



LAGUNA BEACH

Wedding Policies and Procedures

SPECIAL EVENT MINIMUM REQUIREMENTS

At Montage Laguna Beach, our ballrooms and lawns are able to accommodate up to 400 guests and a comprehensive list of seating maximums for each venue can be found in the brochure.

	MONDAY-THURSDAY	FRIDAY	SATURDAY	SUNDAY	HOLIDAYS
Food & Beverage Minimums Minimums based on 150 guests	Begins at \$55,000	Begins at \$60,000	Begins at \$80,000	Begins at \$60,000	Begins at \$90,000
Site Rental Fees	\$12,000	\$15,000	\$20,000	\$15,000	\$25,000

++26% taxable service fee and applicable tax. Prices subject to change without notice.

**Please note that our food & beverage minimums vary based on day of the week, time of year and size of your event. Custom pricing will apply for holidays and special event time frames. Please contact your Catering Manager for a custom estimate.*

DEPOSIT TYPE	ASSESSMENT
Initial Deposit - Upon Booking	25% of the Full Estimated Minimums
Second Deposit - 6 Months Prior to Event	50% of the Full Estimated Minimums
Third Deposit - 3 Months Prior to Event	25% of the Full Estimated Minimums
Final Deposit - 2 Weeks Prior to Event	Final Amount Due Based on Estimate of Charges, plus 10% overage
Remaining Balance Due	Any remaining balance after event

HOURS OF SCHEDULED FUNCTIONS

You are allotted up to six hours for your event, however if you would like to extend, please contact your Catering Manager.

An overtime fee of \$1,500 per hour will be charged until 1:00am for indoor spaces or 10:00pm for outdoor spaces.

Timing can be flexible and will be based on final timeline submitted by your wedding coordinator.

FOOD & BEVERAGE ESTIMATE

The total food & beverage cost will vary based on your menu selections.

We recommend allotting \$500++ per person for your event.

WEDDING MENU TASTING

Menu tastings are offered for weddings over 50 guests and usually occur 2 to 4 months prior to your wedding.

Your Catering Manager will provide you with a Banquet Menu from which you can make your menu selections and decide which courses you would like to taste. Menu tastings can include up to 5 people. Your wedding coordinator is required to attend your wedding menu tasting.

WEDDING CAKES

Our team of talented pastry chefs is available to design and prepare a cake to your preferences.

Pricing begins with a \$200 base price, plus \$16 per person. A \$10 per person fee will apply for cakes supplied from outside vendors.

GUARANTEES

Your final guest count and completed table assignments are due by noon, three (3) business days prior to your event. If a final number is not given, the estimated guest count on the contract will automatically become the guarantee and you will be charged for the guaranteed number or the number actually served, whichever is greater. If requested, the resort will prepare up to 5% over the guarantee.

PHOTOGRAPHY

We welcome you to capture each moment of your special day and maximize the resort's picturesque setting. However, to ensure the privacy of our resort guests, we do not permit photography in the main lobby, main porte cochere, mosaic and spa pool decks or the hotel's restaurants.

ENTERTAINMENT

All outdoor entertainment must end at 10:00pm and indoor entertainment by 1:00am. Hotel staff reserves the right to lower the volume of amplified music if it is adversely affecting other guests or functions. All speakers located outdoors are required to face towards the ocean, not the hotel or any guestrooms. Any band or stage on Pacific Lawn will be placed on the hard-scape, not the grass.

PROVIDED ITEMS

Montage Laguna Beach offers the following items included as part of any wedding package.

CEREMONY	COCKTAIL RECEPTION	DINNER RECEPTION
White Garden Chairs	High & Low Cocktail Tables	Round, Long & Square Tables
Sound System	White Garden Chairs	Upholstered Banquet Chairs
Microphone for Officiant	Ivory or White Table Linens	Ivory or White Linens and White Napkins
Designated Valet Entrance	Outdoor Bar & Étagère	Indoor Bar & Étagère
Fruit-Infused Water Station	Votive Candles	Crystal Glass Chargers
		Votive Candles
		Wooden Teak Dance Floor

WEDDING COORDINATOR

A pre-approved wedding coordinator will be required for a minimum of four (4) months to assist with your wedding arrangements, rehearsal, ceremony and reception. Your coordinator will assist with vendors and serve as the main liaison between the resort and your vendors. For a list of pre-approved coordinators, please inquire with your Catering Manager.

AUDIO VISUAL

A comprehensive selection of state-of-the-art audio visual (AV) equipment is offered through our in-house partner, Five-Star Audio Visual. They offer pin spot lighting, color washes, full-scale video presentations, etc. and the expertise to meet your needs. There will be a 26% service fee plus applicable taxes, applied to all AV charges through Montage Laguna Beach. Should you choose an outside vendor, you will be required to pay \$800 per day for a Five-Star Vendor Support Representative to be present with your contracted vendor. Please inquire with your Catering Manager for contact information.

PARKING

A designated valet entrance at the courtyard porte cochere will be provided for you and your guests. For hosted or non-hosted parking, we will extend a special rate of \$30 per car for your guests. Parking does come at a premium rate in the city of Laguna Beach. We highly recommend the use of ride sharing services. Since the resort does not offer self-parking, the use of ride-sharing services is also recommended. Overnight valet parking is \$75 per car.

GUEST ACCOMMODATIONS

If you wish to reserve guestrooms, please contact your Catering Manager. Based on availability and execution of a separate group rooms contract, you will be given a wedding rate code that is unique to your wedding. Depending on availability and number of guest rooms anticipated, see Catering Manager to distinguish which process for reserving guest rooms is best for you. Please note that a two or three night minimum is required when the dates of stay fall on a weekend. Additionally, reservations should be made 60 days prior to arrival date; room reservations made within 60 days will be made at the current best available rate and will be based on availability. Check-in time is 4:00pm and check-out is 12:00pm. Early check-in or late check-out can be requested, however is not guaranteed.