

Wedding and Special Event Information

For Events Booked in Banquet/Catering Venues

Room Rental, Setup Fees, and Food and Beverage Minimum

The room rental and set up fees vary with an agreed upon food and beverage minimum. These minimums change with day of week, group size and budget requirements. We would be happy to waive the room rental fee with an agreed food & beverage minimum or agreed inclusive experience pricing. The food and beverage minimum does not include 22% service fee, 8.25% (subject to change) Nevada sales tax or any other miscellaneous charges. Please note that some spaces do require an extra fee for any labor intensive set ups. This fee would be \$500.00.

Deposit, Payment Schedule, and Cancellation

A signed contract and deposit are required to secure a date. Initial deposits are 20% of estimated charges and are non-refundable. 40% of remaining estimated charges are required 90 days prior to the event. 100% of estimated charges are required two (2) weeks prior to the event. Should the final count increase after this date or if any other charges incur, payment will be due prior to the event. A credit card number is required to be on file to bill any outstanding charges from your event. If your deposits are not received by the due dates your reservation will be subject to cancellation.

If the event is cancelled up to 90 days prior to the event, 60% of the event contract will be owed to the Resort. If the event is cancelled up to 30 days of the event, the client will owe 100% of the event contract to the Resort.

Acceptable Forms of Payment

Credit cards including: American Express, Visa, MasterCard and Discover; Cash; and Cashier's Checks (must be received two weeks or more prior to the date of the event), Personal check (must be received 30 days prior to the event).

Event Time/Setup Time

The venue is contracted for (4) hours with a 30-minute ceremony. Clients are invited to arrive up to two (2) hours prior to the event to take photos, decorate and organize the event. If you require additional set-up time, it will be upon availability of the venue and can be confirmed 30 days prior to the event.

Overtime Charges

Anything over the 30-minute ceremony and a four (4) hour reception will be charged the overtime rate at \$500.00 per hour. Bar service cannot be extended beyond the five (5) hour period. All events must be completed no later than midnight.

*Please note that all music must end at 10:00 pm for events at the Lodge at the Lawn and Suite 6200.

Guarantee Number of Guests

Guest count must be received three (3) business days before the event. This number will be the guarantee and is not subject to reduction. Should the number of guests exceed the guarantee amount the Resort will make all reasonable attempts to accommodate such persons, up to an additional 3% percent. You will be charged for the number of meals served or the number of meals guaranteed, whichever is greater.

Food and Beverage Service/Outside Food and Beverage

The JW Marriott Las Vegas is the exclusive provider of food and beverage, unless approval from the venue has been given for outside catering. Provisions of insurance and health regulations do not allow food prepared at the Resort to be taken from the Resort. No “to-go boxes” or “doggie bags” are allowed. You are permitted to bring in a wedding cake / cupcakes or favors containing food items. Cake cutting fees may apply and a Certificate of Liability or waiver will be required. Outside Wine or Champagne is permitted only if we are not able to order a specific brand or bottle. There is a corkage fee of \$25.00 per bottle.

Beverage Service

Staff and Management of the Resort reserve the right to refuse service of alcohol to any individual who exhibits any of the symptoms indicating possible intoxication or is under the legal age of 21. Intoxicated guests and/or those demonstrating an inebriated or hostile behavior will be escorted off property. The person hosting the event agrees to the Resort’s count of beverages served on a hosted bar. Bar service cannot be extended beyond the five (5) hour period. Proper ID is mandatory for those who appear under 30. Our bartenders have the right not to serve without an ID.

No Shot Policy

Alcoholic “shots” are not allowed at any time during bar service.

Celebration Cakes & Desserts

Desserts contracted through an outside vendor must be delivered to the hotel 1-2 hours prior to the start of the event. Desserts must be set up and made ready for display by the bakery and/or florist.

Plated Meal Options

You are allowed to select up to three (3) entrées (including a vegetarian option) for your guests. You will need to provide the final entrée count five (5) business days prior to event. Guest entrée selections would need to be reflected on their table name card provided by the Bride and Groom.

Vendor Meals

Vendor boxed meals can be purchased for \$50.00 per vendor. See your Catering Manager for more details on the menu selections.

Menu Tastings

Tastings are included for the Bride and Groom with a Food and Beverage minimum of \$20,000 or more. Tastings can also be offered for up to four (4) guests at a price of \$75.00++ per guest. The tasting must be scheduled no later than one (1) month prior to your scheduled wedding date and requires a two (2) week notice from the date the selections are given to your Catering Sales Manager. Please reach out to your Catering Sales Manager for more information and tasting forms. (Carving samples are not available.)

Vendors

We strongly recommend using the Resort's preferred vendor list, however, do allow you to make final decisions on who your vendors are. All personnel contracted by the client are required to follow policies and guidelines set forth at this location (please see your introductory letter for more details). This will require vendors to provide the Resort with an Indemnification Agreement and Certificate of Liability. Please advise all vendors they can arrive two (2) hours prior to the start time of the event to setup. Vendors will need to pick up any items that have not been purchased by the end of the function. We are not responsible for items left overnight.

Centerpieces and Décor

You may provide your own centerpieces and décor. The Resort will not permit the affixing of anything to the walls, floors or ceilings of rooms with nails, staples, tape, sticky tack, or any other substance unless approved by JW Marriott. You are not allowed to have confetti, glitter, or throw rice. Live flame candles are permitted if the wick is burning 1½ inches beneath the top of a glass. Candelabras are not permitted. Wish lanterns or any form of fire-starting devices are not permitted, which includes sparklers.

Ceremony and Rehearsal

Ceremony space is included at no extra charge when combined with a reception. Ceremony rehearsals will be coordinated with your Marriott Certified Event Coordinator and Day of Coordinator. A 30 min rehearsal will be included on a space available basis. Dinners are not included but can be arranged at one of the Resort's restaurants.

Wedding Planning and Coordination

Your Marriott Certified Event Coordinator will assist you with planning the menu, floor plan, any setup details with the venue and hotel accommodations. The Resort has included a Pre-Certified Day of Coordinator in our all-inclusive packages or you may hire your own.

Wedding Dress Steaming

The Resort does not have on site wedding dress steaming services. We can provide a list of cleaners in the area that are experienced.

Hotel check-in and check-out times

Check-in is 4:00pm. Check-out is 12:00pm. We will do our best to accommodate early check-in requests, but will depend upon hotel occupancy.

Bonvoy Rewards

You will receive *two (2) points for every dollar spent on hotel food and beverage and if ten (10) or more rooms are utilized during your guests stay. There is a maximum points awarded based on Member Level (from 60,000 – 105,000). *Subject to change based on Bonvoy Rewarding Events terms.

Guestroom Reservations

Based upon availability, the Resort will provide a reduced room rate for out-of-town friends and family. A minimum commitment of ten (10) rooms per night is required. The number of guestrooms, specific dates and rates will be outlined in your contract and only applies to events booked through banquets & catering.

Auxiliary Services

Complimentary valet parking is available on a gratuity basis. Personal concierge services may be arranged in advance including welcome amenities, transportation services and activities for families. If interested, on-site bridal showers, rehearsal dinner arrangements, group spa appointments, or post reception brunch may be coordinated through your Event Manager.

Babysitting Services

Babysitting services may be arranged in advance through the Concierge.

Gift bags/welcome letters for guests

The front desk is happy to hand out the bags/letters for you at \$1 per item. The bags/letters would need to be accompanied by a list of recipient names. Should you wish to have them delivered to your guests' rooms upon arrival, this can be done at \$2 for each item. Your Event Coordinator would be happy to help you arrange delivery.

Weather

Backup space for outside events will be arranged one month prior to the event. In case of inclement weather on the day of the event, the JW Marriott reserves the right to relocate all outdoor events to an indoor location. This decision will be required to be made no later than three (3) hours prior to the event start time.

Smoking Policy

Smoking is not allowed inside of the JW Marriott Resort. It is your responsibility to see that your guests adhere to this policy. Smoking is allowed outside and in designated smoking areas of the casino.