



## WEDDING AND EVENT INFORMATION

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Birthday Parties, Family Reunions, Weddings, Special Functions,  
Groups, Themed Events and Fashion Shoot

### GENERAL INFORMATION

#### ALCOHOLIC BEVERAGES

The sale and service of all alcoholic beverages is regulated by the Jamaica Liquor Commission. Round Hill is responsible for the administration of those regulations. It is a policy, therefore, that no beverages may be brought into the hotel.

#### AUDIO-VISUAL EQUIPMENT

Round Hill is pleased to assist in arranging audio-visual equipment for business-oriented group meetings at a cost. Should you elect to make your own arrangements or bring your own equipment, please note that all items must be approved by our technicians. Round Hill is not responsible for loss or damage to any equipment brought in by the client.

#### ADMINISTRATIVE FEE FOR WEDDING COORDINATION

A charge of \$600 is applicable for the coordination of weddings up to 30 persons. Weddings larger than 30 persons will be \$1200. This is an administrative fee paid to Round Hill.

#### CANCELLATION POLICY – ACCOMMODATION

- 46 to 60 days prior to arrival - 25% deposit will be forfeited
- 31 to 45 days prior to arrival - 50% deposit will be forfeited
- 30 days and under - 100% deposit will be forfeited

#### CANCELLATION POLICY – FOOD AND BEVERAGE/CATERING

- 31 to 60 days - 50% deposit will be forfeited
- 30 days and under - 100% deposit will be forfeited

#### CATERING REQUIREMENTS AND TERMS

All catering requirements for private functions are subject to the guidelines of Round Hill and the following conditions:

- Venues require a minimum food and beverage expenditure:
  - Georgian Room/Georgian Terrace or Hanover Room - \$5,000 (up to 100 persons per venue)
  - Seaside Terrace - \$15,000 (101 to 150 persons)
  - Villa - \$2,500 (10 to 20 persons)



- These rates are in U.S. dollars and do not include tax, service charge/gratuuity, set-up fee or any extraneous costs.
- The menu and all other details of your event should be finalized a minimum of three weeks prior to the event date. Final minimum number of persons guaranteed must be communicated three days before the day of the event. Food and beverage charges will be calculated from this number.
- Being an island destination, specific food and beverages may not be available. We reserve the right to substitute products of equal or better quality. We will notify you should this occur.
- Guests cannot bring food or beverages to any catered event.

### **CHAIR RENTAL**

Especially for weddings, please note this detail! We do have round (no handle) chairs (plastic) which we recommend for ceremonies. The white linen covers are available at \$3 each. Should you wish to rent a different design we are happy to assist with contacts. Please contact our wedding coordinator.

### **CHILDREN'S PARTIES**

We can organise to entertain our young guests with a Mento Band, clown show, face painting, bounce about or game coordination and special menus. Prices quoted on request.

### **DANCE FLOOR**

Dance the night away under the stars. Based on the venue chosen, a wooden 12 x 12 or 18 x 18 dance floor can be rented for your reception and after-party.

### **DECORATION**

Potted plants, torches and bonfires (additional charge), pepper lights and other special lighting effects can be provided upon your request. Round Hill will not permit the affixing of anything to walls, floors or ceilings with nails, staples, tape or any other substances without the prior approval of the hotel's management. Any signage provided by our guests must be of professional quality and has to be approved by Round Hill's management.

### **FACSIMILE SERVICE**

This is available at the Front Desk. Incoming faxes are \$0.75 per page. Outgoing fax charges vary based on destination.

### **FLORAL ARRANGEMENTS**

A unique blend of tropical and traditional flowers can be provided. Head table, centrepieces, floral arches, standing arrangements, lattice-work and floral backdrops are available. Cost varies depending on choice of flower and design. Bridal bouquet, bride's corsage, boutonniere, posy, dried arrangement, headpiece, wrist corsage or corsage can be arranged for weddings. We will be happy to forward contacts of our preferred vendors.



## **FUNCTION AND MEETING AREAS**

- Indoor/air conditioned – Library, up to 10 persons
- Semi-enclosed with ceiling fans - Georgian Room, up to 100 persons; Hanover Room, up to 80 persons.
- Outdoor venues - Georgian Terrace (adjacent to the Georgian and Hanover Room), up to 80 persons; Seaside Terrace, up to 120 persons; Resort Pool Deck, up to 80 persons; Sundeck below pool, up to 80 persons; Spa Lawn, up to 120 persons.
- Private villas - from 2 to 80 persons depending on dinner setup or cocktail parties. Villas must be rented by the group holding the event, based on availability.

## **GIFT BAGS / WELCOME BAGS**

We are able to arrange customized gift and/or welcome bags for your guests. Please contact us for further information and costs.

## **GROUP BLOCK RELEASE DATE**

The room block will be reviewed with you six weeks prior to group arrival. At that point, rooms will be released into the hotel's inventory or you will have the option of guaranteeing them with payment. Released rooms will be resold; should the group require more rooms, they will be made available on a first-come, first-served basis.

## **ICE CARVINGS**

Beautiful and unique designs can be created to add effect to your event. Prices vary according to size and design. Advance notice of a minimum of four days is required. Contact us regarding prices.

## **LINEN SELECTION**

Round Hill offers a limited selection of complimentary linens for events (white, banana cream, red and navy blue with corresponding napkins). For guests requesting specialty linens, additional charges apply.

## **LOCATION FEE**

A location fee applies to group bookings with fewer than 15 rooms/suites booked at Round Hill. The fee is \$5000, and may increase depending on services required. If the number of guests for the wedding is over 30 guests, 90% of the total is required to stay at Round Hill (for a minimum of three nights) in order to waive this fee. For weddings with 11 to 30 guests, the location fee is \$2500, without the possibility to waive.

## **MARRIAGE OFFICER**

We can arrange for a marriage officer depending on your religious affiliation. This service, which includes the processing of an official marriage certificate, is \$350. The services of a rabbi are available at the cost of \$1060. Please advise if you require a rehearsal with the marriage officer. Local witnesses can be provided. Premarital counselling may also be arranged prior to the wedding.



## **MASTER ACCOUNTS**

For your convenience, we are pleased to set up a Master Account for incidental charges incurred by your party. Please provide address, contact person's name, telephone and fax numbers prior to your arrival.

## **MEAL PLANS**

To avoid surcharges, all guests in groups must be on the same meal plan. There are specially designed menus available.

## **MEETING FACILITY AND FLIP CHARTS**

Please find details on meeting areas under "Function and Meeting Areas." Meeting rooms (Library, Georgian and Hanover Room) are available on a complimentary basis for corporate groups and meetings with a minimum of 15 rooms booked for three nights. Flip charts can be supplied at a \$30 rental charge, which includes flip chart, markers, pads and pencils.

## **MUSIC AND ENTERTAINMENT**

A three-piece calypso band, steel band, reggae band, jazz band, soloist and duets, cultural showcases featuring limbo, fire eating, folk singers and dancers, and much more, can be arranged. Or recreate a Jamaican craft village for your personal entertainment. See some of Jamaica's finest artisans create unique arts-and-craft items right before your eyes. Cost varies according to entertainment chosen. The cut-off time for all entertainment is 10:30 p.m. for any event.

## **PAYMENT POLICY**

### **Accommodation**

Weddings with more than one individual paying for accommodations: Round Hill requires a three-night deposit or three-night pre-payment no less than 61 days in advance to confirm reservation, based on room/suite category booked. Balance if stay is over three nights is due upon departure.

Other groups with only one party responsible for payment: 50% of room block at time of booking, remaining 50% 45 days prior to arrival. All bills must be paid before departure.

### **Food and Beverage**

Round Hill requires a 50% deposit to confirm food and beverage arrangements for all groups. The remaining 50% is due 30 days prior to arrival. All bills must be paid before departure.

## **PAYMENT TERMS**

Payment Procedures: Any major credit card: Amex, MasterCard, Visa

Wire Transfer: Credit Account no. 3613-4174, Round Hill Developments Ltd., Account with Citibank N.A., 111 Wall Street, New York, NY 10043, ABA/Routing No. 021000089.



## **PHOTOGRAPHY AND VIDEO SERVICE**

Capture the special event with memorable photographs and/or video. Services can be booked for any event. Cost varies depending on number of photographs and style of photography. Please contact us for details on our preferred vendors.

## **PICNIC BOXES / TAKE-OUT MEAL**

Available upon your request with 24 hours notice. Please contact Room Service at extension 346 to order.

## **PROPERTY DAMAGE**

Any damage caused by your guests during their stay will be the responsibility of the group organizer.

## **RESERVATION FORMS AND LITERATURE**

Any printed forms, letters or other literature pertaining to reservations, deposits or arrival welcome letters must be reviewed and approved in writing by Round Hill. Any document containing Round Hill's logo must also be approved by Round Hill.

## **ROOMING LIST**

A complete rooming list must be received by our reservations office 15 days prior to arrival. If a list is not received at that point, the group will be asked to guarantee with payment the number of rooms blocked.

## **SECURITY**

Round Hill will not assume responsibility for damaged or lost merchandise or articles left in the hotel prior to, or following, any function. Arrangements may be made for security officers for exhibits, merchandise or articles set up for display. This service is provided at an additional cost.

## **SET-UP FEE**

- There is a set-up fee for all private functions.
- A flat fee of \$225 is applicable for functions with guests numbering 10 to 15 persons.
- Beach, Georgian Terrace, Georgian Room, Hanover Room: (cocktails & dinner) Applicable to non-wedding groups - Up to 50 persons, \$500 and \$10 for each additional person.
- Set-up fee for ceremony and cocktails or reception: Beach, Georgian Terrace, Georgian Room, Hanover Room - Up to 50 persons, \$750 and \$15 for each additional person (for each function)
- Villa Cocktail party: - Up to 50 persons, \$500; 51 to 120 persons, \$1000 and \$10 for each additional person.
- Villa Wedding Ceremony and Cocktail Party -Up to 50 persons \$1200.00, 51 to 80 persons \$1800.00 and \$10.00 for each additional person.
- Welcome Wharf (Spa Lawn) Ceremony and Cocktail Party: Up to 50 persons, \$1500; 51 to 120 persons, \$2000; and \$10 for each additional person.



## SHIPPING PACKAGES

- Boxes shipped should be at Round Hill at least 10 days prior to the event(s). Round Hill will not be held responsible for any items not received in time.
- The most efficient way to send packages is by FedEx or DHL. **International customs and duty charges must be expected on shipments to Jamaica.**
- To ensure proper delivery, the following information must be included on all packages:

Name of wedding or group  
Date of event  
Round Hill Hotel and Villas  
Attention: Rochelle Smith or Kerisha Fisher  
John Pringle Drive, P. O. Box 64, Montego Bay, Jamaica

## STAFFING

Any last-minute events requested will be charged at \$20 per hour, per waiter, bartender or cook. This fee is in addition to the set-up fee of location chosen. For pre-planned events, food service should conclude by 10:30 p.m. Should extended service be required, the above fee will be applied.

## TAX AND SERVICE CHARGE

All food and beverage prices are quoted in U.S. dollars and do not include 10% tax and 18% service charge.

## TENT RENTAL

Tent rental can be arranged through a preferred vendor. Cost varies depending on size, colour, etc. Requests need to be made no less than 72 hours prior to the event and will be based on availability.

## TRANSPORTATION

Scheduling and planning transportation for all persons in your party is crucial to making organized events run smoothly. Limousines, air-conditioned cars and minivans can be arranged through Round Hill at an additional cost.

## VENDORS

We are happy to provide you with a list of preferred vendors featuring florists, photographers and performers. Should you wish to suggest your personal contacts, those must be approved by Round Hill management. In retaining a non-preferred vendor, the group organizer must understand, acknowledge and agree that any damage to the resort or the group or any third party caused by the non-preferred vendor is the sole responsibility of the group organizer. The group understands also that should the non-preferred vendor fail to provide agreed upon service, it is the sole responsibility of the group organizer.

## WEATHER CALLS

For outdoor functions, forecasted weather conditions are always considered before the set up of your event. If it is determined that the weather conditions will require the event to be moved indoors, we will advise you accordingly. Possible alternate locations at Round Hill will be discussed with you in advance.



## ENTERTAINMENT

Jazz Band	3 persons	\$1800 for 1 hour \$1200 for each additional hour
Steel Band	4 persons	\$350 for 1 hour
Calypso Band/Mento Band	3 persons	\$250 for 1 hour
Reggae Band/International Music	6 persons	\$2000 for 2 hours Additional hour at \$1000
P.A.C.E Band	4 persons	\$900 per hour (3-hour min.)
Disc Jockey	1 person	\$250 per hour (3-hour min.)
Pianist	1 person	\$900 for 2 hours
Violinist or Guitarist	1 person	\$450 for 1 hour
Trio Ambiance (Keyboard, guitar, violin or flute)	3 persons	\$1000 per hour
Rental of CD System		\$300 per hour
Lavaliere Microphone		\$200 per ceremony
P.A. System (cordless microphone, one speaker)		\$200 per hour (2-hour min.)

Prices are all in U.S. dollars and are subject to change without notice. Please contact an event coordinator for names and details on above bands.

**Call our Sales office at Tel: 1(876)956-7050, Fax: 1(876)956-7505 or email us for weddings, anniversaries or birthday parties at [weddings@roundhill.com](mailto:weddings@roundhill.com), for incentives or corporate groups at [sales@roundhill.com](mailto:sales@roundhill.com).**