



## *Crowne Plaza San Marcos Golf Resort*



# Our Venues



## *The Fountain Courtyard*

Say your vows under the grand white arch at our most popular ceremony venue. Featuring bistro lighting, lush greenery & two outdoor firepits. The Courtyard can Accommodate up to 250 guests for a ceremony or reception.



## *The Pergola*

Intimate & unique with 100+ year old vines. The Pergola creates a stunning backdrop for your vows & photos & can accommodate up to 100 guests.



## *La Terraza*

Escape the traditional Ballroom to our rooftop terrace. The soft bistro lighting & white tent create a blank slate for you to create the reception of your dreams.

La Terraza can accommodate up to 125 guests.



## *La Ventana*

Ideal for intimate weddings featuring floor-to-ceiling French inspired windows & soft hues. Our La Ventana Ballroom can accommodate up to 50 guests.



## *San Tan Ballroom*

Located just off the Pergola, guests can enjoy the use of indoor & outdoor space. Featuring classic wrought iron chandeliers & soft hues. The San Tan Ballroom can accommodate up to 100 guests.



## *San Marcos Ballroom*

Our Grand Ballroom "Wows" with its 4 crystal chandeliers & expansive adjoining foyer. The San Marcos Ballroom can accommodate up to 250 guests.

# Our History



In 1912, Dr. Alexander J. Chandler founded a small town just southeast of Phoenix. Naming it after himself, Dr. Chandler had big plans for his little town, hoping to create a "jewel in the desert." Dr. Chandler believed his town could one day become a planned community and an oasis in the desert where the rich and famous would flock. The Resort opened in 1913 with 35 guest rooms, a lobby, dining room, ballroom, and a full range of resort amenities like golf, horseback riding, and polo. One of the design accents that became a trademark feature of the resort was the construction of pergolas, which framed almost the entire structure.

To this day, the resort remains one of the best examples of integrated Mission Revival design in Arizona.

The San Marcos Resort became a desert playground for the rich and famous. Hollywood celebrities, socialites, athletes, authors, and artists traveled from all over the world to soak up the warm Arizona sun. Some of the Hollywood stars known to have stayed at the Resort include legends such as Fred Astaire, Joan Crawford, Bing Crosby, Clark Gable, Jimmy Stewart, Gloria Swanson, Cher, President Herbert Hoover, Christian Dior, Gene Tunney, and Margaret Sanger.

## WEDDING CEREMONY

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\$2,000.00++

Up To One Hour of Ceremony Site

1 Hour Rehearsal

Garden Arch White Padded

Garden Chairs DJ Table with

Linen

Unity Table with Linen

Gift and Guestbook Table with Linen

Water Station

Directional Signage & Privacy Staff Attendants

Use of Resort Grounds for Photography

Microphone, Speaker, and Technician

All Day Changing Room for Wedding Party

# WEDDING RECEPTION

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(1) Hour for Cocktails, 4 Hours for Reception

Executive Suite on your Wedding Night

Venue Set Up

Dedicated Banquet Captain & Service Staff

60" or 72" Round Dinner Tables with Choice of Floor Length Linen\*

Sweetheart Table or Head Table with Choice of Floor Length Linen\*

Banquet Chairs

Standing & Seated Cocktail Tables with Choice of Floor Length Linen

Cake Table or Dessert Table with Choice of Floor Length Linen\*

DJ Table with Linen

Gift & Guestbook Table with Linen

Place Card Table with Linen

Hardwood Dance Floor

China, Glassware, Flatware, Linen Napkins

In-House Linen for Service Tables

Use of In-House Centerpieces: Clear, Gold or Silver Votives, Tile Mirrors, Cylinder Vases, Hurricane Vases, Pillar & Floating Candles, Wood Round Bases, Grey Marble Vases, Table Numbers & Stands.

\*Must Accompany a reception with a \$5,000++ Food and Beverage Minimum.

\*Events less than \$5000++ will need to pay additional for floor length Linens & a suite on your wedding night.

# MICRO ELOPEMENTS

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## What We Will Provide

1 Hour use of Venue

Up to 20 White Padded Garden Chairs

On-Site Staff Attendant

Water Station

Unity Table with White or Ivory Linen

Champagne Toast & Celebratory Cake Cutting (Champagne, Glassware, Silverware, China, and Napkins Provided, Cake Not Included)

\$950.00++ for ceremonies without a processional

\$1,200.00++ for ceremonies with a processional (speakers, mic & tech included)

## What You Will Provide

Marriage License

Officiant

Witnesses

Rings

Vows

Music

Cake

Valid only for new bookings and based on availability. Pricing must be paid in full upon booking and is non-refundable. Bookings are only within 30 days prior to the event date. 2-hour time includes decor setup, ceremony, cake cutting & photos. An additional \$50.00++ ceremony rehearsal fee may apply.

### **Dressing Room:**

5 Hour Use, includes 1 Bottle of Champagne & OJ

\$350.00++

# BRIDAL CHANGING ROOM RENTALS

**\$350.00++**

- Up to 8 Hour Time Block
- Early Access (as early as 6AM)
- 570-690 SQ FT Room with Natural Lighting
- Tables, Chairs, Mirrors, Privacy Screen, Rolling Rack
- Water Station
- Directional Signage
- Use of Resort Grounds for Photography

## Add Our Bridal Suite Menu

**\$25.00++ per person**

(Minimum of 10 Guest)

- Fresh Seasonal Fruit Cups
- Finger Sandwich Bites  
(Choice of Two)
- Oven Roasted Turkey Breast Sandwich
- Italian Grinder
- ABL T Wrap
- Roast Beef Sandwich
- Iced Tea **or** Coffee
- Iced Water

### Additional Menu Enhancements

- Mimosa set: includes one bottle of sparkling and orange juice
- Greek Yogurt Parfait: diced fruit, granola
- Ice Cream Bars
- Freshly Baked Pastries & Muffins

- \$38.00++ per bottle
- \$8.00++ per item
- \$5.00++ each
- \$53.00 ++ per dozen



# REHEARSAL DINNERS

## Perfect Pasta Buffet

Caesar Salad with Parmesan Cheese, Croutons, & Caesar Dressing  
 Garlic Bread VE  
 Penne Pasta with Marinara Sauce VE  
 Italian Beef Meatballs  
 Chicken Parmesan  
 Chef Selection of Fresh Vegetables GF, V  
 Assorted Cookies and Brownies VE  
 Fresh Locally Brewed Regular/Decaffeinated Coffee and Iced Tea  
 \$36.00++ Per Person

## Tasty Taco Buffet

House Made Salsa, Tortilla Chips VE  
 Sonora Salad, Roasted Corn, Black Beans, Cheese, Tomatoes, Tortilla Strips, Chipotle Ranch  
 Seasoned Ground Beef GF  
 Carnitas **or** Braised Chicken GF  
 Warm Flour Tortillas VE  
 Fresh Lettuce, Diced Tomatoes, Shredded Cheese, Chopped Onion, Sour Cream VE, GF  
 Rolled Cheese Enchiladas VE  
 Cilantro Rice GF  
 Borracho Pinto Beans VE, GF  
 Churros VE  
 Fresh Locally Brewed Regular/Decaffeinated Coffee & Iced Tea  
 \$37.00++ Per Person

## SAN MARCOS BUFFET

Price for 2 Entrées, 2 Salads  
 Salads (Pick 2)  
 Traditional Caesar Salad, Romaine, Parmesan, Croutons, Caesar Dressing  
 Wedge Salad, Applewood Smoked Bacon, Tomato, Bleu Cheese, Apple Cider Vinaigrette  
 GF Seasonal Field Greens, Tomato, English Cucumber, Carrot, Lemon Thyme Vinaigrette  
 V, GF Entree (Pick 2)  
 Seared Salmon, Citrus Cream GF  
 Braised Beef Short Ribs, Red Wine Demi Glaze GF  
 Roasted Pork Loin, Granny Smith Apple Glaze GF  
 Grilled New York Steak, Three Peppercorn Demi GF  
 Asiago Crusted Chicken Breast, Basil Pomodoro  
 Roasted Vegetable Penne, Herb Ricotta, Marinara Sauce  
 VE Chef's Selection of Starch & Veggies VE  
 Assorted Cookies and Brownies VE  
 Fresh Locally Brewed Regular/Decaffeinated Coffee & Iced Tea  
 \$50.00++ Per Person

Buffet Dinner requires a minimum of 25 guests. Includes: 4 Hour venue, setup/teardown, banquet tables, chairs, in-house linen & napkins, in-house centerpieces, glassware, china, silverware, serving staff, (use of lawn games -Outdoors Only)



## FAREWELL BRUNCH BUFFET

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### Stationed Appetizer

Diced Fresh Seasonal Fruit GF, V

Assorted Breakfast Pastries, Bagels, Cream Cheese, Fruit Preserves, Butter VE

### Brunch Buffet

Farm Fresh Scrambled Eggs VE, GF

Choice of Applewood Smoked Bacon Or

Sausage Links GF

Blueberry Pancakes VE

Roasted Potatoes GF,

New York Steak GF

Chicken Picatta, Lemon Butter Sauce, Capers

Assorted Juices

Fresh Brewed Locally Roasted Regular & Decaffeinated Coffee

Champagne/ Sparkling Cider Toast

\$49.00++ Per Person

Brunch Buffet must be served no later than 11:30am

Brunch weddings must conclude by 2PM

Minimum of 35 guests required. If less than 35, \$125.00++ fee

GF = Gluten Free, V = Vegan, VE = Vegetarian

Pricing Does Not Include Current Service Charge (23%) or Current Sales Tax (8.1%)

# THE TUSCAN PACKAGE (BUFFET) \$70.00++ per person

One Stationed & Two Passed Hors D' Oeuvres, One Salad, Two Entree Choices, One Starch & One Vegetable

## INCLUDES

Local Artisan Bread, Butter, Iced Tea or Regular & Decaf Coffee, Assorted Hot Teas, Champagne & Sparkling Cider Toast, Cake Cutting & Service

## PASSED HORS D' OEUVRES

Chipotle Chicken Wonton Cone  
 Smoked Chicken Bruschetta  
 Prosciutto Wrapped Asparagus GF  
 Antipasto on Brioche  
 Caprese Skewers VE GF  
 Red and Yellow Tomato Bruschetta VE

## STATIONED

Imported & Domestic Cheese Display VE  
 Vegetable Crudité & Charcuterie Board  
 Tomato Basil Bruschetta  
 Hummus Display VE

## SALAD

Traditional Caesar Salad: Romaine, Parmesan Croutons, Caesar Dressing  
 Caprese Salad: Fresh Mozzarella, Sliced Tomatoes, Fresh Basil, Balsamic Glaze GF, VE

## ENTREE

Marinara Sauce and Alfredo Sauce, VE  
 Italian Meatballs Chicken  
 Parmesan or Eggplant  
 Parmesan VE

## STARCH & VEGETABLE

Roasted Seasonal Vegetables v, GF  
 Penne Pasta VE  
 Garlic Bread VE

GF = Gluten Free, V = Vegan, VE = Vegetarian

Pricing Does Not Include Service Charge (23%) or Current Sales Tax (8.1%)

# THE SONORAN PACKAGE (BUFFET) \$72.00++ per person

One Stationed & Two Passed Hors D' Oeuvres, Two Salads, Two Entree Choice, One Starch & One Vegetable

## INCLUDES

Iced Tea or Regular & Decaf Coffee, Assorted Hot Teas Champagne & Sparkling Cider Toast, Cake Cutting & Service

## PASSED HORS D' OEUVRES

Bacon Wrapped Achiote Shrimp, Chimichurri  
 Maryland Style Crab Cakes, Chipotle Aioli  
 Sonora Chicken Spring Rolls, Roasted Red Salsa  
 Beef Satay, Horseradish Cream  
 Beef Empanada, Roasted Red Salsa  
 Fried Vegetable Spring Rolls, Sweet Chili Sauce  
 VE

## STATIONED

Imported & Domestic Cheese Display VE  
 Vegetable Crudité & Charcuterie Board VE  
 Fresh Tortilla Chips with House-made Salsa VE

## SALAD

Sonora Salad: Roasted Corn, Black Beans, Shredded Cheese, Tomatoes, Tortilla Strips Chipotle Ranch GF, VE

Seasonal Field Greens: Tomatoes, Shredded Carrots, English Cucumber, Apple Cider Vinaigrette VE, GF

Spring Mix, Mango: Cherry Tomatoes, Toasted Pepita's, Aged Balsamic Vinaigrette VE, GF

## ENTREE

Carne Asada GF

Carnitas or Braised Chicken GF

Rolled Cheese Enchiladas VE, GF

Warm Flour Tortillas VE

Fresh Lettuce, Diced Tomatoes, Shredded Cheese, Chopped Onion, Sour Cream VE, GF

## STARCH & VEGETABLE

Cilantro Rice

Borracho Pinto Beans VE, GF

# THE SOUTHWEST BBQ PACKAGE (BUFFET) \$74.00++ per person

One Stationed & Two Passed Hors D' Oeuvres, One Salad, Two Entree Choices, Sides

## INCLUDES

Local Artisan Corn Bread, Honey Butter, Iced Tea or Regular & Decaf Coffee, Assorted Hot Teas, Champagne & Sparkling Cider Toast, Cake Cutting & Service.

## PASSED HORS D' OEUVRES

### CHILLED

Chipotle Chicken Wonton Cone  
Smoked Chicken Bruschetta, VE  
Prosciutto Wrapped Asparagus GF  
Antipasto on Brioche  
Caprese Skewers VE, GE  
Red and Yellow Tomato Bruschetta VE

### HOT

Bacon Wrapped Achiote Shrimp, Chimichurri GF  
Maryland Style Crab Cakes, Chipotle Aioli  
Sonora Chicken Spring Rolls, Roasted Red Salsa  
Beef Satay, Horseradish Cream  
Chicken Satay, Peanut Sauce  
Fried Vegetable Spring Rolls, Sweet Chili Sauce  
VE

### STATIONED

Imported & Domestic Cheese Display VE  
Vegetable Crudit  & Charcuterie Boar

## SALAD

Seasonal Field Greens: Tomatoes, Shredded Carrots, English Cucumber, Apple Cider Vinaigrette  
VE, GF  
Spring Mix: Mango, Cherry Tomatoes, Toasted Pepitas, Aged Balsamic Vinaigrette VE, GF  
Caesar Salad: Chopped Romaine, Shaved Parmesan, Croutons, Caesar Dressing

## ENTREE

Smoked Beef Brisket GF  
BBQ Port Ribs GF  
BBQ Chicken Breast GF

## SIDES

Potato Salad VE  
Baked Beans GF, V  
Coleslaw VE, GF  
Bourbon Bacon Brussel Sprouts, GF

GF = Gluten Free, V = Vegan, VE = Vegetarian

Pricing Does Not Include Current Service Charge (23%) or Current Sales Tax (8.1%)

# THE BRILLIANT CUT PACKAGE (PLATED) \$69.00+++perperson

Two Passed Hors D'oeuvres, One Salad, One Entree, One Starch & One Vegetable

## INCLUDES

Local Artisan Bread, Butter, Iced Tea or Regular & Decaf Coffee, Assorted Hot Teas, Champagne & Sparkling Cider Toast, Cake Cutting & Service.

## PASSED HORS D'OEUVRES

### CHILLED

Chipotle Chicken Wonton Cone  
Smoked Chicken Bruschetta  
Prosciutto Wrapped Asparagus GF  
Antipasto on Brioche  
Caprese Skewers VE, GF  
Red and Yellow Tomato Bruschetta VE

### HOT

Bacon Wrapped Achiote Shrimp, Chimichurri GF  
Maryland Style Crab Cakes, Chipotle Aioli  
Sonora Chicken Spring Rolls, Roasted Red Salsa  
Beef Satay, Horseradish Cream  
Beef Empanada, Roasted Red Salsa  
Fried Vegetable Spring Rolls, Sweet Chili Sauce VE  
Portobello Mushroom Empanada VE

## SALAD

Seasonal Field Greens: Tomatoes, Shredded Carrots, English Cucumber, Apple Cider Vinaigrette VE, GF

Caesar Salad: Chopped Romaine, Shaved Parmesan, Croutons, Caesar Dressing  
Cucumber Wrapped Field Greens: Cabernet Poached Pear, Brie Cheese, Aged Balsamic Vinaigrette VE, GF

Spring Mix: Mango, Cherry Tomatoes, Toasted Pepitas, Aged Balsamic Vinaigrette VE, GF

## ENTREE

Grilled Chicken Breast, Thyme Jus GF  
Asiago & Fresh Herb Crusted Chicken Breast, Herb Garlic Cream Pesto  
Marinated Seared Salmon, White Wine Citrus Cream GF Baseball Cut  
Sirloin, Port Reduction Demi Glaze GF  
Braised Short Ribs, Red Wine Demi, Herb Gremolata

## STARCH & VEGETABLE

Chef's Selection of Seasonal Vegetable GF, V  
Roasted Marble Potatoes GF, V  
Garlic Mashed Potatoes VE,  
GF Truffle Risotto VE, GF  
Wild Rice Medley VE, GF

GF = Gluten Free, V = Vegan, VE = Vegetarian

Pricing Does Not Include Current Service Charge (23%) or Current Sales Tax (8.1%)

## THE EMERALD CUT PACKAGE (PLATED) \$89.00 per person

One Stationed & Two Passed Hors D' Oeuvres, One Salad, Two Entree Choices, One Starch & One Vegetable, Wedding Cake and/or Dessert Station, Breakfast for Wedding Couple.

### INCLUDES

Local Artisan Bread, Butter, Iced Tea or Regular & Decaf Coffee, Assorted Hot Teas, Champagne & Sparkling Cider Toast, Cake Cutting & Service.

## PASSED HORS D' OEUVRES

### CHILLED

Chipotle Chicken Wonton Cone  
Smoked Chicken Bruschetta  
Prosciutto Wrapped Asparagus GF  
Antipasto on Brioche  
Caprese Skewers VE, GF  
Red and Yellow Tomato Bruschetta VE

### HOT

Bacon Wrapped Achiote Shrimp, Chimichurri GF  
Maryland Style Crab Cakes, Chipotle Aioli  
Sonora Chicken Spring Rolls, Roasted Red Salsa  
Beef Satay, Horseradish Cream  
Beef Empanada, Roasted Red Salsa  
Fried Vegetable Spring Rolls, Sweet Chili Sauce VE  
Portobello Mushroom Empanada

### STATIONED

Imported & Domestic Cheese Display VE  
Vegetable Crudit  & Charcuterie Board  
Tomato Basil Bruschetta  
Hummus Display VE

## STARCH & VEGETABLE

Chef's Selection of Seasonal Vegetable GF, V  
Roasted Marble Potatoes GF,  
V Garlic Mashed Potatoes VE,  
GF Truffle Risotto GF  
Wild Rice Medley GF

## SALAD

Seasonal Field Greens: Tomatoes, Shredded Carrots, English Cucumber, Apple Cider Vinaigrette VE, GF  
Caesar Salad: Chopped Romaine, Shaved Parmesan, Croutons, Caesar Dressing  
Cucumber Wrapped Field Greens: Cabernet Poached Pear, Brie Cheese, Aged Balsamic Vinaigrette VE, GF  
Spring Mix: Mango, Cherry Tomatoes, Toasted Pepitas, Aged Balsamic Vinaigrette VE, GF

## ENTREE

Grilled Chicken, Thyme Jus GF  
Asiago & Fresh Herb Crusted Chicken Breast, Herb Garlic Cream Seared  
Salmon, White Wine Citrus Cream GF  
Baseball Cut Sirloin, Port Reduction Demi Glaze GF  
Braised Short Ribs, Red Wine Demi, Herb Gremolata

## WEDDING CAKE

Provided by Wedding Cake Vendor ~ Custom Cake and/or Dessert

# BAR PACKAGES & A LA CARTE

## CALL Brands

- Jack Daniels Whiskey
- Jim Beam Bourbon
- Dewars Scotch
- Beefeater Gin
- Bacardi Silver Rum
- Smirnoff Vodka
- Jose Cuervo Tequila
- Domestic, Imported and Craft Beers
- Angeline Wine Selection
- Assorted Soft Drinks
- Still & Sparkling Bottled Waters
- 2 Hours - \$35++Per Person**
- 3 Hours - \$43++Per Person**
- 4 Hours - \$49++Per Person**
- 5 Hours - \$54++Per Person**

## DELUXE Brands

- Tito's Vodka
- Tanqueray Gin
- Captain Morgan Rum
- 1800 Tequila
- Crown Royal Whiskey
- Makers Mark Bourbon
- Chivas Regal Scotch
- Domestic, Imported and Craft Beers
- Angeline Wine Selection
- Assorted Soft Drinks
- Still & Sparkling Bottled Waters
- 2 Hours - \$42++Per Person**
- 3 Hours - \$50++Per Person**
- 4 Hours - \$56++Per Person**
- 5 Hours - \$65++Per Person**

## Beer & Wine

- Angeline Wine Selection
- Domestic, Imported & Craft Beers
- Assorted Soft Drinks
- Still & Sparkling Bottled Waters
- 2 Hours - \$30++Per Person**
- 3 Hours - \$35++Per Person**
- 4 Hours - \$40++Per Person**
- 5 Hours - \$45++Per Person**

A LA CARTE	HOSTED BAR	CASH BAR
Call Brands	\$8.00++	\$9.00
Deluxe Brands	\$9.00++	\$10.00
Domestic Beers	\$5.00++	\$6.00
Imported Beers	\$6.00++	\$7.00
Craft Beers	\$7.00++	\$8.00
House Wines	\$8.00++	\$9.00
Soft Drinks	\$3.00++	\$4.00
Bottled Water	\$3.00++	\$4.00

Please Inquire for Mocktails, Signature Cocktails, Pre-Ceremony-Drinks, Dinner Wine Service or Additional Selections to Customize Your Event!

Packages are Priced Per Person 21 & Over Based on the Final Guarantee and Number of Consecutive Hours of Service.

A Bartender Fee of \$150+ per 100 Guests will apply. San Marcos Golf Resort reserves the right to limit the consumption of alcoholic beverages in compliance with Arizona Liquor Laws. No Shots, Shooters or Doubles will be Served. 3 Hour Bar Package is based on 6 Drink Maximum Per Guest. 4 Hour Bar Package is Based on 8 Drink Maximum Per Guest.

\*Restrictions May Apply

\*Pricing Does Not Include Current Service Charge (23%) or Current Sales Tax (8.1%)

## TRADITION AT ITS FINEST

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For over 110 years the Crowne Plaza San Marcos Golf Resort has been the perfect place to say “I do.” Our Historic resort offers a variety of ballrooms and outdoor locations for your ceremony and reception.

We have designed elegant packages for you to begin customizing your dream wedding. We encourage you to share your vision with our experienced events specialist and Executive Chef so we can help personalize everything from your ceremony to your reception menu.

In addition, we can assist in planning your rehearsal dinner, bridal shower, post wedding brunch or any other special event surrounding your big day.

### FOOD & BEVERAGE

Food and Beverage from outside the hotel are not permitted in the hotel function space.

Any excess food and beverage from a catered function is not permitted to leave the Hotel premises due to health liability reasons.

Any event extending past the contracted end time is subject to a \$350.00++ per hour fee.

### MENU TASTING

Complimentary menu tastings for 2 are offered with a \$5,000.00 food and beverage minimum spend (prior to tax and fees). Additional guests or non-contracted menu tastings are \$35.00++ per person.

Group menu tastings are held 2x per year. An invitation will be sent to the one that best coincides with your wedding date and our in-house scheduling. Private tastings can be accommodated upon request and availability. Private menu tastings are based on chef's selections.

### WEDDING CAKE

If your wedding package includes cake through our wedding cake vendor, there is a 75-person minimum requirement. An additional fee of \$5.00++ per person will be added to the package if less than 75 guests.

A final guarantee of attendance is required 10 days prior to event date. In the event of cancellation, a \$100.00 fee will apply to cover our vendor's cost in addition to any other cancellation fees as outlined in your San Marcos Golf Resort contract.

### OUTSIDE VENDORS

Client may contract, on own, third-party vendors for events. Vendors must abide by Resort policies. All vendors' contact information and arrival times must be given to your event specialist at least 1 week prior to the event date. Vendors are responsible for their own setup, tear-down, and items. For ceremonies, day of coordinator or point of contact is required to run. For wedding receptions, a full-time licensed DJ/Entertainment company is required. A timeline provided by your DJ is required. The client is aware the DJ/Entertainment company is responsible for managing and conducting the schedule of events throughout the reception. Outside cakes and/or desserts are welcome through a licensed kitchen and must be coordinated with your event specialist. We do not refrigerate or handle outside cake and desserts.

### SETUP & TEAR DOWN

San Marcos Golf Resort can allow a 2-hour set up time.

If you are hosting several events at different start times and/or in different locations, the 2-hour setup time is prior to each event and or agreed upon venue. All items must be removed immediately after the event end time unless otherwise coordinated and agreed upon. Additional setup time can be coordinated based on availability.

Outside Decor brought into the venue is your responsibility to set up, manage and tear down. San Marcos Golf Resort is not responsible for any items left or brought into the venue.

San Marcos staff will not assist with moving or handling of decor, gifts, or any personal items, unless agreed upon ahead of time.



## CLEANING FEE

Appropriate labor charges will apply if more than a reasonable amount of cleanup is required at the conclusion of the event. Beyond reasonable cleanup may include confetti, rice, streamers, glitter, trash, décor, and excessive flower petals for wedding ceremonies. Cleaning fees are determined at the discretion of the event specialist, Food and Beverage Manager or Director.

## FUNCTIONAL SPACE

Established times on Banquet Event Orders must be followed. The client is responsible for abiding by these posted times as the Resort may have commitments of function space either prior to or following the arranged program. An additional fee of \$350++ will apply if the event exceeds its contracted times. Overage time will occur fifteen minutes post event time and is charged per hour, increments only.

## AUDIO VISUAL

Outside audio visual services are permitted. Any third-party vendors requiring use of Resort power or plug ins beyond a standard outlet must be coordinated and approved by your Wedding Specialist. Client/Vendor is responsible for set up, tear down and overseeing outside audio and visual items. Client/Vendor is responsible for providing any necessary cables, extension cords and power cords as well as taping down cords to avoid safety hazards.

## OUTSIDE EVENTS & WEATHER

A backup indoor event space is not guaranteed unless otherwise contracted or approved by your event specialist. San Marcos Golf Resort reserves the right to make the decision to move any outdoor event inside due to inclement weather or based upon impending inclement weather.

Weather calls will be made five hours prior to the event's start time with the client's approval. If the decision is delayed or changed after a verbal agreement has been made and it results in additional labor an appropriate fee (estimated at \$250.00++) will be applied according to party size and complexity of setup. No refunds are given if the original outside venue is not used due to weather or impending weather.

## YOUR SAN MARCOS EVENT SPECIALIST

- Answer any questions from client and third-party vendors.
- Assist with suggestions on venue, setup, and weather calls.
- Act as the primary Resort contact throughout the planning process.
- Answer any questions regarding food and beverage options as well as offer suggestions.
- Oversee the setup of the contracted venues as outlined in your Banquet Event Orders
- Ensure a seamless load in and out experience for your third-party vendors.
- Ensure a seamless transition on the day of your event to the Banquet Captain

## DAY OF COORDINATOR

To ensure a flawless event we recommend hiring a day coordinator to assist you. Your event specialist is happy to provide a referral list. San Marcos event specialist will not handle any décor, timelines, ceremony processions etc.

## BANQUET EVENT ORDERS AND FINAL GUARANTEE

Banquet Event Orders must be signed and returned to your event specialist with your preliminary attendance guarantee no fewer than 10 Business Days prior to your function date. A final guarantee of attendance at Group's Event is required by 9:00 AM, five (5) business days in advance of Group's Event and 10 business days if package includes a Wedding Cake.

This will be considered a guarantee for which you will be charged even if fewer guests attend, unless your attendance exceeds your guarantee. If Hotel does not receive Group's guarantee and if the Banquet Event Order is unsigned,

Hotel will use the estimated number of persons initially anticipated as Group's guarantee, and the billing will be for the greater of the following: (i) The number of persons for which the Event was originally booked, or (ii) The number of persons in attendance. It is Hotel's policy to prepare 3% above the guarantee. Should the Group's attendance increase more than 3% above the final guarantee, the Hotel reserves the right to offer alternate menu options at a higher menu price to accommodate Group's last-minute changes. Should Group decrease its attendance requirements, Hotel reserves the right to charge or change, as applicable, rental fees and/or to reassign specific function space, provided the revised function space can adequately accommodate the Event (or function at the Event) requirements (as determined by hotel).

## SERVICE CHARGE AND SALES TAX

All food and beverage, miscellaneous, function space rental and audio-visual charges are subject to applicable 23% service charge (taxable) and current sales tax: 8.1%.

## ALCOHOLIC BEVERAGES

Crowne Plaza San Marcos Golf Resort reserves the right to refuse service to guests who appear to be intoxicated. All guests who appear to be under 30 years of age will be required to present identification to consume alcoholic beverages. Arizona State Law prohibits outside alcohol in your reception and all alcoholic beverages must be purchased through the Resort.

## ENTREE CHOICE

If you have selected more than 1 entrée choice for your guests, you are required to provide place cards with their appropriate entrée selection.

With advance notice, Crowne Plaza San Marcos will gladly honor dietary restrictions such as vegetarian, vegan, gluten free and food allergy requirements. The Hotel requires guest name, specific allergy and preference of meal substitution delivered to your event/catering manager no less than 10 days in advance. Unless specially requested all buffet meals are labeled and are created to accommodate most restrictions.

## CHILDREN MEALS

A plated children's meal is available at a discounted price of \$19.95 Per Child. The menu consists of a Fruit Cup, Chicken Fingers, and Fries for those 12 and under.

## VENDOR MEALS

Vendor meals are available at a discounted price of \$35.00 Per Person. Please discuss options with your San Marcos Event Specialist.

## FLOOR LENGTH LINEN

Floor length linen is included for guest dining tables, sweetheart table or head table and cake table or dessert table for Events with a \$5,000.00 Food and Beverage Minimum. For events less than \$5,000.00, floor length linen can be provided for an additional cost.