



# Weddings

*at* TRAVASSA AUSTIN

VENUE OPTIONS



# SOLIDAGO GARDENS

## INCLUDES THE FOLLOWING:

- Availability for up to 75 guests for ceremony and/or reception at Solidago Gardens, including setup\*
- One-hour rehearsal time
- Use of Travaasa banquet tables, including 60" round tables, white resin folding chairs, 6' banquet tables, and standing cocktail tables (up to four)
- Use of The Parlor as a changing or prep area on event day
- Use of Travaasa wedding décor including:
  - Two candelabras with electric pillar candles
  - Fabric swag for framing Solidago doors
  - Two framed event signs on easels
  - Microphone with portable PA
  - House table centerpieces
  - Choice of linen color
- Cake cutting by Travaasa Event Staff
- Champagne toast for all guests
- Self-parking in Travaasa event parking lot
- 10% spa discount for guests

*\*Does not include setup of outside vendor décor or equipment*

## OTHER REQUIREMENTS:

- The Wedding Couple is required to hire an outside wedding coordinator/planner.
- A minimum of 8 rooms each night or 15 cumulative room nights is required.
- No children under the age of 16 allowed.
- Event fee is subject to 22% service and 8.25% Sales Tax.
- A \$2,000 Event Fee and a \$4,000 Food & Beverage Minimum





# TRAVAASA STABLES

## INCLUDES THE FOLLOWING:

- Availability for up to 75 guests for ceremony and/or reception at the Travaasa Stables including setup\*
- One-hour rehearsal time
- Use of Travaasa banquet tables including 60" round tables, white resin folding chairs, 6' banquet tables, and standing cocktail tables (up to four)
- Use of The Parlor as changing or prep area the day of event
- Use of Travaasa wedding décor including:
  - Two candelabras with electric pillar candles
  - Fabric swag
  - Two framed event signs on easels
  - Microphone with portable PA
  - House table centerpieces
  - Choice of linen color
- Cake cutting by Travaasa event staff
- Champagne toast for all guests
- Self-parking in Travaasa event parking lot
- Travaasa event shuttle to transport guests from parking lot to the event venue
- 10% spa discount for guests

*\*Does not include setup of outside vendor décor or equipment. There is an additional \$10 per person fee for each guest over 75 persons.*

## OTHER REQUIREMENTS

- The Wedding Couple is required to hire an outside wedding coordinator/planner.
- A minimum of 8 rooms each night or 15 cumulative room nights is required.
- Children are permitted at the stable. Children are not allowed on resort property.
- Event fee is subject to 22% service and 8.25% sales tax.
- A \$2,750 Event Fee and a \$6,000 Food & Beverage Minimum.



# THE FARM

## INCLUDES THE FOLLOWING:

- Availability for up to 150 guests for ceremony and/or reception at The Farm grove, including setup\*
- One-hour rehearsal time
- Use of Travaasa banquet tables including 60" round tables, white resin folding chairs, 6' banquet tables, standing cocktail tables (up to four)
- Use of event platform under live oak tree and hanging lights
- Use of The Parlor as changing or prep area the day of event
- Use of Travaasa wedding décor including:
  - Two candelabras with electric pillar candles
  - Fabric swag
  - Two framed event signs on easels
  - Microphone with portable PA
  - House table centerpieces
  - Choice of linen color
- Cake cutting by Travaasa event staff
- Champagne toast for all guests
- Self-parking in Travaasa event parking lot
- Travaasa event shuttle to transport guests from parking lot to the event venue
- 10% spa discount for guests

*\*Does not include setup of outside vendor décor or equipment.*

## OTHER REQUIREMENTS:

- The Wedding Couple is required to hire an outside wedding coordinator/planner.
- A minimum of 8 rooms each night or 15 cumulative room nights is required.
- Children are permitted at The Farm. Children are not allowed on resort property.
- A \$3250 Event Fee and a \$6,000 Food & Beverage Minimum. Event Fee is subject to 22% service and 8.25% sales tax.







# PROPERTY BUYOUT

## INCLUDES THE FOLLOWING:

- Exclusive use of the Travaasa facilities during buyout\*\*
- Availability for up to 150 guests for ceremony and/or reception at choice of venue based on existing capacity (includes cost for setup fees\*)
- One-hour rehearsal time
- Use of Travaasa banquet tables including 60" round tables, white resin folding chairs (up to 150), 6' banquet tables, and standing cocktail tables (up to four)
- Use of The Parlor as changing or prep area during buyout
- Use of Travaasa wedding décor including:
  - Two candelabras with electric pillar candles
  - Fabric swag
  - Two framed event signs on easels
  - Microphone with portable PA
  - House table centerpieces
  - Choice of linen color
- Cake cutting by Travaasa event staff
- Champagne toast for all guests
- One complimentary couples massage

*\*Does not include setup of outside vendor décor or equipment*

*\*\*Buyout begins at 3 p.m. on arrival day and ends at 12 p.m. on day of check out*

## OTHER REQUIREMENTS:

- The Wedding Couple is required to hire an outside wedding coordinator/planner.
- Guest room block requirement of 70 guest rooms for a two night minimum.
- Allowance for children during buyout dates/times
- A Food & Beverage minimum guarantee
- A Spa minimum guarantee
- \$2,750 Event Fee. Event fee is subject to 22% service and 8.25% sales tax.
- There is a reset fee for the following locations: Infinity Pool, Jeans Kitchen and Mesquite Patio

# GENERAL POLICIES FOR WEDDING CEREMONIES AND RECEPTIONS

## THE WEDDING COUPLE GUIDELINES

- To confirm accommodations, a group deposit and a signed contract are required.
- The Wedding Couple is required to hire an outside wedding coordinator/planner.
- Additional discounts/special offers may not be used in conjunction with The Wedding Couple's group rates.
- No outside food or beverage is allowed. Non-alcoholic or alcoholic beverages may not be brought onto the hotel property or any hospitality suite by The Wedding Couple or guests, with the exception of the wedding cake(s).
- A complete list of all outside vendors must be provided to the hotel via the Wedding Questionnaire Form a minimum of three (3) weeks prior to the event date.

## EVENT AND FUNCTION SPACE POLICIES

- All food and beverage served on property must be purchased from Travaasa with the exception of the wedding cake(s).
- Private dinners setup outside of Jean's Kitchen are subject to site and/or setup fees.
- There are additional fees if The Wedding Couple requests a setup that is different than the pre-existing layout in the following areas of the hotel: The Parlor (\$200); Jean's Kitchen (\$1000); Mesquite Patio (\$750); The Pool (\$750) (conditions apply for pool functions). Existing furnishings on property cannot be moved for use in alternative areas or events on the property.
- Event changes less than 72 hours prior to event are subject to a \$250 labor fee.
- All printed menus are subject to change without notice prior to confirmation of Banquet Event Order (BEO).
- If an increase or decrease in the Room Night Commitment and/or attendee numbers occurs, Travaasa reserves the right to adjust the function space in direct proportion to the guaranteed number(s).

## *(Event and Function Space Policies cont.)*

- Menus must be agreed upon and submitted ten (10) business days (Monday-Friday, by noon) prior to event. Menus, changes and/or additions submitted within five days of the event are subject to a 10% surcharge per addition based on the advertised price. If a signed copy of the function's menu is not received as stated, The Wedding Couple agrees to the specified menu selected for The Wedding Couple.
- Deliveries to individual guest rooms called a "room drop" require a fee of \$3 per room.
- Any shipments larger than 5 boxes (or 200 pounds) will be charged \$7 per box, Wedding Couple/Vendor is solely responsible for expenses related to contracting a third party drayage provider for delivery of pallets or crates that cannot be reasonably transported with a hand truck. Travaasa will exercise all customary and reasonable care of receivable goods, but shall not be liable for any loss or damage to such items.
- Any additional power needs beyond the existing infrastructure are requested 30 days in advance for approval and pricing will be provided based on need. Final specifications must be arranged two weeks prior.
- A guaranteed number of attendees are required 72 hours or three (3) business days prior to the date of The Wedding Couple. If a guarantee is not received as stated, the number specified on the contract or addendum will act as the guarantee. In the event that reductions occur within the 72-hour deadline, The Wedding Couple agrees to pay for the guaranteed amount of attendees. An increase in the guarantee of up to 5% may be accepted after the final guarantee number is given, however, additional charges may apply. The Culinary Department will make every attempt to provide the identical menu based on availability of product.

## WEDDING VENDOR SERVICES POLICIES

- A complete list of all outside vendors must be provided to the hotel via the Wedding Questionnaire Form a minimum of three (3) weeks prior to the event date.
- The Hotel does not handle setup of outside décor or vendor products.
- Vendors contracted to perform services at Travaasa are required to provide proof of liability insurance in the amount of \$1,000,000. A copy of the policy along with a signed Travaasa Vendor Contract should be provided at minimum 14 days in advance of the event. It is the responsibility of The Wedding Couple and/or their representative to procure the documentation. Service providers from Travaasa's Approved Vendor List have already been pre-screened and are not required to provide the noted documentation.
- Décor should be setup the same day as the event. Décor requiring additional set time (i.e. tenting etc.) should be disclosed at least 2-3 months in advance of the event date and is subject to availability and additional charges based on requirements.
- All rental/décor pick-ups must be made the night of the event unless alternative arrangements have been made in advance and approved by Travaasa. There is a \$500 equipment handling fee per day for items not picked up as noted or if alternative date/time is not provided and/or approved in advance.
- Décor may not be stapled, tacked, nailed or glued to any surface, structure or natural element (tree's etc.).
- Confetti and glitter are prohibited from use in any indoor or outdoor venue. The Wedding Couple will be charged a \$300 fee for violating any of the above actions.

