



Frequently Asked Questions and Planning Procedures

How far in advance should I book my wedding venue?

Most wedding couples book their wedding venue at the San Juan Marriott Resort & Stellaris Casino 8 months to a year in advance. Given the high demand for weddings the resort experiences all year round, we suggest to contact us as soon as you have decided on a wedding date.

In order to confirm your date at the San Juan Marriott, we will need the following:

- A signed contract
- A non-refundable deposit
- Credit Card Authorization documents

For the contract we'll need the following information:

1. Couple's complete names, phone numbers, address information and emails for the signing party, as well as the bride and groom.
2. Preferred event title, to be used in all related documents.
3. Confirmation of chosen ceremony and reception package, as well as any modifications or enhancements to be applied.

Is a deposit required?

An initial, non-refundable deposit of 35% is required upon signing of the contract / booking of the event. Your final balance will be due 14 days prior to your special day based on estimated charges. Any additional charges incurred at any time during your stay will need to have an approved open credit card on file.

WEDDING PACKAGES

The hotel offers three wedding packages:

1. Intimate Wedding Package- **weekdays**, caters up to 20 guests
2. Ceremony Wedding Package- **venue free**, caters up to 30 guests
3. Full Ceremony Wedding Package- caters up to 50 guests

Dinner Reception Set Ups

The hotel includes 66" or 72" round tables, square tables (for 8 guests), rectangular tables (for 10 guests) or cocktail tables, banquet chairs (for inside banquet rooms only), white garden chairs for outside venue ceremony and receptions, basic linen & napkins (white), silverware, plate settings and dance floor (for inside venue only). Additional decoration set ups are available through our preferred vendors list at an extra cost.

Can I customize my wedding package?

Yes, we can help you customize any package to fit your needs.



Wedding Cake

For wedding cake information, please ask for our preferred vendors

Taste Panels

Taste panels are offered for up to two persons with confirmed wedding event. Panels are offered on plated options *only*. If you would like to request a taste panel before confirming your event, you will be charged a fee per person, depending on the menu selected for the tasting. If you decide to confirm your event with us, we will deduct the cost of the taste panel from your minimum consumption of Food & Beverage on your contract.

Taste panels for confirmed events will take place a month to a month and a half prior to your wedding date. You will be able to coordinate the appointment for the tasting with your Event Manager.

Music for Outdoor Venues

Audiovisual equipment is available to be rented through our hotel. Please, ask your Sales Professional or Events Manager for assistance regarding your audiovisual needs. You may also decide to have live musicians and/or DJ's come and play during your ceremony and reception events. For additional information on these types of services, please ask for our preferred vendors list. Music is permitted to play on our outdoor venues until 10:00 pm.

WEDDING CEREMONY INFORMATION

Can I have a ceremony on the beach? Is the beach public or private?

Events on the beach will carry an additional Government Permit Fee of \$500.00 + tax. This fee will cover the permit papers and transactions for the use of the public beach area for a private event. The beach set up includes white garden chairs and a small table for the minister or officiant. Other set up structures like runners, tables, arches, gazebos, tents, stages, lighting and sound on the beach, are available through our preferred vendors at an additional cost. These additional set ups and structures are subject to a government fee for the use of additional space at the public beach by square foot.





LEGAL REQUIREMENTS FOR COUPLES

Civil Ceremony Requirements:

• Our **Full Ceremony Wedding Package**, offers the services of a marriage requirement consultant solely for all legal documents and transactions for the marriage license. You will need to arrive at least 2 working days prior to your wedding event (Mon-Fri), so you can complete these requirements with the consultant.

Non residents of Puerto Rico: Instead of presenting original results of the required lab tests, you can now present a medical certification that complies with all the required lab tests for marriage in their place of residence.

Every person who wishes to get legally married in Puerto Rico must present the following documentation to the Demographic Registry:

1. Medical Certification that complies with all the required laboratory tests for marriage in their place of residence. The certification is only valid for a period of 10 days from the date of expedition. After this time, it will not be valid and must be resubmitted in order to marry.
2. Photo ID expedited by the government of the country they reside in.
3. Passport or Electoral Card.
4. If you are a foreign citizen, a copy of a written affidavit or sworn statement of fact, is necessary. It should state that you are not a resident of Puerto Rico, that the purpose of the visit is to get married and that you will not remain in Puerto Rico more than the time stipulated in your Visa or by the corresponding Federal Agency permit to enter US Territory.

Other required documents for US Citizens:

- Each person must submit a copy of their birth certificate with a raised seal.
- If either party has been divorced they must submit a copy of their divorce decree.
- If either party has been widowed, they must submit a copy of the death certificate.
- Couple must present a valid driver's license or passport.

For Puerto Rico Residents only:

- Couples are required to take the tests for VDRL, (Syphilis, Chlamydia and Gonorrhea). You will need to bring the original results stamped by the laboratory. The lab results are valid for 10 days (calendar). It will take three business days to get the results. The marriage license will need to be completed and signed by a doctor in Puerto Rico according to the results of the laboratories.



For Non US Citizens, the required documents are:

- A current Visa (work Visa or Tourism Visa)
- Country Passport & Picture ID
- Birth Certificate
- If any of the partners has been previously married an affidavit from a lawyer certifying the ability to wed is necessary (not always required).
- Divorce Decree, if previously married.
- Blood Test (details above)

You may also decide to get legally married in the US and perform a symbolic ceremony here with us. For a symbolic ceremony, we can offer you the services of a minister or officiant.

If you decide to take care of all these legal requirements on your own, please contact the Demographic Registry located at the Plaza Las Américas Mall at (787) 765-2929 from Monday thru Saturday from 9:00 am – 9:00 pm and Sunday from 11:00 am to 5:00 pm.


Marriage license papers may be requested in writing to:

Demographic Registry
PO Box 11854
Fernández Juncos Station
San Juan, PR 00910
Phone: 787.765-2929
(Please allow 2 months)

HOTEL PERSONNEL & OUTSIDE HOTEL CONTACTS FOR YOUR WEDDING EVENT

1. The **Wedding Sales Coordinator or Manager** is the first person you will be working with towards the planning of your wedding event. The Sales Coordinator or Manager will be sending you the general information, packages and pricing. You will then discuss estimates and the venues you will be utilizing for your event as well as initial people guarantees and room blocks. With the Sales Coordinator or Manager you will also issue the contract to confirm the event and/or room block.

During sales negotiations, your sales manager or coordinator will block your desired wedding date and space, on a tentative basis, for a maximum of 7 to 10 days. Once requested, the contract will be sent to you for approval and signature. You will also receive a credit card authorization form for the deposit. Upon receiving the signed contract and approved deposit, your sales representative will confirm the status of your event from tentative to definite on our system. Your event will then be turned over to our Events Management Department for follow up and details.

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- 2. Marriage Requirement Consultant:** This is the second person you will be working with. If you decide on the Full Ceremony Wedding Package, you will be contacted by a marriage requirement consultant within a week of your confirmation of the event. This will be an outside person hired by the hotel to help you solely with the legal documents and transactions for the marriage license. However, these are certified wedding planners. For an additional fee starting from \$450.00, they will assist you on your wedding day during the ceremony process. The fee covers three hours of service. If necessary, you may request the Planner's assistance for further wedding plans and coordination for your wedding reception. Cost for these services will be additional and based on each wedding planner's individual pricing. You may also consult any of the wedding planners included in our preferred vendor list.
 - 3. Minister or Officiant:** A non-denominational minister or officiant will be provided for your wedding ceremony under contract. The minister will be contacting you regarding what type of ceremony you wish to hold, either religious or non-religious. If you wish, you may also bring your own minister/officiant to perform the ceremony. Please, be sure he or she can legally perform services in Puerto Rico.
 - 4. Event Manager:** The event manager is your main contact at the hotel, assigned to you for all contracted property related services. You will receive an introductory email with the manager's information. You will be discussing details regarding services in your contract such as: menu selections set up, balance payments, final guarantee of people and additions to the room block. The event manager is not a wedding planner. Any other coordinating details like wedding protocols, wedding agendas and assistance during the wedding day mentioned above, would need to be arranged through your personal wedding planner and/or vendors. Depending on how much time there is before your event, the event manager will be contacting you approximately three months prior to your wedding date.


WEDDING REHEARSALS

Can I meet with the officiant before the ceremony?

The minister or officiant generally meets the couple a few minutes before the ceremony. If you would like to meet with the minister or officiant prior to the event for a rehearsal, please ask the minister to arrange a time with the hotel through your event manager. An additional fee may apply depending on the availability of banquet space in the hotel at that time.

WHAT HAPPENS ON MY WEDDING DAY? WHO WILL ASSIST ME?

If you have decided to hire a wedding planner to coordinate the wedding protocol and agenda for your event, he or she will be in direct contact with your event manager ahead of time. It is your wedding planner who will give you instructions on when to go down the aisle, when to start



the session for pictures (along with your photographer) and when to communicate to everyone to proceed to the reception area.

In many cases, if you do not have a wedding planner, particularly for small size weddings, it is customary to have the Maid of Honor, a friend of the family's or someone close to you to help you with these coordinating wedding details.

OTHER

Does the hotel offer a shuttle service from the airport to the hotel and back?

Hotels in the San Juan area do not offer shuttle services. However, taxi cabs are easily accessed once outside of the airport terminal and in front of our San Juan Marriott Resort. There is an estimated rate of \$20.00 per taxi cab one way.

Weather in Puerto Rico

The climate in Puerto Rico is reasonably stable year-round, with an average temperature of 76-80 degrees Fahrenheit (24-26 degrees Celsius). During the summer months, you can experience higher temperatures in the 90's. Somewhat cooler variations may be felt in the mountain region of the island and around November and December. Scattered showers are common in Puerto Rico. When outdoor events are scheduled, the hotel provides back up banquet rooms in case of rain.

Official hurricane season runs from June 1 to November 30, with August and September being the peak months. Please, be sure to check the weather forecast for more accurate weather information.

Additional Resources:

- Resort Information: <http://www.marriottsanjuan.com>
- Weddings: <http://www.sanjuanweddings.com>
- Follow us on:



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