

HOTEL COLONNADE

Coral Gables

EVENT DETAILS MADE EASY

Hotel Colonnade is proud to be part of the Sustainable Food and Beverage practice, every little bit counts to help better our world. The following are common practices used daily by our team:

- Sustainable menu items
- Meeting tables that don't require coverings – if you'd prefer, we have available tables with reusable coverings
- China service – or if you prefer disposable food packaging, and environmentally friendly serving options
- Condiments in bulk dispensers
- Eco-friendly alternatives to conventional bottled water
- Donate unused, leftover food from your meeting

***Ask your event manager about specialty menus and linen prices**

PARKING

Valet parking and self-parking are available to hotel and special event guests for a nominal fee. Please let your event manager know if you would like to host the parking fees for your event attendees.

AV

We proudly work with PSAV, which is our in-house audio visual provider. They are always delighted to assist you in creating your ordinary meeting into an extraordinary one.

SECURITY

Hotel Colonnade Coral Gables will not assume responsibility for the damage or loss of any merchandise or articles left on the premises prior to, or following your event. Should you wish to hire security services, suggestions are available through your Event Manager. The hotel will not be responsible for any removal. This includes all vendor equipment on property.

FINAL PAYMENT SCHEDULE

Partial Payment is due (10) business days prior to the event date. Amount will be based on your most current guest count at that time.

Final Payment is due (3) business days prior to the event date. Amount will be based on any additional guests that have confirmed since your Partial Payment.

Both payments can be made in the form of a cashier's check, company check, credit card or cash.

A credit card is required to be on file prior to event to cover charges and/or incidental charges incurred during and following the meeting/event.

Prices are exclusive of 24% taxable service charge and 9% state sales tax

180 ARAGON AVE – ph. 305.569.6532 fax. 305.444.9706 – www.hotelcolonnade.com