



Hilton

Key Largo Resort

Thank you for considering the beautiful Hilton Key Largo Resort for your special event!

Our resort is nestled on a twelve acre subtropical hardwood forest with beautiful nature trails, private white sand beaches, breath-taking views of the Gulf of Mexico and the most spectacular sunsets in the country.

You will also enjoy amenities which include a state-of-the-art fitness center, massage services, lighted tennis courts, and two heated pools! In addition, you can dine in comfort at our Treetops Restaurant with two terraces or relax in our lounge and watch the sun melt into the horizon. Or call Room Service for a romantic meal on your private balcony.

Our beautiful beaches are the perfect wedding setting. Receptions can be held either at one of our elegant ballrooms with floor-to-ceiling windows overlooking the magnificent blue waters, or perhaps stay on the beach for the ultimate casual celebration – the magic is in your option to choose!

The Hilton Key Largo Resort can plan and coordinate events ranging from the intimate couple-only ceremony, to a white gloved butler-service affair for 200 guests. Whether a tropical buffet or plated dinner, casual or formal, indoor or beachside, our catering and event specialists can create menus and receptions, rehearsal dinners and farewell brunches to fit every taste and budget.

Please contact us with any additional questions about weddings, unity ceremonies, vow renewals, receptions or other special celebrations. It is our pleasure to provide a personal tour of the resort at your convenience!

Please visit us at: www.HiltonKeyLargoResort.com





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The following information will help you in planning your wedding or event.
We are at your service to plan and host your special day...as you wish.



Ceremony and Reception Venues

Our sunset beaches, terraces and lush tropical pool areas are available for wedding ceremonies, vow renewals, unity ceremonies or any special celebration.



Ceremony Set Up

We will clear the beach or pool areas of all lounges, hammocks, tables, boats, etc., and arrange white wood-frame chairs for your guests. The beach will be raked, and the pool deck will be swept. Setup and tear down is included in the price of your venue rental.



Ceremony/Reception Rental Fees

There is a fee for the use of our venues. Pricing varies by time of year, day of week and the amount of guests.



Food and Beverage Guarantee

A firm guarantee of attendance and entrée selection (if applicable) must be given to the catering department three (3) business days prior to your event. This number is not subject to reduction.



Deposits and Payments

To secure your date and resort venue choices, a non-refundable deposit equal to 50% of total revenue minimum is due along with the signed contract and will be applied toward your final balance. Final balance is due thirty (30) days prior to your event and is payable in the form of a cashier's check, credit card or cash.



Pricing

You have the option of offering your guests more than one choice of entrée. When offering entrée selections the fee for the higher priced entrée will apply to all selections. A 22% service charge is added to all banquet prices. A service charge is taxable in the state of Florida. Florida State Sales Tax of 7.5% will be applied to the total.



Wedding and Reception Coordination

During the length of your stay a wedding coordinator will be available to help with all planning and event coordination. During the reception you will also have the services of the banquet captain and his staff for the ultimate in Hilton quality service.



Hilton Class Catering and Menus

The Resort does not allow outside catering for social events. We are happy to help you plan menus and parties for almost any budget or occasion for up to 250 guests. Attached are wedding packages for your review. We welcome the opportunity of customizing a menu especially for you. Special dietary options are available upon request.

We can help you with a variety of choices for your casual rehearsal dinner or farewell breakfast venues, such as one of our beautiful terraces or our relaxing pool deck with the rush of waterfalls to soothe the soul.



The Wedding Cake

Our wedding packages include a custom made cake, specific to the size of your party. We can create cakes for parties of 2 to 250 guests, with motifs of tropical cascading flowers, or seashells and coral; we can also special order classic fondant cakes at prevailing rates. Cake cutting fees for cakes not ordered through the resort apply at \$3.75 per person.



Officiants

We can assist with a professional notary public, pastor or priest for your ceremony and we can assist with the editing of personalized vows.



The Marriage License

The Clerk of County Courts is located in the Plantation Key Government Center at Mile Marker 88.5 on (10 miles south of the Resort). Hours of Operation are 9:00 A.M. to 4:00 P.M., Monday through Friday (except for holidays). Your application fee is \$113.50 (no personal checks) and you must apply together, in person, with valid photo I.D., any previous marriage dissolution papers (if applicable) and must use the license within sixty (60) days. Florida residents are encouraged to get their application at least one week in advance as there is a three day waiting period for state residents. For more information you may call 305-852-7145.



Entertainment/Music

We can provide entertainers ranging from DJ's, "Keys" style guitarists, a Steel Drummer with Calypso rhythms or Classical Musicians such as harp, flute or strings. We have iPod docking stations to use with your iPod or ours. Prices fluctuate due to demand and peak seasons, play time, etc. Key Largo has a 10:00 p.m. noise ordinance that applies to outdoor venues.



Photography/Videography

A variety of quality photographers and videographers are on call for services ranging from a one-hour photo package to a full five-hour wedding and reception with videography. Prices will depend on date, type of package, length of engagement, etc.



Floral Arrangements

We can provide florists to handle all of your needs; from a simple bouquet and boutonniere, to lavish flowers and arrangements for the wedding and reception. Prices will vary.



Bridal Suite and Guest Rooms

We are pleased to offer special rates for your guests. Rates and room blocks can be established with your sales representative.

