

General Catering Information

When it comes to social events, we will effortlessly orchestrate a menu to dazzle even the most discriminating palate. We hope that the following information will help make your event planning a little easier

Food & Beverage Control

No Food or Beverage of any kind will be permitted to be brought into or taken out of any event where the Liquor license of the Property is used. The Bilmar Beach Resort reserves the right to remove Food and Beverage brought into the facility in violation of this policy.

The Florida State Liquor Commission regulates the sales and service of all alcoholic beverages. The Bilmar Beach Resort is responsible for compliance with these regulations. It is our policy, therefore, that no alcoholic beverages may be brought onto the premises for a catered function. As a licensee, we encourage our patrons to drink responsibly. If guests are found with or consuming personal alcoholic beverages during any of our scheduled/contracted functions these attendees will not be permitted to reenter the event

Guarantees

*In arranging for private functions, attendance must be specified and communicated to The Bilmar Beach Resorts' Catering Sales Manager **14 working business days (Monday – Friday)** prior to the function. This will be considered the final guarantee for billing purposes, and is not subject to reduction. You will be charged for the guarantee or the actual number attending, whichever is greater. If the final guarantee is not given by the specified deadline, the contracted expected attendance figure will be considered the guarantee.*

Billing

A non-refundable deposit of \$500.00 is required to hold the date and the space. Full payment is due when final guarantee is given. Personal Checks are accepted up to 2 weeks prior to event. Payment Dates: Deposit, 6 Months Prior, 3 Months Prior and Final Payment 1 Month Prior. Minimum Food and Beverage Purchase, calculated before tax and service fee, is required for weekend events. Minimums may vary on special dates and holidays. A copy of a credit card is required to be kept on file for all meetings and social events.

Labor Charges

An \$85.00 Chef attendant fee will apply for each Chef required; i.e. action & carving stations. Set up fees, Valet attendant fees, and equipment rental fees are assessed as ordered for every event and will be quoted when creating the Banquet Event Order 90 days prior to the event.

Gratuities

All charges are subject to 21% gratuity and applicable taxes. Printed menu pricing is subject to change without notice; however, all contracted pricing, 90 days prior to an event, will be honored.

Function Room

Should your actual number fall below what was expected, the resort reserves the right to reassign and or modify the function space at its discretion in an effort to successfully accommodate all the customers of the resort. There will be an additional Charge of \$100.00 per ½ Hour to extend your event past the original 4 hours Reception.

Set-Up

Client has 2 hours prior to start of function to decorate banquet room. Parties of 50 guests or more must have assigned seating. Table number can be provided by the hotel. There is a Mandatory \$250.00 cleaning fee.

Décor

All decorations, displays and exhibits brought to the facility must be approved prior to arrival. They must conform to State Codes, fire regulations and venue policies. Items cannot be attached to walls, ceilings, windows and fixtures with nails, staples or any other substance unless written approval is given in advance. Any damage that is incurred by using materials that are not approved for attachment will be charged to the client and must be settled on departure. The hanging of approved signs or banners must be handled by The Bilmar Beach Resorts staff. Wedding planner are required to detail, in writing, their time line, set up times and requests at least 30 days prior to the event. All rentals must be contracted through The Bilmar Beach Resort. There may be a vendor fee for any and all vendors who are contracted that are not on our Preferred or Platinum Vendor list.

Sound

All amplified sound must conclude by 11:00pm and not exceed 80DB Levels. City Sound Ordinance activates after 10:00pm and all amplified sound must cease in the outside areas such as the Beach Café and Patio. Inside functions will be monitored by the Food & Beverage Manager and functions must decrease sound levels to no more than 80 DB Levels at 10:30pm.

Delivery Packages

Delivery and Storage of Packages and materials must be coordinated with your representative.

(A fee may apply based on the amount of packages being delivered and stored).



