



CARMEL
HIGHLANDS INN

WEDDINGS



Envision saying your vows perched along the iconic Big Sur Coastline surrounded by expansive views of the Pacific Ocean. Celebrate love with your one and only along with those who matter most. Say “I do” on the altar of our redwood deck in open-air, and afterwards, dine and dance the night away in one of our ocean view reception spaces. Weddings become unforgettable when they take place at the Hyatt Carmel Highlands Inn. We take pride in creating extraordinary, once-in-a-lifetime moments for you to cherish forever. Ready to start planning your special day?

WEDDING PACKAGE INCLUDES:

- Event Time includes up to 5.5 hours (begins when guests arrive)
- Wedding Changing Room for Hair & Make Up Prep
- Includes Set Up & Tear Down of the Event Site
- Tables, Linens & Napkins, Flatware, Glassware and China
- Choice of Ceremony Folding Chair (2 colors to choose from)
- Choice of a Reception Chair (3 styles to choose from)
- Ceremony Rehearsal the day before
- Two Outdoor Heaters for the Gazebo Deck
- Complimentary Newlyweds Hotel stay, night of wedding (with a \$10,000 catering minimum)
- Additional Event Time (pre-approved): \$750 per hour, evening functions must conclude by 11pm

SITE FEES:

Gazebo Deck (Ceremony & Reception)	\$6,500
Gazebo Deck + Yankee Point	\$5,500
Gazebo Deck + Wine Room	\$6,500
Gazebo Deck + Dinning Deck	\$7,000
Gazebo Deck + Dinning Deck (1hr) + Wine Room	\$8,000
Gazebo Deck + Surf Room	\$7,500
Gazebo Deck + Oceanside Ballroom	\$13,500

DEPOSIT & PAYMENT SCHEDULED: A 25% non-refundable deposit is due at the time of contract signing. Date & event space are not held until a contract is signed + the deposit is collected. The balance of estimated costs will be divided out in a payment plan schedule, with the last payment due (7) days prior to event.

Before signing a contract, we require a Virtual or In Person tour, afterwards a cost estimate will be provided for a full scope of the event. Once the contract is signed, and over the course of the planning process, you will need to update the venue with latest headcount. Your final guest count is due (7) days prior to the event.

GUEST COUNT MINIMUMS: During Wedding Season (April-November), we have a guest minimum on Saturdays of 75 people. There is not a guest minimum for weddings held Sundays – Fridays.

FOOD & BEVERAGE MINIMUMS: Based on the reception space desired & the minimum amount of food and libations to serve your guest count.

DAY OF COORDINATOR: We want every couple to have their dream vision come true, therefore we encourage you to hire a Wedding Planner. If you decide not to hire a planner, then our Wedding Site Coordinator will be provided for an additional fee of \$1,200. On the day of your event, we will assist with logistics, personal décor, menus, wedding favors, table décor, guestbook, toasting glasses, etc. We also manage your vendors once on-site, and your overall timeline.

PREFERRED VENDORS & WEDDING CHECKLIST: A list of preferred vendors & a wedding checklist will be provided after the contract has been signed. These vendors have been pre-approved to work at the Carmel Highlands Inn. Outside Vendors, including Wedding Planners, must be pre-approved with Carmel Highlands Inn and must provide a Cost of Liability Insurance up to \$2 million US Dollars. We reserve the right in refusing service with vendors that are not approved.

RECEPTIONS & MENU TASTING: Our culinary team takes pride in our dishes! All Food & Beverage is provided through Carmel Highlands Inn, except for Wedding Cakes. A list of bakeries will be provided in our Vendor List packet. As we get closer to your date, a Menu Tasting is offered only to our contracted weddings and can be scheduled 3-4 months before your wedding day. Tastings are available Monday – Fridays, between 10am - 4pm. Please allow two hours for the tasting.

MENU SELECTIONS: As we get closer to your date, your menu selections are due (3) weeks prior to the event.

CORKAGE FEE: If personal wine collections are wished to be served, each bottle brought in will be charged a corkage fee of \$50 per 750mL bottle or a \$100 for magnum sizes. Please inquire within for specific wines through our Food & Beverage program. No outside alcoholic beverages are permitted on-premises per CA state law.





PERSONAL ANIMALS: Hyatt Carmel Highlands Inn is not pet friendly; however, with a signed contract the hotel will allow the client to include a personal animal during the ceremony of their wedding. The arrival of the animal will be anytime of 30 minutes before the ceremony and must be picked up immediately after the ceremony has completed.

WEATHER: During winter months, a rain back up plan is mandatory. Therefore, you will have (3) options: a) rent a tent for the Gazebo Deck, rental fee of \$5,000 b.) rent umbrellas c.) rent an indoor space for the Ceremony.

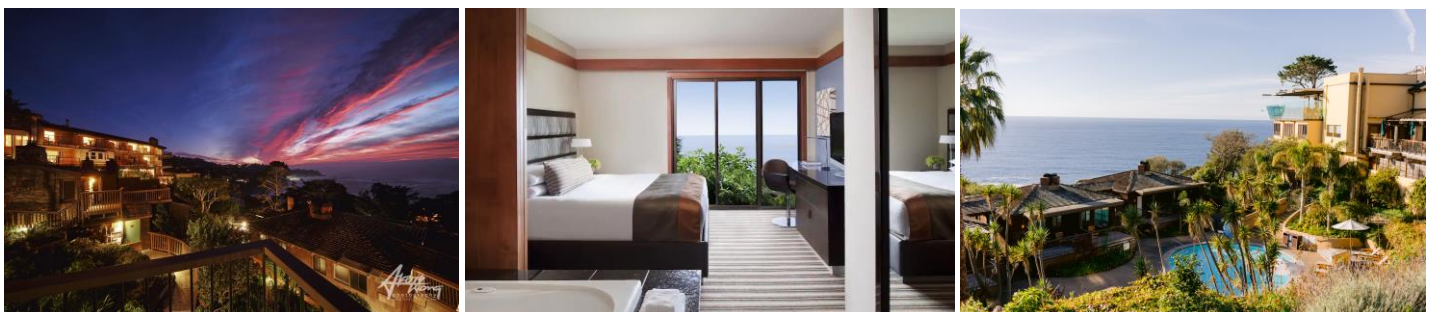
CANCELLATIONS: In the event you should decide to cancel your event, you will be held finically responsible to the following charges of the total amount owed:

Greater than (12) months from arrival date	25%
Between (9) months to (12) months from arrival date	50%
Between (6) months to (9) months from arrival date	75%
Less than (6) months up to arrival date	100%

ADDITIONAL PRICING:

- Tax: entire event is taxed at the current rate of Carmel, Ca
- Service Charge: 22% of all Food & Beverage served and this presented to your Bartenders & Servers
- Cash Tips are accepted but not expected
- Server Fee: \$125 per staff | Servers Overtime: \$188 per hour
- Bartenders: \$150 per staff | Bartender Overtime: \$225 per hour
- Bar Set Up: \$250 per bar stocked | Action Stations Set Up: \$250 per station
- Corkage Fee: \$50 per 750mL bottle | \$100 large formats
- Vendor Meals: \$50 each | Children’s Meal: \$50 each
- Cake Cutting Fee for outside bakeries: \$2.50 per person | Dessert Fee for outside desserts: \$5.00 per person
- Additional Event Time (Pre-Approved): \$750 per hour | Event Overtime: \$15 per guest per hour + Staff Overtime

ROOM BLOCKS: Carmel Highlands Inn’s 48 guestrooms and suites are carved on the side of the cliff with breathtaking ocean views. As these rooms are subject to availability, a room block is available for a minimum of 5 rooms up to 25 rooms. With a signed contract, there is a guaranteed number of rooms with a cut-off date.



GAZEBO DECK

The Gazebo's spacious redwood deck is surrounded by lush gardens and cool ocean breezes. This space can accommodate up to **150 guests** for a Ceremony or **30 guests** for a Ceremony & Reception. Amplified music outside can be accommodated until 9pm strictly. Food & Beverage Minimum starts at 15 people.



WINE ROOM

Our Wine Room provides an ideal setting for an intimate rehearsal dinner, anniversary, or elegant wedding reception. This space can accommodate up to **40 guests**. Due to the Wine Room located off of the Restaurant, dancing is not allowed in the Wine Room. Food & Beverage Minimum starts at 30 people.



DINING DECK

Cocktails taste best when accompanied by breathtaking ocean views and the crashing sound of ocean waves! This space can accommodate up to **40 guests** for a cocktail party or **30 guests** for a reception. Due to the Dining Deck located off of the Restaurant, dancing is not allowed on the Dining Deck. Food & Beverage Minimum starts at 20 people.



YANKEE POINT

The Yankee Point Room is the perfect venue for an intimate reception. The room features a beautiful wood burning fireplace with the sun setting into the enlarged windows while staring out to the coast. This space can accommodate up to **40 guests**. Food & Beverage Minimum starts at 20 people.



SURF ROOM

With a private balcony to hear the Pacific Ocean's waves crashing into the reef, and floor-to-ceiling windows greet your guests, the space can accommodate up to **80 guests**. Food & Beverage Minimum starts at 50 people.



OCEANSIDE BALLROOM

This expansive room has natural hardwood floors, vaulted 16-foot ceilings, two wood burning fireplaces with beautiful ocean views overlooking the Big Sur Coast. This grand ballroom can accommodate up to **150 guests** with a dance floor. Food & Beverage Minimum starts at 80 people.



WEDDING RENTALS



Hyatt Carmel Highlands Inn's wedding package includes a ceremony chair, reception chair, napkin, linens, banquet tables, house flatware, china & stemware. Our banquet tables include: 8 ft rectangular, 72" rounds and 32" highboy cocktail tables. Please review the below options and select a color where applicable. The Events Team will need this information at least two months prior to your event date.

CEREMONY & RECEPTION CHAIRS:



With a wide array of styles and colors, you have the choice of both your ceremony and reception chairs with upgrades available.

NAPKINS & LINENS:



Poplin Napkin: includes various colors

Poplin Linens: includes various colors & table sizes

ENHANCED DÉCOR:

Loungewear, Pillows, Chandeliers, Drapery, etc. We partner with Chic Rentals to create the special details. Please inquire within.

