

Wedding FAQs

What are the responsibilities of the Catering Manager?

- On-site liaison with you/wedding coordinator and hotel operations staff
- Recommend Special Event Professionals (i.e. wedding coordinator, florist, music, photographer, officiant, amenities and more)
- Menu consultant
- Detail your Banquet Event Order and Event Profile outlining all of your event details to ensure that the our hotel staff can successfully take care of you and your event
- Provide an estimate of charges outlining your financial commitments and deposit schedule
- Create room diagram and event timeline
- Oversee the ceremony and reception set up, food preparation and hotel operations critical to your wedding
- Review your banquet checks for accuracy

What are the responsibilities of the Wedding Coordinator?

- Assist with etiquette and protocol for invitations, family matters and toasts
- Create a timeline for your entire wedding day, including the ceremony and reception
- Organize and schedule ceremony rehearsal
- Confirm delivery and set up schedule with all vendors several days prior to wedding
- Liaison with family, bridal party and vendors
- Assist the Bride and bridal party with dressing
- Ensure family and bridal party have bouquet, corsages and boutonnieres; help with pinning
- Deliver and arrange programs, place cards, favors and personal items
- Coordinate ceremony and reception
- Act as liaison with the Hotel Banquet Captain and bridal party during reception to coordinate timeliness of your event
- Collect all items and gifts from reception and deliver to the appropriate location
- Pick up/return tuxedos

Culinary

What is the average cost per person for food and beverage?

Based on our current banquet menus, on average you may expect to spend approximately \$60.00 - \$85.00 per person for dinner, exclusive of service charge and sales tax. These averages would encompass hors d'oeuvres during your welcome reception, three-course plated meal or buffet, wine service with the meal, champagne toast and an open hosted bar for the entire event, based on a moderate drinking group.

Please be aware that our menu items and pricing are subject to change and are guaranteed 90 days in advance. Your final menu pricing will be based on what you actually select.

Can food or beverage be brought in from the outside?

The resort must provide all food and beverage items for your event. The sale and service of alcoholic beverages is regulated by the Texas Alcoholic Beverage Commission, and The San Luis Resort is responsible for the administration of those regulations. It is our policy that all alcoholic beverages must be provided by the resort. The wedding cake is the only food product that may be provided by the client.

Please explain the food and beverage minimum.

The food and beverage minimum is the least amount of money that you are required to spend on a combination of food and beverage, excluding service charge and sales tax. The food and beverage minimum is reached by selecting individually priced, a la carte menu items to equal or exceed the required dollar figure.

The following examples would apply toward the food and beverage minimum:

- Hors d'oeuvres • food display and carving stations
- plated or buffet meals • dessert display stations
- wine service with the meal • champagne toast
- the bar (including alcohol) • any non-alcoholic beverages

Centerpieces, upgraded linens/china/silverware, décor, and specialty lighting would not apply toward the food and beverage minimum.

When do I need to finalize my menu?

Food and beverage selections must be finalized and confirmed with your Catering Manager a maximum of 6-8 weeks prior to the date of your wedding.

When do I need to let the hotel know exactly how many guests will be attending my event?

The Catering Department must be notified of the exact number of guests attending a function at least 72 working hours prior to the start of the event. This will be considered a guarantee, for which you will be charged, even if fewer guests attend the event.

General Information

What are the deposits based on and when are they due?

A \$500.00 deposit is required along with a signed contract to hold your event space on a definitive basis, in addition to rental fees for the event space reserved at the Galveston Island Convention Center. Deposits are non-refundable and non-transferable.

What additional deposits are due and when?

Additional deposits are due as follows:

- Second Deposit – Due six months or 180 days prior to the event date and is based on 50% of the combined food and beverage minimum, plus the rental fee for the event space reserved.
- Third Deposit – Due three months or 90 days prior to the event date and is based on 75% of the combined food and beverage minimum, plus the rental fee for the event space reserved.
- Final Deposit – Due one month or 14 days prior to the event date and is based on the estimated final balance for your event, based on your actual food and beverage selections and all related costs.

The San Luis Resort requires full pre-payment for all events.

Do the bride and groom get a complimentary room for the wedding night?

The resort provides a complimentary king bedded guest room for the bride and groom on the night of their wedding. The complimentary guest room is offered with a minimum of \$5,000.00 in food and beverage at the reception.

Can the complimentary room be upgraded?

With regrets, the complimentary guestroom may not be upgraded. You may, however, extend the complimentary room to a member of your bridal party or a family member. A separate room reservation for an upgraded room would be made for you by your Catering Manager, and the room would be charged at the prevailing rate.

Where does the bridal party get ready before the wedding?

We recommend guest room reservations be made for a minimum two-night length of stay with a check-in date of the night before the wedding and checkout the day after the wedding.

This will eliminate the stress on the day of the wedding of having to check in and out of guest rooms.

Does the hotel offer a discounted room block?

If you wish to reserve a block of rooms for your family and guests, please notify your Catering Manager who can put you in contact with a Guest Room Sales Manager.

A minimum length of stay may be required involving a Friday or Saturday evening during the island's peak season. Holiday weekends may be subject to a three-night minimum stay. Room blocks are held on a tentative basis, and any unclaimed rooms will be released 60 days prior to the event. Please note our check in time is 4:00pm and check out is 11:00am.

Do you offer a discount for guest parking?

The San Luis Resort is pleased to offer your wedding guests a reduced valet parking fee of \$9 per car for event parking. Overnight guests of the hotel will be charged the standard parking fee of \$19 per car. The hotel offers complimentary self-parking in the lot directly behind The San Luis Resort