

VICEROY

SANTA MONICA

"Boutique Hotel Heaven" New York Times

Enjoy Lunch with Friends or a Glamorous Cocktail Party in One of Our Private Poolside Cabanas

CABANA RENTAL INFORMATION

Cabana Information

- Reservations are available no more than 90 days in advance. Cabana reservations must be booked and confirmed through the Special Events Department.
- No entertainment or services or props including decor by outside providers are permitted without prior approval by Hotel Management.
- Pool facilities are reserved for Hotel guest use only.
- **Guests for evening events must be at least 21 years of age.**
- A guest list must be submitted 72 hours prior to your event. Maximum capacities are strictly enforced.
- Valet is \$16/car. Client has the option of hosting valet for their guests at \$12/car and must be pre-arranged with Special Events Department.

Food & Beverage

- Cabana reservations require a rental fee and food & beverage minimum.
- All Cabana reservations ordering food must confirm their menu **3 business days in advance.**
- Beverage service is required for evening cabana rentals
Options:
 - Bottle Service (price range \$275-\$350)
 - Beer/Wine service: Client may pre-select bottles of beer or wine from the wine list prior to the event.
- Last call for alcohol: 12:00am (Sunday - Thursday); 1:00am (Friday - Saturday).
- An 8.25% sales tax and 20% service charge will be added to all food & beverage.
- \$3.50 per person cake cutting charge will be applied for outside cakes.
- Corkage fee: \$35/bottle with 3 bottle limit, \$70/magnum bottles.
- No food or beverage from outside sources is permitted without prior approval from Special Events Manager.

Billing

- To confirm Cabana reservations on a definite basis, a deposit of 50% of the proposed total event cost is required. Deposits are payable by credit card or cashiers check. The remaining 50% of the estimated total event cost is due 3 business days prior to the event and may be paid by credit card or cashiers check. Final payment of remaining incidental charges and additional food and beverages charged upon consumption are due in full at the conclusion of your event.
- **ALL CHARGES FOR ALL GUESTS WILL BE PRESENTED ON ONE CHECK** and will be presented by the Server scheduled for your Cabana. (You may present up to four (4) credit cards to settle the check). **Split or multiple checks are not available.**
- Cash and carry via Cameo Bar or poolside bar is not permitted for cabana reservations and could result in additional service charges and minimum beverage consumption charges calculated on an Open Bar pricing schedule for the number of guests in your party.
- Rental price excludes tax (currently 8.25% and subject to change without notice).

Cancellation Policy

- **Cancellations received within 72 hours are non-refundable.**
- Charges are fully refundable if cancellation notice is given at least 72 hours in advance. Please obtain a cancellation number from the Hotel Catering Coordinator.

***72 hours is defined as at least 3 BUSINESS DAYS prior to the event by 3pm PST.**

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