



WEDDING RESERVATION FORM

Groom's Full Name: _____

Bride's Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Additional Telephone Number: _____ E-mail Address: _____

Accommodations while on Kauai _____

Arrival Date/Time: _____ Departure Date/Time: _____

Requested Wedding Date: _____ Total Attending Wedding: _____

Requested Ceremony Time:

_____ 10:00 a.m. or 1:00 p.m.

_____ 4:30 p.m. or later (Additional fee of \$300.00)

Requested Wedding Site: *(One choice for wedding package & site per wedding ceremony date)*

Me Ke Aloha Package: _____ **Piialoha Package:** _____

Garden Setting _____ or Ocean Setting _____

Waiale O Ke Aloha Package: _____

Marriage License Requirements

- Proof of Age is required by Hawaii State Law, you must be at least 19 years of age. (If under the age of 19, please inquire with Wedding Specialist on licensing details.)
- Both must present with a photo identification.
- Blood Tests are not required in the State of Hawaii.
- License Fee: \$60.00 *Cash payment to Licensing Agent. (Subject to change without notice.)

Your Marriage License Appointment will be arranged by your Kauai Marriott Resort Wedding Specialist. Please contact the Department of Health at (808) 586-4544 or www.hawaii.gov/doh/ to obtain a marriage license application kit.

Groom's Signature

Bride's Signature

Date

Payment Instructions: Note: Confirmation of wedding date and time are based on availability and receipt of deposit. Please complete "Credit Card Authorization Form" for credit card payment. For check payment, please mail checks to: KAUAI MARRIOTT RESORT & BEACH CLUB, 3610 Rice Street, Lihue, HI 96766. (Note your wedding date on the "memo" portion of your check).

Reservation forms with credit card deposits may be faxed to (808) 245-2993.

All rates are subject to change without notice. All rates are subject to 4.166% State tax.



KAUAI MARRIOTT RESORT WEDDINGS AGREEMENT GUIDELINES, TERMS AND CONDITIONS

All reservations and your agreement and acknowledgment of this document are required to proceed with any agreements.

BOOKING & DEPOSIT INFORMATION

Ceremonies are performed at the Kauai Marriott Resort daily, seven days a week.

Set ceremony times have been established as follows: **10:00 a.m., 1:00 p.m. or *4:30 p.m.**

*Additional \$300.00 fee for 4:30 p.m. or later afternoon ceremony time.

1. Upon confirmation of space availability with the Kauai Marriott Resort Wedding Department representative, a **non-refundable deposit of \$500.00** will be required to secure the space on a definite basis. Confirmation can only be made through a Kauai Marriott Resort Weddings Department representative.
2. Full payment is required 30 days prior to the ceremony date. Any payments received less than 30 days prior to the ceremony date must be made by credit card, cashier's check or money order only.
3. The following Holidays are subject to an additional \$500.00 fee on Wedding Packages and Flower Options: **January 1, Easter Sunday, Memorial Day, Labor Day, July 4th, Thanksgiving Day, December 24, December 25 and December 31.**

TERMS

1. Wedding Packages prices are subject to change without notice prior to confirmation of space, date and time, and submission of signed agreement along with the non-refundable deposit. No substitutions or deletions on wedding packages will be accepted. Additional Wedding Options prices, i.e., flowers, entertainment, etc. are subject to change even after confirmation event.
2. The Kauai Marriott Resort will reserve suitable weather back-up space indoors for all wedding ceremonies held at the Kauai Marriott Resort. Patrons and the Resort will mutually make the final decision regarding outdoor functions on whether the function will be outdoors or indoors. This decision will be agreed upon a reasonable time before the event, depending upon the complexity of the setup.
3. The Kauai Marriott Resort does not accept any responsibility for the damage or loss of any merchandise or article left in the Resort prior to, during or following your event.
4. Any and all decorative items, thrown items (i.e. flower petals, seeds, rice) and food and beverages not arranged or approved through the Kauai Marriott Resort, are prohibited due to maintenance and liability concerns.
5. The Kauai Marriott Resort reserves the right to use any Photo/Video images for the purpose of commercial display.
6. Patrons agree to be responsible and reimburse the Resort for any damage done by patron or patron's guests to the Resort.
7. The Kauai Marriott Resort requires that arrangements of all commercial vendors providing a service for patron's ceremony be made through the resort. Examples of commercial vendors include companies or persons supplying services for photography, video, music, flowers, etc. Exceptions will be made for the minister performing the ceremony, although there will be no credit for this service of the wedding packages. All of the vendors hired by the Kauai Marriott Resort have been carefully screened to provide the highest quality service and products.
8. If patrons wish to hire own commercial vendor to provide services for the wedding ceremony, all vendors must provide certificate of insurance with a minimum of \$1,000,000 comprehensive general liability. Copy of certificate(s) of insurance must be received at least (7) business days prior to the event date. All vendors must also comply with the Kauai Marriott Resort's guidelines as well as the resort's established procedures for weddings.

Client's Initial here _____ Date _____



- 9. The Kauai Marriott Resort is not responsible for any accidents or incidents caused by the patron or patron’s guests during provision of services at the Resort.
- 10. The Kauai Marriott Resort will provide, at no charge, a reasonable amount of equipment (for example, chairs, tables, etc) and /or labor for receptions set-ups (for example, favors, place cards, etc). Patrons are fully responsible for any reception décor items shipped to the Kauai Marriott. These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel’s present in-house equipment to the point of requiring rental of an additional supply to accommodate the events needs. If such special setups or extraordinary formats are requested, Hotel will present patron’s two (2) alternatives: (1) charging for the rental cost for additional equipment and/or additional labor, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

LITIGATION EXPENSES

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the nonprevailing party in such litigation will pay the prevailing party’s costs resulting from the litigation, including reasonable attorneys’ fees.

CANCELLATION POLICY

For cancellations received seven (7) days prior to actual ceremony date, an amount equal to fifty percent (50%) of total payment will be retained by Hotel.

Should cancellation occur forty-eight (48) hours prior to ceremony date and time, the Hotel will retain the entire payment.

All non-refundable deposit will apply if cancellation is received (30) days prior to actual wedding ceremony date.

ACCEPTANCE

Patron has carefully read the above Guidelines, Terms and Conditions and hereby acknowledge and agree to the stated terms and conditions. Patron further agrees to be responsible for any and all arrangements and financial obligations made with regard to the confirmed wedding event.

Client’s Signature	Date	Kauai Marriott Resort’s Representative	Date
_____	_____	_____	_____

Please initial, sign and date each page.

Please mail or fax all completed pages to:
 Mail: KAUAI MARRIOTT RESORT & BEACH CLUB,
 Attention: Weddings Department
 3610 Rice Street,
 Lihue, HI 96766.
 Fax: (808) 245-2993