



HIGHLANDS INN™
ESTABLISHED 1917

Wedding Packages 2024 & 2025

Please call our Events Department
to schedule a Site Tour & start
planning your dream wedding!

Office: (831)622-5461





Envision saying your vows perched along the Big Sur Coastline surrounded by expansive views of the Pacific Ocean. Celebrate love with your one and only along with those who matter most. Say “I do” on the altar of our redwood deck and afterwards, dine and dance the night away in one of our ocean view reception spaces. Weddings become unforgettable when they take place at the Hyatt Carmel Highlands Inn. We take pride in creating extraordinary, once-in-a-lifetime moments for you to cherish forever. Ready to start planning your special day?

WEDDING PACKAGE INCLUDES:

Event Time includes up to 5.5 hours
 Wedding Changing Room for Hair & Make Up Prep starting at 9am
 Includes Set Up & Tear Down of the Event Site
 Tables, Linens & Napkins, Flatware, Glassware and China
 White Ceremony Folding Chair
 Choice of a Reception Chair (4 styles to choose from)
 Ceremony Rehearsal the day before
 Complimentary Newlyweds Hotel room, night of wedding (with a \$10,000 catering minimum)
 Additional Event Time (pre-approved): \$1,500 per hour, evening functions must conclude by 11pm

SITE FEES:

Wedding Deck (Ceremony & Reception)	\$7,000
Wedding Deck + Yankee Point	\$6,000
Wedding Deck + Wine Room	\$6,500
Wedding Deck + Dinning Deck	\$7,000
Wedding Deck + Dinning Deck (1hr) + Wine Room	\$8,000
Wedding Deck + Surf Room	\$8,500
Wedding Deck + Oceanside Ballroom	\$14,500
Wedding Deck + Surf Room + Oceanside Ballroom	\$17,000

DEPOSIT & PAYMENT SCHEDULED: A 25% non-refundable deposit is due at the time of contract signing. Date & event space are not held until a contract is signed + the deposit is collected. The balance of estimated costs will be divided out in a payment plan schedule, with the last payment due (7) days prior to event.

Before signing a contract, we require a Virtual or In Person tour with our team, afterwards a cost estimate will be provided for a full scope of the event. Once the contract is signed, and over the course of the planning process, you will need to update the venue with latest headcount. Your final guest count is due (7) days prior to the event.

GUEST COUNT MINIMUMS: During Wedding Season (April-November), we host our weddings on Fridays, Saturday & Sundays. We have a guest minimum on Saturdays of 80 people. There is not a guest minimum for weddings held Fridays & Sundays.



FOOD & BEVERAGE MINIMUMS: Based on the reception space desired & the minimum amount of food and beverage to serve your guest count.

WEDDING PLANNER: We want every couple to have their dream vision come true and a stress-free day. Therefore, we require of a Day of Coordinator for all events with a guest count over 40+ guests, an event with over 5 vendors, or plan on a DIY wedding. On the day of your event, they will be responsible for your personal décor, menus, place cards, seating chart, signage, wedding favors, guestbook, toasting glasses, point of contact for your vendors, executing your timeline and get you down the aisle! They are required to stay until the end of the event for teardown and gather all your personal belongings.

PREFERRED VENDORS & WEDDING CHECKLIST: A list of preferred vendors & a wedding checklist will be provided after the contract has been signed. These vendors have been pre-approved to work at the Carmel Highlands Inn. Outside Vendors, including Wedding Planners, must be pre-approved with Carmel Highlands Inn and must provide General Liability Insurance up to \$2 million US Dollars and have the Hyatt Carmel Highlands listed as Certificate Holder. We reserve the right in refusing service with vendors that are not approved.

RECEPTIONS & MENU TASTING: All Food & Beverage is provided through Carmel Highlands Inn, except for Wedding Cakes. As we get closer to your date, a Menu Tasting is offered only to our contracted weddings and can be scheduled 3-4 months before your wedding day. Tastings are available Tuesday – Saturdays, between 12pm - 3pm. Holiday weekends and event dates will be excluded. We are unable to offer tastings for hors d'oeuvres, or lunch buffets. Tastings will be complimentary for weddings with a higher guest count of 50ppl.

MENU SELECTIONS: As we get closer to your date, your menu selections & meal counts are due (3) weeks prior to the event.

CORKAGE FEE: If personal wine collections are wished to be served, a corkage fee of \$50 per 750mL bottle or a \$100 for magnum sizes will be added. Please inquire within for specific wines, as we do not allow corkage on wine, we currently had listed on our Wine List. Wine may not be supplied for the entire event. No



outside alcoholic beverages are permitted on-premises per CA state law in our banquet spaces. Corkage Fee will not go towards your food & beverage minimum.

PERSONAL ANIMALS: Hyatt Carmel Highlands Inn is not pet friendly; therefore, we do not allow any pets. Service animals are permitted.

WEATHER: During winter months, a rain back up plan is mandatory. Therefore, you will have (3) options: a) rent umbrellas for the Wedding Deck, b.) use an indoor space for the Ceremony & Cocktail Hour c.) tent the entire Wedding Deck, rental fee starts at \$12,000 and requires of a minimum (2) weeks’ notice as permits need to be request per the county.

CANCELLATIONS: In the event you should decide to cancel your event, you will be held finically responsible to the following charges of the subtotal amount owed at the time of requesting of cancellation. This will be based on the latest Cost Breakdown provided by the property:

Cancel more than six (6) months of event date	30% of Subtotal
Cancel less than six (6) months up to (1) month of event date	60% of Subtotal
Cancel less than one (1) month to event date	100% of Subtotal

ADDITIONAL PRICING:

Tax: entire event is taxed at the current rate of Carmel, CA
Service Charge: 22% of all Food & Beverage served and this presented to your Bartenders & Servers
Cash Tips are accepted but not expected
Server Fee: \$125 per staff | Servers Overtime: \$188 per hour
Banquet Captain: \$125 per staff | Captain Overtime: \$188 per hour
Bartenders: \$150 per staff | Bartender Overtime: \$225 per hour
Bar Set Up: \$250 per bar stocked
Corkage Fee: \$50 per 750mL bottle | \$100 large formats
Vendor Meals: \$50 each |
Cake Cutting Fee: \$2.50 per person | Dessert Fee for outside desserts: \$6.00 per person
Additional Event Time (Pre-Approved): \$1,500 per hour | Event Overtime (Unapproved): \$1,500 per hour fee + \$15 per guest per hour + Staff Overtime

ROOM BLOCKS: Carmel Highlands Inn’s 48 guest rooms and suites are carved on the side of the cliff with breathtaking ocean views. As these rooms are subject to availability, a room block is available for a minimum of 5 rooms up to 25 rooms. With a signed contract, you are guaranteeing all rooms blocked and therefore responsible for fulfilling.

WEDDING DECK

This spacious redwood deck is surrounded by lush gardens and cool ocean breezes. This space can accommodate up to 150 guests for a Ceremony or 30 guests for a Ceremony & Reception. Amplified music outside can be accommodated until 9pm strictly.



WINE ROOM

Our Wine Room provides an ideal setting for an intimate rehearsal dinner, anniversary, or elegant wedding reception. This space can accommodate up to 40 guests. Due to the Wine Room located off the Restaurant, dancing or amplified music are not allowed in the Wine Room.

DINING DECK

Cocktails taste best when accompanied by breathtaking ocean views and the crashing sound of ocean waves! This space can accommodate up to 50 guests for a cocktail party or 40 guests for a reception. Due to the Dining Deck located off the Restaurant, dancing or amplified music are not allowed on the Dining Deck.





YANKEE POINT

The Yankee Point Room is the perfect venue for an intimate reception. The room features a beautiful wood burning fireplace with the sun setting into the enlarged windows while staring out to the coast. This space can accommodate up to 40 guests without a dance floor.

SURF ROOM

With a private balcony to hear the Pacific Ocean's waves crashing into the reef, and floor-to-ceiling windows greet your guests, the space can accommodate up to 80 guests.



OCEANSIDE BALLROOM

This expansive room has natural hardwood floors, vaulted 16-foot ceilings, two wood burning fireplaces with beautiful ocean views overlooking the Big Sur Coast. This grand ballroom can accommodate up to 150 guests with a dance floor.



WEDDING RENTALS

Hyatt Carmel Highlands Inn's wedding package includes a ceremony chair, reception chair, napkin, linens, banquet tables, house flatware, china & glassware. Please review the below options and select a color where applicable. The Events Team will need this information at least two months prior to your event date.

TABLES: 8ftx30 rectangular, 6ftx30 rectangular, 72" rounds, 60" half round, and 32" highboy cocktail tables. Linen required. Upgrades available*

CEREMONY CHAIR: White Folding Chair. Upgrades available*

RECEPTION CHAIR: Options between the Chiavari, Eternity, Vineyard, & Brentwood, different colors available per style chair and color cushions. Vineyard chair cushion not included. Upgrades available*

NAPKIN & TABLE LINENS: Poplin – variety of colors available. Upgrades available*

ENHANCED DÉCOR OR LIGHTING: Take your event to the next level by adding lighting, furniture, chargers, farm tables, gold flatware and so much more!



Please check out <https://chiceventrentals.com/> for more information and visit their full catalog. We do recommend booking an appointment to visit their showroom in Monterey for inspo when designing.

****All orders must be placed through Highlands Inn Events Team. We ask that you notify our events coordinators with a list of your items at minimum 2 months prior, and we will happily provide you with a quote and book your rentals. (One less thing to worry about!)**