

# 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 may be entrusting us with 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 ballroom with spectacular view of the SSH Marina.  
May be booked 1 year in advance of wedding.*

.....  
***One (1) year or less prior to your wedding date.***

#### ***Poolside Salon***                      ***75 people***

*Perfect for the smaller, more casual occasion with floor to ceiling plate glass windows that provide a beautiful view.*

#### ***Paradise Reef***                      ***130 people***

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

Prices effective through January 1, 2012. All prices subject to change without notice.  
Prices do not include 21% Service Charge or 8% Sales Tax.

## *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*

*The exact number of guests 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 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" for the estimated amount of your event is run 3 days prior.*

### *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 \$52.21 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*

*For the Bride and Groom, the hotel will provide a standard room for one night's stay. For Receptions held at the hotel, changing rooms are available at \$25 each. Discounted room rates for guests based on availability.*

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## *Miscellaneous Charges:*

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

\*\*\*\*\*

*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 Teriyaki 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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# *Tiffany*

## *Dinner Buffet*

*Minimum 50 Guests*

*Iced tea, Regular & Decaffeinated Coffee included with all buffets*

*Butler Passed Hors D'Oeuvres  
Mini Beef Wellington  
Mini Brie and Raspberry En Croute*

*Starters (Choice of 3)*

*Tossed field Green Salad with Assorted Dressings  
Baby Spinach with Pine Nuts and Hot Apple Smoked Bacon Dressing  
Crisp Romaine Lettuce with Creamy Caesar Dressing, Fresh Parmesan Cheese and  
Focaccia Croutons  
Mediterranean Roma Tomato Salad with Basil Pesto Vinaigrette  
Texas Red Jacket Potato Salad with Apple Smoked Bacon*

*Entrees (Choice of 2)*

*Baked Salomon Filet with Chardonnay Grapes and Champagne Cream Sauce  
Sauteed Beef Medallions with Sauce Diane  
Herb Roasted Sirloin of Beef with Natural Au Jus  
Sauteed Pork Scaloppine with Dijon Mustard Sauce  
Grilled Snapper with roasted Texas Pecan Butter Sauce  
Artichoke and Fresh Parmesan Filled Chicken Breast with Herb Lemon Butter Sauce  
Grilled Breast of Chicken with aged Marsala Wine and Forest Mushroom Sauce*

*Carving Station (Choice of 1)*

*Honey Glazed Whole Virginia Ham  
Roast Prime Rib of Beef with Horseradish Cream  
Maple Glazed Tom Turkey with Giblet Gravy  
Rosemary Roasted Leg of Lam with Minted Au Jus  
Pepper Crusted Roast Sirloin with Horseradish Cream  
Carver Included*

*Served with Chef's selection of vegetable medley, appropriate rice, potato or  
pasta, Warm Rolls & Butter and Freshly Brewed Coffee, Decaf and Iced Tea*

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

***\$49.95++ per person***

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# Beverage Service

<b>Premium Bar:</b>	Crown Royal, Dewers Scotch, Absolut Vodka Cuervo Gold Tequilla, Tanqueray Gin and Baccardi Rum	\$7.00
<b>House Wine:</b>	Chardonnay, Merlot, White Zinfandel	\$6.00
<b>Beer:</b>	Domestic and Imported	\$4.25

\*\*\*\*\*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

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

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

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

All frozen beverage orders of 3 or more gallons will require a \$150.00 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)	\$ 2.50
Soft Drinks – Regular and Diet: Coke, Sprite, and Dr. Pepper (per bottle)	\$ 2.50
Tropical Fruit Punch/Lemonade (per gallon)	\$30.00

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

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**South Shore Harbour  
Resort & Conference Center**

Preferred Vendors

Entertainment

“Southbound”-Live Band/Classic Rock  
Live Band/Tropical  
PRP Entertainment  
Pianist  
Pianist, Vocalist, Accordionist  
Magician  
DJ/Harvest Entertainment  
Sound/DJ Connections

Contact

Steve Johnson  
Kelly McGuire  
Phil Pampolina  
Shirley Ruiz Thomas  
Joe Tarantino  
Mike T.  
Don Campbell  
Paul Olson

Number

281-734-6556  
281-286-3333  
281-486-7788  
713-724-8452  
713-864-6060  
409-925-4568  
713-542-7621  
713-641-6263

Florists

Events N Petals  
All That Blooms

Ginger Davenport  
Jason

281-337-0863  
281-538-0702

Photographers

Lakewood Photography  
Creative Photography  
Captured Memories  
Christopher’s Photography  
Tina Looney Photography

Don Carico  
Manny Chan  
Connie Claypole  
Chris  
Tina Looney

281-554-9700  
409-740-3019  
409-621-1250 Cell 409-682-3001  
409-392-0430  
281-461-8664

Decorations

Balloon Treasures & Special Events  
One Stop Party Shop  
Events N Petals  
Gatherings Party & Event Boutique  
Weddings for You

Toni Sonnega  
Tom Robinson  
Ginger Ramsey  
Laurel Hartman  
Petrea Tindall

409-925-7755/281-610-7325  
281-338-9898  
281-337-0863  
281-334-6509  
281-461-8664

Cakes

The Cake Lady  
Jenny’s Bakery  
KG Weddings

Grant Guirard  
Jenny  
Kathy Glass

281-482-3072  
281-335-1551  
281-381-5276

Casino Service

Casino Parties Unlimited  
Southwest Casino Productions

Ron Jackson  
William Walker

713-896-7779  
713-972-1113

Minister

Justice of the Peace/Very Special Events  
Weddings Performed

Janice Hallisey  
Lynn Turner & Assoc

281-554-8374/281-382-1534  
281-478-6126

Wedding/Party Coordinator

Very Special Events  
Island Weddings

Janice Hallisey  
Connie Claypole

281-332-0157  
409-621-1250 Cell 409-682-3001

Calligraphy

Peggy’s Noteables

Peggy Listowski

409-744-3307