



HYATT REGENCY®

COCONUT POINT
RESORT & SPA

EVENT PLANNING GUIDELINES

All reservations and agreements are made upon, and are subject to, the rules and regulations of the Resort, and the following conditions:

FOOD AND BEVERAGE

Due to health regulations, liquor ordinances and liability insurance, it is required that all food and beverage be purchased through the Hyatt Regency Coconut Point Resort & Spa. No food or beverage of any kind will be permitted into the Resort by patrons, guests or invitees from outside the property. Client shall be responsible for ensuring that persons under the legal drinking age are not served and do not consume alcoholic beverages on the hotel premise and Client agrees to indemnify, defend and hold harmless the Resort and it's owner for any loss, cost, damage, liability and expense (including reasonable fees) arising from or in connection with any of the foregoing.

GUARANTEES

A function's attendance must be specified by 11:00am, three (3) business days (Monday through Friday) prior to the event. This number will be considered a guarantee, not subject to reduction. The hotel will set up and prepare for 3% above the guaranteed number. The Resort cannot be responsible for service, accommodations or guaranteeing for the same menu items for more than 3% over the guarantee for events. Client shall be responsible for the guarantee or the actual number of attendees whichever is greater. If a guarantee is not given to the Resort by the specified time, the final guarantee will be the number stated on the last communicated Group Detail Report.

BARTENDER AND LABOR CHARGES

For hosted consumption bars and cash bars, there will be a bartender charge of \$200.00 per bar. Bars are staffed at one (1) bartender per one seventy-five (75) guests. Carvers and Attendants are available at \$200.00 each for two (2) hours, \$75.00 for each additional hour. All labor charges are subject to 6% state tax.

BUFFET SERVING TIMES

All meal periods have set limits for maximum serving times: Breakfast, Lunch and Dinner is two (2) hours, per state health department guidelines.

SERVICE CHARGE AND SALES TAX

A taxable service charge of **25%** and state sales tax of 6% will be added to all food and beverage. Outdoor functions also require a taxable service charge of **26%**. For groups of less than twenty-five (25) guests, an additional \$5.00 per person service charge will be assessed on all meals.

OFF PREMISE CATERING

There are several off-property venues available to create a memorable event for your guests. There is an off property catering fee of \$2,000.00 plus 24% taxable service charge and 6% sales tax.

ROOM ASSIGNMENT

Function rooms are assigned by the Resort according to the guaranteed number of guests anticipated by the client. The Resort reserves the right to assign an alternate room for client's function in the event the room originally designated for such function shall be inappropriate or unavailable, as determined by the Resort. If attendance increases or decreases, we reserve the right to move the function, with notification, to a location suitable for the new attendance figure.

LEISURE GUEST SPACE

Event space for client programs has been defined by the contract. Alternate or additional requested space is subject to availability and not guaranteed. Leisure guest space in public areas may not be used for private events or registrations – lobby, front drive, lounge, Belvedere Terrace, Adventure Pool, Adult Pool, Lazy River, etc.

SET UP

All functions will be set as specified on the Program of Events. If a change to the room set is requested within 24 hours of the event, a \$250.00 labor charge will be assessed. If a change to the room set is requested after the setup is completed, then a \$1,500.00 labor charge will be assessed. Client agrees to begin the function at the scheduled time and agrees to vacate the function space at the closing hour indicated.

OUTDOOR FUNCTIONS

Due to the demands of scheduling staff and equipment movement, the Resort will decide on the day of your function by 1:00pm, whether the function will be held inside or outside. If the Bonita Springs weather forecast is 30% chance of rain or higher, 10 mph sustained wind or greater, extreme temperature (including 65 degrees Fahrenheit or lower), or lightning, the party will automatically be inside to ensure the safety of our guests and staff. A \$1,500.00 labor fee will be assessed if group decides to move inside after event setup has occurred. All outdoor functions require a service charge of 26% and lighting is required for evening functions at an additional charge through PSAV. Outdoor functions have 10:00pm curfew, per city ordinance. No loud or large bands with amplified music are permitted in outdoor spaces. Please review your entertainment details with your Event Planning Manager at least three months prior to arrival.

OUTDOOR HEATERS

The Hotel has a limited number of outdoor heaters available for rental by groups. The hotel does not own these heaters. Heaters are charged at \$250.00 each. Requested heater quantity for your outdoor function must be pre-arranged with your Event Planning Manager ten days in advance of your program arrival, and final heater order must be guaranteed (3) business days in advance of your outdoor function, so the Hotel can order appropriately for your event. If heaters are requested within the (3) business day window, they are subject to availability and are not guaranteed. Heaters may not be placed in any tented structures.

OUTDOOR TENTS

Please contact your Event Planning Manager if tent arrangements are requested for an outdoor area at least three months in advance of the function. Tents require arrangements by approved tenting vendors only, City of Bonita Springs permits and an official Fire Marshall Inspection. Setup & teardown times are a consideration. No outdoor lawns may be staked and water barrels must be used to secure the tent structure. No open flames (including grills), standing outdoor space heaters, or smoking are permitted inside tents.

DECORATIONS, LINENS AND TRANSPORTATION

Our Event Planning Staff will be happy to help you choose the appropriate linens from our own inventory or special orders can be made through our preferred vendors. Your Event Planning Manager can also recommend local Destination Management Companies for more extensive décor and theme needs as well as group or individual transportation needs.

PYROTECHNICS, LASER, FOG/HAZE MACHINES/CONFETTI CANNONS/FIRE WORKS/DRONES/DISPLAY VEHICLES/FORK LIFTS

Contact your Event Planning Manager three months prior to including any of the above items in your program plans for specific Hotel restrictions & requirements.

AUDIO VISUAL/ ELECTRICAL/ INTERNET

PSAV Presentation Services is our in-house Audio Visual Company. PSAV can provide all of your needs to ensure a successful event of any size and technology. PSAV manages internet and banner hanging in the meeting space as well. All power requirements including Exhibit Power or Internet Services can be provided through PSAV at an additional charge. Please contact Matthew Aufderheide at (239)390-4376, fax (239) 390-4266, or maufderheide@psav.com for further information. If an outside Audio Visual Company is being used, they must contact PSAV and complete a vendor authorization form and are subject to a Load-In/Load-Out Liaison Fee.

TELECOMMUNICATION

PSAV is happy to provide you with any telephone and polycom services that you may require for your meeting room(s). PSAV can provide you with pricing information for such services. In order for us to properly service all clients, this phone service must be ordered two weeks prior to your event. If same day set-up is required, there will be an additional \$50.00 service charge over and above normal charges.

PHOTOGRAPHY/VIDEOGRAPHY ON PROPERTY

All photographers and videographers, including those hired by contracted groups and members of the media are required to sign and complete a "Hyatt Film On-Property Agreement" available from Marketing available through your Event Planning Manager. All photographers and videographers are required to provide a Certificate of Insurance naming all three entities below, to be submitted to Marketing or Security prior to arrival on property:

Hyatt Regency Coconut Point Resort and Spa
5001 Coconut Road
Bonita Springs, FL 34134

Hyatt Corporation
71 S. Wacker Drive
Chicago, IL 60606

Hyatt Equities, LLC
PO Box 2196
Chicago, IL 60690

All photographers and videographers including media are instructed to shoot only in the location contracted by the event organizers. They are asked not to disturb guests in any way, not to photograph guests or photograph in public areas of the resort where guests may be located including outdoor space, pools, sidewalks, the resort's lobby, corridors, restaurants, shops, meeting rooms, elevators, stairwells, vehicles, and similar. Please avoid photographing signs, artwork and Hyatt logos in respect of copyright.

EXHIBITS/PRODUCTION/OUTSIDE CONTRACTORS/HOTEL RIGGING

To maintain the quality and to protect the Hotel, its customer and guests, we require all outside exhibit or production companies to contract through PSAV for load-in and load-out as well as any rigging needs. PSAV will provide outside companies with a production guide. The Resort reserves the right to advance approval of all outside contractors hired for use by a convention group. All outside contractors must submit proof of insurance, general indemnity, engineering/electrical needs and Fire Department permits to the Resort fourteen (14) days prior to their set-up. The customer is responsible for any damages an outside contractor incurs while in the employ of a customer. Gobenc Convention Services is the preferred drayage company. Please contact Myra Murray at 407-872-2223 or visit www.gobencs.com for more information. The hotel does NOT accept shipments or freight for Exhibits or Exhibit Shows. Storage arrangements for exhibit materials must be made with GOBEN exhibit company with delivery on "move-in-day" and removal on "move-out-day."

FIRE CODES

Open flame devices (fog machines, hazers, pyrotechnics, automobiles, etc) are allowed, but must be approved by the Director of Engineering, Director of A/V, Director of Security and the local Fire Marshall. In some cases, a permit may be required. All approvals or permits must be confirmed within two weeks of the event. A \$2,000 fee is required to schedule a Fire Watch to modify the hotel's fire alarm system and to schedule a Fire Marshall to be present during the use of these machines. Less than two weeks' notice will require a \$5,000.00 fee. No furnishings, décor or other objects shall be placed so as to obstruct exits, access thereto, egress from or visibility thereof. Hangings or draperies shall not be placed over exit doors or otherwise located as to conceal or obscure any exit. Mirrors shall not be placed in or adjacent to any exit in such manner to confuse the direction of the exit. Any furnishings, décor and stage settings shall be fire retardant treated and must display certificates. A certificate of insure, holding Hyatt Regency Coconut Point, its owners, agents, employees and guest harmless in the case of any incident involving services provided by an outside, third-party company and its employees, covering liability of \$2 million per occurrence would need to be submitted to your Event Planning Manager.

DISPLAYS AND SIGNS

All signs and banners must be professionally printed. No signs are allowed on the guest room levels, elevators and main lobby areas of the Resort or building exterior. We do not allow signs beyond the conference foyer in public areas. Printed signs outside the function rooms must be free standing or on an easel. The Resort will not permit the affixing of anything to the walls, doors or ceilings of rooms with nails, staples, adhesive tape or any other substance. In the event that this is done without the Resort's written authorization, and any damage is suffered, the cost of the repair or replacement will be billed to the client. Arrangements for banners to be hung should be made in advance through PSAV for an additional fee.

BUSINESS CENTER

The Business Center is operated by PSAV and is self-service. They provide shipping services, executive computer workstations, Internet access, photocopies and facsimile transmissions. You may contact them directly via telephone at (239) 390-4220. Outgoing shipping may be directed through the Business Center and a PSAV representative. They have FedEx & UPS labels for outgoing boxes. An account number or credit card number must be provided for outgoing shipments. There is no house account for shipping charges. There is a \$10.00 outgoing handling fee per box which may be charged to a guest room or group Master Account.

STORAGE AND SHIPPING

As storage space is extremely limited, small packages will be accepted five (5) days prior to the meeting date and must be pre-arranged through your Event Planning Manager. Boxes received will be charged at a rate of \$10.00 handling fee per box. Pallets are charged at \$150.00 per pallet. Outgoing shipments must be directed to the Business Center. There is a handling fee of \$10.00 per box for all out-going shipments, plus the cost of shipping (arranged directly by group). Current sales tax (6%) applies. When shipping materials to the Hotel, please include the following information on ALL packages to ensure proper delivery and storage:

1. Hyatt Regency Coconut Point & Spa
5001 Coconut Road
Bonita Springs, FL 34134
2. **Group Name**
3. Dates of Meeting
4. **Your Name or the name of the individual who will ask for the box on property**
5. **Deliver to xx room or hold for guest pickup**
6. Box # _____ of _____
7. Attn: Name of your Event Planning Manager

LOAD-IN/OUT AT LOADING DOCK

All direct deliveries to the hotel should be made to the loading dock located on the north side of the building. The front drive should not be used for any deliveries. There are two bays at the loading dock. Trucks may not be left unattended in the dock. Drivers should touch base with the Security Officer inside the hotel from the dock upon arrival for further instruction on delivery. Hotel setup staff may be able to assist in moving items upon request. Staffing/handling fee applies. Please coordinate all delivery details with your Event Planning Manager.

OFFSITE TRUCK PARKING

Onsite parking is not available for trucks or other large vehicles. Alternate arrangements should be made by the group. Please contact Cuzins Vehicle Storage for truck storage/parking availability, 239-390-5997, 24300 S Tamiami Trail, Bonita Springs, FL 34134.

SECURITY

The Hyatt Regency Coconut Resort and Spa will not assume responsibility for the damage or loss of any merchandise or articles brought into the Hotel. Arrangements may be made through your Event Planning Manager for the security of exhibits, merchandise or audio-visual equipment. The charge is \$55.00 per hour, with a four (4) hour minimum. Security arrangements require two (2) weeks' notice.

VENDORS & LIABILITY

Please review all anticipated vendor details with your Event Planning Manager at least three months prior to arrival.

All vendors that come to the Hotel are required to provide proper proof of insurance. A certificate of insurance, holding Hyatt Regency Coconut Point, its owners, agents, employees and guest harmless in the case of any incident involving services provided by an outside, third-party company and its employees, covering general liability of \$2 million per occurrence would need to be submitted to your Event Planning Manager at least one month in advance of the scheduled function.

Each vendor of the group must submit their own COI. The certificate **must name exactly as specified below** and in the **appropriate sections** of the COI:

Description of Operations/Locations/Vehicles (specific section of COI)

"Hyatt Corporation and Hyatt Equities, L.L.C., a Delaware limited liability company, and its members are named as additional insured under the above policies; such insurance shall be primary and not contributory with Hyatt's insurance."

Certificate Holder *(specific section of COI)*
Hyatt Regency Coconut Point Resort and Spa
5001 Coconut Road
Bonita Springs, FL 34134

DAMAGE AND SECURITY

The Resort will not assume or accept any responsibility for damage to or loss of any merchandise or articles left in the Resort prior to, during or following the function. Client agrees to pay for any damage done to the function room, equipment and/or other areas of the Resort caused by the client, their guests, invitees, employees, independent contractors, or other agents under the client’s control. Any meeting rooms with an air wall cannot be secured and a security guard is recommended. Your Event Planning Manager can assist you with these arrangements.

TAX EXEMPTION

A valid Florida State Tax Exemption Certificate is required thirty (30) days prior to the function along with a check or credit card payment with a matching company name to the Certificate. The group will also be required to fill out an Attestation Form. Your Event Planning Manager can provide this form to you upon request. Groups will not receive Tax Exemption and taxes will not be removed if the Certificate and completed Attestation Form is received after the function has taken place.

BILLING

A Hyatt Billing Services Representative will reach out to you directly for deposits, credit application, pre-payments, and final billing. A final bill or invoice will be sent to the Group Contact within 10 business days, post-program via email from our Billing Services Representative.

All deposits are non-refundable and will be applied towards any liquidated damages due to the Hotel in case of cancellation of the event. Full pre-payment is due as contracted unless credit has been approved to the satisfaction of the Resort. Group must exceed \$10,000 to be approved for Direct Billing. If credit is approved, all accounts are due and payable upon receipt of invoice. In the event such payment is not made within thirty (30) days after receipt of the original invoice, the Resort may impose a late payment charge.

PRIVACY OF PERSONAL INFORMATION

Hotel shall comply with the Global Privacy Policy for Guests available at <http://privacy.hyatt.com> (the “Privacy Policy”). Group, with respect to guests of Group (“Group’s **Guests**”) who stay at the Hotel pursuant to this Agreement:

- (i) shall make the Group’s Guests aware of the Privacy Policy;
- (ii) shall obtain the consent of the Group’s Guests to disclose their personal information to the Hotel for the purposes set out in the Global Privacy Policy for Guests; and
- (iii) warrants and represents to the Hotel that Group is:
 - (a) entitled to disclose to the Hotel the personal information of the Group’s Guests and
 - (b) authorized to act as agent of each of the Group’s Guests for the purposes set out in this Section.

Hyatt Corporation and Hyatt Equities, L.L.C

Signature: _____

Printed Name: _____

Date: _____

Group Authorized Representative:

Signature: _____

Printed Name: _____

Date: _____