



## POLICIES FOR EVENTS AND WEDDINGS IN HOTEL BOUTIQUE CASASANDRA

### LODGING

For the realization of events of more than 25 people, it is a requirement to rent the entire property for the exclusive use of the guests, ensuring an intimate and private experience. During this period, the hotel closes its services to external clients, giving full attention and service to the guests.

For events of less than 25 people, it is necessary to rent at least 60% of the total rooms, equivalent to 10 rooms.

To be able to make such a blockage of the hotel, a minimum stay of 3 nights is required.

### ADDITIONAL EVENTS

CasaSandra requires in addition to the wedding ceremony, that there are other 2 minor events for the whole group, be it cocktail, welcome dinner, reservations of tours and attractions within the island or any special activity at the request of the couple.

### ADVANCE AND PAYMENT SCHEDULE

To block the hotel on the dates requested for the event, a deposit of 25% of the total rooms is required. This is the only way that CasaSandra can proceed to block rooms and all their services for full and exclusive use of the bride and groom and their guests. This deposit is not refundable.

The first day (1st) of the month in which the event will take place, will be charged to the customer's card, an amount corresponding to 60% of the total

expenses of Food & Beverage, as well as 50% of the remaining cost of accommodation pending payment.

On the day of check-in, the guest will already be charged on Receipt, the remaining 40% of Food & Beverage expenses, as well as the rest of the remaining accommodation pending payment and the total to be paid for Resort Fee and environmental taxes, or any other tax or additional charge made between the client and the hotel after the signing of the event and wedding contract.

### CAPACITY, SERVICES AND ORGANIZATION

CasaSandra has 17 rooms + 1 villa. Taking into account the accommodation of extra person in rooms with Superior Standard Double, Superior Beach Front Double, Garden Suite (Only in room 1), Master Garden, Ocean Suite and Villa:

- 48 adults
- 38 adults and 16 children.

Related to the capacity of the ceremony, there is no limit to it, and changes or modifications to the number of guests should always be immediately known to the hotel. It can offer all the services the guests requires as a religious, civil or maya ceremony.

CasaSandra will be responsible for the preparation of food and bar service during all the events. Under no circumstances will CasaSandra be responsible for the rent of waiters, tableware, table linen, glassware, cutlery, decoration or furniture.

CasaSandra is responsible in case of being required of everything related to land or air transportation to and from Holbox, as well as tours within the island to enjoy the guests.

CasaSandra works together with AzulBodas, wedding planning agency in Holbox, which handles all the details of legal requirements, type of ceremony, decoration, photos and music, as well as the rent of all the details of which CasaSandra is not made responsible mentioned above. If you do not work with the AzulBodas agency, as the guests have their own wedding planner, they will have to fulfill the orders and details of which the collaborating agency is responsible, say everything related to the

preparation of the wedding, which does not include accommodation, preparation of food and drinks, transportation and experiences, which are the responsibility of CasaSandra.