



CONGRATULATIONS ON YOUR ENGAGEMENT!!

2013 Special Events Guidelines and Policies

Bridal Luncheons, Rehearsal Dinners, Farewell Brunches and Cocktail Receptions

Upper Deck of the Lifesaving Station Restaurant

Located on the second floor of the historic Life Saving Station, the Upper Deck offers views of the Currituck Sound. This site is ideal for hosting a bridal luncheon or rehearsal dinner for up to 50 guests. Please note that this space requires stairway access and is based on availability between Labor Day – Memorial Day only.

Rental Fee: \$250

Swan-Heron Room

Located in the Conference Center on the Oceanside of the resort, this space provides seating for up to 80 guests. Weather permitting, the adjacent deck may also be used for additional guest seating, or you may choose to add a rental tent. This space does not require stairway access and is recommended for functions where accessibility is a priority.

Rental Fee: \$500

The Sand Bar (*available mid October through end of April*)

Located on the lower level deck of the Main Inn, The Sand Bar will be closed 30 minutes prior to any event. The bar can be used for a cocktail reception and easily accommodates 200+ people. It is not an area that can be tented for full meal service. Food and Beverage minimum may also apply.

Rental Fee: \$750

The Beach

A unique venue to have a buffet/reception style event for up to 75 people is on the beach. This option is available Sunday- Thursday and booked with the Pavilion as the back-up location. Event times may depend on the daily tide. Event must conclude one hour prior to dusk. Food and Beverages minimums will apply.

Rental Fee: \$3000

The Left Bank

Located on the Currituck Sound with spectacular panoramic sunsets The Left Bank can be made available for a private function during non-operational hours for up to 60 people. Menus will be handcrafted by the Left Bank culinary team. Food and beverage minimum of \$3000 applies with food menus starting at \$55 per person for brunches and \$85 per person for dinner. Existing set up.

Rental Fee: \$1000

Wedding Ceremony Sites

Main Inn Oceanside Deck

Located directly behind the Main Inn, this outdoor location can accommodate up to 150 guests. The natural beauty of this seaside setting makes it a perfect ceremony site.

Ceremony Facility Fee: \$1000.00

(Includes function space for two hours and ceremony chairs)

Oceanside Lawn

This location is nestled near the dune line behind our Conference Center. This site can easily accommodate 200+ guests for ceremonies and can be used in conjunction with the Conference Center and Oceanside deck for the reception. This area can be tented in case of inclement weather.

Ceremony Facility Fee: \$1000.00

(Includes function space for two hours and ceremony chairs)

The Beach

Although public the Outer Banks is known for the beautiful sandy beaches which offer a lovely backdrop for a wedding. The Town of Duck will not allow us to consider it private space however chairs can be set up 30 minutes prior to the event and our staff will help to monitor the area.

Set Up Fee: \$1000.00

All Facility and Set Up Fees are subject to service charge and taxes.

Wedding Reception Sites

The Soundside Pavilion

A newly constructed, climate controlled permanent structure located sound front offers breathtaking sunset views. The reception Facility Fee is determined by the day of the week and the number of guests (as determined by the final guarantee given five days prior to the event date). This includes all guests regardless of age.

<u>Reception Facility Fee:</u> <u>Monday - Thursday</u>	<u>Reception Facility Fee:</u> <u>Friday and Sunday</u>	<u>Reception Facility Fee:</u> <u>Saturday</u>
\$3000: 2 - 65 guests	\$4000: 2 - 65 guests	\$5000: 2 - 65 guests
\$4750: 66 - 100 guests	\$5750: 66 - 100 guests	\$6750: 66 - 100 guests
\$5250: 101 - 125 guests	\$6250: 101 - 125 guests	\$7250: 101 - 125 guests
\$6000: 126 - 200 guests	\$7000: 126 - 200 guests	\$8000: 126 - 200 guests

- Dance floor along with any other equipment rental is not included in this quote.
- This area is available year-round with heating and air conditioning capabilities.

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The Swan and Heron Rooms & Adjacent Oceanside Deck/Lawn

Located on the Oceanside of our Resort, the Conference Center offers indoor seating for up to 80 people. We recommend tenting the back deck to expand the covered area and provide for additional space for the DJ or band, dance floor and bar. If not used for the ceremony, the Oceanside Lawn is additional space that can be tented for larger parties.

Reception Facility Fee:

\$2000 for Monday-Thursday events

\$3000 for Friday and Sunday events

\$4000 for Saturday events

Reception Facility Fee Inclusions

The above facility fee includes the private space for up to 5 hours along with six foot round banquet tables, white folding chairs, china, glassware and flatware. An option of white or colored standard linens and napkins are available to select from. (Upgraded linens and additional color selections are not included and are considered additional equipment rental.) There is no credit value for any included items that are not used. It also includes the professional services of a Sanderling coordinator for rehearsal and day of coordination.

There is a \$200 permitting fee for any tents that might be needed.

We can assist with upgraded chairs, tables, linen, lighting and dance floor. Estimated costs will be provided at the time of the order and confirmed 45 days prior to your event. The equipment rental bill can be placed on your master bill for convenience of a consolidated bill.

Please note: A taxable 21% service charge is added to any Facility Fee, Room Rental and Equipment Rentals.

Food and Beverage

The following wedding reception Food and Beverage Minimums (excluding tax and service charge) are based on the day of the week for any venue space.

Monday- Thursday	\$6000
Sunday and Friday	\$8000
Saturday night	\$15,000

Our food & beverage professionals will make every effort to accommodate special requests and help coordinate a menu that is customized to your event. We are happy to coordinate special requests due to dietary or medical restrictions.

It has been our experience that wedding receptions at The Sanderling generally average in price from \$100.00 to \$175.00 per person, depending on menu selections, cocktail preferences and special requests. Menu prices begin at \$60.00 per person and we estimate \$45 per person for a five hour event with superior brand liquor. This is just a guideline as alcoholic beverages will be priced and billed on consumption.

The State of North Carolina Alcoholic Beverage Commission regulates the sale and service of all alcoholic beverages. The Sanderling Resort & Spa is responsible for the administration of these regulations; therefore, all alcoholic beverages used in banquet functions must be purchased from the resort.

Due to our remote geographical location, we require all menu selections 45 days prior to your event to guarantee appropriate availability. To ensure that your event is a success, The Sanderling requires that all event orders must be approved, signed and returned two weeks prior to your event to complete your file.

A guaranteed guest count for meals is required 5-business days prior to the event. This number is a minimum guarantee and may not be reduced after that date. If no guarantee is provided, the last known written count will be used. Our staff will prepare food service to serve 5% above the guaranteed number of attendees. If the attendance falls below the guarantee, the host is responsible for the guaranteed count. Should the actual guest count be higher than the guaranteed count, the host will be notified at the event and will be requested to initial the proper count.

Deposit and Payment Policies

A non refundable facility deposit equal to 10% of total estimated revenue is payable, by check or credit card, with a signed copy of the contract.

At 180 days prior to the event, an additional forty percent (40%) of the total estimated revenue is due. This amount will be based on room block, rental and food and beverage minimums if an estimated count is not available at that time.

At 90 days prior to the event, an additional twenty-five percent (25%) of the total estimated revenue is due. This amount will be based on remaining room block and food and beverage minimums if an estimated guest count is not available at that time.

At 60 days prior to the event, a full deposit equal to the total anticipated revenue inclusive of, but not limited to, any rooms being paid by the master account, all contracted Food and Beverage, Facility Fees and Equipment Rental Fees plus appropriate taxes and service charges on such items. Any rooms that have been confirmed with deposits by individuals will be applied as a credit towards the final balance due.

A final guest count is due five business days before your reception. An additional deposit will be taken at this time if the estimated revenue exceeds prior deposits. Any remaining charges will be billed to the credit card on file. A final Banquet Check with the itemized charges will be mailed to you within a week.

All events require a credit card number on file to secure the event.

Please note: Our Elopement Package has a different deposit policy. A full deposit for the base package including service charge and taxes is required at the time of booking.

Refund and Cancellation Policies

The initial 10% deposit is non-refundable once the contract is executed.

Please note: The Elopement Package initial deposit is non-refundable once the contract is executed.

The contract terms will outline additional information as it relates to the cancellation policy.

General Information

Special Requests

To ensure final Event Setup Details and Diagrams are as accurate as possible we request a copy of the Event Design/Floral Contract.

Requests for the Sanderling Staff to place favors, place cards or centerpieces at your reception can be arranged for a minimal fee.

To ensure perfect setup, please furnish The Sanderling with your table numbers and guest count for each table (including highchairs, boosters and access for wheelchair seating) three days prior to your event.

Musical Entertainment Policy

Musical Entertainment for dancing and cocktail receptions is well suited in both locations. In order to facilitate setup and requests from your vendors, the Sanderling must be furnished with a copy of your entertainment contract thirty days prior to the event. To ensure the comfort of other resort guests, musical entertainment must end at 10:00pm. Due to liability issues, The Sanderling Resort & Spa prohibits vendors to indulge in alcoholic beverages.

Gift Deliveries

The Sanderling is able to provide welcome baskets and gifts customized to suit your specific event and deliver to your guest's rooms prior to their arrival. The cost of these welcome baskets will vary based on your requests. Please let us know if you would like to add this special touch as a "thank you" to your guests for traveling to The Sanderling to be part of your special day.

If you choose to bring your own pre-assembled gift bags, we will be happy to deliver them to your guest's hotel room. Please note each guest's name on their gift bag to avoid any confusion. A delivery charge of \$5.00 per room will be applied. Gift Bags cannot be handed out by the Front Desk at check in.

Miscellaneous

To maintain the appearance of the resort, rice, confetti, flower petals, etc. may not be thrown inside the premises; birdseed and biodegradable "rice" is allowed outside. If you choose to use petals, etc. during the ceremony, there may be a cleaning fee involved.

Fireworks, including sparklers, are illegal in the Town of Duck and not permitted during events.

In the event of severe and unsafe weather during an outdoor or tented event, The Sanderling reserves the right to determine if it is necessary to temporarily suspend or conclude an event and relocate guests and staff to a safer location.

Parking is complimentary for all event guests. During summer and on holiday weekends, space may be limited; we encourage the use of shuttle or limousine services during these peak times. Due to the Sanderling Homeowners Association policies, RV's, campers, etc. are prohibited and should be parked in alternate locations.

For the Bride and Groom

If your guests book 10 or more rooms per night, the bridal suite will be complimentary the night of the wedding. We do require a two night minimum for any weekend nights and three nights over holiday periods. All reservations must be confirmed by the individual guests with a credit card (or the master account) and deposits charged no later than 16 days from the wedding before the suite will be offered for the wedding night.

Please note that we do not have a designated "bridal changing area". Although we will make every effort to accommodate an early check-in, we cannot guarantee the room's availability until 4:00pm.

Bridal Tasting

Should you choose to book with us, the Sanderling Resort offers a bridal tasting in the Spring 2013. This tasting is complimentary to contracted couples. There will be a limited number of tickets available for sale to additional friends and family.

Our Promise to You

Our beautiful 13 acre ocean-to-sound location provides the perfect setting for you and your guests on this special day. Our Banquet Staff is dedicated to providing exemplary service and fine food and beverage items for your event and will work with you to plan your perfect day. The Sanderling's casual elegance blends wonderfully with the commitment we have made to detail, service and presentation and we take great pride in providing you with the most enjoyable experience available here on the Outer Banks. Thank you for allowing us to share in this special occasion. We look forward to helping make your dreams come true and will do our very best to exceed your expectations!

North Carolina Marriage License Information

Marriage licenses are issued by the Register of Deeds in the Dare County Justice Center, 962 Marshall C. Collins Dr., Manteo. Both parties must be present at the office to apply for the license.

The following items must be presented:

- A picture ID
- Social security card or other certificate with your SSN listed (W2, pay stub)
- Birth certificate if under 21
- Divorce papers (with Judge's signature) if applicable

The license is approximately \$50 and good for 60 days after issuance. The Register of Deeds can be reached at (252) 475-5970, 8:30 a.m. - 4:30 p.m. Monday through Friday. The office is closed holidays and weekends. A marriage application can be filled out at locations throughout the state of North Carolina and can be used anywhere within the state.