

Important Wedding Dates

SAVE THESE DATES

Here are important dates to consider when planning your wedding at Palace Resorts.

ASAP

- Confirm the date, resort and wedding location and pay ceremony deposit
- Within 7 days of signing contract, the couple's room must be paid in full and group room block agreement must be signed
- Send out guest invitations and reservation links

One Year Prior to Your Wedding

- Gather decor ideas for your ceremony and reception
- Research ideas for your wedding cake

Six Months Prior to Your Wedding

- Discuss ideas for decor, flowers and wedding cakes with your wedding planner
- Schedule and confirm locations for your extra events (i.e. cocktail hours, rehearsal dinners, etc.)
- Select photographer
- Book entertainment services

At least 90 Days Prior to Your Wedding

- Submit required documentation for Catholic Weddings (if applicable)

At least 60 Days Prior to Your Wedding

- Menu selections must be finalized and submitted to your wedding planner
- Submit required documentation for legal ceremonies (if applicable)
- Cake design and flavor must be submitted to your wedding planner. There is an extra charge for designer cakes or decor included on cakes.

At least 45 Days Prior to Your Wedding

- Payment for all wedding extras - decor, photography, flowers, entertainment, etc. - must be paid in full. Upon final payment, final details will be confirmed with your wedding coordinator.

20 Days Prior to Your Wedding

- Wedding planner will introduce you to the wedding coordinator at the hotel. The wedding coordinator will contact you for an on-site wedding interview.

Four – Seven Days Prior to Your Wedding

- Check-in to your resort

Three Days Prior to Your Wedding

- Meet with on-site wedding planner to revise wedding details. Cancellations are not permitted once on property.

Other Things To Consider

- To guarantee a reserved service, a 50% deposit is required at the time of booking
- Minimum of 3 hours per private event.
- Only bookings made through the reservation link provided by Palace Resorts will count toward travel agency benefits and commissions. If qualifying bookings are part of a package (hotel and air), commission will only be paid on guest rooms.
- All contact with the company or internal suppliers during the weddings process must be made through the weddings planner. Questions related to guest rooms should be routed to wedding sales agent. Questions related to extras and/or payment should be routed to wedding planner. Wedding coordinator will handle all final details for event once at resort.
- If client books an outside vendor, a vendor fee of \$1,000 USD applies.
- If outside vendor books one (1) guest room for 3 or more nights at a Palace Resorts property during the event period, applicable vendor fee will be reduced by 50%.
- To guarantee service, 50% of final payment must be submitted at the time of booking. Remainder of invoice balance is due 45 days prior to the wedding date.

Don't Forget!

You Can Earn Complimentary Private Events

10-19 rooms or 30 - 59 room nights	One-hour private cocktail reception
20-24 Rooms or 60 - 74 Room Nights	Two-hour private event
25-35 rooms or 75 - 107 room nights	9 hours of private events
36-50 rooms or 108 - 152 room nights	10 hours of private events
51-99 rooms or 153 - 299 room nights	15 hours of private events
100+ rooms or 300 + room nights	Unlimited days of events (5 hours max per day)

Private Events: No event day may have less than three complimentary hours or more than five complimentary hours, unless the group has earned less than three complimentary hours total. Shorter events, as well as additional hours, are available for an extra charge. Room reservations must be for three nights or more in order to count towards benefits. Event hours are between 8:00 AM and 11:59 PM. Any event that extends past midnight will incur an additional charge and complimentary hours cannot be used. Applies to groups with a minimum of 20 people. Additional restrictions apply. Information subject to change.