

The Wyndham Complex – *Disney Springs*® Resort Area is committed to provide exceptional service and gracious hospitality. The following information is offered to ensure the fine quality of your catered event.

As Official *Walt Disney World*® Hotels, Wyndham Lake Buena Vista and Wyndham Garden Lake Buena Vista can offer exclusive services such as *Walt Disney World*® Entertainment and characters to enhance any function.

## GENERAL INFORMATION

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### Menus

Culinary creativity is our passion and our team is pleased to customize menus to best suit specific needs.

For the absolute success of your gathering, Wyndham Lake Buena Vista also offers a full range of theme parties. The hotel has the necessary resources to create an awesome, memorable occasion. After all, you're getting married in one of the happiest places on earth!

For all weddings, a food and beverage minimum of \$50 per person is required. Menu prices are subject to change without notice, but will be confirmed at the time a specific menu is selected. Our staff is pleased to accommodate special dietary needs of your attendees with seven (7) business days' advance notice. All food is prepared to FDA recommended temperatures. To ensure the optimal food overall wedding experience, our catering department asks that all menus and event set-up details be finalized at least three (3) weeks prior to your event.

All food and beverage, with the exception of the wedding cake, must be provided and served by Wyndham Lake Buena Vista. The hotel is the only authorized licensee to sell and serve liquor, beer and wine on the premises. No food or beverage of any kind may be brought into or removed from the event areas by you or your guests, representatives, vendors or any other persons who are not employees of Wyndham Lake Buena Vista. The hotel reserves the right to restrict alcohol consumption at its discretion.

### Taxes and Service Charges

A 23% service charge and 6.5% Florida state sales tax will be applied to all hosted banquet, catering and wedding food and beverage items and menus as well as to all room rental and wedding site fees. Any organization with tax exempt status must present a copy of its State of Florida Tax Exempt Certificate at time of booking.

## Guest Rooms

Wyndham Lake Buena Vista offers comfortably appointed, affordable guestrooms for out-of-town wedding guests. Contact your Disney Wedding Specialist to arrange special guestroom rates that will be available for your wedding date. At least ten (10) rooms per night and food and beverage minimums are required in order to receive special group rate consideration.

## Set-ups and Decorations

The Catering Department must approve all decorations (including use of confetti). Cleanup charges may apply. Ask your Disney Wedding Specialist about restrictions on how and with what you may decorate or specific requests on set-up time and decorations. Set-up for each event is allowed two hours prior to start of event. All decorations and personal items must be immediately removed from the site at the conclusion of the event. Wyndham Lake Buena Vista will not store items nor be responsible for any materials left behind.

All displays/exhibits must conform to city code, fire regulations and hotel policy. Articles may not be tacked, taped or fastened to walls, ceilings or fixtures. Placement of signage and banners must be under the supervision of the Wyndham Lake Buena Vista management team. Labor fees may apply.

Any significant changes to event space room setups within 72 hours of the event will result in additional labor fees.

## Gifts

Please appoint someone in your wedding party to accept, handle and remove wedding gifts before, during and after the reception. Wyndham Lake Buena Vista will not be held liable for the loss of said gifts.

## Vendors and Wedding Coordinators

Upon receipt of signed contract to hold your event at Wyndham Lake Buena Vista, our wedding team is happy to assist you with recommendations regarding local vendors including DJs, officiates, photographers, etc. These are suggestions only; you may certainly select your own.

## Photographs

Photographs may be taken in any of the Wyndham Lake Buena Vista outside public areas any time. Please ask your Disney Wedding Specialist for advice on the many beautiful photographic opportunities. You are welcome to begin photograph taking on the hotel property two hours prior to your event. Backdrops, photographic umbrellas, or loose electrical cords are not allowed in public areas and all areas must remain open and clear of obstacles for all hotel guests.

## Music

Light background music may be played until 10 PM at outdoor events. A disc jockey or live music may play until 2 AM within the function rooms or specified areas. In consideration of all hotel guests and visitors, the control of all music will be at the discretion of Wyndham Lake Buena Vista staff.

## Guarantees

For the various hotel departments to prepare properly for your successful event(s), we require the final attendance be determined and communicated to your Disney Wedding Specialist three (3) business days prior to the event. This number will be considered a guarantee not subject to reduction, and charges will be assessed accordingly. If a guarantee is not given to the hotel by 11 AM on the date it is due, the expected numbers indicated on the Banquet Event Order will become the guarantee. Wyndham Lake Buena Vista will set 5% over the guarantee up to a maximum of 50 covers. The set for all continental breakfasts, coffee breaks, and receptions will be the same as the guarantee. Wyndham Lake Buena Vista will not be responsible for identical service to more than 5% over the guarantee. The customer will be billed for the guarantee(s) plus any additional attendees at each function.

## Food and Beverage

Current banquet prices are indicated on all banquet menu suggestions and proposals. All food and beverage must be supplied by Wyndham Lake Buena Vista which is the only authorized licensee to sell and serve liquor, beer and wine on the premises. All food and beverage prices are guaranteed at the time specific menus are selected. Our Disney Wedding Specialist will be happy to customize specialty menus at your request. Wyndham Lake Buena Vista specifically prohibits the removal of food from any banquet-related function by the customer or any of the customer's guests or invitees. To ensure that every detail is handled in a professional manner, the hotel suggests your menu selections and specific details be finalized not later than three (3) weeks prior to your function. You will receive a copy of our Banquet Event Orders to which you may make amendments in advance.

## Alcoholic Beverages

Wyndham Lake Buena Vista offers an assortment of premium liquor, beer and wines for your reception. An average hosted bar estimate is \$30-\$40 per guest, depending upon beverage selection. To complement the bar service, a selection of non-alcoholic beverages is recommended, including sodas, sparkling ciders, variety of teas or punch.

Inquire regarding our latest selection of fine wines and beers to complement your food selections. All may be priced 'by the bottle,' 'on consumption' or 'per person.' Special inclusive beverage packages for weddings or other personal celebrations are available.

The sale and service of all alcoholic beverages is regulated by the Florida Department of Professional Business Regulations Division of Alcoholic Beverages and Tobacco. Wyndham Lake Buena Vista is responsible for the administration of those regulations.

Therefore, no alcoholic beverages may be brought onto hotel grounds. All beverage functions must be arranged through our Disney Wedding Specialist. Hotel policy requires that liquor be served by the drink in all banquet and function areas.

All persons consuming liquor at Wyndham Lake Buena Vista events must be 21 years old. The hotel reserves the right to terminate liquor service at any event if minors intending to consume alcoholic beverages are in attendance.

## Assignment of Event Space

Event rooms are assigned based upon the number of persons expected. If attendance numbers increase or decrease, Wyndham Lake Buena Vista reserves the right to change, with notification, to a room suitable for the attendance and the type of event. Seating will be at round tables that seat ten (10) people each. Requests for seating of eight (8) or less at round tables is available, and must be specified at time of booking and may incur additional charges.

## Outdoor Events

All outdoor events will utilize plastic glassware, due to liability. Dance floors for outdoor use will be rented from a supplier at the customer's expense. Wyndham Lake Buena Vista management reserves the right to make the decision to move any planned outdoor function indoors, based on actual weather and the National Weather Service forecast.

## Labor Fees

Chef Attendants \$125/each  
Bartenders \$125/each if bar revenue does not reach \$350

### *Minimums*

For all meal events fewer than 20 guests, Wyndham Lake Buena Vista will assess an additional \$125 service charge.

## Audio Visual Equipment and Electrical

It is advisable to make arrangements for any necessary audio visual and / or electrical needs in advance with our Disney Wedding Specialist. Presentation Services is the hotel's in-house event technology provider. All state-of-the-art equipment is maintained and operated on-premise by full time, dedicated PSAV professionals.

The hotel's house sound system may be accessed, operated and maintained exclusively by the hotel. Any sound equipment supplied by the guest or an outside provider is subject to the supervision of the hotel staff and will be subject to labor and support fees. The hotel reserves the right to limit sound levels in order to provide a safe and favorable environment for all guests.

## Security

Wyndham Lake Buena Vista will not assume responsibility for damage or loss of any merchandise or articles left in the hotel before, during, or following any event. Guests are responsible for any damage to any part of the hotel during the period of time they, their employees, independent contractors, or other agents under their control or under the control of the independent contractor hired by them are on Wyndham Lake Buena Vista grounds.

Security officers may be required for groups or events whose size, program or nature indicates. Arrangements for those officers is at the discretion of the hotel.

## Storage

Delivery and/or storage of materials and equipment must be approved through the hotel's Catering Department. Labor and storage charges will apply.