

South Shore Harbour Resort & Conference Center

Wedding Guidelines



Each wedding is a special occasion at South Shore Harbour Resort and Conference Center. This is an exciting time in your life and we are honored that you are considering us for this special event. Thank you for inquiring about us and we look forward to further serving you!

Booking Policy

Six months to one year prior to your wedding based on Ballroom selected.

Crystal Ballroom **550 people**

Elegant, formal Ballroom with rich colors, chandeliers, and mirrors.

This space can be reduced to accommodate smaller weddings and may be booked 6 months in advance of wedding.

Marina Plaza Ballroom **160 people**

Stunning Private Ballroom with spectacular view of the SSH Marina.

May be booked 1 year in advance of wedding. Minimum 100 people.

Booking Policy

One year or less prior to date

Poolside Salon **75 people**

Perfect for the smaller, more casual occasion with floor to ceiling plate glass windows that provide a beautiful view of the tropical pool and marina.

**All prices subject to change prior to signed contract.
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10/09

Paradise Reef

130 people

Our multi-level dining room becomes a private event space for your rehearsal dinner or smaller reception with an amazing view of the tropical pool and marina.

Wedding Ceremony

There is a \$500.00 charge for set ups of all wedding ceremonies. This will include appropriate space for a rehearsal if necessary (space based on availability).

Deposit

A non-refundable deposit of \$500.00 is due upon receipt of contract and is held until all charges are posted to your account. If no other charges are incurred we will send a refund within 10 working days. Upon cancellation of event, South Shore Harbour Resort will retain the non-refundable deposit.

Guarantees

A minimum of 90% of the contracted number of people you expect must be given to the Catering office 72 hours (3 days) prior to the event. This number will be used as the guarantee, which you have agreed to pay. If we do not receive a guarantee before your function, the original number of attendees agreed upon and contracted will be used as your guarantee even if there are less attending.

Payment

Payment for all charges is due 72 hours (3 business days) prior to your event. Acceptable methods of payment are personal (printed) checks, cash, cashier's check or credit card. All major credit cards are accepted and a pre-approval is run 3 days prior to your event.

Minimum

The current minimum required for the catering of food at your function is \$39.95 per person ++. This minimum is subject to a 21% service charge and an 8% sales tax. Based on your minimum number of guests, you will need to budget \$48.29 per person for food, exclusive of any alcoholic beverage service during your event. The actual menu price may be more depending on actual menu selection. A minimum guarantee of 90% of your contracted attendees is required.

Rooms

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10/09

For the Bride and Groom holding their event at the Hotel, the hotel will provide a Deluxe Guest Room for one night's stay. For Receptions held at the hotel, changing rooms are available at \$50.00 each. Discounted room rates for guests based on availability.

Miscellaneous Charges:

Dance Floor Set-Up Fee	\$100.00-\$150.00
DJ/Band Electrical Patch Fee	\$50.00
Centerpiece Foundation (Mirror Tile & Two Votives)	\$1.50 per table
Colored Overlays	\$5.00 per table/Colored Napkins \$.65 each
Function Room Set-Up Fee	\$250.00
Risers	\$25.00 each
Carver/Cake/Station Attendants	\$ 50.00 each
Custom Ice Sculptures	(priced on request)
Bar Staff (Cashier/Bartender)	\$75.00 each

All food and beverage must be provided by the hotel, with the exception of the wedding cake.

Please provide the hotel with proper containers if you would like any remaining wedding cake to be packed. We suggest you make arrangements with your baker to bring sufficient boxes and designate a person in your party to pick up all cake and any cake parts, immediately following your reception. We apologize that we cannot be held responsible for floral arrangements, rental equipment or personal belongings left behind following a function.

Please feel free to contact us with any questions or concerns you may have about our facilities.

We wish you the very best during this wonderful time in your life!

-South Shore Harbour Catering Department

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Orchid

Plated Dinner

Pre-Reception

*Imported and Domestic Cheese Display
Table Grapes, Crackers and Toasted French Bread*

Starter

(Select One)

Sherried Seafood Bisque with Herb Croutons

Tuscan Smoked Roma Tomato Bisque with Shaved Asiago & Basil Pesto Crostini

Seasonal Garden Greens Roma Tomato, Red Cabbage and Carrot Julienne

Crisp Romaine Lettuce, Focaccia Croutons, Roma Tomato & House Caesar Dressing

Crisp Wedge of Ice Berg Lettuce with Roma Tomato & Gorgonzola Bleu Cheese Dressing

Entrees

(Select One)

Grilled Breast of Chicken, Forest Mushrooms and Aged Marsala Cream Sauce

Braised Breast of Chicken with roasted Apple Compote & Calvados Brandy Cream

Pistachio Crusted Salmon with Tropical Fruit Salsa and Key Lime Beurre Blanc

Artichoke stuffed Chicken Breast and Grilled Salmon Filet, Fresh Chive Beurre Blanc

Grilled Angus Ribeye Steak (9oz.) with Burgundy Demi Glaze

Served with Warm Rolls and Butter and Freshly Brewed Coffee, Decaf and Iced Tea

\$39.95++ Per Person/\$42.95++ for dual entree*

A glass of wine to compliment your meal at \$5.00/\$6.00/\$7.00

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Emerald

Hors D' Oeuvres/Cocktail Reception

Minimum 50 Guests

Appetizers

Seasonal Fresh Fruit Display with Honey Yogurt Dip

Autumn Vegetables Display with Herb Dip

Imported and Domestic Cheese Display with Gourmet Crackers

Carving Station

(choice of one)

Roasted Tom Turkey

Roast Top - Round of Beef

Maple Glazed Virginia Ham Accompanied with Silver Dollar Rolls & Condiments

Requires Carver Fee \$50.00

Pasta Station

Fusilli Pasta with Pomodoro Sauce

Penne Pasta with Herb Cream Sauce

Focaccia Garlic Bread and Fresh Ground Parmesan Cheese

Hot Hors D'Oeuvres

Select 3 Items Based On 5 Pieces Per Person

Smoked Chicken Quesadillas

Italian Sausage Calzones with Basil Marinara

Greek Spinach and Feta Turnovers

Swedish or BBQ Cocktail Meatballs

Southern Fried Chicken Tenders with Honey Mustard Sauce

Pan Seared Chicken Satay with Peanut Sauce

Mini Gulf Crab Cakes with Roasted Red Pepper Coulis

\$39.95 ++Per Person

A glass of wine or champagne to compliment your meal \$5.00/\$6.00/\$7.00

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Beverage Service

Tiffany

Dinner Buffet

Minimum 50 Guests

Iced tea, Regular & Decaffeinated Coffee included with all buffets

**Premium Bar:
\$7.00**

Crown Royal, Dewers Scotch, Absolut Vodka

Cuervo Gold Tequilla, Tanqueray Gin and Baccardi Rum

**House Wine:
\$6.00**

Chardonnay, Merlot, White Zinfandel

Beer	Domestic	\$4.00
	Imported	\$4.50

*******Ask us about our Fine Wine Bar & Cordial /Cognac Stations*******

Host Bar

Minimum of one bartender per 100 guests.

There will be a 21% service charge added to the host bar charges with applicable taxes.

Bartender fee will be waived if \$500.00 in alcohol is spent on each hosted bar

Cash Bar

Cashier Fee: \$75.00. Minimum of one Bartender and Cashier per 100 guests. Bartender Fee: \$75.00

Hosted Draft Beer

Domestic Keg Beer		Imported Keg Beer	
Serves 165 (12 oz glass)		Serves 140 (12 oz glass)	
Miller Light	\$250.00	Bass Ale	\$350.00
Bud Light	\$250.00	Guinness Stout	\$350.00
Budweiser	\$250.00		

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*** Customers are required to pay for any Kegs ordered whether tapped or not.**

Frozen Margaritas (per gallon, serves 10)	\$65.00
Frozen Bellinis (per gallon, serves 10)	\$55.00
Mimosas or Champagne Punch (per gallon, serves 8)	\$55.00

All frozen beverage orders of 3 or more gallons will require a \$100.00 frozen drink machine rental fee

Non-Alcoholic Beverages:

Iced Tea, Hot Herbal Teas, Regular and Decaffeinated Coffee (per gallon)	\$30.00
Fruit Juices – Orange, Tomato, Grapefruit, Cranberry, Apple (per liter)	\$15.00
Bottled and Sparkling Waters (per bottle)	\$ 2.75
Soft Drinks – Regular and Diet: Coke, Sprite, and Dr. Pepper (each)	\$ 2.50
Tropical Fruit Punch/Lemonade (per gallon)	\$30.00

Please note that for dinner service (with bars) only, the Hotel pre-sets water at each place-setting. Iced tea and coffee can be available upon request.

Preferred Vendors

<u>Entertainment</u>	<u>Contact</u>	<u>Number</u>
Live Band/Classic Rock-“Southbound”	Steve Johnson	281-734-6556
Live Band/Tropical	Kelly McGuire	281-286-3333
PRP Entertainment	Phil Pampolina	281-486-7788
Pianist	Shirley Ruiz Thomas	713-724-8452
Pianist, Vocalist, Accordionist	Joe Tarantino	713-864-6060
Magician	Mike T.	409-925-4568
DJ/Harvest Entertainment	Don Campbell	713-542-7621
Sound/DJ Connections	Paul Olson	713-641-6263
Jukebox Promotions	Nancy Mazac	281-782-3753
<u>Florists</u>		
Events N Petals	Ginger Ramsey	281-337-0863
All That Blooms	Jason	281-538-0702
<u>Photographers</u>		
Creative Photography	Manny Chan	409-740-3019
Christopher’s Photography	Chris	409-392-0430
Tina Looney Photography	Tina Looney	281-461-8664

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*South Shore Harbour
Resort & Conference Center*

Decorations

Balloon Treasures & Special Events	Carol Clark	281-610-7325
One Stop Party Shop	Tom Robinson	281-338-9898
Events N Petals	Ginger Ramsey	281-337-0863
Gatherings Party & Event Boutique	Laurel Hartman	281-334-6509
Weddings for You	Petrea Tindall	281-461-8664

Cakes

The Cake Lady	Grant Guirrad	281-482-3072
Jenny's Bakery	Jenny	281-335-1551
KG Weddings	Kathy Glass	281-381-5276
Cakes by Phyllis	Phyllis Kirn	281-334-1307

Casino Service

Casino Parties Unlimited	Ron Jackson	713-896-7779
Southwest Casino Productions	William Walker	713-972-1113

Limousine Service

Clear Lake Charter, Inc	Jim Harrison	281-334-4858
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Minister

Justice of the Peace/Very Special Events Weddings Performed	Janice Hallisey Lynn Turner & Assoc	281-554-8374/281-382-1534 281-478-6126
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Wedding/Party Coordinator

Very Special Events Island Weddings	Janice Hallisey Connie Claypole	281-332-0157 409-621-1250 Cell 409-682-3001
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Calligraphy

Peggy's Noteables	Peggy Listowski	409-744-3307
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Child Care

Gimmie A Break		281-554-5000
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