

Woodbine/ Ballet Room Rental Information

▪ Room rental (Catering)		
Half Day		\$ 40,000.00
Whole Day		\$ 60,000.00
▪ Room rental (non-catering)		
Half Day		\$ 60,000.00
Whole Day		\$100,000.00
▪ Room rental for Weddings		\$120,000.00
▪ Room Rental for Private Lunch / Dinner		\$ 50,000.00
▪ Snacks		
Two snacks, tea, coffee, juice, bottled water		\$ 1,500.00
Three snacks, tea, coffee, juice, bottled water		\$ 1,800.00
Coconut water		\$ 800.00
▪ Meals: Lunch/Dinner		
Two Course menu start at		\$ 4,500.00
Three Course menu start at		\$ 5,000.00
▪ Meals: Finger foods/Silver Service		
Cocktail (Price & menu Ranges)		\$ 1,600 to \$3,000
Banqueting (Price & Ranges)		\$ 6,000 to \$9,000
▪ Room Setting		
Theatre style		100 persons including head table
Classroom style (rectangle tables)		50-60 persons including head table
Classroom style (round tables)		40-50 persons including head table
Banquet style (round tables)		60 persons
Banquet style (rectangle tables)		60-70 persons
Horse Shoe		28-30 persons
Open Rectangular		35 persons

Cara Lodge provides a Projector screen, Flip Chart Podium, P.A system, DVD/Music Player and Wi-Fi internet access, audio/visual cables, **complimentary**. We also provide an **LCD Projector** at a cost of **\$5,000.00** daily.

All rental fees and cost for food and beverages are subject to 14%VAT

Socials Agreement

Terms & Conditions for the use of the Woodbine / Ballet Room:

Access Time

- The Woodbine/Ballet Room is available on the event day
- Access to the room for decorating purposes would be based upon availability and would be arranged by the Event Coordinator.

Room Rental and Seating Capacity

- The rental fee for the **Woodbine Room** or **Ballet Room** is **\$50,000**. VAT exclusive.
- The Woodbine and Ballet Rooms accommodate Seventy (70) persons
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Buffet Serving Time

- Cara Lodge provides the catering service for this event. ***This is not optional.*** Clients are allowed to provide the Celebration cake.
- Maximum serving time for the buffet station is 2hrs.

Bar Service

- Cara Lodge provides the Bar services. ***This service is not optional.*** Champagne or wine are the only beverage allowed and a cost of **\$1,500 corkage fee** is charged per bottle.

Decorations and Display

- Cara Lodge is **NOT** responsible for decorating the room or for the removal of same. Decorators are required to remove all articles of decorations or display immediately after the event. The hotel will not be responsible for items left on the premises overnight or unattended.
- Decorations or displays brought into the hotel must be approved by the Event Coordinator. To avoid damage to the hotel walls, ceiling and floor, we prohibit the use of staples, nails or adhesive substances. A charge would be applied for any damage incurred prior to, during or after the event

Complimentary Service & Music

- Podium and PA system is provided complimentary.
- Cara Lodge provides **free of charge**, the cutlery, crockery, cream, white or black table cloths and cream or white napkins along with the adequate wait staff for this event.

- Cara Lodge permits only mild music and also provides the equipment for the music and the client provides the Music CD's.
- The hotel reserves the right to reduce the noise level of the music to an acceptable level.

Rental Service

- White, Silver or Gold chair sashes are provided at a cost of \$100 per sash.
- White chair covers are provided at a cost of \$300 per cover.

Safety

- Cara Lodge advice the use of materials capable of undergoing self-contained and self-sustained chemical reactions for the production of heat, light, gas, smoke and or sound is subject to approval by the hotel Management. This included candles, smoke/fog machines and or pyrotechnic equipment.

Payment & Cancellation

- Upon confirmation, the room rental fee for the Woodbine or Ballet room must be paid in full to secure the date. There is **NO** refund, should there be a cancellation.
- A 50% deposit is required upon confirmation of the meals and bar and the other 50% must be paid at least two weeks prior to the date of the event.

Liability

- A minimum labour charge of \$10,000 would be posted to your account once changes are requested to the room setting other than what is specified on the booking contract.
- Client would be responsible for damages, breakage or any destruction done to our property by guests, attendees, invitees, or employees.

Sincerely,

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Manager

Name:

Signature:

Date: