

# Fortlands Point Villa

## Wedding/Event Policy

Thank you for choosing Fortlands Point Villa for your celebration, we will do our very best to help make your day special and memorable. The following terms & conditions for hosting a wedding or event at the villa will apply:

- Minimum stay full house for seven (7) nights. Full house meaning nine (9) bedrooms, with a maximum occupancy of eighteen (18) persons.
- ALL costs related to the wedding/event are the responsibility of the renter(s).
- A Refundable Damage Deposit of US\$3,000 should be paid to and held by the agent until the property has been assessed after the event.
- The cost of any damages to the property or any missing items from the villa exceeding the damage deposit will be the renter(s) responsibility. Payment for extensive damage is to be paid within one month after a full damage assessment is submitted to renter(s).
- Wedding must be FULLY CATERED including staff, bar and dinner service.
- We highly recommend that you hire a local Wedding Co-coordinator, who will be able to assist with all of your planning needs (floral arrangements, event decorations, bar service, food service, wedding cake, desserts, tents, tables, chairs, music, entertainment, etc).
- Fortlands Point staff are there for the comfort of our guests staying in-house and for the security of the villa and cannot be available to work as wedding staff.
- Maximum number of guests allowed for the wedding is 100 persons; this includes occupants of Fortlands Point. A guest list is to be submitted to the villa manager one month before the event and an updated one a week before the event.

- There is a charge of US\$15 per person for each wedding guest, NOT including the guests staying at Fortlands Point and children under 10 years old. As this charge needs to be paid prior to the event, we ask that you make the confirmed guest list available so the amount can be invoiced. A count of the attending guests will also be done and an additional charge will be issued for any guests over the originally stated attendance.
- Limited access to the house for non-resident guests (meaning that portable sanitation toilets will have to be arranged to handle the crowd, to prevent a plumbing disaster! There are some very nice air-conditioned trailer units available locally for a cost). We ask that bedroom doors be locked during the event to protect the personal items of the villa guests.
- Our kitchen will not be available to the catering service.
- Our service items (plates, glasses, cutlery, kitchen utensils, platters, etc.) are not available for use at the wedding or event.
- A detailed plan of the set up for tents, scaffolding, and structures must be provided to the villa manager, one month prior to the event.
- Additional security guards must be hired for the protection of the wedding guests and for the cars parked outside the villa gates. This cost will be the responsibility of the renter(s).
- Any structures and/or decorations used at the event must be removed within 24 hours of the event. This time may be less if there are new rental guests arriving the day after the event.
- Please remember that Fortlands Point caters on a daily basis to a maximum of 18 persons (resident capacity) and therefore any extras will put a strain on the staff and the facilities. Whilst we understand that you have friends & family coming for your wedding/event, who may be staying in other villas or hotels near by, we kindly ask that Fortlands Point not be used by other guests as a “hang out” spot causing an overload on the house and the staff.
- Only one other function will be permitted on the property, in addition to the reception, and this must also be **FULLY CATERED** if guests are more than the maximum occupancy of the villa. The

charge of US\$15 per person will also apply for this function.

- Whilst Fortlands Point offers the most privacy of any of the villas on the Fortlands Road strip, we ask our guests to respect our neighbors and comply with the laws of Jamaica.
- A complete clean up after the event is the responsibility of the renter/host. An additional fee will be charged if this is not done.
- Fortlands Point Villa will not be responsible for any accidents, injuries or illness that occurs while on the premises or its facilities. The Homeowners are not responsible for the loss of personal belongings or valuables of the guests. By signing this agreement, it is agreed that all guests are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premises.

We look forward to having you at Fortlands Point. Please let us know if there is anything that we can do to help you.

By signing this document, you agree to abide by the above terms and conditions of hosting a wedding/event at Fortlands Point Villa.

Renter/Host Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Date: \_\_\_\_\_