

Camelback
RESORT

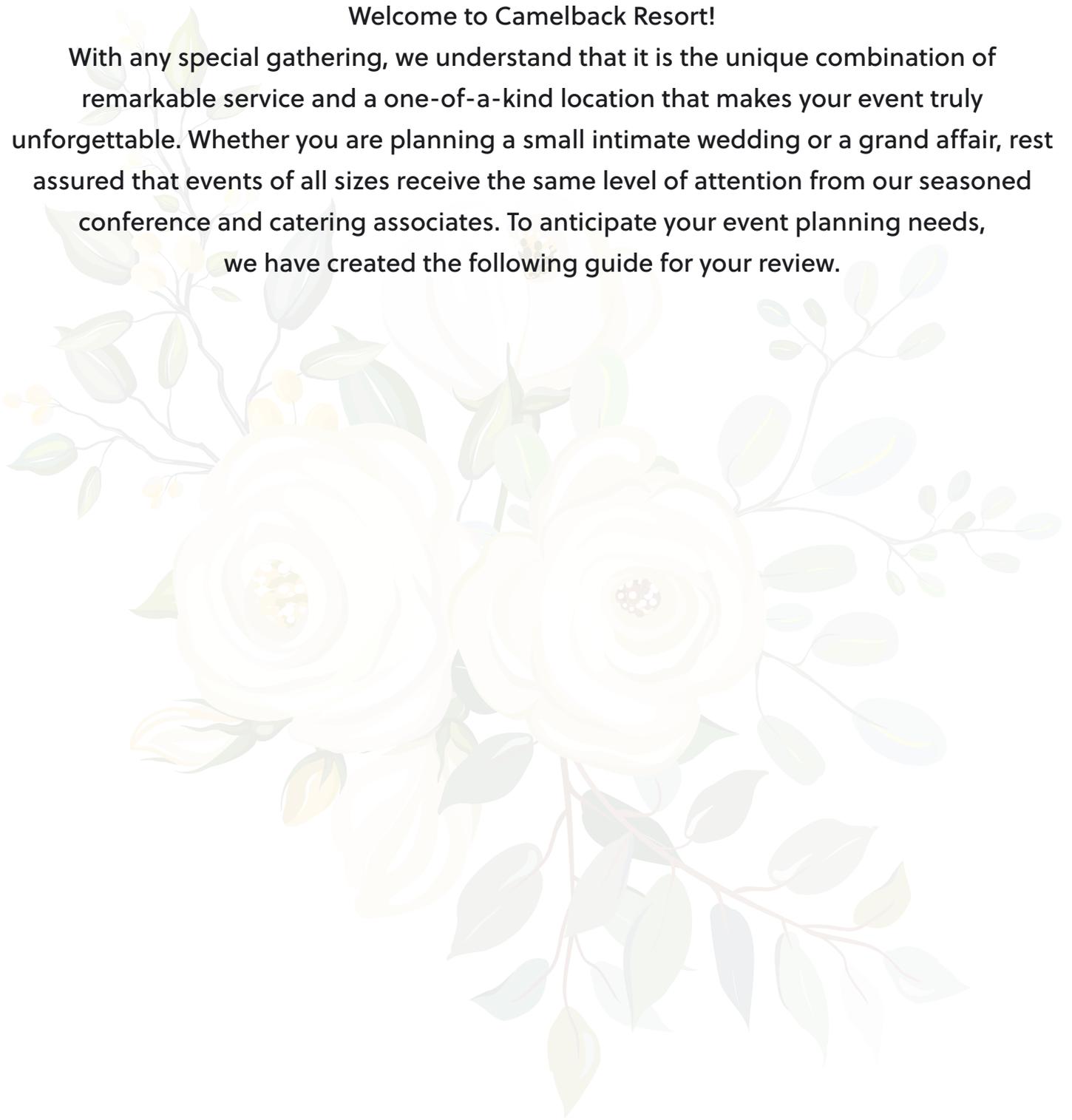
WEDDING JOURNEY



CAMELBACK RESORT WEDDING JOURNEY

Welcome to Camelback Resort!

With any special gathering, we understand that it is the unique combination of remarkable service and a one-of-a-kind location that makes your event truly unforgettable. Whether you are planning a small intimate wedding or a grand affair, rest assured that events of all sizes receive the same level of attention from our seasoned conference and catering associates. To anticipate your event planning needs, we have created the following guide for your review.



CAMELBACK RESORT WEDDING JOURNEY

WEDDING PACKAGE INCLUSIONS:

Five Hour Wedding Reception & Dinner Package Includes;

- Complimentary food tasting for couple plus up to 4 guests at 6 months prior to event. (Date to be agreed upon by both parties. Mid-week, non-holiday dates preferred.)
- Complimentary Suite for the night of your wedding
- -Group rate for 10+ guest rooms per night
- Complimentary Champagne Toast
- Four Hour Open Bar (closed the first and the last 30 minutes of the reception).
- -Venue Coordination
- High cocktail tables
- 6ft Round Tables (Ballroom) / 8ft Rectangle Tables (Summit House) • Banquet Chairs
- All Standard Place Settings and Glassware
- Ivory table linens
- Your choice of Ivory or White napkin
- Dance Floor

CAMELBACK RESORT WEDDING JOURNEY

BUFFET PACKAGE OFFERINGS

THE POCONO BUFFET PACKAGE 159

- Four hour open bar*
- Serving selection of classic liquors, imported and domestic beers,
House selection of red and white wines, sparkling wines and select cordials
- One hour Cocktail Reception featuring a selection of 4 hand-passed hors d'oeuvres
- Two reception stations or Two action stations
- Dinner Buffet
 - Soup or salad selections – three selections
 - Main Course Selections – three selections
 - Dessert selection or seasonal fruit display
 - Petit Fours
 - Freshly brewed coffee & decaffeinated coffee and selection of artisan teas

** 5 hour open bar option is available for an additional 12++ per person (Classic Selection)*

Upgrading to deluxe bar package at an additional 13 ++ per person is available

Upgrading to premium package at an additional 22 ++ per person is available

THE CAMELBACK BUFFET PACKAGE 189

- Four-hour open bar*
- Serving selection of deluxe liquors, imported and domestic beers,
upgraded red and white wine, sparkling wines and deluxe cordials
- One hour Cocktail Reception featuring a selection of upgraded 5 hand-passed hors d'oeuvres
- Two reception stations or Two action stations
- Dinner Buffet
 - Soup or salad selections - four selections
 - Upgraded Main Course Selections - three selections
 - Petit Fours
 - Dessert selection or seasonal fruit display
 - Freshly brewed coffee, decaffeinated coffee and selection of artisan teas

** 5 hour open bar option is available for an additional 17++ per person*

Upgrading to premium package at an additional 14++ per person is available

CAMELBACK RESORT WEDDING JOURNEY

PLATED PACKAGE OFFERINGS

THE PINNACLE PACKAGE 159 (PLATED)

- Four-hour open bar*
- Serving selection of classic liquors, imported and domestic beer,
- House selection of red and white wine, sparkling wine and select cordials
- One hour Cocktail Reception featuring a selection of 3 hand-passed hors d'oeuvres
- Two reception stations
- Dinner Menu
 - Soup or salad selections - Choice of one
 - Two main courses will be chosen from Pocono & Camelback Packages
 - Dessert selection or seasonal fruit display
 - Petit Fours
 - Freshly brewed coffee, decaffeinated coffee and selection of artisan teas

** 5 hour open bar option is available for an additional 12++ per person*

• Upgrading to deluxe bar package at an additional 13++ per person is available

Upgrading to premium package at an additional 22++ per person is available

CAMELBACK RESORT WEDDING JOURNEY

PLATED PACKAGE OFFERINGS

THE SUMMIT PACKAGE 199 (PLATED)

- Four-hour open bar*
- Serving selection of premium liquors, imported and domestic beer, signature red and white wine, sparkling wine and premium cordials
- One hour Cocktail Reception featuring a selection of 5 hand-passed hors d'oeuvres
- Two reception stations (includes Summit selections)
- One action station (Includes Summit selections)
- Dinner Menu
 - Soup or salad selections - Choice of one
 - Personal Preference Main Course guests will choose from selection of main courses in advance from Premium Duet Selections
 - Dessert selection or seasonal fruit display
 - Petit Fours
 - Freshly brewed coffee, decaffeinated coffee and selection of artisan teas

** 5 hour open bar option is available for an additional 19++ per person*

THE ZENITH PACKAGE 219 (PLATED)

- Four-hour open bar *
- Serving selection of premium liquors, imported and domestic beer, signature red and white wine, sparkling wine and premium cordials
- One hour Cocktail Reception featuring a selection of 6 hand-passed hors d'oeuvres
- Two reception stations (includes Summit & Zenith selections)
- Two action station (includes Summit selections)
- Dinner Menu
 - Soup or salad selections - Choice of one
 - Personal Preference Main Course guests will choose from selection of main courses in advance from Duet Selections
 - Dessert selection or seasonal fruit display
 - Petit Fours
 - Freshly brewed coffee, decaffeinated coffee and selection of artisan teas

** 5 hour open bar option is available for an additional 19++ per person*

BEVERAGES

CLASSIC SELECTIONS

Vodka

Gin

Rum

Tequila

Bourbon

Scotch Whiskey

Brandy & Cordials

House Sparkling Wine

White & Red Wine

Domestic Beers

Soft Drinks & Juices

Mineral Waters

DELUXE SELECTIONS

Tito's Handmade Vodka

Tanqueray Gin

Dewar's Scotch

Jack Daniel's

Bacardi Rum

Malibu Rum

Jose Cuervo Tequila

Courvoisier VS

Carolans Irish Cream

Kahlua

Upgraded Wines

Sparkling Wine

Domestic & Imported Beers

Soft Drinks & Juices

Mineral Water

PREMIUM BRANDS

Grey Goose Vodka

Hendrick's Gin

Malibu Rum

Myers's Rum

Patron Silver Tequila

Knob Creek Whiskey

Johnnie Walker Black

Baileys Irish Cream

Godiva Chocolate Liqueur

Amaretto Disaronno

Signature Wines

Sparkling Wine

Domestic & Imported Beers

Soft Drinks & Juices

Mineral Water

WINE

House Pinot Noir, Cabernet Sauvignon, Merlot, Chardonnay, Pinot Grigio & White Zinfandel

BEER

Miller Lite, Coors Lite, Blue Moon Belgian Wheat Ale & Yuengling Lager

PASSED HORS D'OEUVRES

RECEPTION HORS D'OEUVRES ON THE COOLER SIDE

- Apple, Walnut Chicken Salad,
Toasted Pita Chips
- Tomato, Eggplant, Caramelized Onions
in Quinoa Cups
- Potato, Scallion Pancakes, Crème Fraiche,
Sturgeon Caviar
- XO Tuna, Seaweed Salad Cones
- Smoked Salmon Crepe, Red Onions, Capers
- Chorizo, Avocado, Roasted Pepper Wraps
- Antipasto Skewers, Basil Pesto
- Gorgonzola Stuffed Dates Wrapped
In Prosciutto

RECEPTION HORS D'OEUVRES ON THE HOTTER SIDE

POCONO & CAMELBACK SELECTION

- Crispy Goat Cheese Filled Artichoke Hearts,
Spicy Mayo
- Potato Samosas, Mango Chutney
- Filo Cigars, Spinach, Feta,

- Shrimp Tempura, Sweet & Sour Sauce
- Chipotle Shrimp Skewer
- Chicken & Waffle Skewers, Maple Syrup
- Chicken Satay, Orange Peanut Sauce
- Pork Spring Roll
- Pork Belly Skewers, Sweet & Spicy Chili
Sauce
- Cheesesteak Dumpling, Spicy Tomato
Ketchup
- Mini Beef Burgers, Potted Onions, Aged
Cheddar
- Beef Franks In Puff Pastry, Mustard Sauce

SUMMIT SELECTION +4

- Scallops, Mesquite BBQ Glaze
- Maryland Style Crab Cake,
Tomato Pepper Jam
- Mini Beef Wellington
- Braised Short Rib Wrapped In
Applewood Smoked Bacon
- Lamb Chop Lollypops, Caper Raisin Chutney

RECEPTION DISPLAYS

ITALIAN MARKET

Cured Meats, Artisan Cheeses,
Provencal Olives, Marinated Artichokes,
Peppers, Grilled Eggplant, Roasted
Mushrooms, Oven Dried Tomatoes,
Extra Virgin Olive Oil, Sundried Tomato Pesto,
Basil Pesto, Ciabatta, Semolina Bread

MEDITERRANEAN DISPLAY

Citrus Marinated Olives, Roasted Beet Salad,
Pistachios, Shaved Pecorino Assorted Dips,
Grilled Pita Bread:

- Yogurt, Cucumber, Dill
- Roasted Red Peppers, Feta Cheese
- Roasted Eggplant
- Hummus

Chickpeas, Garlic, Cumin, Olive Oil

ARTISANAL CHEESE SELECTION

Handcrafted Cheeses, Semolina Bread,
Raisin Walnut Bread, Fruit Chutney,
Honey, Toasted Nuts, Dried Fruits

TAPAS AND SMALL BITES

Choice of two served with toasted baguette

- English Pea, Red Onion, Basil, Parmesan
- Yellow Tomato, Mozzarella,
Roasted Mushrooms and Arugula
- Sweet Piquanté Pepper, Prosciutto, Brie
- Roasted Garlic, Asparagus and Lump Crab
- Olive Tapenade, Eggplant and
Grilled Squash
- Pickled Okra, Cornichons,
Giant White Bean Salad
- Cheese Stuffed Mini Peppers, Prosciutto,
Balsamic Marinated Cipollini Onions

RECEPTION DISPLAY & ACTION TABLES

TOSTADA

- Saku Tuna, Chipotle, Grilled Corn
- Chorizo, Avocado, Cotija Cheese
- Roasted Tomatoes, Black Bean Puree, Pickled Jalapeno

*Served with Scallions, Sour Cream and Cholula Hot Sauce

FRESHLY PREPARED PASTAS AND RISOTTO

Choice of two :

- Mushroom Risotto
Fresh Sage, Shaved Parmesan Cheese
 - Orecchiette Pasta
White Clam Sauce
 - Sweet Pea Ravioli
Baby Kale, Bacon Lardons, Lemon Cream
 - East Coast Blue Crab Ravioli, Asparagus, Bell Pepper, Spinach Ragout
 - Veal Bolognese, Rigatoni Pasta
-

GUACAMOLE BAR

Freshly made with Avocados, Cilantro, Lime Juice, Jalapeno, Roasted Tomato, Red Onion. Customize Your Guacamole with Smoked Trout, Shrimp, Charred Tomato Salsa, Grilled Corn, House Smoked Chicken

*Served with Tortilla and Plantain Chips
Requires 1 chef per 100 guests at 125 per hour

FAR EAST DISPLAY

- Steamed Shrimp Shoimai
Chicken, Lemongrass Dumplings, Edamame, Dumplings
 - Five Spiced Duck
Hoisen Sauce, Cabbage Slaw, Steamed Buns
 - Hand Rolled Sushi
Wasabi, Pickled Ginger Soy Sauce, Garlic Chili Sauce, XO Sauce
(Based on 5 Pieces Per Person)
-

MAC AND CHEESE BAR

Choice of two:

- Four Cheese: Cheddar, Muenster, Gruyere, Pecorino
 - Bacon 'N' Cheese: White Cheddar, Gruyere, Apple Wood Smoked Bacon, Caramelized Onions
 - Garlic Shrimp: Mozzarella, White Cheddar, Parmesan, Shrimp, Chives, Garlic, Lemon Zest
 - Buffalo Chicken: Aged Cheddar, Monterey Jack, Spicy Buffalo Chicken, Smokey Blue Cheese
 - Neapolitan: Fresh Mozzarella, Pecorino Romano, Roasted Tomatoes, Garlic, Fresh Basil
-

RECEPTION DISPLAY & ACTION TABLES

ENHANCEMENTS

"MARTINI BAR" +8

(included in Summit & Zenith Package)

Create Your Own Seafood Martini

Garnish with Fresh Lemon, Lime, Bleu Cheese
Stuffed Olives and Cherry Peppers.

Choice of three:

Crab Meat, Crab Claws, Poached Shrimp,
Lobster, Steamed Mussels, Scallops

Variety of Sauces:

Bloody Mary Cocktail Sauce, Malibu Tarragon

Cream Sauce, Tequila Chipotle Aioli

(Based on 2 Per Person at 8)

VODKA SEAFOOD +6

(included in Summit & Zenith Package)

Scallops, Shrimp, Tuna, and Grouper sautéed
with Lemon Oil and Absolut Citron,

**Served in a Martini Glass with Mango Citrus*

Salsa and Cilantro

(Based on 1 Per Person at 6)

SHELLFISH BAR +

Poached Shrimp +5 per Piece

Smoked, Marinated Mussel Salad +4 per Piece

Snow Crab Claws +7 per Piece

Steamed Scallops +5 per Piece

Middleneck Clams on the Half Shell

+4 per Piece

East Coast Oysters on the Half Shell

+4 per Piece

**Served with Grilled Lemons, Spicy Caper Mayo,
Cocktail Sauce & Red Wine Mignonette*

SUSHI STATION +20 per Guest

Nigiri and Maki Sushi on Display

Accompanied by Pickled Ginger,

Wasabi and Soy Sauce (Based On 5 Per Person)

**Enhance the guest experience with a live sushi
chef 250 per hour*

SOUPS

SOUPS

- Roasted Butternut Squash Soup, Candied Pecans, Crème Fraiche
- Tuscan Tomato Soup, Crispy Basil, Ricotta Cheese Ravioli,
- Mushroom Cream Soup, Wild Rice, Truffle Essence
- Roasted Garlic Bisque, Lump Crab, Sourdough Croutons
- Lobster Bisque, Maine Lobster Tarragon, Cognac



SALADS

SALADS

- Hearts of Romaine Salad

Parmesan, Ciabatta Croutons, Caesar Dressing

- Spinach Salad

Walnut Vinaigrette, Granny Smith Apples, Warm Rosemary Polenta, Caramelized Endive, Goat Cheese

- Mixed Baby Green Salad

Cucumber, Radishes, Grape Tomato, Bacon, Garlic Croutons, Champagne Vinaigrette

- Bosc Pear Salad

Baby Greens, St. Pete's Blue Cheese, Walnuts, Cider Vinaigrette

- Bibb Lettuce Salad

Gala Apples, Candied Pecans, Trevisano, Buttermilk Blue Cheese Dressing

- Composed Citrus and Fennel Salad

Beets, Oranges, Mixed Greens, Feta Cheese, Citrus Vinaigrette

- Rocket Arugula Salad,

Frisée, Red Endive, Grapefruit, Watermelon Radish, Pinenut,

Avocado Cream Dressing

- Spinach and Frisée Salad

Maple Leaf Duck, Candied Pecans, Beets, Chevre Cheese, Sherry Vinaigrette

MAIN COURSE SELECTIONS

FOR POCONO, CAMELBACK & PINNACLE PACKAGES

PAN SEARED RED GROUPER

Oven Dried Tomatoes, Crispy Capers, Basil,
Braised Leeks, Yukon Gold Mashed Potato

ROASTED SALMON

Jumbo Lump Crab, Fingerling Potatoes,
Truffle Butter

BELL AND EVANS ALL NATURAL CHICKEN BREAST

Baby Potatoes, Wilted Greens, Sherry Sauce

CHICKEN MARSALA

Crimini Mushrooms, Extra Virgin Olive Oil, Parsley

MEDITERRANEAN CHICKEN

Cous Cous, Butter, Tomato Sauce, Saffron

GRILLED BERKSHIRE PORK CHOP, RUTABAGA

Soft Polenta, Swiss Chard, Caramelized Apple,
Onions

HERB ROASTED PORK LOIN

Green Beans, Tomato Ragout

BONELESS BEEF SHORT RIBS

Braised in Ancho Chiles, Mushrooms, White Beans

ROASTED CENTER CUT FILET OF BEEF

TENDERLOIN

Crushed Red Skin Potatoes,
Merlot Demi Glace Sauce

LEG OF SPRING LAMB

Chickpeas, Apricots, Tomato & Sage Sauce

GRILLED BORDER SPRING VIRGINIAN

LAMB RACK

Tuscan White Beans, Pancetta, Apple Butter Sauce

VEGAN AND VEGETARIAN

ROASTED CAULIFLOWER STEAK (Vegan)

Red pepper romesco, arugula, crisp shallots,
pine nuts

ROASTED EGGPLANT (Vegan)

Mint herb tabbouleh, coconut cilantro curry

VEGETABLE RAVIOLI (Vegan)

Seasonal presentation

VEGETABLE RISOTTO

Creamy risotto, market fresh vegetable,
micro greens, fresh basil

EGGPLANT PARMESAN

Slices of breaded eggplant, mozzarella cheese,
marinara sauce, fresh basil

MULTIGRAIN WHEAT FREE GNOCCHI Seasonal

Mushrooms, Spinach, Heirloom Tomato Sauce
(GF)

CHICK PEA POLENTA CAKE

Lentil, Tomato Ragout, Spinach, Curry Sauce (GF)

WILD MUSHROOM RAVIOLI

Pan seared mushroom raviolis, fresh herbs,
brown butter

HOMEMADE VEGETABLE LASAGNA

Grilled vegetable, light tomato reduction, micro
basil salad

GRILLED PORTOBELLO MUSHROOM

Squash, zucchini salad, fresh herbs, tomato
vinaigrette, fresh basil

DUETS

INCLUDED IN SUMMIT & ZENITH PACKAGE

SUMMIT & ZENITH SELECTIONS

(PLATED SELECTION ADD 10 PER PERSON PER ITEM)

PEPPERCORN CRUSTED BEEF TENDERLOIN

GRILLED SALMON FILLET

Crushed Red Skin Potatoes Madeira Cream Demi
Glacé Sauce

BRAISED BEEF SHORT RIB

EAST COAST SCALLOPS

Soft Polenta Heirloom Tomato Salsa

GRILLED CENTER CUT FILET
OF BEEF TENDERLOIN

LUMP CRAB CAKE

Toasted Orzo Blistered Tomatoes,
Merlot Sauce

ROASTED BELL AND EVANS CHICKEN

GRILLED SHRIMP

Cheddar Grits Roasted Chicken Jus

GRILLED CENTER CUT FILET MIGNON AND
SEARED SEA BASS

Wasabi Mashed Potatoes, Cabernet Demi
Glacé Sauce

ALMOND CRUSTED FILET OF NEW YORK
STRIP STEAK

SEARED RED GROUPE

Garlic Creamed Potatoes, Port Wine Demi
Glacé Sauce

HOISIN GLAZED BEEF SHORT RIB

PAN SEARED RED SNAPPER

Fruit Salsa, Sesame Jasmine Rice

DESSERTS

**Please Select One: Seasonal Petite Viennese
Desserts (based on 3 pieces per person)**

- Chocolate Cappuccino Mousse Bombe
- Classic Philadelphia Cheesecake with Brandied Poached Pears
- Chocolate Tiramisu Tart with Coffee Vanilla Sauce
- Apple Cinnamon Tart with Caramel Sauce
- Chocolate Hazelnut Pot du Crème Martini
- Pecan Tart with Bourbon Cream and Butterscotch

KIDS MENU

Kids Meal 25 per person, Kids 12 years and under

STARTER

Fresh fruit cup

Mixed garden greens, ranch dressing

MAIN COURSE

Grilled salmon with seasonal sauteed vegetables

Chicken fingers, ranch dipping sauce

Cheeseburger, French Fries

Grilled cheese sandwich

Pepperoni pizza, French fries

DESSERT

Giant chocolate chip cookie

Brownie

CAMELBACK RESORT BANQUET AND CATERING POLICIES

FOOD AND BEVERAGE SERVICES

Camelback Resort is the only authorized licensee to sell and serve food and beverage (including alcohol) on the premises. Therefore, all food and beverage must be supplied by the Hotel. This includes hospitality suites and food amenity deliveries.

TAXES AND SERVICE CHARGES

The hotel will add a 22% service charge and 6% state sales tax on food and beverage. Alcoholic beverages are not subject to sales tax in the state of Pennsylvania. Function room rental is subject to 22% service charge and 6% sales tax. Such taxes and service charges are subject to change without notice. Where noted that an Action Station* is included in the menu, a Chef Attendant is required at a fee of 125 per 75 guests. For all bars, there is a fee of 150 per bartender, per 75 guests unless included in your open bar package.

MENU SELECTION

To ensure that every detail is handled in a timely manner, the hotel requests that the menu selections and event details be finalized eight (8) weeks prior to the function. In the event the menu selections are not received four (4) weeks prior to the function, the hotel will select appropriate menus to fit your needs. You will receive a copy of the Banquet Event Orders (BEOs) to which additions or deletions can be made. BEOs must be signed and returned to the Conference or Catering Manager at least ten (10) business days prior to the first event. BEOs serve as the food and beverage contract for the event. Our team of Conference and Catering professionals will be happy to customize and tailor specialty menus upon request, including the substitution of vegetarian, gluten-free and low carb-high protein items.

CAMELBACK RESORT BANQUET AND CATERING POLICIES (continued)

GUARANTEE

We need your assistance in making all your events a success. Camelback Resort requests that clients notify their Conference or Catering Manager with the minimum number of guests attending each function by 12:00pm (noon), thirty (30) days prior to the first function. Once given, this figure may not be decreased. Final attendance figures are required fourteen (14) days prior to the first function.

If fewer than the guaranteed number of guests attend the function, the client will be charged for the original guaranteed number. Additionally, if the Hotel serves more than the guaranteed number, the client will be charged the actual number of people in attendance.

AUDIO VISUAL

The Hotel is equipped with a full line of audio visual services. In the event your group wishes to contract with an outside audio/visual vendor or provide your own audio/visual equipment, you must receive approval from the Conference or Catering Manager. Any outside vendor must provide proof of insurance.

WEATHER CALL

The Hotel reserves the right to make the final decision regarding outdoor functions based on prevailing weather conditions and the local forecast. For outdoor wedding ceremonies, a weather call is required by 10:00am the day prior.

DESTINATION MANAGEMENT

Camelback Resort's destination services, production and team building preferred partners are available to assist you with any entertainment and decor needs to create just the right atmosphere for all event types. Please contact your Conference or Catering Manager directly for information.

EXHIBITORS

To guarantee a flawless hotel arrival experience for all guests, we kindly request that all exhibitors please load in through the designated service entrances of the hotel and check-in with security. For load-in, exhibitors must be completely self contained and be prepared to transport their own materials, packages, and equipment. The hotel requests that all shipping needs be provided by the exhibitor's show decorator or primary point of contact. However, should shipping be processed by the hotel, the hotel will charge shipping and handling fees in advance prior to the hotel's shipping and receiving agent releasing items. Please note that the hotel's operating departments are not staffed nor prepared to handle exhibitor demands.

FOOD PREPARATION

Our culinary team can satisfy all your dietary restrictions and/or allergies. Please kindly communicate any details to your Conference or Catering Manager in advance of your function(s). Please be advised that consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness, especially if you have certain medical conditions. To ensure the quality and safe handling of products serviced by the hotel, we request that no food and beverage be transferred or re-plated. Additionally, food and beverage may not be removed from any function by the client or any of the invitees.

CAMELBACK RESORT BANQUET AND CATERING POLICIES (continued)

FOOD SERVICE

Based on your selections, all menu items are priced per person unless indicated otherwise and are served for the following durations (additional cost may be incurred for any service time extensions):

Breakfast: [1] Hour
Brunch: [1.5] Hours
Morning and Afternoon Breaks: [1] Hour
Lunch and Dinner: [1.5] Hours
Receptions [2] Hours

Catered food prices are subject to 22% service charge and 6% state sales tax. Alcoholic beverages are subject to 22% service charge only. The state of Pennsylvania does not require tax on alcoholic beverages.

KOSHER MEALS

Should you require kosher meals, the hotel can accommodate upon advance notice of fourteen (14) business days from your event. Meal types and components are subject to change based on the vendor's availability. The hotel will source all kosher meals from a preferred vendor with pricing relative to the current Banquet menu.

EVENT SPACE

The hotel kindly asks that all events conclude at the contracted time. Requests to extend a function beyond the contracted time may result in additional hourly fees. Such fees will vary based on the size and scope of the event. Please note: All music events must conclude by 12:00am (midnight).

MEETING ROOM KEYS

The hotel can accommodate personal meeting room keys, should you require keys for offices and/or storage areas where you want to restrict access. Please note that function or storage rooms being held on a 24-hour basis are available at a fee per lock change and for each additional key requested. Requests for lock changes must be provided to the Hotel a minimum of two [2] weeks prior to set-up. On-site requests will be charged per lock change.

RESTAURANT MEAL VOUCHERS

For the convenience of your group, meal vouchers are available for the hotel's primary restaurant(s). Vouchers may be purchased for a pre-determined value (inclusive of service charge and city/state sales tax) and charges will be assessed for the number of vouchers issued. Vouchers are not applied to a food and beverage minimum.

SECURITY

Please kindly advise your attendees that they are responsible for the safekeeping of their personal property as the hotel does not provide security in the meeting and function spaces. You may elect to retain security at your own expense to safeguard personal property in the meeting and function space or request lock changes to secure your meeting rooms. Additionally, depending upon the nature of your event, the hotel reserves the right based on its reasonable judgment to require the group to retain security personnel to safeguard guests or property in the hotel. The hotel's prior approval is required for all outside licensed security companies and must meet the minimum standards established by the hotel, including insurance and indemnification requirements. Security personnel are not authorized to carry firearms without advance hotel approval.

CAMELBACK RESORT BANQUET AND CATERING POLICIES (continued)

DECORATION AND DECOR

The Hotel kindly requests the group refrain from the use of confetti or loose sand in the function space. Additionally, any items meant to be tossed as part of an outdoor ceremony or celebration must be biodegradable. Real flame candles are permitted if the flame is inside a hurricane vase or votive holder is higher than the flame. Camelback Resort reserves the right to decline the use of real flame candles on the day of your event if it is deemed unsafe. Please consider using battery operated candles as a safe alternative.

SIGNAGE, DISPLAYS AND DAMAGES

The hotel kindly requests that all signage be professionally printed (nothing hand-written), conform to city/state fire code regulations and placed only in registration areas or immediately outside function/meeting rooms. The hotel requests that any additional locations requesting signage or displays—including the hotel's lobby be approved in advance by your Conference or Catering Manager. To protect the hotel from damage and repair costs to the group, the hotel cannot allow the affixing of anything to the walls, floors or ceilings of rooms with nails, staples, push pins, tape or any adhesive substance. Should you require assistance, banners that need to be hung on the wall may be done by the hotel engineering department (fees may apply). Please be advised that the hotel is not responsible for the retention or removal of any signs, banners, decorations, audio-visual or other equipment used on site.

SHIPPING AND RECEIVING

For your convenience, parcel shipping and handling services are available at the hotel. Packages for meetings or events may be delivered to the hotel three (3) business days prior to your arrival. Box handling fees are 5 per box and 75 per pallet. For additional information regarding package shipping instructions, please contact your Conference or Catering Manager.

SMOKING POLICY

We kindly ask that smoking not occur in any areas of the hotel to include guest rooms, suites, public areas, restaurants, outdoor terraces and meeting/function rooms. Otherwise, a cleaning fee may be assessed.

OUTSIDE CONTRACTORS

Please be advised that there are guidelines to follow to conduct business within the hotel. As such, any outside contractor is expected to adhere to all mandatory guidelines required of our in-house providers and team. All outside companies doing business in the hotel must provide a license to do business in the city that the hotel is located in (30) days prior to the event.

A certificate of insurance evidencing general liability coverage is required from the outside company. The client agrees to protect, indemnify, and hold harmless the hotel, it's owners, management and employees from any and all claims arising out of the client's use of an outside company. The certificate of insurance, in form and substance satisfactory to hotel and evidencing the required coverages, shall be provided to the hotel prior to the commencement of services. Each vendor shall, at its own cost and expense, obtain and maintain and cause any sub-contracted party to obtain and maintain insurance.