

# 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](mailto:weddings@cbayna.com)

From the United Kingdom and Europe Call 44 1582 792260 • e-mail [coconutbay@group-promotions.com](mailto:coconutbay@group-promotions.com)

From St. Lucia & the Caribbean Call 758 459 6000 • Fax: 758 459 6002 • e-mail: [weddings@cbayresort.com](mailto:weddings@cbayresort.com)



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

## 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

Couples may choose from a variety of locations on our 85-acre resort to hold their post-wedding celebration. 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 60 guests. Our Bougainvillea Banquet Room seats over 100 guests, the Eternity Beach Pavilion seats up to 70 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, approved and resort-contracted vendors, and resort photographer. 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: 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 Beach Resort & Spa is a perfect location for a multi-generational Wedding Celebration & extended holidays for, in addition to Bride & Groom, family members and friends.
- Our Group Booking Policy is subject to a minimum of ten (10) rooms staying at Coconut Bay Beach Resort & Spa each for a minimum of five (5) nights stay.
- Subject to the above, Bride & Groom will receive one (1) free night for every five (5) rooms booked up to a maximum of five (5) free nights.
- Group bookings are liable to higher deposit and different payment Terms & Conditions. Please ask your Travel Agent or Tour Operator for details.

*WEDDING GROUP POLICIES: To reserve a block of rooms (MIN: 5 rooms staying 5 nights or longer) a deposit of one room night 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, an additional deposit will be 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](mailto: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: \_\_\_\_\_  
Fax: \_\_\_\_\_  
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\$450 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**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
CONFIRMED RESERVATION #

\_\_\_\_\_  
Final Details to be Confirmed/Provided By

\_\_\_\_\_  
Date

**ROMANCE PARTY REPRESENTATIVE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Package Selected

\_\_\_\_\_  
Event Date

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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 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](mailto:weddings@cbayna.com)

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

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