



### ***Wedding Planning and Services*** *Your Wedding... Only Perfection will do.*

*Imagine the day you have always dreamed of, unfolding with true beauty, romance and tradition: our gorgeous waterfront setting is the perfect backdrop for your vows, and the pristine resort location is just as memorable and priceless as the celebration. At Parrot Key, we pride ourselves on creating the wedding you have always wanted-seamlessly planning and customizing the details to your wishes. Ideally located in beautiful, historic Key West, our exclusive luxury resort with unsurpassed amenities and professional staff are devoted to ensuring the success of your special day.*

*We understand that this is a once in a lifetime event – an event so special and unique that every detail is thought through and coordinated. We invite you to relax and let our expert Director of Sales and Catering assist you in masterfully planning the wedding and reception of your dreams.*

*For every event scheduled Sunday through Thursday there is a minimum food and beverage purchase of \$3,500 required with rental of our facility space and a minimum of five beach houses rented for two evenings. Events scheduled Friday and Saturday require a food and beverage purchase of \$5,000 plus rental of our facility space and a minimum of seven beach houses rented for two evenings. These minimums are subject to change without prior notice. Check our availability for your preferred wedding date with the Director of Sales to see if any restrictions apply during your selected date.*

*We look forward to welcoming you to our magical island paradise for your special day!*

***Parrot Key Resort... We're closer than you think!***



## ***Ceremony Location***

*Parrot Key's lush, palm tree framed enclave is the perfect site for your wedding ceremony or reception. Vibrant sunsets, tropical landscaping and turquoise waters are the natural charms for your momentous occasion. We offer spectacular reception and banquet space and can accommodate weddings from 5 to 50 guests in unmatched style.*



## ***The Sunset Terrace***

*What better way to celebrate the Florida Keys than on our private sun-bathing terrace directly on the Florida Bay. This setting can accommodate up to 50 guests. Enjoy dramatic, waterfront settings for commemorative photography with vibrant, breathtaking sunsets over the water.*

*Maximum of 50 guests*



**The Paradise Pool and Tiki Bar**  
*(Exclusive) for four hours, includes all existing furniture*

*Maximum of 50 guests*

*DJ's are permitted, but no live bands please.*

# ***Butler Passed Hors d' Oeuvres***

*Please choose any four of the following:  
One hour service*

## ***Hot Selection***

- *Crispy Coconut Shrimp with Apricot Dipping Sauce*
- *Mini Crab Cakes with Chipotle Aioli*
- *Grilled Chicken Satay with Spicy Peanut Sauce*
- *Grilled Rosemary Focaccia with Leeks and Sun-Dried Tomatoes*
- *Miniature Vegetable Spring Rolls with Sweet Hot Sauce*
- *Spinach Artichoke Dip with Fresh Pita Chips*
- *Grilled Prosciutto Wrapped Shrimp Drizzled with Balsamic*
- *Bacon Wrapped Scallop with Smoked Tomato Relish*
- *Conch Fritters with Spicy Island Cream Sauce*
- *Fingerling Potato Skins Topped with Bacon, Cheddar, Jack Cheeses and Scallions*
- *Chipotle Chicken Stuffed Jalapeno*
- *Lolli-pop Lamb Chops with Mint Rum Glaze*
- *Mini Beef Wellingtons with Duxelles Sauce*

## ***Cold Selection***

- *Smoked Salmon on Bread with Horseradish and Capers*
- *Mango Salsa Ahi Tuna with Avocado on a Crisp Wonton*
- *Belgian Endive with Vermont Chevre, Balsamic Fig and Toasted Pistachio*
- *Bruschetta on Toasted Sourdough with Boursin, Grilled Vegetable and Balsamic Vinaigrette*
- *Smoked Fish Dip Garnished with Jalapenos on Fresh Crostini*
- *Prosciutto Wrapped Melon Ball*

## ***Hors d' Oeuvres Stations***

### ***Japanese Sushi Display*** *(100 pieces)*

### ***Seasonal Sea Food Display*** *Gulf Shrimp, Crab Claws, Oysters, Clams*

***Cheese Array***  
*Imported and Domestic Cheeses served with Artesian Bread with Water Crackers and Garnished with Seedless Grapes*

***Crudités***  
*Bountiful Arrangement of Fresh Vegetables, Dips and Dressings*

***Seasonal Tropical Fruit***  
*Pineapple, Mango, Oranges, Papaya, Honeydew Melon, Cantaloupe, Strawberries and Kiwi*

***Brie Wheels***  
*One Wheel with Assorted Gourmet Crackers and Garnished with Apples and Grapes*

## ***Action Stations***

*Chef Attendants are required for each action station at an additional cost of \$100.00 per hour, per attendant*

*There is a minimum of 3 stations required for all stationed dinner receptions.*

### ***Carving Stations***

*Prime Rib, Au-jus (serves approximately 20)*

*Whole Turkey, White Hunter Gravy (serves approximately 50)*

*Pork Loin Roast, White Hunter Gravy (serves approximately 50)*

*Sirloin Roast, Mushroom Demi-Glace (serves approximately 15)*

*Baked Ham, Dark Rum Raisin Sauce (serves approximately 50)*

*Roast Whole Suckling Pig (serves approximately 30)*

### ***Pasta Station***

*Penne, Linguini, Tortellini Pastas  
Pesto, Alfredo, Marinara Sauces  
Sun Dried Tomatoes, Mushrooms,  
Seasonal Fresh Vegetables, Grated Parmesan Cheese,  
Chicken, Shrimp, Sausage, Meatballs*

### ***Stir-Fry Station***

*Rice, Spicy Soba Noodles,  
Ponzu, Pineapple Curry Sauces  
Bok Choy, Pea Pods, Shitake Mushrooms,  
Bean Sprouts, Peppers, Onions, Broccoli  
Chicken, Shrimp, Beef*

### ***Fiesta Station***

*Soft Flour, Corn Shell Tortillas  
Shredded Cheese, Fresh Salsa, Guacamole, Sour Cream, Black Olives,  
Diced Ripe Florida Tomatoes, Jalapeños, Shredded Lettuce  
Seasoned Beef, Pork, Chicken, Steak Strips*

## **Hors d' Oeuvres Packages**

### **Audubon Package**

*3 Hours Hosted Premium Bar  
Champagne Toast  
Cutting and Service of the Wedding Cake  
75 guests maximum*

#### **Please choose Two Hors d' Oeuvres Stations:**

##### **Cheese Array**

*Imported and Domestic Cheeses served with Artesian  
Bread with Water Crackers and Garnished with Seedless  
Grapes*

##### **Crudités**

*Bountiful Arrangement of Fresh Vegetables, Dips and  
Dressings*

##### **Seasonal Tropical Fruit**

*Pineapple, Mango, Oranges, Papaya, Honeydew  
Melon, Cantaloupe, Strawberries and Kiwi*

##### **Brie Wheels**

*One Wheel with Assorted Gourmet Crackers and  
Garnished with Apples and Grapes*

#### **Please choose Two Action Stations:**

##### **Pasta Station**

*Penne, Linguini and Tortellini Pastas; Pesto, Alfredo and Marinara Sauces;  
Sun Dried Tomatoes, Mushrooms, Seasonal Fresh Vegetables, Grated Parmesan Cheese,  
Chicken, Shrimp, Sausage and Meatballs*

##### **Stir-Fry Station**

*Rice, Spicy Soba Noodles, Ponzu, Pineapple Curry Sauces Bok Choy, Pea Pods, Shitake Mushrooms,  
Bean Sprouts, Peppers, Onions, Broccoli  
Chicken, Shrimp, Beef*

##### **Fiesta Station**

*Soft Flour, Corn Shell Tortillas  
Shredded Cheese, Fresh Salsa, Guacamole, Sour Cream, Black Olives,  
Diced Ripe Florida Tomatoes, Jalapeños, Shredded Lettuce  
Seasoned Beef, Pork, Chicken, Steak Strips*

#### **Please choose Two Carving Stations:**

*Whole Roasted Turkey with White Hunter Gravy*

*Pork Loin Roast with White Hunter Gravy*

*Baked Ham with Dark Rum Raisin Sauce*

*Prime Rib, Au-jus (add \$15 per person)*

*Roast Whole Suckling Pig (add \$15 per person)*

#### **Please choose Six Hot and/or Cold Hors d' Oeuvres:**

*Please select from the Passed Hors d' Oeuvres selection on page 4...*

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## **Hors d' Oeuvres Packages**

### **Orchid Package**

*3 Hours Hosted Premium Bar  
Champagne Toast  
Cutting and Service of the Wedding Cake  
50 guests maximum*

#### **Please choose One Hors d' Oeuvres Stations:**

##### **Cheese Array**

*Imported and Domestic Cheeses served with Artesian  
Bread with Water Crackers and Garnished with Seedless  
Grapes*

##### **Crudités**

*Bountiful Arrangement of Fresh Vegetables, Dips and  
Dressings*

##### **Seasonal Tropical Fruit**

*Pineapple, Mango, Oranges, Papaya, Honeydew  
Melon, Cantaloupe, Strawberries and Kiwi*

##### **Brie Wheels**

*One Wheel with Assorted Gourmet Crackers and Gar-  
nished with Apples and Grapes*

#### **Please choose One Action Stations:**

##### **Pasta Station**

*Penne, Linguini and Tortellini Pastas; Pesto, Alfredo and Marinara Sauces;  
Sun Dried Tomatoes, Mushrooms, Seasonal Fresh Vegetables, Grated Parmesan Cheese,  
Chicken, Shrimp, Sausage and Meatballs*

##### **Stir-Fry Station**

*Rice, Spicy Soba Noodles, Ponzu, Pineapple Curry Sauces Bok Choy, Pea Pods, Shitake Mushrooms,  
Bean Sprouts, Peppers, Onions, Broccoli  
Chicken, Shrimp, Beef*

##### **Fiesta Station**

*Soft Flour, Corn Shell Tortillas  
Shredded Cheese, Fresh Salsa, Guacamole, Sour Cream, Black Olives,  
Diced Ripe Florida Tomatoes, Jalapeños, Shredded Lettuce  
Seasoned Beef, Pork, Chicken, Steak Strips*

#### **Please choose One Carving Stations:**

*Whole Roasted Turkey with White Hunter Gravy*

*Pork Loin Roast with White Hunter Gravy*

*Baked Ham with Dark Rum Raisin Sauce*

*Prime Rib, Au-jus (add \$15 per person)*

*Roast Whole Suckling Pig (add \$15 per person)*

#### **Please choose Six Hot and/or Cold Hors d' Oeuvres:**

*Please select from the Passed Hors d' Oeuvres selection on page 4...*

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## **Hors d' Oeuvres Packages**

### **Coral Package**

*3 Hours Hosted Premium Bar  
Champagne Toast  
Cutting and Service of the Wedding Cake  
30 guests maximum*

#### **Please choose One Hors d' Oeuvres Station:**

##### **Cheese Array**

*Imported and Domestic Cheeses served with Artesian  
Bread with Water Crackers and Garnished with Seedless  
Grapes*

##### **Crudités**

*Bountiful Arrangement of Fresh Vegetables, Dips and  
Dressings*

##### **Seasonal Tropical Fruit**

*Pineapple, Mango, Oranges, Papaya, Honeydew  
Melon, Cantaloupe, Strawberries and Kiwi*

##### **Brie Wheels**

*One Wheel with Assorted Gourmet Crackers and  
Garnished with Apples and Grapes*

#### **Please choose One Carving Station:**

*Whole Roasted Turkey with White Hunter Gravy*

*Pork Loin Roast with White Hunter Gravy*

*Baked Ham with Dark Rum Raisin Sauce*

*Prime Rib, Au-jus (add \$15 per person)*

*Roast Whole Suckling Pig (add \$15 per person)*

#### **Please choose Four Hot and/or Cold Hors d' Oeuvres:**

*Please select from the Passed Hors d' Oeuvres selection on page 4...*

## ***Dinner Buffets***

### ***The Sunset Grill***

*3 Hour Open Hosted Premium Bar*

*Champagne Toast*

*Fresh Rolls and Butter*

*Corn Chowder with  
Mini Crab Cake*

*Capri Tomato Salad*

*Fresh Seasonal Fruit Tray*

*Smoked Fish Dip Garnished with  
Jalapeño on  
Fresh Crostini*

*Petite Center Cut Filet Mignon  
with  
Wild Mushroom Port Demi-Glace*

*Florida Lobster Tail with Drawn  
Butter*

*Sautéed Jumbo Asparagus*

*Herbed Mashed Potatoes*

*Cutting and Service of the  
Wedding Cake*

### ***The Romance Buffet***

*3 Hour Open Hosted Premium Bar*

*Champagne Toast*

*Fresh Rolls and Butter*

*Tomato Basil Gorgonzola Bisque*

*Samba Salad*

*Fresh Seasonal Fruit Tray*

*Spinach and Artichoke Dip with  
Fresh Pita Chips*

*Crab Stuffed Florida Snapper with  
Passion Fruit Beurre Blanc*

*Five Pepper Spiced Roast Beef and  
Rich Au-jus*

*Sautéed Baby Carrots*

*Herbed Mashed Potatoes*

*Cutting and Service of the  
Wedding Cake*

### ***The Classic Buffet***

*3 Hour Open Hosted Premium Bar*

*Champagne Toast*

*Fresh Rolls and Butter*

*Caribbean Sweet Potato Soup*

*Key's Caesar Salad*

*Fresh Seasonal Fruit Tray*

*Key West Pink Shrimp Ceviche*

*Local Horseradish Encrusted  
Grouper  
with Tropical Coulis*

*Jerk Marinated Supreme Chicken  
Breast with Mango Mojo Sauce*

*Jamaican Rice and Peas*

*Curried Squash, Zucchini and Vi-  
dalia Onion*

*Cutting and Service of the  
Wedding Cake*

# **Plated Dinners**

*3 Hours Hosted Open Bar with Premium Brands  
Champagne Toast  
Dual Entrée Plates are available for an additional \$15.00 per person  
Cutting and Service of the Wedding Cake*

*All plated dinners are served with freshly baked bread and butter*

## **Please choose one salad:**

**Capri Tomato Salad**  
*Juicy Red and Yellow Ripe Florida  
Tomatoes Layered with Fresh Mozza-  
rella, Basil Chiffonade and Balsamic  
Vinaigrette*

**Butterfly Salad**  
*Mixed Greens with Gorgonzola Cheese,  
Spicy Nuts, Caramelized Red Onion,  
Shaved Carrots, Cucumber and a Sweet  
Balsamic Drizzle*

**Samba Salad**  
*Fresh Greens tossed with House-Made  
Citrus Vinaigrette, Fresh Avocado and  
Sweet Mangos*

**Keys Caesar Salad**  
*Egg-Less Caesar Dressing with Fresh  
Romaine Hearts, Parmesan Cheese,  
Crispy Croutons,  
Ripe Florida Tomato and Anchovies*

## **Please choose two of the following entrees:**

**Center Cut Filet Mignon**  
*Grilled Center Cut Filet Mignon with Port  
Wine Wild-Mushroom Demi Sauce and Fresh  
Seasonal Vegetables*

**Fresh Horseradish Grouper**  
*Our Local Grouper Encrusted with  
Horseradish, served with a Tropical Coulis  
and Fresh Seasonal Vegetables*

**Jamaican Jerk Chicken**  
*Marinated Supreme Chicken Breast with our  
Mango Mojo Sauce served with  
Fresh Seasonal Vegetables*

**Crab Stuffed Florida Snapper**  
*Fresh Snapper Filled with Crab Stuffing  
Accompanied with Fresh Seasonal Vegetables  
and a Champagne Passion Fruit Beurre Blanc*

**Seared Jumbo Sea Scallops**  
*Jumbo Scallops with a  
Roasted Red Pepper Brandy Cream Sauce  
and Fresh Seasonal Vegetables*

**Caribbean Lobster Tail**  
*Steamed Lobster Tail with Drawn Butter  
Served with  
Fresh Seasonal Vegetables  
Seasonal Market Price*

## **Please choose one accompaniment:**

*Herbed Mashed Potatoes  
Garlic Mashed Potatoes  
Coconut Rice  
Parmesan Reggiano Risotto*

## **Desserts**

***To Die for Chocolate Cake***  
*Date Cake with Toffee Sauce and Whip Cream*

***Nutty Crust Key Lime Pie***  
*with White Chocolate Mousse*

***Flourless Chocolate Cake***  
*with Raspberry Sorbet*

## **Specialty Beverages**

***Champagne Punch***  
*Moet & Chandon 'White Star'*  
*and your choice of fruit juice*

***Island Spice***  
*Captain Morgan's Spiced Rum,*  
*Pineapple Juice, Orange Juice*

***Key Lime Margarita***  
*Jose Cuervo Gold Tequila, Triple Sec and*  
*Fresh Squeezed Lime Juice*

***Mango Mojito***  
*Bacardi Silver Rum, Mango Puree,*  
*Fresh Mint Sprigs, Squeezed Lime and*  
*Splash of Club Soda*

***Keys Cooler***  
*Malibu Rum, Cranberry Juice and Orange Juice*

***Sparkling Fruit Punch***  
*(Non-Alcoholic)*

# **Event Guidelines**

## **Accommodations:**

*Guest accommodations and rates may be determined at time of booking. To reserve a block of rooms, a deposit is required. A credit card or cashiers check is sufficient. A discount rate maybe offered; however, the rate is subject to expiration without notice and is not guaranteed for any particular length of time. Guests for your wedding are strongly advised to make reservations as soon as possible. At time of booking, a Letter of Agreement outlining your special day is formulated. The space will be held for 14 days while you review the Agreement. With return of the Agreement, a deposit is required to confirm the arrangements. If the Agreement is not returned by the due date, it is assumed that other arrangements have been made and the terms of the Agreement are nullified. If you have any questions to further discuss your plans or check dates and availability, please call the sales office at (305)748-4515.*

## **Banquet Policies:**

*To ensure the safety of all our guests and comply with local health regulations, neither patrons nor their guests shall be allowed to bring food and beverages into the function area. We are at your service to accommodate your special requests to ensure the success of your event.*

*Food may not be taken from function area, and buffet lines will remain open no longer than 1 ½ hours.*

## **Beverage Policies:**

*Parrot Key Resort and Great Events Catering are the only licensees authorized to sell and serve liquor, beer, or wine on the hotel premises. Therefore, we cannot allow any of the above to be brought into any of our function areas by outside services. State Law prohibits the serving of alcoholic beverages, including beer and wine, to any person under the age of 21 years.*

*As a responsible vendor of alcoholic beverages, Tranquility Bay Beach House Resort requires proper proof of age from anyone appearing to be under 30 years of age.*

## **Outdoor Ceremonies and Receptions:**

*In all cases Parrot Key Resort reserves the right to make all final decisions if lightning storms or severe weather conditions are expected in the vicinity. Should there be a forecasted report of 40% or more chance of rain in the area, the scheduled function will be postponed or rescheduled.*

*Parrot Key Resort does not offer any indoor back-up space for inclement weather. Temperatures below 60 degrees and or wind gusts in excess of 20 mph shall also be cause to postpone or reschedule the ceremony and reception depending on the location of your event. This decision will be made by the resort no less than five (5) hours prior to the scheduled starting time of the ceremony and reception.*

*In accordance with the City of Key West Noise Ordinance, outdoor receptions held Sunday through Thursday must conclude by 10:00 pm and those held Friday and Saturday must conclude by 11:00 pm.*

## **Menu Pricing:**

*Our culinary partner, Great Events Catering, uses only the freshest ingredients in preparing your meals.*

*Due to market conditions, menu prices may change without notice unless confirmed by a signed Banquet Event Order.*

# **Event Guidelines**

## **Guarantees /Final Attendance:**

*In order to best serve your guests, a final confirmation of attendance or "guarantee" is required by 11:00 a. m. ten business days prior to your event. This count may not be reduced within this time period. However, we will be prepared to serve 5% more than the final guarantee. If no guarantee is received by the specified time, the resort will charge for the expected number of guests indicated on Banquet Event Order.*

## **Payment Policy:**

*Full prepayment must be received 10 days in advance of your function based upon the "estimated guarantee" of guests.*

## **Marriage License:**

*Marriages in Florida require a license be obtained at any County Clerk's Office within the state.*

*The current fee for a marriage license is \$93.50 and is subject to change without notice.*

*The Monroe County Clerk's Offices are open Monday to Friday, 8:30 a.m. to 4:30 p.m., excluding holidays. More information may be obtained from the Monroe County Clerk's Offices in Key West 305-294-4641.*

## **Selecting Your Date:**

*In order to ensure your special day is available, we recommend you select it at least three months in advance. Please check with your Sales Manager to see if your preferred wedding date is available as we only accommodate one wedding per day.*

## **Site Inspections:**

*Site Inspections are available and must be scheduled with the Director of Sales and Catering at least one week in advance.*

## **Deposit and Payment:**

*In order to reserve your preferred wedding date we require a full advance deposit of the facility fees.*

*This deposit is in addition to the advance deposit required to reserve your beach houses.*

*Group bookings require a deposit of 50% of the total block at the time of booking and must be paid in full 60 days prior to arrival.*

## **Service Charges and Taxes:**

*All food, beverage and facility fees are subject to a 21% taxable service charge; as well as all applicable sales tax per Florida State Law.*

***In Cooperation with Florida State Law, we are restricted in our use of glass in the swimming pool areas and beach areas. We use superior quality acrylic glassware and place settings in those areas.***