

## **Oceans Edge Key West | Weddings FAQ**

### **Are the wedding package options flexible if I want to make changes?**

The packages are created to provide you the most cost effective and easiest planning options for a four-hour dinner reception. Simple food changes and replacements are allowed provided the new selection is of equal cost.

### **Can I upgrade the wedding packages by adding additional food items, upgrading the bar or adding specialty drinks or desserts?**

Yes, enhancing your wedding package is a wonderful way to be creative with your day. Martini, mojito, and frozen drink bars are great ideas for adding "island flair." Please contact your catering sales manager for additional ideas.

### **Do you have a local vendor list available?**

Yes, for all of your additional wedding needs. Any vendors selected that are not on the current Casa Marina vendor list will require prior approval by the resort and must provide current insurance coverage.

### **Do you coordinate all of our vendors for us?**

No, you will need to contract a hotel approved wedding/event planner for either day of or full service who will assist in contracting your vendors. Because of the importance of building your personal relationship with your wedding/event planner, this relationship will ensure the coordination of the services provided are what you have envisioned for your special day.

### **Do you coordinate our ceremony?**

No, we require a day of wedding planner that will assist you with all of the coordination necessary for your wedding ceremony.

### **If I book my wedding and reception outside, is there an indoor back up space in case of inclement weather?**

No, all of our event space is uniquely located on the marina outside, overlooking the Atlantic Ocean. We would require that you have a tent for your back up location. Our catering manager can assist in coordinating this for our property.

### **What is required to ensure we reserve our event at your resort?**

A signed contract guaranteeing date, space, time and food and beverage minimum, plus a non-refundable deposit. Once received, you can begin planning your special day!

### **What time can I have my ceremony and reception?**

We can plan your event for anytime of the day based on availability. Your event must end by 11:00pm due to the Key West city noise ordinance.

### **Can I extend my wedding past four (4) hours?**

Yes, however, all events must end at 11.00pm due to the Key West city noise ordinance. If the event is extended beyond the four (4) hours, there will additional bar and staffing charges.

### **Are there multiple events/weddings scheduled on property for any given date?**

Yes, there may be multiple events scheduled at one time. Each event will have its own private

space and dedicated staff member.

**Do you provide tasting consultations/food tastings?**

Yes, with a signed agreement. Arrangements require a four (4) week notice. Food tastings can be arranged for up to two (2) people only and will include up to two (2) salads and two (2) entrees only. Hors d'oeuvres are available based on availability.

**What is the staff to guest ratio? Can extra service be provided?**

We provide one (1) server per twenty (20) guests if the meal is plated and one (1) server per thirty (30) guests for a buffet/stations style meal. One (1) bartender is provided complimentary as part of the wedding package and we recommend one (1) bartender per 65 guests. Extra service can be provided at a cost of \$150 per bartender/server.

**Can we schedule a rehearsal?**

Yes, please check with your wedding planner and catering sales manager for availability.

**When is the final headcount due?**

An estimated headcount will be due thirty (30) days prior to your event date in order for the hotel to appropriately staff and order food items. Final headcount is due ten (10) business days prior to your event.

**Is there a special price for children?**

Yes, children's meals are available for those ten (10) years and under at a cost of \$18.95 per child and \$10 per child for a soda bar. For those eleven (11) and older, the adult menu is offered and the bar is discounted out of the package if included in the price.

**Is there a special price for vendor meals?**

Yes, they are provided a plated entree at \$28.95 per person.

**Can we offer multiple entree selections for plated dinners?**

Yes, up to 2 choices for the entree. All entree selections must be designated on individual place cards per person. Additional choices may carry a surcharge.

**Can we distribute our leftover food to our guests?**

No, due to insurance liability laws, we are not able to allow distribution of leftover items other than the wedding cake. If distributing the wedding cake, you must provide the container of your choice for your guests to take home the cake.

**Can we ship our items directly to the hotel?**

Yes, packages can be received up to three (3) days prior to your event. Please address all boxes to your attention c/o Brianna Birtles. A \$10 per box fee is charged to your master bill for receiving and storage. Please consult your catering sales manager before shipping any of these items. The hotel highly recommends that you do not ship perishable items or your wedding dress. The hotel will not be held responsible for any items.

**What is your cancellation policy?**

Your deposit is non-refundable. After that, you will follow the cancellation policy in your contract based on date of cancellation.

**Is electricity provided to our musicians?**

Yes, standard electrical requirements are provided. Please contact your catering sales manager for high voltage requirements and charges.

**Does the hotel provide outdoor lighting?** The hotel will provide standard outdoor lighting. Additional string lighting and custom lighting options are available for a fee.

**Can we use birdseed, rice or rose petals at our ceremony?**

No, as it is not conducive to our outdoor environment and could be hazardous to our local wildlife.

**Can we bring sparklers, wish lanterns or a drone on property?**

No, for safety and environmental reasons we do not allow this type of decor. Drones are OK with proper permitting.

**Are special guest room rates available to our guests and are we required to have a room block to host an event?** No a room block is not necessary, but site fees will apply.

**Is there a fee for welcome bags/amenities to be delivered to our guests and when will they receive them?** Yes, the fee is \$2.50 per item

**Can we leave our wedding items after the event to be picked up at another time?**

No, you will need to take all items with you or designate someone responsible for the items to be removed from the area the night of the event. The hotel will not be held responsible for any items left in the area by the wedding party.

**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.

**Cost**

The cost of the marriage license is \$86.00. Please bring cash or check only.

**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.

### **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