

congratulations on your engagement!

thank you for your interest in the  
casa marina, a waldorf astoria  
resort to host your special day

#### menus

following are our traditional wedding  
packages. we also welcome the opportunity  
of creating a menu especially for you.  
vegetarian & special dietary options  
are available upon request.

#### prices

when offering entrée selections to your guests,  
the higher priced entrée will apply to all selections.  
a 24% service charge is added to banquet food, beverage & site  
fee. service charge is taxable in the state of florida.  
florida state sales tax of 7.5% will be added to the  
total. prices & menus are subject to change.

#### weekend food & beverage minimums

the minimum required food & beverage spend begins at \$8,750 for the grand  
ballroom & \$15,000 for the flagler ballroom on friday & saturday nights.  
please ask your catering manager about weekday minimums.

#### site fee

this fee covers the use & set up/tear down of the venue &  
begins at \$2,500 for both outdoor & indoor events.



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#### ceremony

this is included in the site fee for use of our  
outdoor or indoor ceremony locations.  
indoor space will be secured as back up in case of inclement weather.

#### confirmation of space

all dates are subject to approval from our sales & catering department & will become  
definite upon receipt of deposit & signed catering agreement.

#### food and beverage guarantee

a firm guarantee of attendance  
must be given to the catering department  
three (3) business days prior to your event.  
this number is not subject to reduction.

#### deposits & payments

a non-refundable deposit of \$2500 is  
due along with the signed contract  
& will be applied towards your final balance.  
a second deposit equal to 50% of the estimated remaining  
balance is due sixty (60) days prior to your event.  
estimated final balance is due in full thirty (30) business days prior to your  
event & is payable in the form of cashier's check, credit card or cash.

#### audio visual services

casa marina resort maintains a full service, on-site audio visual production company  
through presentation services (psav).  
psav has specially designed wedding packages available  
that include lighting, sound & power for bands.  
if you are having a beach reception, please keep in mind that lighting is required if your event  
extends after sunset. psav can provide you with pricing. should you decide to use an outside  
vendor, presentation services will place a surcharge on these services.



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wedding coordinators  
to ensure a flawless event, it is necessary  
to hire a professional wedding coordinator to assist you  
with your wedding planning, rehearsal & reception. any coordinator selected that is not on the  
current casa marina vendor list will require prior approval by the resort.

casa marina responsibilities  
personalized tour of the property  
execute hotel contract & payment arrangements  
menu tasting after receipt of signed contract & deposit  
personal contact for all direct hotel questions  
finalize menu, bar & floor plan details  
provide preferred vendor information

wedding coordinator  
responsibilities coordinates all  
contracted vendors invitations  
organizes timeline of your day including ceremony, reception &  
dinner coordinates ceremony rehearsal  
delivery & arrangement of programs, place cards, centerpieces, favors,  
etc... assistance with bride & bridal party dressing  
arranges for bridal party corsages, boutonnieres & bouquets liaises  
with family, bridal party, entertainment, florist, photographer, etc...  
ceremony processional & toasts  
direct contact for all details pertaining to your wedding weekend

overnight guest room accommodations  
10% discount off the best available rate



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## WEDDING LICENSE INFORMATION

**Issuance:** Applicant must be eighteen (18) years old to obtain a marriage license. Sixteen (16), and Seventeen (17), year olds must have both parent's consent. If you are younger, parent's consent/consent of a County Judge, and proven pregnancy may apply, depending on the age and situation. Both applicants must appear in person at the time of application.

**Identification:** Applicant's must provide a valid picture-type ID, with date of birth shown. (Driver's License, passport, student ID Card, Military ID, or Alien Registration Card.) There is no residence or citizenship requirement.

**Prior Marriages:** If either applicant has been previously married, the exact date of the last death, divorce, or annulment must be provided. You should bring a copy of your divorce decree with you at the time of application.

**Time Limit:** The license must be used within sixty (60) days from the "effective date".  
Below is the effective date criteria:

*-If both parties are Florida residents they must both attend a premarital class and present certification of the attendance to the clerk at the time of application. There is no waiting period. If no class is attended, there is a three (3) day waiting period (from the date of issue), before the marriage ceremony may take place. This class must be taken thru an authorized provider listed in Monroe County. Original certificate of completion is required at time of application. List of providers is available upon request.*

*-If only one of the couple is a Florida resident and the Florida resident takes the course, there is no waiting period.*

*-If both parties are out of state residents, there is no waiting period.*

**Solemnization:** A marriage may be performed by regularly ordained clergy, judiciary, State of Florida notaries, the Clerk of the Circuit Court, and Deputy Clerks.

**Cost:** A marriage license cost \$93.50. The exception is if both parties are Florida residents, have both provided proof of a premarital class cost is then \$61.00.

**Recording of License:** After the marriage, the person who performed the ceremony must return the license, within ten (10) days, to the marriage license section, where it will then be recorded in the Official Records. Until that license is received, there is no record of the marriage. After recordation, a certified copy will be returned to the newlyweds, by mail. The original license is sent to the OFFICE OF VITAL STATISTICS in Jacksonville.

The process takes approximately 3 weeks.

**Clerk of the Court**  
530 Whitehead Street  
Key West, FL 33040  
(305) 294-4641



# CASA MARINA

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