



The Naples Beach Hotel
& Golf Club

Where Hospitality Is A Family Tradition

Event Resource Guide

Airline Information

Air Berlin	866.266.5588	La PSA (Taca)	800.225.2272
Air Canada	888.247.2262	Lan Chile	866.435.9526
Air Tran	800.247.8726	Lufthansa	800.645.3880
Air France	800.237.2747	Midwest	800.452.2022
American	800.433.7300	Northwest	800.225.2525
Atlantic	800.879.0000	Southwest	800.435.9792
British Airways	800.247.9297	Spirit	800.772.7117
Cape Air	800.352.0714	Sun Country	800.359.6786
Continental	800.523.3273	Swiss Air	877.359.7947
Delta	800.221.1212	TAM	800.772.4642
Express Jet	888.958.9538	United	800.241.6522
Frontier	800.432.1359	US Air	800.428.4322
Iberia	888.235.9826	US A 3000	877.872.3000
Jet Blue	800.538.2583	Virgin Atlantic	800.862.8621

Airline Boarding Passes

Complimentary boarding pass printing is available in the Main Lobby.

Airline Reservations

Airline reservations can be confirmed by the Concierge Desk.

Airports

Southwest Florida International Airport (RSW)	239.768.1000	www.swfia.com
	11000 Terminal Access Road, Fort Myers FL 33913	
	33 miles/40 minutes	
Naples Municipal Airport (APF)	239.643.0733	www.flynapples.com
	160 Aviation Drive North, Naples FL 34104	
	5 ½ miles/10 minutes	
Fort Lauderdale International Airport (FLL)	954.359.6100	www.broward.org/airport
	320 Terminal Drive, Ft. Lauderdale, FL 33315	
	108 miles/1 hour 50 minutes	
Miami International Airport (MIA)	305.876.7000	www.miami-airport.com
	Perimeter Road & NW 20th Street, Miami FL 33101	
	120 miles/2 hours	

Airport Transportation

MBA Airport Transportation, LLC is the taxi provider from Southwest Florida International Airport. Fares are based on zone pricing and not metered. Fares are regulated from the airport to your destination however, fares are not regulated from your destination to the airport.

A number of different companies are available for private sedan service, limousine service, vans, mini coach and coach services. Following are two preferred vendors of the hotel. For other options, visit the airport websites above.

Naples Transportation & Tours	Phone:	239.262.1914 or 800.592.0848
	Fax:	239.262.6967
	Website:	www.nttdestination.com

Dolphin Transportation Specialists	Phone:	239.530.0100
	Fax:	239.434.6678
	Website:	www.dolphinapples.com

Amenities

Our culinary, spa or retail team is available to assist you with welcome amenities, themed turndown gifts, or sweet send-offs. Working with your budget, message and theme, the culinary team can produce masterful creations for welcome, turndown or farewell offerings. The Spa also works with your budget to showcase spa product gift baskets. Our retail team can also manage production of logo merchandise for welcome gifts, incentive rewards or themed messages. Whether it's for your VIPs or the whole group, our team is prepared to help you.

AVI-SPL (Audio-Visual)

An innovative leader in the audio-visual industry, our partner is a depth of well-blended expertise, which includes a genuine passion for working with the industry's most advanced collaboration and audiovisual technologies. Our goal is making complex, advanced audio/video communications solutions easy to use and effective for our clients. We are firmly dedicated to meeting the unique needs of our customers. We translate our expertise into your success, tailoring a dynamic range of possibilities to your distinct initiatives.

- Managed conferencing services for video conferencing
- Complete design and installation of all AV systems
- Operation center design and installation
- Ongoing support services and project management
- On-site personnel and supplemental staff
- Complete post-sale and installation support
- IP integration for infrastructure cabling of voice, data, video and communication systems

AVI-SPL's unmatched level of expertise includes a partnership with more than 700 of the industry's top manufacturers, a wide depth of highly skilled and certified technicians, and the reliability of comprehensive support.

Balloons

The use of balloons is permitted with prior written approval for all displays and/or decorations. All helium tanks must be in an approved safety stand or cart. A \$75.00 cleanup fee applies for the disposal of balloons.

Banks

A number of banks are available in the immediate area, including:

- Bank of America
- Northern Trust
- Suntrust
- Chase
- Regions
- Capital Bank
- Fifth Third Bank
- Shamrock Bank of Florida
- Wells Fargo

ATMs are available on property in two locations – Sunset Beach Bar And Grill and the Seminole Store.

Banners

All rigging, whether inside or outside, is required to utilize in-house labor. Depending on location and materials, actual labor cost may vary and may be serviced by Hotel staff or AVI.

Any device used for affixing objects to windows, wall, floors or ceilings must be approved by the Hotel. Banners may only be hung by Hotel staff. See labor charges for banners below.

Banners 5' and under:	\$25.00 per banner	Banners 10' to 6':	\$50.00 per banner
Banners 15' to 11':	\$75.00 per banner	Banners over 15'	\$100.00 per banner

Signage is permitted within the Clubhouse or outside assigned function rooms and requires advance Hotel approval. Signage is not permitted in the Hotel's common areas, the lobby, in the guest room, hallways, outside of elevators on any floors, or outside (except at the entrance of the assigned outdoor function space). Displayed signs must be professionally printed and displayed on easels.

Banquet Beverage

The Hotel offers a choice of standard and premium beverages on banquet bars. Refer to the banquet catering menus for our current selections. Due to availability, some items may vary and are subject to change. Specialty items will be quoted upon request.

Bar packages include spirits; wine by the glass; domestic and imported beers; soft drinks; juices; mineral water; and non-alcoholic beers and wine. Blended drinks and/or champagne by the glass are quoted upon request.

Banquet Curfew

For the enjoyment of all guests, there is an outdoor function curfew of 10:00 pm.

In accordance with Florida liquor regulations, alcoholic beverage sales may begin at 8:00 am (12:00 pm on Sundays) and must conclude by 2:00 am (12:00 am on Sundays).

Banquet Equipment

Equipment requested that is not within the Hotel's inventory may be purchased and/or rented. The group/event will bear the cost of the purchase or rental price.

Banquet Menu Selection

We request that banquet menus, room arrangements, and other details pertinent to your program/event be submitted to the Catering Manager/Conference Service Manager at least thirty (30) days prior to the program/event date. We are happy to custom design menu proposals and assist in selecting the proper menu items and arrangements to ensure a successful event. To share in our commitment to the environment, we are delighted to provide you with locally grown products of the season upon request.

Specialty and theme parties may be designed to meet your particular needs and messaging. Inquire about special meal requests and please advise of any special dietary requirements in advance.

Banquet Terms & Conditions

Assignment/Confirmation of Function Space: The function space is assigned based on the room set and expected attendance for a meeting/event. The Hotel reserves the right to re-assign space in the event the parameters of the meeting/event change whether in set up or attendance, based upon availability. Space assignments are confirmed upon signing the banquet event order (BEO) and should not be printed or otherwise communicated to attendees until the BEO has been executed.

Commissions/Rebates: As it pertains to food, beverage, room rental and/or equipment provided by the Hotel, we do not offer or accept any terms and conditions that provide commissions, rebates or the like.

Conduct: Group/event agrees to comply with all applicable local, state and federal laws, including health regulations, safety codes, and federal terrorism laws. Group/event will cooperate with the Hotel and any relevant governmental authority to ensure compliance with such laws. Group/event will assume full responsibility for the conduct of all persons in attendance and for any damage during the program/event.

Guarantee: Seventy-two (72) hours prior to scheduled events, a guarantee of attendance is due to the Catering Manager/Conference Service Manager in writing. The Hotel will prepare for this count and may provide for up to a five percent (5%) overage. (Note that any overage may be subject to menu substitutions and/or additional costs.) The group/event will be responsible for the guarantee or actual event count, whichever is higher.

Labor Charge: For events less than twenty (20) persons, a \$100.00 labor charge is applicable.

Outside Food & Beverage: A group/event may not bring any outside food, alcoholic, or non-alcoholic beverages into the Hotel. In the instance of sponsored product a prior approval is required before an outside vendor may be permitted to bring items into the Hotel. Corkage fees, service charges and liability insurance may also be required regardless if Hotel servers are used.

Overtime: In the event a function does not end at the specified time on the BEO, the group/event may be required to pay for additional food and/or beverage not outlined in the BEO; reimburse the Hotel for overtime wage payments; and/or other expenses incurred as a result of the schedule change.

Price Increases: There may be price increases due to unforeseen changes in the market conditions at the time of the event. Any increases will be communicated in advance and require written confirmation. As an alternative to any price increases, the Hotel may offer substitutions to menu selections.

Promotional/Marketing Considerations: Any printed material, e-mail distribution and/or websites used for communicating a group/event at the Hotel are required to submit a proof to the Hotel for approval prior to distribution. Approval will not be unreasonably withheld, however, the Hotel reserves the right to monitor, protect, and validate the use of its name, logo, photography and/or pricing in communication.

Service Charge & Taxes: The current service for 2011 is 20% for indoor functions and 25% for outdoor functions. The service charge is taxable at a rate of 6%. Service charge and tax is subject to change.

Set-up Charges: Should extensive meeting room set-ups or elaborate staging be required, there may be a set-up charge to cover Hotel costs and/or additional labor. In the event the extensive set requires equipment that exceeds the Hotel's inventory, the group/event will be responsible for the costs of this additional equipment. Once the banquet event order (BEO) has been signed, there will be a charge of \$100.00 per change order for room sets.

The group/event will indemnify the Hotel for any damage caused to any Hotel property as result of drayage related to this event, whether caused by the group/event, agent, employee or contractor.

Beach Services

Tiki umbrellas, beach chairs and lounge chairs are available on the beach for a fee. Recreational services (sailboats, pedal boards, kayaks, etc.) are available for a fee. Food and beverage services are also available from Poolside.

Bell Services

Bell service is responsible for the movement of luggage, amenities and/or golf bag handling.

- Baggage Handling Recommended \$6.00 per person, roundtrip
 - Arranged group bag delivery and bag pull is a mandatory charge
- Amenities/Gift Delivery \$2.00 1st item delivery inside room / \$.50 per additional item
- Golf Bag Handling Recommended \$5.00 per bag delivered to pro shop

Coordinate details with Catering Manager/Conference Service Manager

Hotel check-in time is 4:00 pm and check-out time of 12:00 pm. Every effort is made to accommodate early check-in or late check-out requests, however in the event the Hotel is unable to accommodate, guests may check luggage with Bell Services.

Box Lunches

Box lunches may be arranged as part of the program/event, for departing guests or for off-site events. This product is available on a 'to go' basis only and may not be served as a meal occupying meeting/function space. Contact the Catering Manager/Conference Service Manager for selections or allow us to customize a menu.

Branding Opportunities

Allow us to assist you with your branding messages and communications throughout your program and/or event.

Logo merchandise – Our retail manager works directly with our vendors to have your logo, event logo, or message applied to golf shirts, beach towels, umbrellas, golf towels and more. If you have a specific product in mind, just ask and we'll be happy to research pricing and lead time for you.

Customized Key Cards – First impressions are everything! Get your event started with a message from the point of check in. Ask your conference service manager for details on minimum orders, lead time and payment requirements.

Food & Beverage – From logo desserts to specialty cocktails to printed napkins. We can carry your brand messaging throughout the stay.

Visual Messaging – Display a company or special occasion video and message; showcase a new product; brand in bright lights with a customized bogo; during refreshment breaks, gala dinners, fundraisers, exhibits and more. AVI, our in-house audio-visual partner, can help you create lasting impressions.

Business Center

We provide a full-service business center located in the Clubhouse. A sampling of products and services offered are:

- Photocopies (black/white or colored)
- Scanning
- Laser prints from disk
- Bindery (GBC or Velo processes)
- Workstations
- Name badges (product and printing)
- Tent Cards
- Facsimile
- Laminations
- Transparencies
- Shipping (Airborne Express, Federal Express, UPS)
- Notary
- Place Cards
- Supplies

For equipment rentals, please contact your Catering Manager/Conference Service Manager for arrangements.

Car Rental Agency

Enterprise	1024 Pine Ridge Road, Naples, FL 34104	239.649.0400
Hertz	850 Seagate Drive, Naples, FL 34103	239.643.9909
Thrifty	560 Terminal Drive, Naples, FL 34104	239.213.1671

Cash Paid Out

The Hotel can provide cash 'paid outs' for groups provided that the Hotel has received deposits in advance to cover the amount requested. The Hotel requires check deposits to be received a minimum of fourteen (14) days in advance to allow for processing.

Cash Paying Guests

When a guest is unable to confirm their reservation with a credit card, the guest will be required to prepay the full room and tax amount by check or wire transfer. The deadline can vary by season so the guest should check with the reservation agent at the time of reservation. Upon arrival, should the guest not be able to provide a credit card to authorize incidental charges, the guest will be placed on a 'cash only' basis and will not be able to charge to their room. Another option is to provide a credit card for incidental authorization and then pay the balance by cash upon check-out. When an authorization is taken for incidentals, it will be authorized up to \$50.00 per day. Only the actual billed amount will be charged on the credit card upon check out and the remaining 'hold' on the card will be released*. (*Guests should check with their banking institution regarding how quickly a hold is released for their available credit. The Hotel cannot guarantee the released hold is available for immediate credit.)

Check-in / Check-out

Hotel check in time is 4:00 pm. Hotel check out time is 12:00 pm.

Early Arrival: Requests will be accommodated based on availability. Bell services may assist with luggage storage until accommodations are ready.

Late Departure: Late check-out requests are based on availability and may be confirmed the day of departure with the front desk. There may be associated fees with the late departure which will be quoted at time of request.

Express Check-out: Express check-out is available through the guest room television.

Churches

Chabad Jewish Center of Naples	850 Seagate Drive, Naples, FL 34103	239.262.4474	5.03 miles
Crossroads Community Church	1055 Pine Ridge Road, Naples, FL 34108	239.514.3620	4.85 miles
First United Methodist	388 1 st Avenue, Naples, FL 34102	239.262.1033	.91 miles
Grace Lutheran Church LCMS	860 Banyan Boulevard, Naples, FL 34102	239.261.7421	1.08 miles
Naples Church of God	1074 10 th Street North, Naples FL 34102	239.262.2144	1.21 miles
Naples United Church of Christ	5200 Crayton Road, Naples, FL 34103	239.261.5469	5.18 miles
Noah's Ark Baptist Church	576 11 th Street, Naples, FL 34102	239.434.8764	1.27 miles
St. Ann Catholic Parish	475 9 th Avenue South, Naples, FL 34102	239.262.4256	1.77 miles

Climate

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
High	75 F	76 F	80 F	83 F	87 F	90 F	92 F	92 F	90 F	87 F	82 F	77 F
Low	54 F	54 F	58 F	62 F	67 F	72 F	73 F	73 F	73 F	68 F	62 F	56 F
Rainfall	2.01 in	2.17 in	2.08 in	1.99 in	4.21 in	8.18 in	7.98 in	8.05 in	8.11 in	3.6 in	1.99 in	1.53 in
Sunrise	7:15 am	7:15 am	7:30 am	7:00 am	6:40 am	6:35 am	6:40 am	7:00 am	7:10 am	7:25 am	6:45 am	7:05 am
Average												
Sunset	6:00 pm	6:25 pm	7:30 pm	7:45 pm	8:10 pm	8:20 pm	8:20 pm	7:55 pm	7:25 pm	6:55 pm	5:40 pm	5:35 pm
Average												

Daylight Savings Time

For specific dates visit www.sunrisesunset.com

Coffee Maker

Each guest room and suite offers a 4-cup coffee maker, coffee, mugs and condiments, which are replenished daily.

Concierge

For assistance with special requests, restaurant recommendations/reservations, tours or other activities, contact the concierge desk. After hours, the front desk may assist.

[Credit Cards Accepted](#)

The Hotel accepts American Express, Discover, MasterCard and Visa.

[Decorations & Dance Floor](#)

The Catering Manager/Conference Service Manager can customize your menus to compliment any occasion. In addition, we are happy to suggest ideas for novel favors, souvenir menus, printed programs, creative ice carvings, theme food presentations, specialty linens and accent décor. All displays and/or decorations will be subject to Hotel approval. The Hotel reserves the right to charge for labor in the event staff is required to install and/or remove décor materials. The Hotel will not be responsible for any loss or damage to property belonging to the group/event or its attendees when appropriate safeguards are not implemented.

Dance floors are available. Please discuss any specific dimensions, flooring type or other requirements you may have in advance. Should the group/event elect not to use the Hotel's dance floor inventory, the group/event will be responsible for all costs associated with renting from a third party.

[Decorators](#)

See Preferred Vendor List which encompasses both decorators and destination management companies.

[Diagrams](#)

Diagrams of the meeting and/or function space are available on our website or through printed collateral.

If specific layout information is not provided by the group/event, the set-up will be at the discretion of the Hotel.

[Dietary Requirements](#)

Our Executive Chef can provide meals to accommodate those with special dietary requirements, including but not limited to vegetarian, gluten free, sugar free, or kosher. Please communicate the specific needs in advance to the Catering Manager/Conference Service Manager in advance for options and pricing.

[Dine-Around](#)

There are a number of local restaurants, many within 1 mile of the Hotel available for a group dine-around or explore what the city has to offer. Visit the following websites for restaurant options and details.

5 th Avenue South	http://www.fifthavenuesouth.com/restaurants_cafes.php
3 rd Street South	http://www.thirdstreetsouth.com/Third-Restaurants.html
Tin City	http://www.tin-city.com/directory
City of Naples	http://www.paradisecoast.com/things_to_do/dining/index.php

[Driving Directions](#)

From I-75 East (Ft. Lauderdale/Miami):

Exit #105

Turn left (west) after exit ramp onto Golden Gate Parkway. Continue on Golden Gate Parkway for 4 miles to U.S. 41. Turn left on U.S. 41. Proceed south 0.9 miles to 7th Avenue North (after our Golf Course). Turn right on 7th Avenue North and continue until it dead ends at Gulf Shore Boulevard North. Turn right onto Gulf Shore Boulevard North. The Naples Beach Hotel and Golf Club is located 1/2 block north on the left.

From I-75 South (Tampa/Ft. Myers):

Exit #105

Turn right (west) after exit ramp onto Golden Gate Parkway. Continue on Golden Gate Parkway for 4 miles to U.S. 41. Turn left on U.S. 41. Proceed south 0.9 miles to 7th Avenue North (after our Golf Course). Turn right on 7th Avenue North and continue until it dead ends at Gulf Shore Boulevard North. Turn right onto Gulf Shore Boulevard North. The Naples Beach Hotel and Golf Club is located 1/2 block north on the left.

[Drug Store/Pharmacy](#)

Walgreens
1565 Airport Road South
Naples, FL 34104
239.435.0454

- 2 miles from hotel
- Store open 24 hours
- Pharmacy on premise

CVS
294 9th Street South
Naples, FL 34102
239.261.8610

- 3 miles from hotel
- Store hours: 7:00 am-12:00 am
- Pharmacy on premise

Dry cleaning/Laundry

Dry cleaning/laundry service is available Monday through Saturday offering same day service if articles are left with Bell Service before 8:45 am. Both laundry bags and pricing slips are provided in all guest rooms.

Elevators

Cabana Building	• Two-story, no elevator service, stairs only
Florida Buildings	• Two-story, no elevator service, stairs only
Penthouse Building	• Three-story, served by one elevator
Tower Building	• Five-story, serviced by two elevators
Watkins Building	• Nine-story, serviced by three elevators

Emergency Procedures

In the case of a guest emergency, contact the Hotel operator.

NCH Downtown Naples Hospital is located at 350 7th Street North, approximately 1 mile/4 minutes from the Hotel. 239.436.5000

Entertainment

The Hotel provides complimentary entertainment at the Sunset Beach Bar And Grill nightly and seasonally at the Lobby Bar. On Sunday evenings (weather permitting) the Hotel provides entertainment on the Sunset Bar Deck for guests and locals.

Groups and/or events that provide outdoor entertainment may not begin prior to 10:00 am and must conclude no later than 10:00 pm.

Environmental Commitment

Recognitions: Florida Green Lodging Certified
"Green to Gold" awarded by the Economic Development Council of Collier County

Participation in the Florida Green Lodging Program is voluntary and The Beach Club proudly exceeds the state standards. To qualify, a property must implement a specific number of environmental practices in the areas of communication/education; waste reduction, reuse & recycling; water conservation; energy efficiency; indoor air quality; and transportation. We exhibit our commitment through the following:

- Comprehensive Hotel-wide recycling program
- Use "green sealed" cleaning products
- Invested in an energy-saving air system
- Utilize energy-efficient lighting
- Installed an advanced hydro-grid watering system for tennis courts
- Use Energy Star-Rated equipment
- Maintain on our own on-site Orchid House

The Beach Club is devoted to minimizing its footprint on our environment, as well as to helping others do the same. Following are ideas of how you can participate in our efforts:

- How to be a Green Guest:**
- Turn off lights and electronics when leaving a room
 - Reuse towels & linens
 - Set thermostat according to Hotel default temperature
 - Recycling products

- Sustainable Food/Beverage:**
- Use reusable cutlery, dishware, linens and/or decorations. If using disposables, use those with recycled content.
 - Consider using water dispensers/coolers and/or paper cups from recycled products rather than bottled water, glasses or pitchers.
 - Use locally grown produce, seasonal and/or organic food and beverage selections.
 - Have attendees sign up for meals. It will help attendance and reduce waste and cost.

- Sustainable Meetings:**
- Minimize the use of collateral materials. Double-side information and/or use recycled paper when printed collateral is necessary. Consider providing materials on memory sticks, following up electronically or providing through web-based content.
 - Bring only materials needed.
 - Reuse name badges.
 - Provide BEOs and rooming lists electronically.
 - Use local talent.

Exhibits

Contact your Catering Manager/Conference Service Manager for details regarding rental, drayage, and exhibit terms and conditions. Some additional information is available in the Event Production Manual as it relates to exhibits.

Fax Machine Numbers

Guest Fax:	239.659.4329
Catering/Conference Service:	239.435.4366
Sales Department:	239.261.8019

A guest fax machine is conveniently located at the Business Center (or Front Desk after hours). Refer to business center price list.

In the event a group/event would like to rent a fax machine please contact the Catering Manager/Conference Service Manager for options.

Fire Codes

When discussing the particulars of the program/event, the Catering/Conference Service Manager will address any fire code regulations and/or costs.

Fitness Center

The fitness center is provided to Hotel guests on a complimentary basis, utilizing a valid key card. The center is located in the Clubhouse just below The Spa. There are two rooms available, one for weight training and the other focus on cardio health. Additionally, yoga, Pilates and meditation classes are available for additional cost. Our instructor is also available for group activities on the beach or perhaps to get your general session started on a healthy note. Proper workout attire and sneakers are required. Hours of operation: 6:00 am to 9:00 pm.

Flags

Our banquet department currently has a United States flag and a Florida State flag. If additional flags are required please discuss with your Catering Manager/Conference Service Manager.

Florist

See "Preferred Vendors"

Gift Cards

Gift cards are available for purchase in any denomination and do not expire. We offer two types of gift card. One is a resort card which may be used for almost any purchase on property including things like dining, retail purchases, golf, spa services, etc. We also offer a spa gift card which may only be used for spa services. This is a wonderful way to extend spending contributions beyond your organized events that you may wish to offer participants or use as an incentive for another time.

Golf

Hotel Guests

Guests with confirmed reservations may secure tee times any time prior to arrival.

Non-Hotel Guests

Non-Hotel guests may confirm tee times up to 3 days prior to play.

Date Range	Before 12:00 pm	12:00 pm to 3:00 pm	3:00 pm & beyond	9-holes
October 1, 2011 – December 22, 2011	Hotel-\$55.00 Non-Hotel-\$64.00	\$35.00	\$35.00	\$35.00
December 23, 2011 – January 13, 2012	Hotel-\$90.00 Non-Hotel-\$99.00	\$75.00	\$55.00	\$55.00
January 14, 2012 – April 4, 2012	Hotel-\$110.00 Non-Hotel-\$119.00	\$85.00	\$55.00	\$55.00
April 5, 2012 – April 15, 2012	Hotel-\$80.00 Non-Hotel-\$90.00	\$70.00	\$50.00	\$50.00
April 16, 2012 – April 30, 2012	Hotel-\$50.00 Non-Hotel-\$60.00	\$45.00	\$45.00	\$45.00
May 1, 2012 – September 30, 2012	Hotel-\$40.00 Non-Hotel-\$45.00	\$25.00	\$25.00	\$25.00

Pricing, date and/or time ranges for pricing is subject to change.

Available Services: Driving range, putting green, professional instruction (individual or group), equipment rentals, locker room and Pro Shop. For pricing and tee time availability guests may call 239-435-2475.

Other Pricing: Rates include cart fee and are exclusive of 6% sales tax
 \$3.00 per bucket, range balls
 \$4.00 per bag, per night, overnight storage
 Call for instruction pricing
 \$2.00-\$5.00 per bag, gratuity
 \$45.00 club rentals (18-holes)/\$25.00 club rentals (9-holes)

Golf memberships are also available. Inquire at the Pro Shop for more details and options.

Gratuities

Informally referred to as “tipping,” it is a voluntary gesture (unless otherwise noted), however customary to reward for services performed. Tips are also a supplement to many position’s income. Following is guide for various positions, but is not all-inclusive of positions that may accept gratuities:

- Bell Services: Luggage handling-\$6.00 per person, roundtrip; Luggage storage-\$1.00-2.00 per bag upon receipt
- Housekeeping: \$2.00 per day for standard cleaning services
- Golf Bag: \$2.00-\$5.00 per bag
- Spa: 18-20% of the service
- Restaurant: 18-20% of the bill (note if discounts are applied, it is appropriate to ‘tip’ on the pre-discounted amount)
- Valet: \$2.00-5.00 per car

Gratuities for VIPs, select individuals or the entire group may be posted to a master account, if approved. Consult with your Catering Manager/Conference Service Manager for more information.

Hospitals

NCH Downtown Naples Hospital – 350 7th Street North, Naples. Approximately 2 miles from Hotel. 239.436.5000

Hotel Map

A property map will be included in the key registration packet for each overnight guest upon arrival.

Housekeeping

Daily housekeeping services take place between 8:00 am and 4:00 pm. Should anyone require a special time of service, requests can be made directly with the Housekeeping Department or scheduled through your Catering Manager/Conference Service Manager. The suggested housekeeping gratuity is \$2.00 per room, per day for standard cleaning services.

Each guest room provides special amenities for comfort and convenience including: plasma television w/remote; coffee maker/coffee/condiments; refrigerator; safe; iron/board; shower amenities; robe; balcony or patio and extra pillows. Cribs are available on request and meet current safety standards.

[In-Room Dining](#)

Breakfast, lunch, dinner, beverages and hospitality selections are prepared for your in-room dining pleasure. Menus are provided in the guest rooms and suites. Room service is also able to prepare special amenities for business, family and friends, or turndown service for delivery. A service gratuity of 20% and delivery fee of \$4.00 applies to each meal service. For hospitality and amenities requests, additional charges may apply. Hours of operation: 7:00 are to 12:00 am

[Incidental Charges](#)

At the time of check-in guests will present a credit card or cash deposit to activate incidental charging privileges. Should a guest choose not to provide a credit card or cash deposit the guest will incur the following restrictions: room-to-room calls only and no signing privileges at outlets.

The refundable deposit required is \$50.00 per day. For credit card guests, an authorization is taken for the number of days registered. Once the guest departs only the actual charges are processed to the credit card. For cash guests, should charges exceed the deposit amount, the guest will be required to pay an additional deposit(s) to keep the account open for signing privileges.

The above deposits are in addition to the room and tax collected at check-in.

[Interpretation/Translation Services](#)

At any given time our staff can provide simple translation services for over 7 different languages. For assistance, call the Front Desk for languages spoken.

For more in-depth translation services, refer the following organization for service options:

[Internet Services](#)

Wi-Fi Internet service is available in guest rooms, suites and in public areas of the Hotel. A charge of \$9.95 per 24-hour period applies.

Internet services are available in our meeting and function space. Inquire with your Catering Manager/Conference Service Manager for quotes on set-up and charges that apply.

[Key Cards](#)

Customizing key cards is available for branding and requires lead time for production, approval and delivery. Minimum quantities start at 250 pieces. Consult with your Conference Service Manager/Catering Manager for specifications, billing and lead time.

[Key Contacts](#)

General Manager	Jason Parsons	Ext. 4350	j.parsons@naplesbeachhotel.com
Director of Sales & Marketing	Michele Marsee	Ext. 4368	m.marsee@naplesbeachhotel.com
Director of Catering/Conference Services	Susan Savino	Ext. 4362	s.savino@naplesbeachhotel.com

[Kosher](#)

We offer a variety of kosher meals for guests that are arranged with local vendors. The Hotel does not offer a kosher kitchen or allow outside kosher cooking on the premise. Your Conference Service Manager/Catering Manager will be able to assist with selections.

[Labor](#)

We are a non-union facility; however we employ the services of some union labor allowing us to work with all types of labor unions.

[Laundry/Valet](#)

Dry cleaning/laundry service is available Monday through Saturday offering same-day service if articles are left with Bell Service before 8:45 am. Both laundry bags and pricing slips are provided in all guest rooms.

Creech Road Laundry is a self-service laundry located 2.2 miles from the Hotel and is available 24 hours a day/7 days a week.

[Liquor Laws](#)

The legal drinking age in the State of Florida is 21 years of age. The Hotel is only licensed-authorized to sell and serve alcoholic beverages that were purchased by the Hotel. Alcohol may not be brought into the Hotel to be served in public areas, meeting room, outdoor venues or hospitality suites.

[Load-In/Load-Out](#)

To maintain the integrity of our facilities, materials and/or equipment being brought to the Hotel by an individual are required to load in and/or out through the loading dock at the Clubhouse or may use exterior entrance ways to access facilities on the beach side. Loading in and/or out of the Clubhouse main entrance or through the lobby is not permitted. Loading in and/or out that requires vehicle access is to be scheduled with your assigned Conference Service Manager/Catering Manager.

[Local Information](#)

For area restaurants, attractions, entertainment, shopping, galleries and more, we recommend visiting the following sites for the most current information.

5 th Avenue South	www.fifthavenuesouth.com
3 rd Street South	www.thirdstreetsouth.com
Tin City	www.tincity.com
City of Naples	www.paradisecoast.com

[Mail Service](#)

Stamps may be purchased in the Beach Store located in the main lobby. Outgoing mail may be left with the front desk. Other packages are handled through the Business Center. See "Business Center."

U.S. Post Office – 860 6th Avenue, Naples. Approximately 2 miles from Hotel.

[Meeting Capacities](#)

Refer to our "Meeting Spaces" web page or download our sales kit from the "Resources" page.

[Meeting Room Deliveries/Tear Down](#)

When a drayage company is used, all deliveries must be scheduled with the loading dock. All deliveries will be made by the drayage company to assigned meeting rooms.

Boxes and/or packages handled by the Hotel will be delivered to assigned meeting rooms. If shipments are to be split delivery, communication to the assigned Conference Service Manager should include box numbers with the designated delivery location.

[Meeting Room Standard Set](#)

Meeting room set may include tables, chairs, linens, pads, pen, candy, and ice water as requested. Additional items are available for rental. Consult with the Catering/Conference Service Manager for pricing.

All meeting rooms are non-smoking. Smoking is permitted outdoors and all space is conveniently located to outdoor space.

[Music/Musicians](#)

Should you require assistance with entertainment, please consult with your Catering/Conference Service Manager for partner recommendations. Note that all music must conclude by 10:00 pm outdoors.

[Naples Convention & Visitors Bureau](#)

Our tourism partner provides a program called "Group Attendance Push" or GAP. E-mail templates, banner ad templates to create your own marketing piece are all available via www.paradisecoast.com/meetings/tools. Preferred Pass (guest savings program), visitor guides, and visitor maps are also available on this site.

[Newspapers/Publications](#)

Newspapers available in The Seminole Store include: USA Today, Naples Daily News, Investor's Business Daily, and The News Press

Publications available in The Seminole Store include: Newsweek, Bloomberg Business Week, Golf Magazine, Fitness, Good Housekeeping, Redbook, InTouch, Elle. Note that the selection of newspapers and/or publications is subject to change at any time.

Office Equipment/Supplies

The Business Center offers a range of services, including rental of computer systems, copier machines, fax machines, secretarial support, photocopying, word processing services, fax transmission, shipping, mail services, just to name a few. Prices are quoted on an individual basis depending on the type of equipment needed and/or scope of the job requested.

Additionally a basic list of office supplies is also available for purchase.

Parking

Valet parking is provided on a complimentary basis for registered guests. (Gratuity not included.)

Gated self-parking is available for registered guests on a complimentary basis. (Guest key card is used to access.)

For events with an expected local or drive attendance (non-Hotel guests) in excess of 75 people, the Hotel requires special valet parking to be established. A fee of \$1.00 per person will be applied to the master account based on consumption for the service.

If any other special parking requirements are needed, consult with your assigned Catering/Conference Service Manager in advance for arrangements. The Hotel cannot guarantee space if arrangements are not made in advance.

Pet Policy

The Hotel does not permit pets on property. Following are a few recommendations for boarding of pets during your stay.

A Dog's Dream Daycare	2520 David Blvd., Suite B, Naples, FL 34104	239.793.6000
Camp Bow Wow	3382 Mercantile Avenue, Naples, FL 34104	239.352.BARK (2275)
Naples Pet Salon	3071 Terrace Avenue, Naples, FL 34104	239.963.8227

The Hotel does guarantee availability of these services. Please check in advance for availability, boarding requirements, and/or recommendations.

Poolside

The Hotel offers a beachside two-pool complex that includes a family-style pool, adult pool, bathroom facilities, Poolside (bar and grill), beach access, water recreation (fees apply), lounge chairs and towels. This pool complex is available for registered guests only. A room key is required for access. A deposit is required for towels until returned. Lounge chairs at the pool are provided on a complimentary basis.

Posting of Events

The Hotel posts the name of events on a reader board located in the lobby and outside meeting rooms.

Pre & Post Conference Meetings

The Hotel encourages clients to schedule both a pre and post conference event meeting prior to each program. This allows the key clients and our management team to meet and review all details. Your assigned Conference Service Manager will coordinate the scheduled times.

Preferred Vendors

Décor & Special Events:

Eventz, Inc.	239.415.2581	www.eventzinc.com
NT&T Destination Services	239.592.0848	www.nttep.com

Entertainment:

Clint Wiley-Vocals/Tropical/Steel Drum/Guitar	239.262.5261	www.clintwiley.com
CTO Artists-World Entertainment Productions	239.961.1706	www.ctoartists.com
Hot Topic Band (Dawn or Gene)	239.821.1718	www.thehotopicband.com
Kevin Bruce-Island Steel Drum/Guitar	239.821.8563/239.821.8563(C)	
Kevin Smith-Music for all occasions	239.784.5627	www.ksmithentertainment.com
Thank You for the Dance Entertainment	239.472.4774	www.dannymorgan.com

Florists:

Floral Encores	239.597.1718	www.floralencores.com
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Off-Site Group Dining:

There are a number of local restaurants, many within 1 mile of the Hotel, available for a group dine-around or to explore what the city has to offer. Visit the following websites for restaurant options and details.

5 th Avenue South	http://www.fifthavenuesouth.com/restaurants_cafes.php
3 rd Street South	http://www.thirdstreetsouth.com/Third-Restaurants.html
Tin City	http://www.tin-city.com/directory
City of Naples	http://www.paradisecoast.com/things_to_do/dining/index.php

Photography:

Ed Chappell Photography	239.434.2111	www.i2art.com
Pattridge Portraits & Video	239.775.0401	www.pattridge.com
Sebrie Images	239.826.5682	www.sebrie.com
Avant Garde Images	239.263.7001	www.naplesportraits.com

Team Building:

The Naples Beach Hotel & Golf Club-Recreation Dept.	239.435.4353
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Production Guidelines

Refer to the Event Production Manual for details.

Registration/Hospitality Desk

A registration/hospitality desk may be arranged with your Catering/Conference Service Manager outside of your assigned meeting/function area. Consider phone and computer lines or electricity in advance. Professionally printed signs may be brought in or ordered in advance. Handwritten signs or flip charts may not be posted in public areas.

Registration/Hospitality Assistance

If additional staffing is needed for your registration and/or hospitality desk, please consult with your assigned Catering/Conference Service Manager for partner recommendations.

Reservations

Refer to your agreement for details on rates, room types and when reservations are due. The Hotel cannot guarantee special rates past the established cut-off date. Prior to distribution of any materials, website postings, etc. the client is to provide communication materials to your assigned Catering/Conference Service Manager for approval to ensure accurate information. The Hotel does not assume responsibility for erroneous information distributed that did not have Hotel approval.

The Hotel can provide an online reservation page for select events. Inquire with your Catering/Conference Service Manager for more details.

Restaurant/Lounges

HB's On the Gulf	Continental cuisine and regional seafood. Serving lunch and dinner daily.		
Lunch		11:30 am – 3:00 pm	
Dinner	Sunday-Thursday	5:00 pm – 9:30 pm	
	Friday & Saturday	5:00 pm – 10:00 pm	

Group reservations of 8 or more should be made in advance.

Everglades Room	Breakfast buffet and breakfast a la carte menu available daily.		
Breakfast		7:00 am – 11:00 am	
	Sunday Brunch	11:30 am – 2:00 pm	(Offered Seasonally)

The Seminole Store	Daily	6:30 am - Midnight	
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Sunset Beach Bar And Grill	Daily	Sunday-Thursday	11:00 am – Midnight
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Poolside	Daily	Friday & Saturday	11:00 am – 1:00 am 10:00 am – Sunset	
Broadwell's	Daily		11:30 am – 5:00 pm	(Offered Seasonally)
			May be used for private functions during off season.	
Totch Brown's Bar	Daily		11:30 am – 5:00 pm	(Offered Seasonally)
Room Service	Daily	Breakfast	7:00 am – 11:00 am	(Pre-order available from 6:30 am)
		Lunch	11:30 am – 3:00 pm	
		Dinner	5:00 pm – 10:30 pm	
		All-Day Menu	3:00 pm - Midnight	

Retail

The Hotel provides the following shopping opportunities on property:

Beach Store	A variety of clothing, accessories and gifts for children and adults. Gift cards are available for purchase. Located in the Main Lobby.
Golf Pro Shop	A variety of clothing, accessories and equipment. Gift cards are available for purchase. Located in the Clubhouse.
Spa Store	Spa and salon products. Gift cards are available for purchase. Located in the Clubhouse in The Spa.
Tennis Pro Shop	A variety of clothing, accessories and equipment. Gift cards are available for purchase. Located at the Mary C. Watkins Tennis Center.
The Pool Shop	Sunglasses, sun tanning products and pool/beach toys. Located next to Poolside at the pool complex.
The Seminole Store	Sundries, snacks, beer, wine, spirits, books & magazines. Located in the Main Lobby.

Rigging

All rigging, whether inside or outside, is required to use in-house labor. Depending on location and materials, actual labor cost may vary and may be serviced by Hotel staff or AVI.

Any device used for affixing objects to windows, wall, floors or ceilings must be approved by the Hotel. Banners may only be hung by Hotel staff. See labor charges for banners below.

Banners 5' and under:	\$25.00 per banner	Banners 10' to 6':	\$50.00 per banner
Banners 15' to 11':	\$75.00 per banner	Banners over 15'	\$100.00 per banner

Signage is permitted within the Clubhouse or outside assigned function rooms and require advance Hotel approval. Signage is not permitted in the Hotel's common areas, the lobby, in the guest room hallways, outside of elevators on any floors, or outside (except at the entrance of the assigned outdoor function space). Displayed signs must be professionally printed and displayed on easels.

Safe/Safety Deposit Box

The Hotel provides an in-room safe in all guest accommodations on a complimentary basis. A safety deposit box is also available at the front desk.

Security

The Hotel does not provide security service during events and/or overnight. Security services are available through an outside company at an hourly rate. Discuss particulars with the Catering/Conference Service Manager assigned to your event for more details.

Shipping & Receiving

The Hotel will accept shipments up to one (1) week prior to arrival/event date. To ensure proper delivery of all packages, the shipment must contain the following information: Event Name • On-site Contact • Date of Event • Catering/CS Manager

The following handling charges will apply to delivery and/or pick up of all packages. Guests are responsible for packing and affixing all labels for return shipments. All return shipping costs are the responsibility of the guest.

Package Handling (each way):		
-	0-74 lbs.	\$5.00/each
-	75-150 lbs.	\$20.00/each
-	151 lbs. or	\$40.00/each
greater		\$55.00 per hr/per
-	Labor	person
service		(1 hr minimum)

Shopping

Refer to “Retail” for shopping opportunities on property or “Local Information” city shopping.

Signs & Banners

The Hotel takes great pride in the condition and aesthetic appearance of our facility. In order to maintain a quality image for all guests, following are a few items we request during your stay:

- Only professionally printed signage is allowed in meeting/function areas. These may be presented on easels or in-sign stands which are rented through our in-house audio-visual partner, AVI.
- No banners may be hung in public areas. Banners may be hung inside meeting/function rooms; from table skirting at registration/hospitality desks or outside. All rigging requires the use of our in-house audio-visual partner, AVI.
- No signs and/or banners may be hung on walls, windows, etc.
- Nothing may be placed over exit doors or in any other way block or obscure visual sight of exit doors.

Site Inspections/Pre-Planning Visits

Any visit planned to the Hotel in consideration of a program/event or as a planning visit for a confirmed program/event must check for Hotel availability prior to confirming any travel plans. Pre-planning visits specifically require the attention of the assigned Catering/Conference Service Manager and will also need to correspond to their scheduled availability. All pre-planning visit requests are to be directed to the assigned Catering/Conference Service Manager.

Smoking

The Hotel’s accommodations and indoor facilities are 100% non-smoking. A fee will be assessed for those violating our indoor clean air policy. Smoking is permitted outdoors and we kindly request that tobacco items are extinguished in receptacles.

Sound System

Some of the meeting/function rooms provide a basic sound system. Contact your assigned Catering/Conference Service Manager for details. Fees may be assessed for labor and/or connections. Anchor systems or supplemental systems will be required for all outdoor locations and are arranged through our in-house audio-visual partner, AVI.

Note: Functions may not utilize sound systems outdoors prior to 9:00 am and outdoor functions must end no later than 10:00 pm.

Spa

Celebrate the wellness of body and soul with the revitalizing benefits of herbs, minerals, and revitalizing treatments with an experience that will soothe the spirit, rejuvenate the body, and enrich the mind. The experience is fully complemented by our professional stylists, make-up artists and nail technicians in the salon.

From wedding parties, bachelorette/bachelor parties, anniversaries, girls’ getaway, corporate/group events, or just about any reason that you can come up with, The Spa at The Naples Beach Hotel & Golf Club is the perfect way to pamper or reward yourself or others.

Special Meal Requests

Our Executive Chef is pleased to accommodate requests for special meals (glutton free, sugar free, vegetarian, etc). Consult with your assigned Catering/Conference Service Manager for suggestions, pricing and serving details in advance of your event.

Storage

The Hotel will accept shipments up to one (1) week prior the program/event date and will store such items. If you anticipate shipping a large volume of materials, we suggest consulting with your assigned Catering/Conference Service Manager as soon as possible to discuss additional storage options and fees.

Sunrise/Sunset

Refer to Climate.

Taxes & Service Charges

The current sales tax for Collier County in the State of Florida is six percent (6%). This is subject to change as dictated by Collier County. The guest is responsible for any increase with or without prior notification.

The current occupancy tax for Collier County in the State of Florida is four percent (4%). This is subject to change as dictated by Collier County. The guest is responsible for any increase with or without prior notification.

The Hotel has a twenty percent (20%) service charge on all indoor catered events and a twenty-five percent (25%) service charge on all outdoor catered events. Both service charges are taxable by the current sales tax.

Transportation

Dolphin Transportation Specialists	239.530.0100	www.dolphinnaples.com
Elite Limousine Service of Southwest Florida	239.498.7577	www.elitelimo1.com
Go Platinum Transportation	239.947.2077	www.goplatinumtransportation.com
Naples Airport Shuttle	239.430.4747	www.naplesairportshuttle.com
Naples Transportation & Tours	239.390.5037	www.experience-naples.com
Prestige Transportation	239.304.0904	www.airporttransportationplus.com
Royal Floridian Transportation	800.932.5252	www.royal-floridian.com

Visit Florida

Our State tourism partner offers **FREE** "Cover Your Event" supplemental insurance to confirmed groups. This supplement will cover costs related to rebooking a meeting or convention displaced due to a named hurricane. Chances are remote that you will need it, but it's nice to know you're covered. Available for meetings that are designed for business purposes only. For all terms and conditions, visit www.cye.visitflorida.com.