidelines below*). Your Wedding Reception setup will include cocktail tables, round dinner tables, white linens, chairs, china, glassware and silverware, votive candles, conch shells with native tropical greenery or hurricane style lamps, potted palms, welcome or directional signage, dance floor (*indoor use only*), and tiki torches on request (*outdoor use only*). Indoor backup space included (*see capacity guidelines below*).

Offered in our Islamorada Suite and Bush 41 Presidential Retreat, both with stunning ocean views, “Suite Escapes” are perfect for elopement ceremonies or dinners with up to 8 guests in attendance. (*Site Fee is in addition to current guestroom rate*).

The “Just Us” vow exchange includes use of our beachfront or other scenic outdoor area (*Resort’s choice of available event space*), white or tropical floral bouquet for bride, conch shells with native tropical greenery, and house champagne or sparkling wine for bride and groom.



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## Site Fees

Day	2018	2019
Monday – Thursday	\$3,000	\$4,500
Friday	\$6,000	\$8,000
Saturday	\$8,000	\$10,000
Sunday	\$6,000	\$8,000
Holidays	\$14,000	\$18,000
Midweek Intimates	\$1,500	\$1,800
Suite Escapes	\$750	\$900
Midweek “Just Us”	\$750	\$900

A minimum of 25 attendees required on Friday, Saturday and Sunday nights. Intimate Weddings (3 to 24 guests), and “Just Us” vow exchanges (2 guests) are available Monday to Thursday only.

Your Site Fee covers Wedding Day (*maximum of 2 non-contiguous outdoor venues*) as well as choice of Rehearsal Dinner or Farewell Brunch venue. Additional venues or event setups will incur a supplementary Site Fee.

Function space is assigned according to contracted number of guests and setup requirements at time of booking. Resort reserves the right to relocate function space should anticipated number of guests decrease by 30% or more. Venue change due to increase of anticipated number of guests is based upon availability and event venue capacities.

## Food & Beverage Minimums

Resort requires a per person minimum food and beverage spend for all events, exclusive of service charge, applicable tax and other fees.

Day	2018	2019
Monday – Thursday	\$175	\$200
Friday	\$200	\$225
Saturday	\$225	\$250
Sunday	\$200	\$225
Midweek Intimates	\$125	\$150
Suite Escapes	\$125	\$150
Midweek “Just Us”	N/A	N/A

## Outdoor Events

Additional lighting and electrical power may be required for outdoor events, based on setup and entertainment needs. Musical entertainment is allowed between the hours of 12pm and 10pm. Resort reserves the right, at any time during the function, to control the volume of all entertainment. Outdoor heaters may be requested at \$350 per heater.

For events exceeding the following capacity guidelines\*, Resort requires wedding party to provide a tent with full coverage side panels to serve as their weather backup.

### Bougainvillea Ballroom:

- Up to 120 guests with basic setup requirements (*tables, chairs, single musician*).
- Up to 80 guests with more elaborate setup requirements (*long tables, dance floor, band, etc*).

### Sunrise Ballroom:

- Up to 80 guests with basic setup requirements (*tables, chairs, single musician*).
- Up to 50 guests with more elaborate setup requirements (*long tables, dance floor, band, etc*).

\*Actual capacities based on final event setup and design requirements.

### **Weather Policies & Indoor Backup Space**

Weddings that meet capacity guidelines and choose to utilize one of our indoor event venues as their weather backup for ceremony and/or reception, in lieu of a tent, should plan ahead for appropriate décor needs (florals, aisle runner, arch, pipe and drape, up-lights, etc). Resort reserves the right to make the final decision to relocate an outdoor function to the designated indoor backup space if weather conditions are expected in the vicinity that may adversely affect the ability to properly service the function and/or endanger the safety of guests and staff. The weather call will be made no less than (5 hours) prior to scheduled event start time. Should this decision be delayed or overridden by the event host resulting in a double setup of the function, an additional Site Fee equivalent to 50% of the original contracted Site Fee will be automatically added to the event master account.

### **Wedding Planner or Day-Of Coordinator**

The roles of your Resort Catering Manager versus Wedding Planner or Day-Of Coordinator are distinct, but both extremely important, for the success of your special event.

Resort requires all wedding parties to secure either a full-service Wedding Planner or a Day-Of Coordinator based on the following guidelines:

- 25-49 attendees – Day-Of Coordinator
- 50+ attendees – Full Service Planner

Your Wedding Planner or Day-Of Coordinator provide diverse, personalized services from engagement to honeymoon.

These services may include:

- Assist in finding and securing your perfect wedding venue (*phone calls, site visits, etc*)
- Assist with etiquette and protocol for invitations, family matters, ceremony and toast
- Provide event design services
- Secure outside vendors such as band, florist, décor provider, photographer, officiant
- Review all vendor contracts and create vendor payment schedule
- Create a comprehensive timeline for your rehearsal and wedding day
- Work with you to organize and coordinate your ceremony rehearsal
- Remind bridal party of all pertinent call times and other important items on wedding day
- Act as liaison between your family, bridal party and all vendors on wedding day
- Assist the bride and bridal party with dressing and bouquets; pinning boutonnieres
- Deliver and manage ceremony programs, escort cards, place cards, favors and personal items
- Oversee placement of all décor for ceremony and reception
- Coordinate the bridal party at ceremony and reception (*procession, grand entrance, etc*)
- Collect personal items at the conclusion of the reception

Your Resort Catering Manager will provide services to include:

- Personalized venue tour
- Recommend local special event professionals such as wedding planner, entertainment, florals, photographer, wedding cakes
- Consult on menu selections
- Detail your banquet event orders, outlining your event specifics and ensure all details are communicated flawlessly to Resort operations team
- Create an estimate of charges outlining your financial commitments
- Arrange and attend your menu tasting
- Oversee the setup of ceremony and reception venues, food preparation and other Resort operations
- Act as liaison between Wedding Planner and Resort operations staff
- Ensure a seamless transition to the Resort banquet captain once the grand entrance has occurred (*Catering Manager typically departs after first course is served*)
- Review Banquet Checks and Final Bill for accuracy

### **Third Party Vendors**

Resort must approve all third-party vendor contracts and riders at least 30 days prior to your event. All vendors must provide proof of license and \$1M General Liability Insurance.

All delivery, setup and breakdown times will be coordinated and approved by your Resort Catering Manager.

Vendors are guaranteed access to the contracted function space a minimum of two (2) hours prior to event start time.

Vendors are required to breakdown and clean upon completion of the event. No storage will be provided for remaining items and Resort cannot accept responsibility for lost or misplaced items. Unless previous arrangements are made and approved, Resort will charge a \$500 fee, plus service charge and tax, to clean up any vendor supplies, accessories or décor left at Resort by vendors.

Vendors contracted by Resort on behalf of wedding party will be subject to 20% surcharge.

### **Tastings**

Our Wedding Packages include a complimentary menu tasting for up to two (2) guests. A charge of \$100 per person, plus service charge and tax, will apply for additional guests, or for tastings requested for events with fewer than 25 attendees.

90-minute tasting appointments are offered Monday to Thursday only, between 11am and 2pm, based on Chef availability, and may be arranged between 60 and 90 days prior to contracted event date, with a minimum of 21-day advance notice. Tasting menu will include:

- Up to three Hors d'Oeuvres (*2 pieces of each*)
- One salad to share
- One appetizer to share
- Two entrée selections with appropriate accompaniments
- One dessert to share
- Glass of wine, champagne or signature drink per person
- Wedding cake tasting must be pre-arranged with cake vendor

### **Menu Selections & Guarantees**

Final menu selection of all food and beverage items must be confirmed no later than 30 days prior to event date along with preliminary guest count guarantee and preliminary diagram and seating chart.

Menu changes or guest count reductions may not be made after this date. Final guest count guarantee must be received no later than 12noon at five (5) business days prior to event date.

Additional guests added after the final guarantee date are subject to an additional 25% charge per person. On day of event, master account will be billed for final guarantee or actual number of guests served, whichever is greater.

Plated Dinners:

- For intimate weddings up to 24 guests, you may choose up to 2 entrée selections
- For weddings with 25+ guests, you may choose up to 3 entrée selections
- Same salad, appetizer, intermezzo and dessert will be served to all attendees, with the exception of guests with special dietary needs
- Final entrée counts must be provided to Resort no later than 12noon at five (5) business days prior to event date
- Meal indicator cards are required

Final diagram and seating charts are required with final guarantee no later than 12noon at five (5) business days prior to event date.

**Food & Beverage Policies**

All food and beverage items, with the exception of the wedding cake, must be supplied and prepared by Resort. Outside food and beverage may not be brought into any public area of the Resort, including contracted event venues. The Resort does not allow leftover food or beverages to be removed from event space by event attendees.

All Federal, State and Local laws related to alcoholic beverage purchases and consumption will be strictly adhered to. Resort staff may request photo ID from any person of questionable age, and refuse service if the person is either under the age of 21 or is unable to produce a valid photo ID. For liability purposes, Resort may refuse to serve any person who, in the Resort's sole judgment, appears intoxicated. Shot glasses are not provided and Resort staff is prohibited from serving "shots" to event guests.

**Restrooms for Outdoor Events**

Event guests may utilize Main Lodge restrooms, however, we recommend that a guestroom(s) adjacent to event venue be booked to accommodate event attendee needs. Resort may also assist in securing high-end portable facilities.

**Golf Carts**

Resort guests are prohibited from renting or driving golf carts on property. Our Bellmen will be able to assist with guest transportation needs. Your Resort Catering Manager may also arrange for golf cart transportation between event venues for bridal party or guests with special needs.

**Shipping & Storage**

All items shipped to Resort must be pre-approved and should arrive no earlier than 72 hours prior to event date. Items received more than 72 hours prior to event date will incur the following storage fees:

\$10.00 per box or package, per day

\$100.00 per pallet, per day

Resort Catering Manager must receive advance notice of shipments to ensure acceptance of shipment by our Receiving Department.

Storage fees will apply for any items not picked up or shipped out within 24 hours after completion of event.

**Amenity & Welcome Bag Delivery**

Resort staff can deliver welcome letters, gift bags or other amenities to your attendees' guestrooms. Delivery charges start at \$5.00 per room, based on item and in-room setup requirement. Resort is unable to present welcome items to arriving guests at the front desk.

**Pricing & Payments**

All banquet and catering prices (*including food, beverage, site fees, rentals*) are subject 23% service charge and 7.5% sales tax. Labor fees, such as bartenders or cocktail servers, are subject to 7.5% sales tax only.

Resort accepts all major credit cards, cash or cashier's checks for payment of deposits.

A credit card must be provided to guarantee payment of final bill.

### **Deposits & Cancellation**

A non-refundable deposit of \$2,500 is required to hold your date and space (*space may be held on a courtesy basis without a signed contract for up to 30 days, based on event date*). An additional deposit equivalent to 25% of your estimated event charges is required with executed contract. Resort Catering Manager will prepare a payment schedule based on booking and event dates. Final payment, equivalent to 100% of estimated event charges, is due at 30 days prior to event date. Payments not received as scheduled constitute a Cancellation and may result in forfeiture of space and date.

Should wedding party cancel at any time for reasons other than Force Majeure (*Acts of God*), the following liquidated damages would apply:

- Contract Date to 181 days prior to event date – 25% of full contract value
- 91 to 180 days prior to event date – 50% of full contract value
- 61 to 90 days prior to event date – 75% of full contract value
- 0 to 60 days prior to event date – 100% of full contract value

### **Guestrooms & Resort Access**

Reduced Group Rates may be available for your wedding party. Group room block discounts vary by day of week and season, and are only applicable to contracted blocks of 10 rooms or more nightly with an executed contract.

For the comfort and quiet enjoyment of all Resort guests, some outdoor event venues require that adjacent guestrooms be blocked by the wedding party.

Resort amenities and activities are reserved for the exclusive use of registered Resort guests. With the exception of dining in food and beverage outlets (*reservations required*), spa (*by appointment only*), and privately contracted catered events, access to resort amenities by non-resort guests is prohibited. This includes, but is not limited to, pools, beach, water sports, golf course, tennis courts. Resort does not offer day passes.

### **Resort Fee**

For overnight Resort guests, a Daily Resort Fee of \$45 (*per room, per night, plus 12.5% tax*) will apply. The Daily Resort Fee includes the following amenities and activities: valet and self-parking, tennis, 9-hole golf course, fishing rods, bicycles, sea kayaks, stand-up paddle boards, Guest Adventures Center (*featuring game room, Xbox arcade, board games, book collection*), use of spa fitness studio, resort-wide Wi-Fi, DVD movies, in-room coffee and tea service, in-room bottled spring water, local and 800 phone calls.

Some activities included in daily resort fee are based upon availability at time of request, and may not be reserved exclusively for groups.

Local transportation, within a 2-mile radius of resort, is also provided for individual resort guests (*parties of up to 6 passengers only*), and based upon availability at time of request. Resort shuttle may not be reserved for group transportation. Your Resort Catering Manager can assist in arranging for group transportation to off-site events.

### **Service Dogs & Pets**

Qualified Service Dogs are welcome to stay in any of our accommodations per ADA regulations. Service Dogs must be registered upon arrival and must remain under the control of their handler at all times. Service dogs may not be left alone in guestrooms at any time or sit on chairs or tables in restaurant outlets.

**Resort staff may ask guest the following questions:**

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?

Emotional Support Animals are not protected by ADA regulations and will be considered pets, subject to current pet policies as follows: With advance reservations, Resort welcomes dogs (*other breeds prohibited*) up to 70 lbs in our Golf View Rooms and Suites only. A pet fee of \$70 per night will apply. Please visit [www.cheeca.com/resort/faq](http://www.cheeca.com/resort/faq) for complete pet policies and guidelines.

### **Smoking**

Most areas of the Resort are smoke-free. Designated smoking areas are provided on beach and at Tiki Bar. A deep cleaning fee in the amount of \$500 will apply should guests smoke in guestrooms.

## General

- For information about obtaining a marriage license in Monroe County, Florida, please visit <http://www.clerk-of-the-court.com/Other/mariagelic.html>
- To determine sunrise or sunset times on your special day. Please visit <http://www.sunrisesunset.com/>
- Prior to arrival, we recommend checking with your designer or dress shop to determine best method for refreshing your dress. It is the responsibility of wedding party to make advance arrangements with Islamorada Dry Cleaning, phone 305.664.5060.
- When making your guestroom reservations, keep in mind your day-of “Ready Room” needs. Most of our guestrooms and suites accommodate a maximum of 4-6 guests. Our Bush 41 Retreat and Islamorada Suite are both large, presidential level suites with ocean views, ideal for hosting your bridal party. Please inquire about availability on your dates.
- Event venue is available for times outlined in your contract. Extending event times is based upon availability of Resort staff, and a charge of \$250 per additional hour (*plus service charge and tax*) will apply, plus any additional food and beverage consumed.



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