

  
**Tranquility Bay**  
A Singh Hotel & Resort



***The Wedding You'll Always Remember.  
The Setting You'll Never Forget.***



## **Small Wedding Planning and Services**

*Your Wedding... Only Perfection will do.*

*Imagine the day you've always dreamt about unfolding with true beauty, romance and tradition: our gorgeous beachfront setting is the perfect backdrop for your vows, and the pristine resort location is just as memorable and priceless as the celebration. At Tranquility Bay, we pride ourselves on creating the wedding you have always wanted-seamlessly planning and customizing the details to your wishes. Ideally located in Marathon, the Heart of the Florida Keys, our exclusive luxury resort with unsurpassed amenities and professional staff are devoted to ensuring the success of your special day.*

*We understand that this is a once in a lifetime event – an event so special and unique that every detail is thought through and coordinated. We invite you to relax and let our expert Catering Manager assist you in masterfully planning the wedding and reception of your dreams. Check our availability for your preferred wedding date with the Catering Manager to see if any restrictions apply during your selected date.*

*We look forward to welcoming you to our magical island paradise for your special day!*

***Tranquility Bay Beach House Resort...We're closer than you think!***

### **Ceremony Location**

*Tranquility Bay's lush waterfront enclave is the perfect destination for your wedding, reception and honeymoon. Vibrant sunsets, tropical landscaping and turquoise waters are the natural charms for your momentous occasion.*



### **Sunset Gazebo**

*Picture yourself in a classical conch-style version of the traditional wedding gazebo. Our Sunset Gazebo is located on the turquoise waters of the Gulf of Mexico, offering brilliant views in this picturesque setting.*



### Sunset Package

Up to 10 guests (including bride and groom)

\$750.00\*

Valid Monday-Thursday Only

*\*(21.% service charge and 7.5% tax will be added)*

#### Includes:

- Wedding ceremony at the Sunset Gazebo
- White Wedding chairs for your guests
- Simple gazebo décor of white sheer draperies hung in the four corners
- Non-Denominational wedding officiate

#### Extras:

- Photographer (1.5 hours of service): Starting at \$500.00 + tax
- White carpet aisle runner (25 ft): \$50.00
- Bamboo aisle runner (30 ft): \$100.00
- Rose Petals scattered along the Aisle: \$30.00
- 2 Potted Palm Trees: \$100.00
- Chavari Chairs: \$15.00 each (choice of white or ivory chair cushion)



### Tranquility Package

Up to 10 guests (including bride and groom)

\$1,000.00\*

Valid Monday-Thursday Only

*\*(21.% service charge and 7.5% tax will be added)*

#### Includes:

- Wedding ceremony at the Sunset Gazebo
- White Wedding chairs for your guests
- Simple gazebo décor of white sheer draperies hung in the four corners
- Rose petal aisle way
- Bridal bouquet
- Groom's boutonniere
- Non-Denominational wedding officiate
- Dinner reservation in the Butterfly Café (cost of dinner not included)
- Bottle of champagne with dinner

#### Extras:

- Photographer (1.5 hours of service): Starting at \$500.00 + tax
- Additional bottles of (house) champagne: \$35.00 each
- Additional bouquets: price varies
- Additional boutonnieres: price varies
- White carpet aisle runner (25 ft): \$50.00
- Bamboo aisle runner (30 ft): \$100.00
- 2 Potted Palm Trees: \$100.00
- Chavari Chairs: \$15.00 each (choice of white or ivory chair cushion)



### Butterfly Package

Up to 20 guests (including bride and groom)

\$1,250.00\*

Valid Monday-Thursday Only

*\*(21.% service charge and 7.5% tax will be added)*

#### Includes:

- Wedding ceremony at the Sunset Gazebo
- White Wedding chairs for your guests
- Simple gazebo décor of white sheer draperies hung in the four corners
- Rose petal aisle way
- Bridal bouquet
- Groom's boutonniere
- Non-Denominational wedding officiate
- Dinner reservation in the Butterfly Café (cost of dinner not included)
- Bottle of champagne with dinner
- Single tier wedding cake
- Display and service of wedding cake at dinner in the Butterfly Café

#### Extras:

- Photographer (1.5 hours of service): Starting at \$500.00 + tax
- Additional bottles of (house) champagne: \$35.00 each
- Additional bouquets: price varies
- Additional boutonnieres: price varies
- White carpet aisle runner (25 ft): \$50.00
- Bamboo aisle runner (30 ft): \$100.00
- 2 Potted Palm Trees: \$100.00
- Chavari Chairs: \$15.00 each (choice of white or ivory chair cushion)



## Island Breeze Package

Up to 20 guests (including the Bride and Groom)

\$3,000.00\*

\*(21% service charge and 7.5% tax will be added)

### **Includes:**

- Sunset wedding ceremony on board our 40' power catamaran, *Island Time*
- Bridal Bouquet
- Groom's Boutonniere
- Non-Denominational wedding officiate
- Champagne toast for all at Sunset
- Cold Hors d' Oeuvres Display\*
- Bottled Water and Assorted Sodas
- Small wedding cake
- Dinner reservation in the Butterfly Café (cost of dinner not included)
- Display and service of the wedding cake at dinner in the Butterfly Café

### **\*Cold Hors d' Oeuvres Selection (please select four of the below):**

- Mango Salsa Ahi Tuna with Avocado on a Crisp Wonton
- Belgian Endive with Vermont Chevre, Balsamic Fig and Toasted Pistachio
- Bruschetta on Toasted Sourdough with Boursin, Grilled Vegetables and Balsamic Vinaigrette
- Smoked Fish Dip garnished with Jalapenos on Fresh Crostini
- Imported and Domestic Cheese Display
- Seasonal Tropical Fruit
- Crudite Arrangement with fresh dips and dressings

### **Extras:**

- Photographer (1.5 hours of service): Starting at \$500.00 + tax
- Additional bottles of (house) champagne: \$35.00 each
- Additional bouquets: price varies
- Additional boutonnieres: price varies
- Beer (per case): price varies
- Wine (per bottle): price varies

## **Event Guidelines**

### **Accommodations:**

*Guest accommodations and Rates may be determined at time of booking. To reserve a block of rooms, a deposit is required. A credit card or cashiers check is sufficient. A discount rate maybe offered; however, the rate is subject to expiration without notice and is not guaranteed for any particular length of time. Guests for your wedding are strongly advised to make reservations as soon as possible. At time of booking, a Letter of Agreement outlining your special day is formulated. The space will be held for 14 days while you review the Agreement.*

*With return of the Agreement, a deposit is required to confirm the arrangements. If the Agreement is not returned by the due date, it is assumed that other arrangements have been made and the terms of the Agreement are nullified. If you have any questions to further discuss your plans or check dates and availability, please call the catering office at (305)748-4515.*

### **Beverage Policies:**

*Tranquility Bay Beach House Resort is the only licensee authorized to sell and serve liquor, beer, or wine on the hotel premises. Therefore, we cannot allow any of the above to be brought into any of our function areas by outside services. State Law prohibits the serving of alcoholic beverages, including beer and wine, to any person under the age of 21 years. As a responsible vendor of alcoholic beverages, Tranquility Bay Beach House Resort requires proper proof of age from anyone appearing to be under 30 years of age.*

### **Outdoor Ceremonies:**

*In all cases Tranquility Bay reserves the right to make all final decisions if lightning storms or severe weather conditions are expected in the vicinity. Should there be a forecasted report of 40% or more chance of rain in the area, the scheduled function will take place in the designated back-up area. Temperatures below 60 degrees and or wind gusts in excess of 20 mph shall also be cause to move the ceremony and reception indoors depending on the location of your event. This decision will be made by the resort no less than five (5) hours prior to the scheduled starting time of the ceremony and reception.*

### **Menu Pricing:**

*Our culinary staff uses on the freshest ingredients in preparing your meals. Due to market conditions, menu prices may change without notice unless confirmed by a signed Banquet Event Order.*

### **Guarantees /Final Attendance:**

*In order to best serve your guests, a final confirmation of attendance or "guarantee" is required by 11:00 a. m. ten business days prior to your event. This count may not be reduced within this time period. If no guarantee is received by the specified time, the resort will charge for the expected number of guests indicated on Banquet Event Order.*

### **Payment Policy:**

*Full prepayment must be received 10 days in advance of your function based upon the "estimated guarantee" of guests.*

**Marriage License:**

*Marriages in Florida require a license be obtained at any County Clerk's Office within the state. The current fee for a marriage license is \$93.50 and is subject to change without notice. The Monroe County Clerk's Offices are open Monday to Friday, 8:30 a.m. to 4:30 p.m., excluding holidays. More information may be obtained from the Monroe County Clerk's Offices in Marathon 305-289-6027.*

**Selecting Your Date:**

*In order to ensure your special day is available, we recommend you select it at least three months in advance. Please check with your Catering Manager to see if your preferred wedding date is available as we only accommodate one wedding per day.*

**Site Inspections:**

*Site Inspections are available and must be scheduled with the Director of Sales and Catering at least one week in advance.*

**Deposit and Payment:**

*In order to reserve your preferred wedding date we require a 100% deposit, based on the total estimated cost of the package, at the time of signing. This deposit is in addition to the advance deposit required to reserve your beach houses. Group Bookings require a deposit of 50% of the total block at the time of booking and must be paid in full 60 days prior to arrival. Any bookings taking place within 30 days of the event, are required to furnish 100% prepayment of the estimated cost of the package.*

**Service Charges and Taxes:**

*All food, beverage and facility fees are subject to a 21% taxable service charge; as well as all applicable sales tax per Florida State Law.*

***In Cooperation with Florida State Law, we are restricted in our use of glass in the swimming pool areas and beach areas. We use superior quality acrylic glassware and place settings in those areas.***

*All packages may be upgraded at prevailing costs. Items may not be removed or substituted.*

*All packages are subject to change at any time without advance notice.*