

# TERMS AND CONDITIONS



## **Guarantees**

In arranging private events, the attendance must be specified and communicated to the resort by 11:00 AM, three business days (72 hours) prior to the event date. This number will be considered a guarantee, not subject to reduction, and charges will be based accordingly. Guarantees for Sunday and Monday are due by 11:00 AM the preceding Wednesday. Guarantees for Tuesday are due by 11:00 AM the preceding Thursday. If the guarantee is not given to the Resort by 11:00 AM on the date that it is due, the resort shall use the "guaranteed number" as the final guarantee. Your signature on the banquet event order indicates your acceptance of the agreed attendance. Turnberry Isle Miami will set 3% over the final guarantee.

## **Banquet Menu Prices, Service Charges and Taxes**

All food and beverage is subject to a 24% service charge and a 9% state and local tax. The 24% service charge is subject to a 7% state tax. In the event that your organization is tax exempt, we are required to have a copy of your current Florida state tax-exempt certificate on file prior to the event. Banquet food and beverage menu prices are subject to change without notice.

## **Payment**

Payment shall be made in advance of the event, unless approved credit has been established with the resort. If using credit, the client must make a deposit at the time of contract signing, and a substantial additional payment at least 72 hours prior to the function. Any balance is due and payable thirty days after the date of the event if approved credit.

## **Small Party Set-Up Fee**

Meal functions with a guarantee of less than 25 guests will be charged a fee of \$175.00 per function.

## **Additional Service Staff**

Additional service staff can be made available for your specific needs at the rate of \$175.00 per labor hour, plus tax. Please consult your event manager for further information.

## **Security**

Turnberry Isle Miami will not assume responsibility for the damage or loss of any merchandise or articles brought into the resort, or for any item left unattended. With advanced notice, your event manager can assist you in arranging for dedicated security. For certain events, the resort may require that dedicated security be provided at the client's expense.

## **Valet Parking**

Turnberry Isle Miami offers valet parking for your convenience. A charge of \$25.00 per car will be added to your banquet check, or individuals must pay on their own for a one day event. Overnight parking is \$35.00. Prices are subject to change without notice.

## **Shipments**

Shipments may be delivered to the Resort a maximum of 3 business days prior to the date of the function. Approval is required when packages, boxes and/or equipment exceeds 300 pounds. Storage fees may be incurred if shipment is not picked up in 2 business days after a group's main departure. Off premise storage and transportation at the client's expense may be required. The movement of boxes and material will be subject to a \$5.00 per box (onetime fee) charge. When sending packages to the Resort, please address as follows:

(Event Manager)

Turnberry Isle Miami  
19999 West Country Club Drive  
Aventura, FL 33180-2401

Attn: (Recipient's name, conference name and date of function)

## **Banquet Checks**

The event sponsor agrees that, by signing the banquet check for services recorded, there is no dispute over such services and the sponsor is solely responsible for the payment of the total amount due.

## **Food and Beverage**

All food and beverage items must be supplied to the resort. Guest may not remove any food or beverage from the premises due to liability restrictions.

## **Special Dietary Requirements**

Your event manager will be happy to assist in selecting menus for those with special dietary requirements. Kosher meals can be arranged with a minimum of one-week advance notice and are subject to additional surcharges. Please discuss these special needs with your event professional.

## **Entertainment and Décor**

The ambiance of your event can be enhanced with the creative touch of fresh flowers, linens, themed décor, and entertainment. We have a list of recommended vendors for these services. Should you choose your own vendors, please supply us with a list of your vendors so that we may assist them in servicing your needs. All decorations or displays brought into the resort must be approved prior to arrival and coordinated through your event manager.

The resort will not permit the affixing to the walls, floors, carpet, doors, windows or ceiling anywhere on the property.

## **Smoking**

Smoking is not permitted in the conference center or any public areas per the Florida Clean Indoor Air Act, Chapter 561.

## **Damages**

The host agrees to be responsible for any damages incurred to the premises or any other area of the resort by the host, his guests, independent contractors or other agents that are under the host's control or the control of any independent contractor hired by the host while on the premises.

# TERMS AND CONDITIONS CONTINUED

## **Audio/Visual**

Southern Audio Visual can provide you with the latest technical equipment and support. Rates, information, and technical policies are available upon request. Please contact our in-house Southern Audio Visual for further information.

## **Outdoor Events and Outdoor Catering Guidelines**

The resort reserves the right to make the final decision to use indoor facilities when there is a 30% or greater chance of inclement weather on the day of your event. All Weather calls will be made day of event no later than 12:00 PM. Outdoor entertainment must be pre-approved. Outdoor chairs must be used in place of banquet chairs in the outdoor areas. Staging and bars must be placed on concrete surfaces. Where events take place near a pool, high-grade plastic ware must be used for beverages. Existing landscaping lighting is provided in the outdoor areas. Should additional lighting be necessary, the associated cost will be the responsibility of the client. Outdoor events including light bands and/or DJs shall not extend past 10:00 PM at the Magnolia Courtyard, Porte Cochere and both the Laguna and Cascata Pool sides. Ancillary items such as tents, risers, dance floors, generators, lighting, city permits, security coverage and transportation, (as needed) as well as dedicated labor (chefs/attendants/bartenders) are additional.

Events held at certain outdoor areas at the resort may incur an additional \$10.00 per person labor fee due to an increase in coordination and labor logistics. Offsite Events may include an additional \$10.00 per person labor fee due. Please contact your event professional for further details and for events held outdoors.

## **Hospitality Rooms**

Our Salons will be reserved upon request for hospitality rooms based on attendance. Consideration of all Resort guests must be observed at all times with regard to noise and activity in and around the hospitality areas. The service of all alcoholic beverages requires a mixologist, and will not serve to guests under the age of 21.

## **Event Space**

Event space is assigned according to the anticipated guaranteed minimum number of guests. This is confirmed one month prior to your event. The Resort reserves the right to change the event space to suit the attendance, with the client's notification, if attendance increases or decrease. Room rental fees may be applicable if group attendance falls below the estimated

attendance at the time of booking.

## **Signage & Hospitality Welcome Desks**

Turnberry Isle Miami provides meeting, event and directional signage as needed for each event. In addition, each meeting room has an electronic message board. If you prefer to bring your own professional printed signage, easels will be provided at a nominal fee.

Meeting, event and directional signage, as well as Welcome/Hospitality Desks are limited to placement in the Conference Center and inside Veranda East/West rooms and Veranda East/West Foyer only. Signage and Welcome Hospitality Desks are not permitted in the Main Lobby, Lobby Lounge or the breezeways. Only Hotel-approved and prepared signage (i.e. Concurva signs) may be placed in the Main Lobby, Lobby Lounge and breezeways.

Please note Turnberry Isle Miami does not permit anything to be nailed, posted or otherwise attached walls or air walls. Communication of this to your conference delegates and/or exhibitors is your responsibility and will be supported on site by Event Services teams. Banner hanging must be pre-approved and arranged by Event Management or Southern Audio Visual and certain charges will apply.