SPECIAL EVENT INFORMATION

Please refer to the following information when booking your event with The Reef on the Water

EVENT HOURS

Luncheons: Four Hour Event time up to 3:30 pm (no time extensions available).

Dinners: Five Hour Event time up to 12:00 am and can extend to 1:00 am for $750 plus service charge and current sales tax.

Event music must end at the conclusion hour, guests will then have ½ hour to clear event space.

CAKES

The special occasion packages include service to cut and serve your cake.

FOOD AND BEVERAGE

No food or beverage may be brought in or taken off premises except for the wedding cake.

All food catered is executed by The Reef Culinary Team.

PLATED ENTRÉE SELECTIONS AND BUFFET

We request that you limit your plated entrée selection to one (1) choice. However, if two (2) entrées are requested for a plated meal, please add a fee of 3 per person.

Buffet service times are available for 1.5 hours.

ROOM RENTALS

Rental Fees are waived as long as food and beverage minimums are met.

BAR AND BARTENDER FEES

Cash bar sales minimums are based upon the following event size:

Up to 50 guests 300 cash bar sales minimum.

50-100 guests 500 cash bar sales minimum.

100-200 guests 750 cash bar sales minimum.

200 or more guests 900 cash bar sales minimum.

If cash bar sales minimum is not reached then the guest will pay the difference that of was not purchased.

SERVICE CHARGE AND TAX

All prices are subject to current 22% service charge and current sales tax.

PARKING

Complimentary valet parking is provided Saturday evenings as well as Sunday afternoons.

All other business days are self-parking unless valet is deemed necessary by restaurant management.

DEPOSITS, GUARANTEES, AND FINAL PAYMENTS

To book an event, 20% of the estimated total is due which is non-refundable and non-transferable. A payment of half of the remaining balance is due 90 days prior to event. Final count and payment are due 10 days prior to the event. No decreases in count are accepted, after 10 days prior to the event. All payments are non-refundable and non-transferable. Payment methods accepted are cash, cashier's check, credit and debit cards. Please contact your financial institution in advance to ensure funds will be released. No personal checks are accepted.

CANCELLATIONS

Once you sign the agreement you are reserving a date and time slot for your event, in which we have made a commitment to hold that date and time exclusively for you. The date of the function or time slot cannot be changed. You may cancel the event at any time, but all deposits and payments that you have made will be forfeited. All deposits and payments are nonrefundable and transferable.

DECORATIONS

Place cards, party favors, centerpieces, etc., are the responsibility of the client. Please advise your florist or your decorators (as well as all vendors) that their set up time is one hour prior to the event and no earlier. Nothing can be taped, stapled, pinned, tied, or nailed to any surface or a $200 damage fee will apply to your event. The Reef assumes no responsibility for damage or loss of merchandise or articles left on premises prior to, during, or the following the event. No bubble machines. Candles need to be secured to a container with the flame two inches below the top.

LINEN COLORS AVAILABLE

Tablecloth – White, Ivory, Black, Peach, Pink, Red, Burgundy, Royal Blue, Wedgewood Blue, Sea Foam Green, Gold, Dusty Rose and Sandalwood

Napkins – All Colors listed above in addition to Lemon Yellow, Tangerine, Burnt Orange, Rust, Violet, Purple, Gray, Teal, Navy Blue and Brown

Chair Covers with Sash 3.50 per chair

Chiavari Chairs: Gold, Silver, Fruitwood 5.50 per chair

CEREMONIES

All ceremonies include ceremony & rehearsal coordinator, arch, aisle runner, white chairs, and a microphone.

Sunset Deck Ceremony fee includes use of bridal room for two hours

Fees: All AM ceremonies & Sunday- Thursday evenings $850 ++plus service charge & sales tax

Friday evenings: $1,350 ++plus service charge & sales tax

Saturday evenings: $1,600 ++plus service charge & sales tax

Ceremony without reception available on Sunset Deck only from 1-3pm with a fee of $2,800 ++ plus service charge & sales tax

Garden Area fee $750 ++plus service charge & sales tax

Rehearsals are Monday through Thursday; please contact event office for availability. Please check Queen Mary events calendar for possible events.

Coordinators are not provided, but suggested. Please contact event office for referrals.