



# Wedding Celebrations



We are delighted that you are considering the Mayfair Hotel & Spa  
For your Wedding Celebration  
Our Wedding Packages have been designed to suit your needs and  
include the following:



- Champagne Toast
- Customized Wedding Cake
- Table Side Coffee Service upon Request
- Complimentary Bridal Party Cocktail Reception
- One Hour Cocktail Reception for Wedding Guests
- Complimentary Tasting for Bride and Groom and Two Guests
- Mayfair Hotel & Spa Specialized Linens, Napkins and Chivarri Chairs
- Discounted Spa Services for you and your out-of-town guests at Jurlique Spa
- Discounted Pricing for Rehearsal Dinners, Bridal Showers or Bachelorette Parties
- Special Guest Room Rates Available for your out-of-town guests based on availability
- Complimentary Bridal Suite for the Night of Your Wedding for Events of 75 guests or more



# Wedding Ceremonies

The Mayfair Hotel & Spa would be delighted to host your Wedding Ceremony in one of our Picturesque Venues.

## **The Palm Terrace**

Imagine simply escaping into the tranquility of a destination wedding atmosphere. The Palm Terrace offers the best of both worlds; the clear glass ceiling allows you to soak in the beauty of Miami's sunny blue skies and mesmerizing sunsets. Asian inspired decor and foliage make the Palm Terrace an enchanting setting, perfect to exchange vows in the most serene setting.

**Ceremony Fee \$1500.00**

*Includes Chivarrri Chairs in your choice of color with coordinating cushion*  
(Approximately 1,000 Square Feet and can accommodate up to 180 Guests)



## **The Asian Garden**

The Mayfair Hotel & Spa's Asian Garden is a compilation of Zen like settings complete with Orchids, Bamboo, Asian palms, and the relaxing sound of flowing water. Simple and inspired, this is the ideal setting for an intimate gathering of family and friends to marry the one you laugh with live for and love.

**Ceremony Fee \$850.00**

*Includes Bamboo Wood Folding Chairs*  
(Approximately 500 Square Feet and Accommodates up to 40 Guests)

*\* Both locations include Ceremony Rehearsal prior to the Wedding Date*

## Rehearsal Dinners and After Wedding Brunches

The Mayfair Hotel & Spa offers a variety of locations and menu options to ensure the perfect beginning and ending to your wedding weekend. From a casual Dinner to an extravagant Champagne Brunch, our Catering Manager would be happy to design the ideal menu package for your Wedding Weekend, enhancing and completing your unforgettable experience.

All Fees are Exclusive of 21% Service Charge and 7% Sales Tax

# Mayfair Wedding Luncheon

Price determined by entrée selection; multiple choices of entrée results in highest priced choice

## Cocktail Reception

(30 minutes)

House Wines

Mimosas and Champagne

Assorted Soft Drinks, Mixers, Juices and bottled Waters

Selection of Imported & Domestic Beers

## **Butler Passed Hot and Cold Hors D'Oeuvres**

(Please select four, based on four pieces per person)

### **Cold Hors D'Oeuvres**

- Parmesan Crostini, Olive Tapenade
- Ceviche Shooter with Plantain Chip
- Tomato Basil Bruschetta
- Grilled Asparagus wrapped in Prosciutto
- Thinly Sliced Pepper Crusted Beef, on Garlic Toast, Horseradish Crème
- Smoked Salmon-Avocado Rolls
- Pork Tenderloin on Crispy Wonton with Crystallized Ginger

### **Hot Hors D' Oeuvres**

- Spiced Beef Empanada, Avocado Relish
- Mini Franks in Blanket with Mustard
- Spanakopita with Spinach and Feta Cheese
- Key West Conch Fritters, Creole Tartar Sauce
- Goat Cheese Stuffed Crimini Mushrooms
- Coconut Shrimp with Thai Chili Sauce
- Maryland Crab Cake, Avocado Salsa, Chipotle Crème

## Plated Lunch Service

(Includes 3 Hour Wine, Beer and Soft Drinks Bar)

### **Salad Selections**

Tomato & Mozzarella Stack with Fresh Basil and Balsamic Vinaigrette

Classic Caesar Salad with Parmesan Crisp

Arugula, Spicy Cashews, Orange, Crispy Wontons and Ginger-Miso Dressing

Mixed Greens, Tomatoes, Roasted Peppers, Queso Blanco, Crispy Onions and Dijon Vinaigrette

Field Greens, Cucumber, Endive, Cajun Walnuts and Fig Balsamic Vinaigrette

### **Entrée Selections**

(Meat dishes served with seasonal vegetables unless otherwise noted)

Lemon Pepper Crusted Breast of Chicken, Natural Jus, Herbed Polenta **\$79**

Pesto Rubbed Roasted Chicken Breast, Potatoes, Roasted Corn and Red Peppers **\$89**

Sautéed Salmon with Spinach-Potato Cake and Apple Cider Beurre Blanc **\$99**

Macadamia Nut Crusted Mahi Mahi, Citrus Scented Basmati Rice, Chayote Salsa, Plantain Crisps **\$99**

Pork Medallions with Whole Grain Mustard Sauce, Potato Bacon Timbale **\$109**

Beef Tenderloin, Tomato Confit, Roasted Garlic Potato Timbale and Madeira Sauce **\$99**

Grilled Filet Mignon, Roasted Garlic Potato Timbale, Garlic Port Wine Sauce **\$119**

### Dessert

Wedding Cake served on a painted plated

(By Cake Emporium or Cake Designs by Edda)

All entrée are served with freshly baked rolls and sweet cream butter

As well as table side service of freshly brewed Regular and Decaffeinated coffee and selection of Teas

**All prices are subject to a 21% taxable service charge and 9% F&B sales tax**

# Premier Wedding Dinner

Price determined by entrée selection; multiple choices of entrée results in highest priced choice

## Cocktail Hour with House Brands Open Bar featuring:

Absolut, Bombay, Bacardi, Jack Daniels,  
Dewars, Seagrams, Jose Quervo Tequila,  
House Wines and Champagne  
Selection of Imported & Domestic Beers  
Assorted Soft Drinks, Mixers, Juices and bottled Waters

## **Butler Passed Hot and Cold Hors D'Oeuvres**

(Please select four, based on four pieces per person)

### **Cold Hors D'Oeuvres**

- Parmesan Crostini, Olive Tapenade
- Ceviche Shooter with Plantain Chip
- Tomato Basil Bruschetta
- Grilled Asparagus wrapped in Prosciutto
- Thinly Sliced Pepper Crusted Beef, on Garlic Toast, Horseradish Crème
- Smoked Salmon-Avocado Rolls
- Lobster-Mango Salad in Belgian Endive

### **Hot Hors D' Oeuvres**

- Spiced Beef Empanada, Avocado Relish
- Mini Franks in Blanket with Mustard
- Spanakopita- Spinach and Feta Cheese in Phyllo
- Key West Conch Fritters, Creole Tartar Sauce
- Goat Cheese Stuffed Crimini Mushrooms
- Coconut Shrimp with Thai Chili Sauce
- Maryland Crab Cake, Chipotle Crème

## Plated Dinner Service

(Includes 4 Hour Open Bar)

### **Salad Selections**

Tomato & Mozzarella Stack with Fresh Basil and Balsamic Vinaigrette  
Classic Caesar Salad with Parmesan Crisp  
Arugula, Spicy Cashews, Orange, Crispy Wontons and Ginger-Miso Dressing  
Mixed Greens, Tomatoes, Roasted Peppers, Queso Blanco, Crispy Onions and Dijon Vinaigrette  
Baby Spinach Salad, sliced Mushrooms, Bell Peppers, with Sesame Vinaigrette & Crispy Onions  
Field Greens, Cucumber, Endive, Cajun Walnuts and Fig Balsamic Vinaigrette

### Entrée Selections

(Meat dishes served with seasonal vegetables unless otherwise noted)

Lemon Pepper Crusted Breast of Chicken, Natural Jus, Herbed Polenta **\$105**  
Pesto Rubbed Roasted Chicken Breast, Potatoes, Roasted Corn and Red Peppers **\$105**  
Sautéed Salmon with Spinach-Potato Cake and Apple Cider Beurre Blanc **\$115**  
Macadamia Nut Crusted Mahi Mahi, Citrus Scented Basmati Rice, Chayote Salsa, Plantain Crisps **\$115**  
Pork Medallions with Whole Grain Mustard Sauce, Potato Bacon Timbale **\$115**  
Beef Tenderloin, Tomato Confit, Roasted Garlic Potato Timbale and Madeira Sauce **\$129**  
Grilled Filet Mignon, Roasted Garlic Potato Timbale, Garlic Port Wine Sauce **\$139**

### Dessert

Wedding Cake served on a painted plated  
(By Cake Emporium or Cake Designs by Edda)

All entrée are served with freshly baked rolls and sweet cream butter  
As well as Table side service of Freshly Brewed Regular and Decaffeinated Coffee and Selection of Teas

**All prices are subject to a 21% taxable service charge and 9% F&B sales tax**

# Deluxe Wedding Dinner

Price determined by entrée selection; multiple choices of entrée results in highest priced choice

## Cocktail Hour with Premium Open Bar

Grey Goose Vodka, Bombay Sapphire, Bacardi Rums, Johnny Walker Black,  
Patron Silver Tequila, Maker's Mark, Crown Royal, Seagram's 7  
House Wines and Champagne and Selection of Imported & Domestic Beers  
Assorted Soft Drinks, Mixers, Juices and bottled Waters

## Butler Passed Hot and Cold Hors D'Oeuvres

(Please select six, based on six pieces per person)

### **Cold Hors D'Oeuvres**

- Parmesan Crostini, Olive Tapenade
- Ceviche Shooter with Plantain Chip
- Tomato Basil Bruschetta
- Grilled Asparagus wrapped in Prosciutto
- Thinly Sliced Pepper Crusted Beef, on Garlic Toast, Horseradish Crème
- Smoked Salmon-Avocado Rolls
- Pork Tenderloin on Crispy Wonton with Crystallized Ginger

### **Hot Hors D' Oeuvres**

- Spiced Beef Empanada, Avocado Relish
- Mini Franks in Blanket with Mustard
- Spanakopita- Spinach and Feta Cheese in Phyllo
- Key West Conch Fritters, Creole Tartar Sauce
- Goat Cheese Stuffed Crimini Mushrooms
- Coconut Shrimp with Thai Chili Sauce
- Maryland Crab Cake, Avocado Salsa, Chipotle Crème

## Plated Dinner

(Includes 4 Hour Open Bar; Champagne Toast and Wine Service with Dinner)

### **Appetizers**

Maryland Lump Crabcakes with Sauce Remoulade  
Coffee-Braised Shortribs with Red Pepper-Jicama Salad  
Bacon-Wrapped Sea Scallops with grilled Artichoke & Asparagus Salad  
Onion-Pancetta Tart, Frisee and Stone Ground Mustard Vinaigrette  
Tuna Ceviche in Sesame Tuile  
Wild Mushroom Ragout on Crispy Fried Polenta

### **Salad Selections**

Tomato & Mozzarella Stack with Fresh Basil and Balsamic Vinaigrette  
Frisee, Roasted Plum Tomatoes, Haricots Vert, Blue Cheese and Pommes Gaufrette  
Arugula, Spicy Cashews, Orange, Crispy Wontons and Ginger-Miso Dressing  
Baby Spinach Salad, sliced Mushrooms, Bell Peppers, with Sesame Vinaigrette & Crispy Onions  
Field Greens, Cucumber, Endive, Cajun Walnuts and Fig Balsamic Vinaigrette

### **Entrée Selections**

(Meat dishes served with seasonal vegetables unless otherwise noted)

Herbed Chicken Breast, Porcini & Pasta Gratin with Black Pepper and Truffle Oil **\$150**  
Lemon Pepper Crusted Breast of Chicken, Natural Jus, Sun Dried Tomato and Herb Polenta **\$150**  
Pork Medallions with Whole Grain Mustard Sauce, Potato Bacon Timbale **\$150**  
Sautéed Salmon with Spinach-Potato Cake and Apple Cider Beurre Blanc **\$160**  
Macadamia Nut Crusted Grouper, Citrus Scented Basmati Rice, Chayote Salsa, Plantain Crisps **\$160**  
Beef Tenderloin, Tomato Confit, Roasted Garlic Potato Timbale and Madeira Sauce **\$170**  
Grilled Filet Mignon, Roasted Garlic Potato Timbale, Garlic Port Wine Sauce **\$175**  
Filet Mignon with Cold Water Lobster Tail, Drawn Butter, Sauce Béarnaise and Château Potato **\$185**

### **Dessert**

Wedding Cake served on a painted plated  
(By Cake Emporium or Cake Designs by Edda)

All entrée are served with freshly baked rolls and sweet cream butter  
As well as Table side service of Freshly Brewed Regular and Decaffeinated Coffee and Selection of Teas

**All prices are subject to a 21% taxable service charge and 9% F&B sales tax**

# Wedding Buffet Dinner

## Cocktail Hour with Premium Open Bar

Grey Goose Vodka, Bombay Sapphire, Bacardi Rums, Johnny Walker Black,  
Patron Silver Tequila, Maker's Mark, Crown Royal, Seagram's 7  
House Wines and Champagne and Selection of Imported & Domestic Beers  
Assorted Soft Drinks, Mixers, Juices and bottled Waters

## Butler Passed Hot and Cold Hors D'Oeuvres

(Please select six, based on six pieces per person)

### **Cold Hors D'Oeuvres**

- Parmesan Crostini, Olive Tapenade
- Stuffed Zucchini with Vegetable Caviar
- Tomato Basil Bruschetta
- Grilled Asparagus wrapped in Prosciutto
- Thinly Sliced Pepper Crusted Beef, on Garlic Toast, Horseradish Crème
- Smoked Salmon-Avocado Rolls
- Pork Tenderloin on Crispy Wonton with Crystallized Ginger

### **Hot Hors D' Oeuvres**

- Spiced Beef Empanada, Avocado Relish
- Mini Franks in Blanket with Mustard
- Spanakopita- Spinach and Feta Cheese in Phyllo
- Key West Conch Fritters, Creole Tartar Sauce
- Goat Cheese Stuffed Crimini Mushrooms
- Coconut Shrimp with Thai Chili Sauce
- Maryland Crab Cake, Avocado Salsa, Chipotle Crème

## Main Reception

(Includes 4 Hour Open Bar; Champagne Toast and Wine Service with Dinner)

## Stations

### Japanese Sushi Display

California Rolls, Nigiri and Tekka Maki  
Soy Sauce, Pickled Ginger, Wasabi

### Dim Sum\*

Pork Ribs, Assorted Dumplings,  
Springs Rolls (both steamed and fried),  
Pot Stickers, Black Bean Shrimp,  
Chinese BBQ, Hot Mustard, Soy Sauces

### Mediterranean Platter

Prosciutto, Mortadella and Sopressata  
Herb Marinated Olives & Feta Cheese  
Grilled Vegetables, & Hummus  
Accompanied by Lavosh, Pita Wedges  
And Toasted Focaccia

### **Roasted Whole Salmon with Herb and Lemon Crust \***

Citrus Beurre Blanc

### **Jamaican Jerk Rubbed Loin of Pork \***

Natural Jus, Papaya Chutney

### **Chili Spiced Rubbed Rack of Lamb \***

Fresh Mint Jelly

### Mashed Potato Bar\*

Roasted Garlic Mashed Potatoes with these toppings:  
Cheddar and Blue Cheese, Crispy Bacon,  
Caramelized Onions, Grilled Vegetables, Truffle Butter,  
Sautéed Mushrooms and Brown Gravy  
Add Grilled Chicken for \$4 or Sirloin Strips \$6

### Pasta Station\*

**Pastas:** Penne, Cheese Ravioli, Tortellini  
**Sauces:** Bolognese, Fresh Crushed Tomatoes  
and Basil, Creamy Alfredo,  
Freshly Grated Reggiano Parmesan,  
Bread Sticks, Garlic Parmesan Rolls  
Add Grilled Chicken for \$4 or Shrimp \$8

### **Roasted Whole Suckling Pig \***

Cuban Bread

### **Pepper Crusted Tenderloin of Beef \***

Béarnaise Sauce, Horseradish Cream,  
Cracked Mustard

### **Char Grilled New York Strip Loin \***

Wild Mushroom Sauce

# Buffet Dinner Continued:

## Salads & Sides

(Choice of 3)

Mixed Greens, Tomatoes, Roasted Peppers, Queso Blanco, Crispy Onions and Dijon Vinaigrette  
Arugula, Spicy Cashews, Orange, Crispy Wontons and Ginger-Miso Dressing  
Sliced Beefsteak Tomatoes, Sweet Vidalia Onions and Bleu Cheese Dressing  
Garlic Mashed Potatoes with Caramelized Onions  
Sautéed Seasonal Vegetables  
Oven Roasted Potatoes  
Sofrito Rice  
Wild Rice

## Dessert

Wedding Cake served on a painted plated  
(By Cake Emporium or Cake Designs by Edda)

All entrée are served with freshly baked rolls and sweet cream butter  
As well as Table side service of Freshly Brewed Regular and Decaffeinated Coffee and Selection of Teas

**With Two Entrée Selections \$129 per person**

**With Three Entrée Selections \$149 per person**

**With Four Entrée Selections \$159 per person**

**\*Stations require a Chef Attendant at \$150.00 each plus tax; (1) Attendant per every 75 guests.**

All prices are subject to a 21% taxable service charge and 9% F&B sales tax

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## Beverages

### **Premium Brand Bar**

(Included in the Wedding Packages)

Each additional Hour of Premium Open Bar

**\$13 per Person**

### **Upgrade to the Deluxe Brand Bar**

*(Add \$14 Per Person to package for 5 hour bar)*

Grey Goose  
Bombay Sapphire  
Bacardi Rums  
Makers Mark

Seagram's 7  
Johnnie Walker Black  
Crown Royal  
Patron Silver

Each additional Hour of Deluxe Open Bar

**\$17 per Person**

All prices are subject to a 21% taxable service charge and 9% F&B sales tax

## **Optional Add-Ons**

Upgrade your Wedding Reception with these Sumptuous Treats:

### **Additional Hors D'Oeuvres**

\$6.00 per piece

#### **Cold Selections**

- Spicy Tuna on Crispy Wonton, Pickled Ginger, Soy Glaze
- Lobster-Mango Salad in Belgian Endive
- Steak Tartar on Crostini
- Sliced Filet Mignon Au Poivre
- Smoked Salmon Caviar

#### **Hot Selections**

- Assorted Satays (Beef, Chicken or Shrimp), Tamarind Glaze
- Bacon-Wrapped Sea Scallops/Sweet Pepper Vinaigrette
- Mini Crabcakes
- Coffee Short Rib on Crostini
- Filet Mignon Bites

### **Reception Displays**

#### **Tempura**

Assorted Vegetables, Baby Shrimp and Chicken with Sauce Ponzu  
\$13 per person

#### **Raw Bar**

(4pieces per person)  
Shrimp, Clams, Crab-Claws (Stone Crab in Season) with Cocktail Sauce, Mignonette, Horseradish, Lemon Wedges and Tabasco  
\$17 per person

#### **Japanese Sushi Station**

California Rolls, Nigiri and Tekka Maki  
Soy Sauce, Pickled Ginger, Wasabi  
\$16 per person

#### **Cheese & Fruit Board**

Imported and Domestic Cheeses,  
Crusty French Baguette, Water Crackers  
\$10 per person

#### **Mediterranean Platter**

Assorted Cured Meats to include Prosciutto, Mortadella and Sopressata  
Herb Marinated Olives and Grilled Vegetables, Feta Cheese & Hummus  
Accompanied by Lavosh, Pita Wedges  
And Toasted Focaccia  
\$14 per person

#### **Sliders**

Cheeseburger Sliders,  
Turkey Burger Sliders, fresh Apple and Hickory Bacon  
Tomato-Mozzarella Sliders with Pesto,  
Crab Cake Sliders with Remoulade Sauce  
\$15 per person

#### **Dim Sum**

Pork Ribs, Assorted Dumplings,  
Sprints Rolls (both steamed and fried),  
Pot Stickers, Black Bean Shrimp, Chinese BBQ, Hot Mustard, Soy Sauces  
\$12 per person

#### **Sweets**

##### **Chocolate Dipped Strawberries**

\$4.50 per piece

##### **Viennese Table**

A Selection of Pastries and Confections to include Tortes, Mousses, Truffles and Fresh Fruit  
\$12 per person

##### **Friandise Plates**

A Variety of Cookies, Truffles and Chocolate-Covered Strawberries  
\$55 per table

## Additional Beverage Items

### Cordials and Night Cap Station

Enjoyed Neat or with Freshly Brewed Coffee  
To Include Kahlua, Grand Marnier, Bailey's Irish Cream,  
Amaretto Di Saronno,  
Frangelico, Sambucca, and Jameson  
Freshly Brewed Coffee and Decaffeinated Coffee  
Whipped Cream, Cinnamon, and Chocolate Shavings  
***\$18 Per Person, Per Hour***

### Non-Alcoholic Open Bar

Includes a Variety of Tropical and Soda Shop Flavors  
&  
Frozen Specialties Such as:  
Mint Infused Lemonade, Root Beer Floats  
Strawberry Daiquiris, Piña Coladas and Banana Daiquiris  
Soft Drinks, Assorted Juices, and Bottled Waters  
Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Herbal Teas  
***\$18 Per Person***

All Charges Subject to 21% taxable Service Charge and 9% Food and Beverage Tax



## Additional Menu Items are as follows:

Lobster Tail	\$30.00
Grilled Shrimp Skewer	\$15.00
Crab Cake	\$15.00

<b>Children's Menu</b>	\$45.00
Chicken Fingers	
Hors D'Oeuvres	
Chicken Fingers	
French Fries & Mini Corn on the Cob	
Soda Bar and Wedding Cake	

## Also available for your Wedding:

Specialty Chair Covers	starting at \$3.00 each
Specialty Chair Sashes or Tassels	starting at \$2.00 each
Overlays (Please inquire for fabric selections)	starting at \$20.00 each
Floor Length Tablecloths (Please inquire for fabric selections)	starting at \$30.00 each
White Wood Folding Chairs	\$3.00 each
Wooden Chiavari Chairs (Includes seat cushion; available in white, silver, gold, mahogany and natural)	\$5.00 each
Acrylic Chiavari Chairs (Includes seat cushion)	\$9.00 each
Oscillating Fans	\$105.00 each

All Specialty Rentals are subject to 7% Sales Tax and a \$75.00 Set Up Fee

## General Information

Whether planning a Wedding Reception for 180 people or a Rehearsal Dinner for 20 guests, the Catering Staff of the Mayfair Hotel & Spa is committed to ensuring a successful event with unparalleled service and gourmet cuisine. Your Catering Manager will be happy to further discuss and assist with your menu arrangements and event details. Please note, menu prices are subject to change up to (90) days prior to your event. Following are some guidelines for your consideration.

## Guarantee Agreement

A guarantee attendance is due **7 business days prior** to any function. The policy is applicable regardless of expected attendance. You are responsible to pay for the guaranteed amount and any overage served. The hotel will be prepared to serve 5% over the guaranteed numbers in the event you have additional guests. Vegetarian and special meal requests should be brought to attention of your Catering Manager when placing your guarantee. Last minute requests will be honored to the best of our ability.

## Request for Multiple Entrées

Multiple entrée selections are permitted with proper notice. You may choose up to two (2) entrées (plus vegetarian options) with a guarantee of each one (1) week prior to the event. **The highest priced selection determines the price of all selections.** You must provide a method by which our wait staff can determine each guest's selection.

## Chef Attended Stations

When selecting a Chef-attended Station, we require one chef for every (75) guests. A Chef's Fee of \$150.00 is applicable per station.

## Menu Substitutions

All menu substitutions are subject to review by the Executive Chef and additional charges may apply.

## Children

The Hotel will be happy to provide a special menu and pricing for children, ages 3 – 12, attending your wedding. In addition, pricing consideration is made for young adults that will be attending the event and will not be of the legal age to consume alcohol.

## Beverage Service

We recommend one (1) bar and bartender for every (75) guests. A bartender fee of \$150.00 is waived as part of the Mayfair Hotel & Spa Wedding Package.

## Beverages

All alcoholic beverages to be served on the Hotel's premises (or elsewhere under the Hotel's alcoholic beverage license) for the function must be provided by and dispensed only by Hotel servers and bartenders. Proper identification (i.e. photo ID) of any person to verify their age may be required. We reserve the right to refuse alcoholic beverage service if the person is either underage or if proper identification cannot be produced. We also reserve the right to refuse alcoholic beverage service to any person who, in the Hotel's sole judgment, appears intoxicated.

## Vendors & Room Set Up

It is the responsibility of the client to notify all vendors that set up may not commence until three (3) hours prior to the event. Any additional time will need to be requested through your Catering Manager thirty (30) days before the event. In addition, all vendor and personal items must be removed from the banquet space within one (1) hour of the conclusion of the event. The Hotel is unable to supply storage space and is not responsible for any items left in the Hotel outside of these time restrictions. Should your vendor leave without cleaning up properly, the client will be responsible for any additional labor charges to restore the room to its prior condition.

The Hotel will not validate valet parking for any vendor whatsoever. There is parking adjacent to the hotel or street parking. Vendors may access the loading dock for loading and unloading only with prior consent of the Mayfair Hotel & Spa Security Department.

The Hotel does not permit affixing of anything to walls, floors, or ceilings without prior written approval and supervision of the Hotel. In the event that this is done without the Hotel's authorization and any damage is sustained, the cost of the repair and/or replacement will be charged to the client. The client will be responsible for any damages done to the facilities during the period of time they under your control, or the control of the contacts hired by your organization. The Hotel is not responsible for lost or stolen items.

## **Floor Plans**

All floor plans must be submitted to catering manager no later than (7) seven business days prior to event. Floor plan should come accompanied by a table by table breakdown of guests with menu options. If multiple entrée selection is chosen as catering package a detailed list of table, table number, guest count and guest breakdown of name and entrée selected must be provided for each table.

Example:

Table #1 – 10 Guests

Guest 1 – Chicken

Guest 2 – Fish

Guest 3 – Child

Guest 4 - Veggie

The purpose of this is to ensure accurate and proper execution of dinner service.

## **Liability**

The Hotel reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The Hotel cannot assume responsibility for personal property and equipment brought onto the premises. Prices are subject to change up to ninety (90) days prior to your event in accordance with fluctuating costs on some menu items.

## **Security**

If, in the sole judgment of the Hotel, security is required in order to maintain order due to the size and nature of your event, the Hotel may require you to provide, at your expense, non-uniformed security personnel. Any and all provisions for security must be arranged through the Hotel. The Hotel shall have final approval on any and all security personnel to be utilized during your function.

## **Insurance and Indemnification**

Guests shall indemnify and hold Hotel and its affiliates harmless from any and all claims, suits, losses, damages, and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any Hotel property by guest or any attendee of the function on the Hotel's premises.