



Meetings & Events Guidelines

Meetings & Events Guidelines effective September 1, 2023 and subject to change.

Updated March 26, 2024



Event Function Guidelines

NO OUTSIDE FOOD & BEVERAGE

All food and beverage items must be purchased exclusively from The Breakers and consumed in the designated function areas. To ensure the health and safety of our guests, it is not permitted to bring outside food or beverage on hotel property.

FOOD & BEVERAGE PRICING

Food and Beverage prices are subject to change and do not include service charge and Florida State Sales Tax. A 25% taxable Service Charge and 7% Florida State Sales Tax will be added by The Breakers to all food and beverage.

MENU PLANNING

Menu arrangements are to be supplied and finalized to the Meetings & Events Manager for review at least thirty (30) days prior to each function. Should this deadline not be observed, we can not guarantee menu contents and/or other necessary arrangements.

ALLERGY CLAUSE

In the event that any guests in your group have food allergies, you shall inform The Breakers of their names and the nature of their allergies in writing no later than fourteen (14) days prior to the event date. Upon request, we will provide complete lists of ingredients of any food and beverage items served to your group. Failure to provide the names of any and all guests with food allergies and the nature of their food allergies in writing at least fourteen (14) days prior to the event date, will result in your group's waiver of any claims against The Breakers, and the group shall indemnify and hold The Breakers harmless from, and against, any and all liability or claim of liability for any personal injury that arises from service of an allergen to your guest(s), and any related actions or inactions of The Breakers employees or agents.

MENU CUSTOMIZATION

The Culinary Team has designed a robust catering menu to accommodate a variety of tastes and events, while highlighting local, seasonal offerings. Please note, custom menus or ingredients are subject to an additional fee.

KOSHER/HALAL MEALS

Should kosher or halal meals be required, the hotel can accommodate those requests with a minimum of fourteen (14) business days advance notice from your event. Meal types and components are subject to change based on vendors availability.

We are not able to accommodate fully kosher events.

GUARANTEES

A meeting and event guaranteed attendance is required by 5 PM EST, ninety-six (96) business hours prior to functions. If a guarantee is not received, The Breakers will use the contracted upon figure as the guarantee. Final charges will be for the guarantee or the actual, whichever is greater. Should guaranteed final attendance be significantly less or more than tentative count, the hotel reserves the right to move your event, in its discretion, to a more suitable location to better serve your guests.

Upon request, The Breakers will set and prepare for up to 3% over confirmed guest count for functions with guarantees above one hundred (100). For functions with guarantees below one hundred (100), the resort will set and prepare for guaranteed guest count.

If the attending number of guests exceeds this count, every effort will be made to serve those guests, however a menu substitution may be necessary. A 15% menu price increase will be automatically applied if the guaranteed attendance increases after the minimum guarantee is given.



CHOICE OF ENTRÉES

If you prefer your guests be given a choice of entrée on site at the event, the group must select two (2) courses prior to the entrée service.

Entrée choices must be kept to two (2) options, plus a vegetarian and a 15% surcharge on the highest entrée price will apply.

DURATION OF MEALS

Displayed food stations are priced per the following durations:

Breakfast Displays – Ninety (90) Minutes

Coffee Breaks – Ninety (90) Minutes

Lunch Displays – Ninety (90) Minutes

Reception Stations – Two (2) Hours

Dinner Displays – Two (2) Hours

BARTENDER

Only The Breakers is licensed to serve and sell alcoholic beverages on premises; therefore, outside alcoholic beverages are not permitted on property. Florida Law requires all functions with alcohol service have a bartender present. The Breakers standard guidelines are one (1) bartender per seventy-five (75) guests, at a charge of \$200 per bartender. A \$500 Bar Set Up fee applies for additional bars that are requested over The Breakers standard, as well as an additional bartender fee.

SPECIALTY BEVERAGE

Additional specialty beverage requests are considered special order and will be charged by the full bottle. Specialty banquet wines are sold by the case, and all wine selections must be received twenty-one (21) days prior to event date.

CHEF/ATTENDANT FEES

Should a Chef or Banquet Attendant be required for a function, one (1) attendant is necessary for every one hundred (100) guests at a charge of \$200 per chef/attendant.

EVENT DECOR

The Breakers is pleased to provide Floor Length White or Camel Linens, White Napkins, Round and Cocktail Tables, Banquet Chairs, Glassware, Flatware, and China for your event. Additional décor may be arranged through our in house Design Studio or with a preferred vendor.

NOISE ORDINANCE

There is a 10 PM curfew for all amplified music and entertainment taking place at any outdoor function space, which includes Ocean Lawn, Front Lawn, Mediterranean Courtyard, The Beach Club and Ocean House. The music and entertainment curfew for all indoor event spaces is 12 AM.

SIGNAGE

The Breakers does not allow signage of any kind in the lobby or any public area of the hotel. Signage for designated registration locations and within private function event space must be pre-approved in writing by your Meetings and Events Manager. Signs must be professionally printed, no larger than 22" x 28" and content must be acceptable in the sole discretion of The Breakers. The Breakers reserves the right to remove signage that does not comply with the approved specifications. Any signage or décor that is left behind in the function space at the conclusion of the event, will be assumed to be discarded unless otherwise communicated in writing to your Meetings & Events Manager in advance.



SECURITY

The Breakers is committed to providing a safe environment for our guests and team members and provides twenty-four (24) hour security throughout the property.

Additional and/or dedicated security detail can be accommodated for your event or specified guest(s) with a minimum of two (2) weeks' notice prior to your event to ensure proper scheduling of personnel. Associated fees for extra security detail will be charged to your master account. Any guest or group bringing their own security detail on The Breakers' property must notify The Breakers' Security Department a minimum of two (2) weeks prior to your event, and armed security detail is prohibited on The Breakers' property absent written permission from The Breakers' Director of Security.

In the event The Breakers, in its sole discretion and in response to or in anticipation of any potential disruptions related to your event, determines additional security is required to ensure the protection, well-being and safety of our guests, team members and property, additional fees will be automatically charged to your master account.

Outdoor Events

INCLEMENT WEATHER

In the event of inclement weather, The Breakers will consult with the client regarding the reassignment of any outdoor function(s). However, The Breakers Banquet Operations Team does reserve the right to make all final relocation decisions (moving outdoor events inside) for the safety and best interest of guests and event execution. Inclement weather includes, but is not limited to: rain, wind and extreme temperatures. All weather calls will be finalized at least four (4) hours prior to the event start time, with the exception of breakfast functions, which will be decided the evening prior.

OUTDOOR LIGHTING

The Breakers Audio Visual Department is the exclusive provider of all lighting requirements (decorative and functional) for outdoor function space. Ambient lighting is provided, however additional lighting will be required for proper execution of service for outdoor events.

STYLE OF SERVICE

Outdoor functions are limited to buffet and reception-style service; plated events are not permitted.

RESTAURANTS

Select Breakers' restaurants may be available for banquet use outside of their daily operating hours, based on seasonal availability. All functions must use existing restaurant seating; style of service is limited and depends on location. Please contact the Meetings & Events Manager for more details.

BUNGALOW POOL DECK

Functions taking place at the Bungalow Pool Deck may not begin before 7 PM and 8 PM during daylight savings (March-November). Please note that all pool deck events would need to be contracted through your Sales Manager and are not completely exclusive as some areas are part of the common walk ways to other parts of the resort. If lounge furniture is requested to be cleared from the pool deck, a \$3,000 labor fee will apply.



Vendor Requirements

REQUIRED PAPERWORK

The following must be submitted via the online portal, to The Breakers Contract Administration office at least fourteen (14) days prior to your contracted event date or entry will not be granted.

The Breakers Working Conditions

Certificate of Insurance

Event Load-In & Load-Out Form

SHIPPING & FREIGHT

All items shipped to the resort in advance must be approved by the Meetings & Events Manager. All shipping costs are at the expense of the vendor. Items may not arrive more than seven (7) days in advance of the event. An \$8 box handling fee applies for all inbound and outbound items and a \$300 fee applies for each pallet. Please make your Meetings & Events Manager aware of any outbound shipping that will need to occur.

Please address packages as such:

Vendor Name / Group Name
C/O The Breakers
One South County Road
Palm Beach Florida 33480
Program Dates

LOAD-IN & LOAD-OUT

All vendors are required to complete the Resort's Event Load-In & Load-Out Form. Once approved by The Breakers' Security you will receive notification seventy-two (72) hours prior with entrance gate information. Vendors coming on property for the purpose of services related to your event to include performance, equipment set up, delivery, or teardown requires Security supervision at an additional labor charge of \$75 per hour will be applied to your master account. Vehicles larger than 26' require advanced approval from Security.

DAYTIME

North Gate

North Gate Entrance

7 AM - 10 PM

Truck Length Maximum 24'

Ponce Promenade

South Gate Entrance

7 AM - 10 PM

Truck Length Maximum 53'

OVERNIGHT

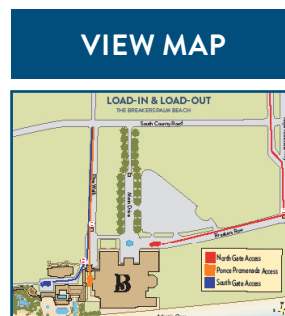
Back Lot

South Gate Entrance

10 PM - 7 AM

Truck Length Maximum 26'

PROPERTY MAP WITH GATE ACCESS





RIGGING, POWER & EQUIPMENT

The Breakers Audio Visual Department is the exclusive provider of all rigging needs and equipment. Outside Vendors will not be permitted access to any use of rigging equipment or rigging points within the function space.

Vendors must supply all tools and equipment required for the work to be performed including but not limited to carts, trucks, and forklifts for transporting materials from their vehicles to their designated work areas as well as any other equipment needed for their setup.

All power requirements must be submitted twenty-one (21) days in advance to the Meetings & Events Manager. Fees will apply and will be billed to a group master account, as appropriate.

SET UP & DÉCOR

All installations must be completed sixty (60) minutes prior to the event, unless otherwise specified directly by The Breakers.

All decorations must meet with the approval of the Fire Marshal (i.e. smoke machines, candles, etc.). Items may not be affixed to walls, ceilings, or doorways. Please note there is no rice, glitter, or confetti allowed in any function space. No hangings of any type from The Breakers light fixtures. No nails, staples, pins, or tapes are to be used on walls, ceilings, draperies, tables, risers, or chairs. All wires and cables are to be taped down with gaff tape only. No duct tape is to be used. For any wires or cables that cover any location with ingress/ egress for staff and guests, proper cable safety cover must be used. Hazers (fog machines) must be water-based only. Notify Meetings & Events Manager of proposed use before testing or use.

Floor plans indicating attendee seating, staging and room ingress and egress must be submitted to the Meetings & Events Manager and approved by the Town of Palm Beach Fire Marshal to ensure compliance with Life Safety Codes. All flown or suspended materials must be non-flammable and must conform to the fire regulations of the Town of Palm Beach Fire Marshal.

Vendors must keep staging areas impeccably clean for appearances and safety. It is recommended to store empty crates or equipment in your vehicle. Storage can only be used within the confined contracted event space. Service areas/ doors and emergency exits may not be blocked. A Breakers Security Team Member will inform the vendor if standards are not met.

Vendors are responsible for providing visqueen for floor protection during load-in & load-out. The Breakers will not provide any materials to aid in any load-in & load-out of vendor materials.

As a reminder for Entertainment, there is a 10 PM curfew and Noise Ordinance for all amplified music and entertainment taking place at any outdoor function space. For all indoor function space, the curfew for amplified or percussion music and entertainment is 12 AM.

VENDOR ACCESS

All Employees, contractors or agents of the Vendor must check in with Security upon arrival to property. When our self-parking lot is full, only valet parking is available. Costs are the responsibility of each vendor; no discounts are available.

Vendors must take their breaks in areas designated by The Breakers Meetings & Events Manager. Vendors will not be permitted to eat with guests in the main dining/reception area. Vendors may access the employee Marketplace or other areas designated by the Meetings & Events Manager.

Vendors must remain in the hotels “back of house” area. Public areas should not be entered unless so directed by a Breakers team member. A Breakers Security Team Member may escort any vendor that is unsure of the proper path to the function.

The Breakers requires that a safe working environment be a top priority for all Vendors. Vendors are responsible for work safety and training of their employees and agents. It is the responsibility of the Vendor to notify The Breakers’ Security of any incidents that occur on property at (561) 659-8999.



CODE OF CONDUCT

All personnel will be required to dress appropriately while in the building. Vendors are required to wear uniform shirts with vendor name and a visitor identification badge. No shorts are permitted, all clothing and closed toe work shoes must be clean and in good repair.

Absolutely no smoking, vaping, alcoholic beverages, or illegal drugs are permitted on The Breakers' premises. Vendors appearing to be under the influence will not be permitted to perform their duties. Smoking tobacco products is not permitted on The Breakers premises.

No loud, profane or abusive language. Rough housing and horseplay will not be tolerated. The Breakers reserves the right to remove any vendor whose conduct or language is unacceptable to The Breakers

All Vendors are expected to behave in the manner in which The Breakers has built its reputation of excellence. Please demonstrate a positive attitude about our beautiful Resort and above all, treat our staff and our guests with the utmost courtesy and respect. The Breakers reserves the right to remove anyone from the premises not adhering to dress or performance standards.

MEDIA ACCESS

The Breakers retains complete discretion as to whether and to what extent it will approve media access to your event. In order for The Breakers to consider media access to your event, you must inform your Meetings & Events Manager of any publicity efforts being made regarding your event. This information will assist us in coordinating approved media access to your event. The Breakers must be advised in advance of the specific names of approved photographers or media outlets that should be allowed on property.

PUBLICITY

Please notify your Meetings & Events Manager of any plans to publicize this event or specific attendees so we may prepare our team for inquiries and appropriate responses consistent with your messaging.

Videotaping/live broadcasting of events will not be allowed on property without pre-approval from The Breakers. If approved, videotaping/live broadcasting must be coordinated in advance with your Meetings & Events Manager and The Breakers Marketing and Communications Department. The Breakers requests a minimum of thirty (30) days advance notice to review and respond to videotaping live/broadcasting requests.

SOLICITATION

Guests of your event may not be solicited by any form of advertising or public invitation. Guests attending events at The Breakers must be individually invited to your event.

PROTECTED IMAGE, NAME & LOGO USE

Any use of The Breakers' protected image, name and logo use is subject to advance written approval a minimum of thirty (30) days in advance.



PHOTOGRAPHY, VIDEO & DRONE

The Breakers may grant permission to use contracted event spaces for the purpose of photographic and recording scenes on a case-by-case basis. All other use of The Breakers private property is subject to approval by your Meetings & Events Manager to protect the safety and privacy of our team, guests and neighbors. The Breakers requests a minimum of thirty (30) days advance notice to review and respond to photography and videography requests.

For the comfort, safety and privacy of our team, guests and neighbors, as well as the protection of sea turtles, drone use is prohibited at The Breakers' private property, or over public property when initiated by a guest, client, member, third party or vendor of The Breakers for the purpose of use related to The Breakers' private property. This prohibition includes all drone uses, including but not limited to light shows, surveillance, or photography.

TEARDOWN

The Resort premises, including Meetings & Events spaces must be left in the same condition as on arrival, neat and orderly, free of debris. Vendors are responsible for removing all trash and rentals upon conclusion of event including, but not limited to florals, boxes, furniture, plastic wrap, disposable props, China, flatware, glassware, linens or any other items that have been brought to the event.

All tear-downs must be completed by the times listed within your contracted function space agenda. Cleaning Fees will apply for trash removal and will be charged to the master account. Contact the Meetings & Events Manager for associated fees. The Breakers is not responsible for any lost or disposed of items after event conclusion.

For any additional questions, please reach out to your dedicated Meetings & Events Manager.