

Hotel Policies

FOOD AND BEVERAGE

- All food and beverage is to be purchased solely through the JW Marriott Orlando, Grande Lakes.
- All food and beverage charges are subject to a 26% taxable service charge and a 6.5% Florida sales tax. If you are a tax-exempt organization, please provide us with a copy of a valid Florida Tax Exempt Certificate.
- A \$7.50 cake cutting fee will be applied to any cake brought in by an outside vendor. The \$7.50 cake cutting fee is subject to 26% service charge and 6.5% sales tax.
- The Florida Law requires persons to be a minimum of 21 years of age to consume alcoholic beverages. The hotel reserves the right to refuse alcoholic service to anyone.
- The hotel will provide a complimentary Wedding Menu Tasting for up to six (6) guests, including the Wedding couple. Tastings allow a limited sampling to experience the flavors and a broad understanding of the culinary capability. Please consult with your Wedding Event Manager about your tasting needs.

GUARANTEES

- A final guarantee of attendance must be submitted by 3:00 pm three business days prior to your event. This guarantee is not subject to reduction. In the event a guarantee is not received, the greater of: 1) the original contracted attendance or 2) the actual attendance will be billed.

CATERING AGREEMENT AND DEPOSIT

- To reserve a date and private room(s), a Catering Agreement is to be signed and returned to the hotel within ten (10) days together with an initial deposit of 25% of the Rental Fees and Estimated Food and Beverage Minimum based on room selection. If the function occurs within 60 days, a 100% deposit is required. All deposits are non-refundable and non-transferable. Once received, the initial deposit and signed Catering Agreement will secure your reservations for the wedding. Please be advised that the date and space will be released if we do not receive the signed confirmation and deposit by the indicated date.

PAYMENT

- A credit card must be on file for your event to secure reservations for your wedding. All functions are on a pre-payment basis. Personal checks are accepted up to 14 days prior to your function. All remaining payments can be made in the form of a cashier's check, credit card, or cash.

HOTEL ACCOMMODATIONS

- Based upon availability, a room block at JW Marriott Orlando, Grande Lakes may be set aside at a special rate for your guests. Each room is subject to a \$38 resort fee and 12.5% room tax, per day.

EVENT SPACE

- Event space rental fees and food and beverage minimums are based on the event type, type of set-up, and the number of people in attendance. Should advance set-up and late tear down be required, an additional charge may be incurred. There may be one or more weddings and/or events taking place on the resort on any particular day.

OUTDOOR EVENT SPACE

- Indoor space will be reserved for all outdoor events. Rain calls will be made at least 6 hours prior to the event. If a ceremony double set of both indoors and outdoors is requested, a \$10 per person set-up fee will be applied and placed on the final bill.
- A \$5 per person outdoor setup fee will be applied toward all outdoor events, excluding ceremonies and cocktail receptions.
- Events taking place outdoors must conclude musical entertainment by 10:00 pm.

AUDIO VISUAL

- Grande Lakes Audio Visuals is a full service, in-house production company and the preferred provider for all audiovisual needs at Grande Lakes Orlando. Our production team provides a full range of event production services, including audio and lighting equipment, screens and projectors, video production, etc.

WEDDING VENDORS

- Your Wedding Event Manager may refer vendors for floral decor, entertainment, photographers, and more. If you prefer to provide vendors, not on the hotel's preferred vendor list, a copy of the vendor's insurance policy evidencing \$1,000,000-\$5,000,000 (depending on service provided) is required.

PARKING

• The following parking rate applies to weddings at JW Marriott Orlando, Grande Lakes. The 2019 prevailing rate for valet parking is \$37 plus applicable taxes (currently 6.5%). A discounted valet parking rate of \$27 plus tax per car, per day, will be offered to guests of the wedding, and a discounted self-parking rate of \$19 plus tax per car, per day, will be offered to guests of the wedding. Discounted parking rates will apply throughout the wedding weekend (including ceremony rehearsal and additional events). The hotel is not responsible for losses or damages to any vehicle or its contents. Please advise us if you wish to host parking for your attendees. Parking rates are subject to change without notice.

ADDITIONAL CHARGES WHICH MAY APPLY

- Wedding day parking – Valet: \$27+ tax per car | Self: \$19+ tax per car
- Cake cutting fee – \$7.5 per guest applies to cakes from another vendor
- Welcome bag delivery fee – \$5 per room
- Outdoor lighting – Starting from \$1,000
- Additional power for entertainment (Band/DJ) – Starting from \$900
- Indoor/outdoor double ceremony setup – \$10 per person depending on event setup
- Outdoor setup fee – \$5 per person

Does not apply to outdoor ceremonies and/or outdoor cocktail receptions

- Firewatch for sparklers, pyrocooking stations, hazers, confetti. etc. Pricing varies based on Orange County guidelines 30 days advance notice to your Event Manager required
- Additional Reception hours – Starting from \$500 per hour beyond 5 hours (cocktail reception and dinner)
- Transportation and attendant for guests requiring assistance to/from Wedding Gazebo \$225 per golf cart (for hotel driver and 1 guest) for 3-hour minimum
- Standard wheelchair rental – \$18 per day | \$45 per week
- Scooter wheelchair rental – \$35 per day | \$150 per week