

## QMC CTV Wedding Guidelines

Wedding reservations are different than our normal operations; normally we operate Quinta Maria Cortez “QMC” as a Bed & Breakfast (we include Breakfast with the room rate, do not offer other bar or meal service and do not allow children). Casa Tres Vidas “CTV” is normally operated in the traditional “Villa Concept” (renting the villas with Kitchen staff and the guests pay for the food). With a Wedding Reservation we operate the properties combined with a totally different concept. We offer complimentary Buffet Breakfast to all guests, we allow children at both properties and other Food & Beverage Services are contracted in advance via our office in the USA.

- Accommodations
  - A minimum rental period of 4 nights is required for both properties Quinta Maria Cortez “QMC” and Casa Tres Vidas “CTV” to secure your wedding room block.
  - The following rates apply:
    - Value Season Rate (1MAY to 31OCT) - \$13,642.20
    - High Season Rate (1NOV to 30APR) - \$18,158.40
  - There are a total of 19 bedrooms with 25 beds and 1 queen hide-a-bed broken down as follow in the 2 properties:
    - CTV – 3 villas (Vida Alta, Sol & Mar) with a total of 10 bedrooms
      - 11 King beds and 1 queen bed plus one queen hide-a-bed
    - QMC – 7 suites with a total of 9 bedrooms
      - 5 King beds, 4 queen beds and 4 twin day beds
  - The Maximum occupancy is 42 guests.
    - Any additional guests will be charged \$50. per person per night (including breakfast)
  - Collecting funds from Guests
    - We can do so with the following understanding
      - You need to provide us with a **complete rooming** list at least 120 days prior to arrival with **full names, address, e-mail address and phone numbers.**
      - All paying guests must complete and submit the “Wedding Payment Form” 60-90 days prior to arrival or contact our reservation office by phone.
      - Individual credit cards will be processed 45-60 days prior to arrival for total due if only paying one payment. For most wedding parties we collect a one night deposit 2 to 6 months prior to the room block dates and final payment 45 days prior to arrival.
      - One Form of Payment (Credit Card) per room.
- Wedding Event Fee
  - The Wedding event fee is \$2500 for up to 50 guests. This event fee covers the use of our property and beach for your Wedding Event. This fee is applicable for events Monday through Saturday. Sunday or Holiday events incur additional charges. Additional Wedding Guests above 50 are

\$50 per person. Multiple Events will incur additional charges. The event fee also includes:

- All event employees – bartenders, wait staff, chef & kitchen help
- Rental Equipment – tables, chairs, chair covers, linens, place settings
- An additional fee of \$15. per person will apply to an event that includes a full sit down meal on the beach or roof top terraces.
- Deposits & Payments
  - Accommodations (Entire Room Block) & Event Fee
    - 25% at time of Booking for bookings made more than 9 months prior to arrival.
    - 25% - 9 months prior to arrival for a total of 50%
    - 25% - 4 months prior to arrival
    - Final payment 30 days prior to arrival
  - Food & Beverage
    - F & B costs are due 30 days prior to your event
    - F & B guarantees are 14 days prior to your arrival group block.
- Cancellations
  - Accommodations – Entire Room Block
    - 25% deposit is non-refundable
    - A total of 50% of the accommodations is non-refundable for cancellations made 9 months to 120 days prior to arrival
    - A total of 75% of the accommodations is non-refundable for cancellations made 120 days to 31 days prior to arrival.
    - Bookings cancelled 30 days or less prior to arrival are totally non-refundable
  - If there is an issue/event such as Fire on property, Earth quake, Hurricane in or around Puerto Vallarta that would prevent us from hosting your wedding event at our property we would offer you a full refund for any unused room nights, F&B and Event Fee.
- Wedding Co-coordinator
  - A professional Wedding coordinator must be contracted to oversee the wedding details not offered by Villas in Vallarta.
  - We recommend:
    - Tamara Bradley Morales and Lucie Aubert. They can be contacted at: [www.incredibleweddingsandevents.com](http://www.incredibleweddingsandevents.com)
    - Kristin Crawford at; The Dazzling Details. She can be contacted at: [www.thedazzlingdetails.com](http://www.thedazzlingdetails.com)
- Site Inspections
  - We offer a complementary 3 night stay on deposited bookings
  - If you would like a site inspection prior to a deposit being made on your booking, we will charge for your stay and credit the funds toward your Wedding reservation.
- On-site

- Beverage Stocking Service – for a flat \$400 charge we will stock the refrigerators in the suites and villas as follows
  - CTV – In Vida Alta, Sol and Mar - 12 each of Coke, Diet Coke, Sprite and Beer along with water.
  - QMC – In each of the 7 suites – 6 each of Coke, Diet Coke, Sprite and beer along with water.
- We offer a complementary breakfast 6 days a week for up to 42 guests served for up to 1.5 hours each day (9:00am to 10:30am)
  - We do not offer Breakfast on Sundays
- Food & Beverage – We will supply you with a Food & Beverage “F&B” Banquet Event Order “BOE” All meals during your 4 day event must be ordered 30 days in advance and noted on the F&B BEO.
  - Any additional Items such as snacks (Chip & Salsa, etc.) and Beverages that are requested on-site must be done so 24 hours in advance. Our staff goes shopping each day at 11:00am for the next 24 hour period. Requests must be made by 10:30am for that afternoon and the following day. Requests must be made by 10:30am on Saturday for Saturday afternoon, Sunday and Monday morning. Most of the staff have Sunday off. Anything additional misc. items ordered on-site are to be paid for in cash on-site.
  - Children
    - Children under 2 are free.
    - Children under 18 are exempt from Bar charges.
- On the day of the wedding we request that you refrain from using the Vida Sol Sala and pool to give our staff the opportunity to set up for the wedding reception and dinner
- Staff; Sunday is the staff’s day off. We do not offer Breakfast or other meal service on Sunday. We also do not have maid service on Sundays.
- Rain
  - As you know we are a unique property and do not have a ballroom as back up. In the case of rain it becomes more difficult to handle over 55 guests.
- Music – We offer the use of our existing sound system at QMC & CTV (mid level in the adjoining Salas/living areas) consisting of a Computer with iTunes (about 5000 songs) and 2 Sony receivers (200 watt) and a 5 disk CD player with 8 to 10 speakers. iPod hook ups
  - If you plan to use an iPod you need to assign a DJ or someone to handle the music.
  - Please remember we are in a residential area and cannot have loud music after 11:00pm on Friday and Saturday nights.
  - Please respect our equipment by not playing music to loud with the potential to blow the speakers or sound system. And do not move our equipment with out prior approval from the manager.