

Coconut Bay

BEACH RESORT & SPA - ST. LUCIA

WEDDINGS, HONEYMOONS & VOW RENEWALS
SOMETHING *Blue* ALWAYS INCLUDED...



FOR MORE DETAILS ON YOUR DREAM WEDDING AT COCONUT BAY BEACH RESORT & SPA, CONTACT:

From North America Call 877 252 0304 • e-mail weddings@cbayna.com

From the United Kingdom and Europe Call 0 1582 792260 • e-mail coconutbay@group-promotions.com

From St. Lucia & the Caribbean Call 758 459 6000 • e-mail: weddings@cbayresort.com

CBAYRESORT.COM/WEDDINGS



WEDDING POLICIES, PROCEDURES & DOCUMENTATION

SAINT LUCIA LEGAL WEDDING REQUIREMENTS

- Couples wishing to be married must provide the following documentation:
 - Passport (Cannot expire within 6 months of travel date)
 - Birth certificate (certified original)
 - Saint Lucia requires three (3) working days (not including day of arrival) for the processing of a marriage license.
 - If one of the party is divorced, Decree absolute is required.
 - In the case of a widow/widower a death certificate of first spouse is required
 - If a name has been changed, proof of legal name change is required
 - If one of the parties is under the age of 18, evidence of a consent of parents is required in the form of a sworn affidavit stamped by a notary public
 - If any required documents are not in English, an authenticated translation must be available
- Copies of all required documents must be supplied to Coconut Bay Beach Resort & Spa within ten (10) days of contract signature and original documents should be hand-carried to the resort for your nuptials.
- Coconut Bay requires three (3) working days for the processing of a marriage license.
- Should there be a need for an express marriage license (in less than 3 days) a surcharge of US \$450.00 will be required for rush processing.

WEDDING SETTINGS

Coconut Bay schedules weddings Monday through Saturday and by request on Sunday (fee applies.) Weddings are offered in our oceanfront gazebo or the exclusive Eternity Beach location. Coconut Bay's event planner will schedule an appointment with each couple for a private consultation to review all wedding details and documentation the day after your arrival on island.

VOW RENEWAL REQUIREMENTS

Renewal of vows do not require advanced residency on island; however, vow renewal packages must be booked prior to your arrival on island or with a minimum of 72 hours notice to our wedding department. Documentation required includes: Copy of Original Wedding Certificate.

RECEPTION FACILITIES

Whether you desire a cocktail reception, champagne brunch, buffet dinner or a more formal a' la carte meal, our wedding coordinators will assist with all the arrangements. Coconut Bay's wedding gazebo can accommodate 24-40 guests (depending on set up) and the wedding center can comfortably host up to 50 guests. Our Bougainvillea Banquet Room seats over 100 guests, the Eternity Beach Pavilion seats up to 100 guests. Ask our wedding specialists about menu and service options in La Luna or our Star Gazer's Patio.

WEDDING POLICIES

In an effort to ensure that all weddings are given the attention and detail they deserve, Coconut Bay performs no more than one (1) large wedding per day. Weddings are scheduled for 11:00 am or 4:00 pm and according to Saint Lucia law, all ceremonies must be completed by 6:00 pm. FREE Weddings will be conducted on Monday through Wednesday at 11:00 am only - except Holidays and special occasion dates. Weddings may be performed on Sundays by request only for a surcharge of US\$350. All ceremony packages require a completed Romance contract and a non-refundable deposit of US\$350. Fifty percent (50%) of the total wedding package cost is due 6 months prior to event date with the remaining balance due no less than 45 days prior to arrival date at the resort. In order to meet the high standards we set to create your dream wedding celebration, Coconut Bay Beach Resort & Spa can only be responsible for the work of the resort's wedding planners, and approved resort-contracted vendors. If the Bridal Party chooses to use a third-party vendor not approved or contracted by our resort for any aspect of an event(s), Coconut Bay Beach Resort & Spa is not responsible for overseeing the third-party vendor's work at any time before, during or after the contracted event(s). The Bridal Party will also be assessed a fee of US\$500 for each outside vendor not approved or contracted by Coconut Bay Beach Resort & Spa. All Wedding Packages rates & fees assume wedding guests (including Bride and Groom) will reside in accommodations on resort. A Wedding Access Pass will be required (fees apply) for each wedding guest NOT residing at the resort.

****All wedding packages are subject to Government document and license fees in the amount of US \$495. Some restrictions apply to wedding packages and package inclusions. Policies, rates and terms are subject to change without notice. Note: Bride & Groom, plus 75% of the wedding guests must be staying at the resort in order to host a wedding at Coconut Bay. No exceptions.***

WEDDING GROUPS

Coconut Bay rewards the Bride and Groom for reserving their guests directly with us. Our 'Best Rate' policy is as follows:

- Book 5-9 rooms and receive an additional 10% savings on the published rates for all rooms booked
- Book 10-19 rooms and receive an additional 10% savings on published rates for all rooms PLUS One FREE night (for wedding couple) for every 5 rooms booked
- Book 20+ rooms and receive an additional 10% savings on published rates for all rooms PLUS One FREE night (for wedding couple) for every 5 rooms booked PLUS a one-hour cocktail event.

WEDDING GROUP POLICIES: To reserve a block of rooms (MIN: 5 rooms staying 5 nights or longer) a deposit of \$200 per room will be due at time of booking. This deposit is NON-REFUNDABLE if group contract terms are not met. Once rooms are assigned by name, a 1-night deposit is due by the reserving guest. Final payment will be due 45 days prior to travel. Cancellation penalties will apply per contract terms.

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ROMANCE CEREMONY RESERVATION

Please complete the form below & return to us by e-mail: weddings@cbayna.com or by fax to: 305.234.3343
Please PRINT or TYPE legibly - this information is used for official documents.

GROOM INFO

Legal First & Last Name: _____
Age: _____ Nationality: _____
Occupation: _____
Address: _____
City: _____ State/Prov: _____
Country: _____ Zip/Postal Code: _____
Date of Birth: _____
Work Phone: _____
Cell Phone: _____
E-mail Address: _____

Have you ever been married before? Yes () No ()

BRIDE INFO

Legal First & Last Name: _____
Age: _____ Nationality: _____
Occupation: _____
Address: _____
City: _____ State/Prov: _____
Country: _____ Zip/Postal Code: _____
Date of Birth: _____
Work Phone: _____
Cell Phone: _____
E-mail Address: _____

Have you ever been married before? Yes () No ()

DATES OF TRAVEL

Arrival Date: / / Departure Date: / /

If booking through a travel agency please let us know the details: _____

Travel Agency: _____ IATA #: _____

Travel Agent Name: _____ Email Address: _____

Phone Number: _____ Travel agency address: _____

GENERAL ROMANTIC CEREMONY INFORMATION

Romantic Ceremony Day Date & Time / / Time: _____

ROMANCE Package: (Please choose one) () Silver () Gold () Platinum () Sapphire () Pearl () Everlasting () True Love

Approximate # of Guests Attending: _____ Adults: _____ Children 3-12: _____ Teens: _____

Ceremony Location: () Wedding Gazebo () Eternity Beach* *Add'l charges may apply

Romantic Ceremony Week Day: _____

COCONUT BAY (OFFICE USE ONLY)

Amount of First Deposit: _____ Date Due: _____ Date Received: _____

50% of Package Deposit: _____ Date Due: _____ Date Received: _____

Final Payment: _____ Date Due: _____ Date Received: _____

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WEDDING & VOW RENEWAL AGREEMENT

This Romance Package Contract ("Contract") is made by and between _____
(the bride and/or groom as "Romance Party") and Coconut Bay Beach Resort & Spa, St. Lucia ("Resort"), and in conjunction with the terms, conditions, and restrictions set forth at the Romance Packages, hereby attached, ("Romance Package"), sets forth the terms and conditions under which the Resort will provide a Romance Package to the Romance Party. This Contract will be effective only if and as of the date it is signed by the authorized representative of the Resort.

PAYMENT INFORMATION: For payment of room reservations, wedding package & deposit to secure a wedding date: We accept payment via credit card (VISA, Master Card & American Express).

DEPOSITS & PAYMENTS _____ Initial Here

Upon signing of this agreement, the Romance Party will pay to the Resort an initial non-refundable deposit of US\$350.00 to reserve your date. If the required non-refundable deposit is not provided within 5 business days, the reservation will be cancelled and the Romantic Ceremony date/time will be made available to other parties. Once deposit is received, your event date and time will be secured and you will receive a written confirmation from the Resort. **PAYMENTS:** 50% of the total romance package fee is due 6-months prior to your event date. Final balance on wedding package is due no less than 45 days prior to your arrival date. Full payment for all a la carte options (entertainment, photography, flowers, etc.) will also be due 45 days prior to arrival. A rush processing fee of US\$350 will be applied to all bookings made within 45 days. Wedding Receptions will incur additional charges after 3-hours and/or after 11pm. If the Romance Party chooses to contract an outside vendor that is not approved or contracted by the resort, the Romance Party will be assessed a fee of \$500 for the services being provided by the outside vendor.

CANCELLATION/REFUNDS _____ Initial Here

All cancellations must be received in writing and submitted to a resort representative as soon as possible in order for any refunds (if applicable) to be processed. The initial deposit to hold your ceremony date (US\$350.00) is non-refundable and will not be returned under any circumstances. Fifty percent (50%) of the Romance Package fee will be refunded to the Romance Party if written cancellation is received no less than 90 days prior to your scheduled arrival date. For cancellations made in writing 89 - 45 days prior to arrival date, twenty-five (25%) percent of package fee will be refunded. Cancellations made 44 days or less prior to arrival date are non-refundable. **NOTE:** Package inclusions cannot be substituted or amended and refunds/credits will not be issued for any unused portions.

LIABILITY _____ Initial Here

The undersigned agrees to indemnify and hold harmless Coconut Bay Beach Resort & Spa, its owners, employees and affiliates from any and all claims, demands, losses actions and liabilities including: injury to persons, damage to property, including but not limited to those caused by any service, food or alcohol provider and/or their products hired or obtained by the Romance Party. The Resort and its staff will also not be held responsible for lost, stolen or forgotten items.

GENERAL

This contract in conjunction with the terms, conditions, and restrictions set forth in the Romance Package constitutes the entire agreement between the parties hereof and replaces and supersedes any prior verbal or written understandings, communications, and representations between the parties. This Contract will be governed by the laws of Saint Lucia and exclusive jurisdiction and venue of any actions arising out of, or relating to or in any way connected with this Contract will be in such country.

FORCE MAJEURE

In the event that either party is unable to perform its obligations under this Agreement as a result of a force majeure, neither party shall be liable to the other for direct or consequential damages resulting from lack of performance. "Force Majeure" shall mean fire, earthquake, flood, act of God, strikes, work stoppages, or other labor disturbances, riots or civil commotions, litigation, terrorism and/or terrorist threats, war or other act of any foreign nation, power of government, or governmental agency or authority, or any other cause like or unlike any cause above mentioned which is beyond the control of either party. If the Resort's performance is hindered by force majeure, the Resort will reschedule the Romance Package to a date mutually acceptable to the Romance Party and the Resort. If the parties cannot agree within a reasonable time (not to exceed 30 days from the event of force majeure) on a rescheduled date, the Resort may choose to refund the balance of the Romance Package to the Romance Party (excluding the non-refundable deposit), thereby terminating this Contract without further liability to the parties.

I hereby verify that I have read and understand the foregoing contract and agree to all terms and conditions as set forth above. I further agree to abide by and be responsible for the enforcement of all rules, payment, cancellation terms and regulations set forth herein.

COCONUT BAY REPRESENTATIVE

ROMANCE PARTY REPRESENTATIVE

Signature

Date

Signature

Date

Printed Name

Printed Name

Confirmed Reservation #

Package Selected

Event Date

Final Details to be Confirmed/Provided By

Date

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PO BOX 246, Beanfield, Vieux Fort, St. Lucia | Resort Phone: 758-459-6000



WEDDING PAYMENT AUTHORIZATION

Event Name _____
(Last Names of Bride & Groom)

I, _____
(Card Holder's Name)

HEREBY AUTHORIZE COCONUT BAY BEACH RESORT & SPA TO BILL MY CREDIT CARD FOR THE FOLLOWING CHARGES AUTOMATICALLY:
US\$350 NON-REFUNDABLE WEDDING DEPOSIT. 50% Wedding Package payment due 6 months prior to the event date; FINAL PAYMENT and WEDDING EXTRAS (if applicable)
to be processed no less than 45 DAYS PRIOR TO TRAVEL.

Wedding Package: _____ Wedding Date: _____

Expected # of Guests: _____ Expected # Of Rooms: _____

Location: _____

Credit Card # _____

Security Code # _____ Expiration Date: _____
(3 digits on back of card or 4-digits on front of AMEX)

Cardholder's Signature: _____

Billing Address: _____

Billing Telephone: _____

Guest Email: _____

RDP BK# _____

APP: _____

Date: _____

Final Due Date: _____

APP: _____

RDP: _____

PLEASE FAX COMPLETED FORM TO 305.234.3343 or EMAIL to weddings@cbayna.com

Final Package Details/Selections to be Confirmed with your Coconut Bay Wedding Planner No Later Than: _____ (Date)

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CBAYRESORT.COM



WEDDING DAY ACCESS PASS POLICY

WEDDING DAY ACCESS PASS

Wedding Day Passes are available exclusively to registered wedding guests who are not staying at the resort.

VALIDITY PERIOD

The Wedding Day Access Pass is valid for **30 minutes prior to the scheduled wedding event start time** and remains valid until **30 minutes after the scheduled event end time**.

GUEST LIST CONFIRMATION

The wedding guest list must be **finalized and confirmed no later than 60 days prior to the wedding date**. Only guests included on the confirmed guest list will be eligible for a Wedding Day Access Pass. Wedding Couple is responsible for paying for all Wedding Day Access Passes.

WEDDING DAY PASS RATES

- **Wedding Day Access Pass (Silver, Gold, Platinum Package):** US\$89* per guest
- **Pearl Package Wedding Day Access Pass:** US\$99* per guest

**Wedding Access will incur a 15% service charge and 12.5% VAT (tax)*

WRISTBAND REQUIREMENT

All Wedding Access Pass guests will receive a **wristband upon arrival** at the resort. The wristband must be worn **throughout the entire duration of the wedding event and until the guest departs the resort**. The wristband serves as proof of authorized Wedding Day Pass access and must be presented or visible upon request by resort personnel. Guests without a valid wristband may be denied access to wedding-related areas.

GUEST ACCESS & COMPLIANCE

Wedding Day Pass guests are permitted access only during the designated validity period and in accordance with the terms of their wedding package. The resort reserves the right to refuse or withdraw access from any guest who does not comply with resort policies, wedding event guidelines, or the terms of the Wedding Day Pass. This pass allows access to the wedding venue and does **not include** hotel amenities and food & beverage outlets, pools, guest rooms, etc.

WEDDING VENDORS / CONTRACTORS POLICY

Should the wedding couple choose to engage a **third-party wedding vendor or contractor** to provide services for their wedding event, the following policy will apply:

CONTRACTOR RATE

A **contractor/vendor rate of US\$69 per person** will apply to all third-party wedding vendors and contractors requiring access to the resort for the wedding event.

ARRIVAL & DEPARTURE

The **arrival and departure times** of all wedding vendors and contractors must be provided to and **confirmed and approved by the onsite Wedding Team** prior to the event. Vendors and contractors are permitted access only during their approved arrival and departure times.

VENDOR INFORMATION

The **full names of all wedding vendors and contractors** must be provided to the onsite Wedding Team **no later than one (1) week prior to the wedding event**. This information is required to facilitate resort access, event coordination, and security procedures.

VENDOR WRISTBANDS

All approved wedding vendors and contractors will be issued a **wristband upon arrival** at the resort. The wristband must be **worn visibly and continuously throughout the entire duration of the wedding event** and must be presented upon request by resort personnel. Vendors or contractors who do not have a valid wristband may be denied access to the wedding event and/or designated resort areas.

COMPLIANCE

All third-party vendors and contractors are required to comply with the resort's policies, procedures, health and safety requirements, and directions from the onsite Wedding Team. The resort reserves the right to restrict or withdraw access from any vendor or contractor who fails to comply with these requirements.

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