

THE VERANDAH *Antigua*

MEETINGS & EVENTS



Our Venues, Your Vision,
Unforgettable Events!

Welcome to The Verandah Antigua

Why Choose The Verandah Antigua

- ✓ Two white-sand beaches
- ✓ Multiple dining venues
- ✓ Flexible indoor and outdoor event spaces
- ✓ Experienced conference and events team
- ✓ All-inclusive convenience in a resort setting

Big Ideas for Your Personalised Meetings

Our meeting experts are skilled at organising and planning events suited to our client's needs, with a focus on finding the right space and facilities, along with recommending the necessary technology and audiovisual tools.

Discover Our Meeting Spaces and Venues

A key element to hosting successful meetings and events is finding the right space based on the event type and deliverables. Our property offers a wide range of spaces and venues that are geared to private gatherings, from well-equipped meeting rooms that facilitate interactive discussions to a variety of table set-ups, including U-shape, T-shape and rounds that are ideal for teams and groups to sit comfortably for enhanced collaboration. We are versatile, and our expert planner will guide you in finding the ideal space to ensure a successful outcome.

Plan Your Meeting with Ease

Ready to book your meeting?

Reserve your venue and accommodation with us! Our events team are in position to facilitate the entire process, from meeting set-up to catering and everything in between.

For the discerning business traveler, The Verandah Antigua offers exclusive dining and entertainment features. Beyond the meeting, guests can unwind and recharge in our scenic surroundings, nature paths and enjoying the ocean or one of our 5 pools.

MEETING SPACES

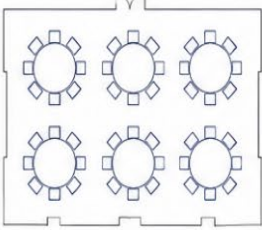
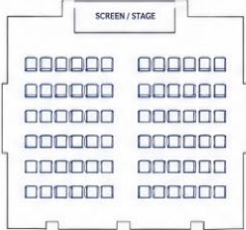
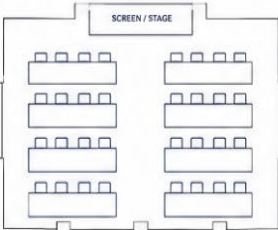
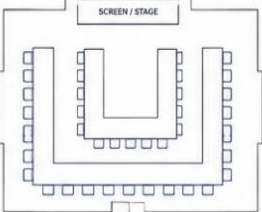
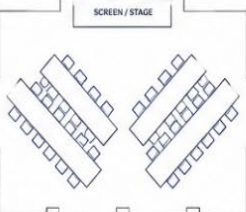
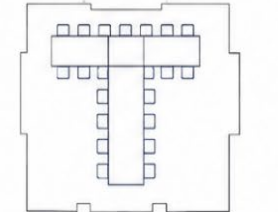
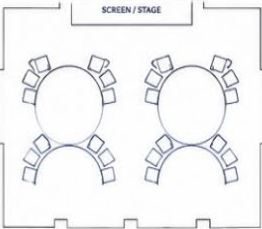
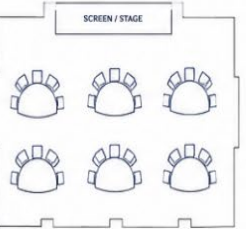
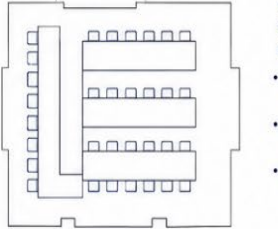
	Dimension Ft.	Sq Ft	BS	TH-S	CS	DBL-U	CHEV	TS	CabS	CR	ES
Hibiscus Room US\$1200 per day	31 x 57	1767	60	100	80	50	60	40	60	60	80
Orchid Room US\$700 per day	30 x 52	1560	NA	40	24	NA	NA	30	NA	30	24
Bougainvillea Room US\$100 per day	Ideal for secretarial or Private Office	170	NA	NA	NA	NA	NA	NA	NA	NA	NA
Ginger lily Room US\$600 per day	15 x 33	506	40	50	40	NA	NA	30	30	30	NA

Key:

BS - Banquet Style and/standing Cocktail Reception
TH-S – Theatre Style
CS – Classroom Style
Dbl-U - Double U Shape
Chev. – Chevron “V” shape
TS - T Shape
CabS – Cabernet Style
CR – Crescent Rounds
ES - E-Shape
NA – Not applicable

CONFERENCE ROOM SEATING LAYOUTS

Select the ideal seating arrangement for your event.

1. BANQUET STYLE	2. THEATER STYLE	3. CLASSROOM STYLE
 <p>Round tables seating 8 – 10 guests.</p> <ul style="list-style-type: none"> • Encourages conversation and interaction • Ideal for meals, galas and celebrations • Creates a warm and inviting atmosphere 	 <p>Chairs arranged in rows facing the stage.</p> <ul style="list-style-type: none"> • Maximizes seating capacity • Ideal for presentations, keynotes and seminars • Best for audience focus 	 <p>Long tables with chairs facing the front.</p> <ul style="list-style-type: none"> • Perfect for training and workshops • Provides space for note-taking and laptops • Encourages attendee engagement
4. DOUBLE U-SHAPE	5. CHEVRON (V-SHAPE)	6. T-SHAPE
 <p>Two U-shaped tables, one inside the other.</p> <ul style="list-style-type: none"> • Ideal for large groups and training sessions • Promotes interaction and participation • Maintains clear sight lines to presenter 	 <p>Tables arranged in a V-shape facing the presentation area.</p> <ul style="list-style-type: none"> • Enhances visibility and sight lines • Adds a dynamic and professional look • Ideal for mid to large-sized groups 	 <p>Tables arranged in a T-formation.</p> <ul style="list-style-type: none"> • Ideal for executive meetings • Facilitates leadership and presentation • Encourages focused discussion
7. CABARET STYLE	8. CRESCENT ROUNDS	9. E-SHAPE
 <p>Round tables with one side open toward the stage.</p> <ul style="list-style-type: none"> • Combines dining with presentation • Ensures all guests face the presenter • Ideal for training events and dinners 	 <p>Round tables with all chairs on one side facing the stage.</p> <ul style="list-style-type: none"> • Great sight lines to presenter • Combines comfort with visibility • Ideal for presentations with meals 	 <p>Three sections extending from a main table, forming an "E".</p> <ul style="list-style-type: none"> • Supports breakout discussions • Encourages collaboration and interaction • Ideal for workshops and committee meetings

THE
VERANDAH
Antigua

Layout capacity may vary based on room size and setup requirements.

Standard Meeting Room Inclusions

- ✓ Use of selected meeting or event space for the duration of your event.
- ✓ Overhead projector with HDMI inputs and a 180" Screen
- ✓ 85" Smart TV
- ✓ Wireless and wired Private network connections
- ✓ Wireless PA audio system
- ✓ 50b shared Internet Bandwidth
- ✓ Video conferencing capabilities
- ✓ Tables
- ✓ Chairs
- ✓ Lectern and 1 Microphone
- ✓ Fully Air-Conditioned Room
- ✓ Services of an Event Planner

Optional Items (available upon request at an additional charge)

Audio Equipment (1 microphone amplifier & 2 speakers)	US\$150.00 per day
Additional Microphones	US\$.00 each
Portable Stage	US\$150.00+ per day <i>(based on size)</i>
Laptop with Clicker	US\$250.00 per day
Flip Chart and Marker	US\$35.00 each
A4 Note Pad & Pen/Pencil	US\$15.00 each
Power Strip	US\$10.00 per strip
White Board and Easel	US\$25.00 per day
Cordless Microphone	US\$25.00 ea. per day
Florals & Décor	Available and priced on request
Printer Rental	Available and priced based on size
Tabletop Microphone	\$35.00 each per day

COFFEE BREAKS

“SEIZE THE DAY”

Four International Teas (*Peppermint, Lemon and Ginger, Earl Grey, Black Tea*)
House Brewed Coffee (*Regular & Decaf*)
Orange and Apple Juice
Three Assorted Cookies
Filtered Water (*Still or Cucumber-Mint Infused*)

US\$20.00 per person per break

“JUST VIBES”

Four International Teas (*Peppermint, Lemon and Ginger, Earl Grey, Black Tea*)
House Brewed Coffee (*Regular & Decaf*)
Orange and Apple Juice
Chef’s Assorted Pastries (*Danish, Banana Bread & Muffin*)
Filtered Water (*Still or Cucumber-Mint Infused*)

US\$25.00 per person per break

“ISLAND TIME”

Four International Teas (*Peppermint, Lemon and Ginger, Earl Grey, Black Tea*)
House Brewed Coffee (*Regular & Decaf*)
Orange and Apple Juice
Assorted Finger Sandwiches
Sliced Tropical Fruits
Filtered Water (*Still or Cucumber-Mint Infused*)

US\$30.00 per person per break

“LIVELY UP YOURSELF”

Four International Teas (*Peppermint, Lemon and Ginger, Earl Grey, Black Tea*)
House Brewed Coffee (*Regular & Decaf*)
Local Ginger Beer, Fruit Punch, Lemonade
Island Favourites:
Saltfish Fritters,
Mini Beef Patties
Sausage Rolls
Sliced Seasonal Fruits
Filtered Water (*Still or Cucumber-Mint Infused*)

US\$40.00 per person per break

ADD ON BREAK OPTIONS

FROM THE BAR.....

Evian Water	US\$5.00 per bottle
Evian Sparkling Water	US\$10.00 per bottle
Fresh Coconut Water	US\$10.00 per bottle
Soft Drinks <i>(regular or diet Coke, Sprite, Ginger Ale, Tonic Water)</i>	US\$2.50 per can
Local Ginger Beer	US\$11.00 per quart
Long Bay Beer (Lager, IPA or Stout)	US\$3.00 per can

FROM THE BAKERY.....

Assorted Pastries <i>Danish, Croissants, Muffins with Butter and Jam</i>	US\$30.00 per dozen
Coffee Cupcakes	US\$30.00 each dozen
Macaroons	US\$48.00 per 2 dozen
Chocolate Brownies	US\$28.00 per 2 dozen
Chocolate Truffles	US\$24.00 per 2 dozen
Fresh Fruit Tartlets	US\$40.00 per 2 dozen

JUST SNACKS

Dried Fruit and Cheese Cup	US\$10.00 each
Finger Sandwiches	US\$20.00 per dozen
Local Assorted Yogurts	US\$2.50 each
Chef's Mixed Nuts	US\$5.00 each
Local Sugar Cake	US\$1.50 each

CANAPÉS & HORS D'OEUVRES

<p style="text-align: center;">Gold Cold Selection</p> <p style="text-align: center;">Cream Cheese & Chive Roulade</p> <p style="text-align: center;">Parma Ham Wrapped <i>with Rosemary Grissini Sticks</i></p> <p style="text-align: center;">Potted Ham & Duck on Herb Crostini</p> <p style="text-align: center;">Rare Seared Tuna, Crispy Polenta <i>Capers & Sour Cream</i></p> <p style="text-align: center;">Eggplant & Goat Cheese Brochette <i>With Red Pepper Coulis</i></p> <p style="text-align: center;">US\$2.75 per piece</p>	<p style="text-align: center;">Gold Hot Selection</p> <p style="text-align: center;">Mini West Indian Beef or Chicken Patties</p> <p style="text-align: center;">Vegetable Spring Rolls <i>with Plum Sauce</i></p> <p style="text-align: center;">Crispy Cajun Chicken Wings <i>with Passion Jerk Sauce</i></p> <p style="text-align: center;">Conch Fritters with Mango Chutney Sauce</p> <p style="text-align: center;">Mac & Cheese Bites, <i>Hot Pepper Mayo</i></p> <p style="text-align: center;">West Indian Meatballs</p> <p style="text-align: center;">US\$2.75 per piece</p>
<p style="text-align: center;">Diamond Cold Selection</p> <p style="text-align: center;">Vegetable Sushi <i>with Pickled Ginger and Wasabi</i></p> <p style="text-align: center;">Smoked Salmon Rolls <i>with Pickled Ginger and Wasabi</i></p> <p style="text-align: center;">Coconut Island Shrimp</p> <p style="text-align: center;">Chicken Liver Pate on Toast <i>with Pear Marmalade</i></p> <p style="text-align: center;">US\$3.75 per piece</p>	<p style="text-align: center;">Diamond Hot Selection</p> <p style="text-align: center;">Tempura King Prawn <i>with Sweet Chili Sauce</i></p> <p style="text-align: center;">Mini Vegetable Quiche</p> <p style="text-align: center;">Island Salt Fish Cakes <i>with Devil Sauce</i></p> <p style="text-align: center;">Mini Beef Kababs <i>with Yogurt and Mint Dip</i></p> <p style="text-align: center;">US\$3.75 per piece</p>
<p style="text-align: center;">Platinum Cold Selection</p> <p style="text-align: center;">California Rolls with Pickled Ginger Wasabi <i>(Crab, Shrimp, Tuna, Smoked Salmon)</i></p> <p style="text-align: center;">Smoked Salmon and Avocado Tartar</p> <p style="text-align: center;">Fresh Catch Ceviche <i>with a Root Chip</i></p> <p style="text-align: center;">Chicken Liver Pâté <i>on Toast with Pear Marmalade</i></p> <p style="text-align: center;">US\$4.25 per piece</p>	<p style="text-align: center;">Platinum Cold Selection</p> <p style="text-align: center;">Tuna Sashimi with Asian Dip</p> <p style="text-align: center;">Coconut Fried Shrimp</p> <p style="text-align: center;">Lobster Tempura with Plum Sauce</p> <p style="text-align: center;">Herbed Goat Cheese <i>in Mini Puff Pastries</i></p> <p style="text-align: center;">Roasted Bacon Wrapped Sea Scallops</p> <p style="text-align: center;">BBQ Pork Baby Back Ribs</p> <p style="text-align: center;">US\$4.25 per piece</p>

PRIVATE GROUP DINNER

BUFFET MENU - OPTION 1

SOUP

Seasonal Vegetable Soup
with Homemade Dinner Rolls

SALADS

Pasta Salad
Garden Salad
Chicken & Black Pineapple Salad
Cucumber & Feta Cheese Salad
Chef's Condiments and Assorted Salad Dressing

Seasonal Fruit Platter

CARVING

Roasted Turkey with Red Onion Au Jus

HOT DISHES

Whole Roasted Chicken *Mushroom Sauce*
Stewed Lamb with Root Vegetables
Cajun Catch of the Day, *Coconut Cream Sauce*
Rice and Red Beans
Baked Pasta
Steamed Seasonal Vegetables
Au Gratin Potatoes

DESSERTS

Coconut Tarte
Mango Cheesecake
Mini Fruit Tartlets
Strawberry Mousse

Resident Guest - US\$45.00 per person
Non-Resident Guest – US\$90.00 per person

BUFFET MENU OPTION 2

SOUP

Chicken & Corn Chowder

with Homemade Dinner Rolls

SALADS

Green Banana and Salt Fish Salad

Tomato Salad with Pesto Black Bean & Corn

Medley of Green Leaves

Chef's Condiments and Assorted Salad Dressings

Seasonal Fruit Platter

CARVING

Roasted Whole Chicken

Tomato & Wild Mushroom Sauce

HOT DISHES

Grilled Fish in Caper Butter Sauce

Roasted Pork Cutlet Grilled Pineapple Chutney

Grilled Mini Steak, Red Wine Sauce

Vegetable Fried Rice

Grilled Vegetable in Pesto Sauce

Garlic Roasted Potatoes

Eggplant Moussaka

DESSERTS

Red Velvet Cake

Granny Apple Pie

Pot Au Crème

Chocolate Mousse

Resident Guest - US\$45 per person

Non-Resident Guest – US\$95.00 per person

ENHANCE YOUR DINING

CHEF'S CREATIONS

COLD

International Fresh Fruit Platter	US\$150.00 <i>(serves 20)</i>
International Cheese & Fruit Platter	US\$285.00 <i>(serves 20)</i>
Fruit and Chocolate Fondue	US\$250.00 <i>(serves 50)</i>
Raw Vegetables with Hummus Dip	US\$90.00 <i>(serves 20)</i>

HOT

Whole Suckling Pig with Rolls and Ginger Sauce	US\$500.00 <i>(serves 50)</i>
Whole Roast Tenderloin with Rolls & Peppercorn Sauce	US\$300.00 <i>(serves 50)</i>
Whole Baked Grouper with Rolls and Creole Sauce	US\$300.00 <i>(serves 50)</i>
Grilled Jumbo Shrimp Provencal	US\$650.00 <i>(100 pieces)</i>

A LA CARTE GROUP DINNERS

Menus can be curated to suit your group and experience you want to create

Private Group Dinner: US\$75.00+ per person
(based on 3 course menu selection option)

PRIVATE BAR PACKAGES

Our private Bar package, is an open bar concept with your selection of options with our house celebratory sparkling wine house spirits. Premium level liquor and upgraded wines are available at an additional charge. Guests requesting alcohol must be 18 years or older and we reserve the right to decline service at any time.

STANDARD BAR - US\$15.00 per person per hour

Stoli Vodka
Beefeater Gin
Cavalier Dark and Light Rum
House Coconut and Spiced Rum

Jose Cuevo Tequila
Long Bay Lager (Made in Antigua)
House White Wines (Chardonnay and Sauvignon Blanc)
House Red Wines (Merlot and Cabernet Sauvignon)
House Spiced Rum
Assorted Soft Drinks
Assorted Non-alcoholic Juices

PREMIUM BAR – US\$30.00 per person per hour

1 Specialty Themed Cocktail (Guest Choice or Bartender's choice)

Grey Goose Vodka
Bombay Sapphire
Johnny Walker Black
Cavalier Dark & Light Rum
House Coconut and Spiced Rum
Hennessy
Jameson Whiskey
Jose Cuevo Tequila
Assorted Soft Drinks
Assorted Non-alcoholic Juices
Long Bay Lager (Made in Antigua)
House White Wines (Chardonnay, Pinot Grigio and Sauvignon Blanc)
House Red Wines (Merlot, Cabernet Sauvignon)
House Sparkling Wine for Toast

THEMED BARS

If you prefer, create your signature themed bar for your event

Martini
Margarita
Tequila
Caribbean Rum Shop

Pricing varies based on the options select

Corkage Fee US\$5.00 per bottle

NON-RESIDENT DELEGATE SERVICES

Delegate Full Breakfast:	US\$40.00 per person per day
Delegate Lunch Pass:	US\$50.00 per person per day
Delegate Day Pass:	US\$100.00 per person per day <i>(applicable to non-resident guests)</i>

**Meeting break and other group fees applies.*

DÉCOR & SPECIAL SERVICES

Tabletop Florals	US\$70.00+ each
Head table floral	US\$100.00+ each
Backdrop design services	US\$900.00+
Photography	US\$250 per hour
Private Security Detail	US\$100.00 per hour
Live Entertainment	Prices vary based on type and duration

MEETING AND EVENTS DETAILS

MINIMUM REQUIREMENTS

The Food & Beverage minimum for any event function is 10 people. Guest count reductions are permitted up to 14 days prior to the event, provided the total revenue does not drop more than 10% below the original contract estimate. No reductions or refunds are permitted within 13 days of the event."

GRATUITY, TAX AND SERVICE

All food and beverage items and services are quoted in US dollars and are subject to 17% Government tax and 10% Service Charge.

PAYMENT AND DEPOSIT SCHEDULE

At Time of Booking: 20% non-refundable, non-transferable deposit.

45 Days Prior: 50% of total estimated event cost due.

14 Days Prior: 100% of remaining balance, estimated taxes, and service charges due.

Post-Event Charges: Any incidental charges incurred during the event will be charged to the credit card on file within 48 hours of conclusion.

CANCELLATION POLICY

In the event of cancellation, the Verandah Antigua suffers financial loss due to lost booking opportunities. The Guest agrees to pay the following liquidated damages based on the total estimated event value:

Booking to 46 days prior: Forfeiture of the initial 20% deposit.

45 to 15 days prior: 50% of the total estimated event revenue.

14 to 4 days prior: 85% of the total estimated event revenue.

3 days or less prior: 100% of the total estimated event revenue

All cancellations must be communicated in writing and is non-transferable.

A final guest count is due three (3) days prior to the event date.

MENU SELECTION GUIDELINES

Final attendance must be confirmed exactly fourteen (14) days prior to the event. If no update is received, the original contract count stands. The Verandah Antigua will prepare seating and food for up to 5% over the guaranteed count **only upon written request**, and the Guest will be billed for this extra preparation regardless of whether it is consumed. Final food and beverage selections are due fourteen (14) days in advance of the event. Any last-minute change, if possible, to accommodate, will be subject to a change fee in every instance. Prices are subject to change until menu selections are confirmed on the Event Order.

FOOD ALLERGIES AND DIETARY RESTRICTIONS

We pride ourselves on maintaining the highest standard in food safety. Please ask your event coordinator for a copy of our company policy in this regard.

VENDORS & SPECIAL SERVICES

"All 3rd-party vendors must be approved in writing by management 14 days prior to the event. Approved vendors are granted property access strictly during designated set-up hours, subject to space availability. Outside vendors may be required to provide proof of Comprehensive General Liability Insurance naming The Verandah Antigua as an additional insured. The client agrees to provide a credit card authorisation on file prior to load-in to cover any structural, cosmetic, or deep-cleaning damage caused by the guest, guests' invitees, or vendors."

Standard Terms and Conditions

Banquets, Receptions and Private Functions

1. Attendance for private functions must be confirmed at least fourteen (14) days in advance of the function at which point a fifty per cent (50%) deposit will be taken. If a final attendance figure is not given by the specified deadline, the last attendance figure given will be considered as the confirmed attendance figure. The Verandah Antigua will cater and prepare for five (5) percent above the confirmed attendance figure.
2. Full payment will be due and payable seventy-two (72) hours prior to the function.
3. No beverages or food of any kind will be permitted to be brought onto The Verandah Antigua property by the guests or invitees of the guest for the function.
4. All displays or exhibits, if any, must conform to The Verandah Antigua rules, regulations, and standards. The Verandah Antigua will not permit the affixing of anything to the walls, floors or ceiling of rooms with nails, tape, staples, or any other substance unless approval is given in writing. In the event of damage to the property, grounds, furniture and fixtures due to non-compliance with this policy or due to negligence by the guest or invitees of the guest, the cost of the repair and/or replacement will be billed to the guest. Further, it is understood that an inspection tour will be carried out upon check out, to verify that no damage has occurred.
5. The Verandah Antigua will not assume responsibility for damage or loss of any merchandise or articles left at The Verandah Antigua prior to, during, or following the function. Any freight or shipping charges incurred because of materials being shipped to The Verandah Antigua by the guest remain the sole responsibility of the party shipping the merchandise. The Verandah Antigua maintains 24-hour security; however, should additional security be deemed necessary either by St. James's Club or the guest, arrangements will be made by The Verandah Antigua at an additional charge to the guest.
6. The Verandah Antigua applies a mandatory 10% service charge to all catered functions, as well as 17% government tax.
7. All function arrangements must be discussed with the Food & Beverage Service Manager, to determine whether special equipment rental, meeting room rental or special service charges will apply. A set-up fee will be charged for all private functions in addition to any other charges. To qualify for a private function, there must be a minimum of twenty-five (25) people.
8. The Verandah Antigua reserves the right to assign alternative space should the original estimate of attendance or space set-up be altered. The Verandah Antigua reserves the right to assess additional rental charges should the original estimate of attendance be altered by more than twenty (20) percent.

To best accommodate all set-ups and menu requests, final arrangements should be confirmed at least seven (7) days prior to the event with the Food & Beverage Services Manager.

9. All special equipment and services can be arranged with the Food & Beverage Service Manager. Arrangements for services at The Verandah Antigua through an outside agent (i.e., entertainment, audio-visual, security, etc.) must be approved by The Verandah Antigua in writing, prior to the function. The Verandah Antigua reserves the right to request proof of workmen's compensation and liability insurance, damage deposits, bonds and/or execution of any written agreements between the guest and any third-party for services to be provided at The Verandah Antigua that the resort's management deems necessary. No outside contractor will be permitted access to The Verandah Antigua work areas until such time as written approval is given by the resort's management.

10. To maintain the ambiance and exclusivity of The Verandah Antigua property for all its guests, no signage or other visual materials will be displayed in any public areas of property without the expressed written approval of the resort's management.

11. Space commitments will not be considered definite until a written contract and deposit are received by The Verandah Antigua.

12. Performance of this and all other agreements is contingent upon the ability of The Verandah Antigua to complete same, and can be voided in the event of labor disputes or strikes, accidents, government requisition, restrictions upon travel, transportation, food, beverage or supplies, drought, flood, adverse weather conditions or natural disaster, or other causes whether enunciated herein or not, beyond the control of The Verandah Antigua, preventing or interfering with performance. In no event shall The Verandah Antigua be liable for loss of profit or other damages for non-performance due to circumstances beyond its control.

13. The Verandah Antigua does not guarantee specific back-up space for any outdoor function booked by a guest.

14. Guests shall conduct functions in an orderly manner in full compliance with applicable laws, regulations and The Verandah Antigua rules. Guests assume full responsibility for the conduct of all persons in attendance at the function and for any damage done to any part of The Verandah Antigua premises during any time such premises are under the control of the guest, or guest's agents, invitees, employees or independent contractors employed by the guest. Guest hereby indemnifies and holds harmless operator, The Verandah Antigua, its officers, directors, employees, agents and affiliates, against any and all claims, liabilities or cost arising out of or connected with the function or this agreement, caused or contributed to by the negligence of guest, or any invitee or agent of the guest or any independent contractor hired by the guest.

15. Neither party shall be liable for failure to execute this agreement if caused by acts of God, war, government regulations, disasters, strikes, civil disorder, curtailment of transportation, epidemics, pandemics, interruptions of utility services (including water and electricity), or any other emergency making it illegal or impossible to provide the facilities. In such events, The Verandah Antigua will make reasonable efforts to reschedule the event. However, all deposits paid up to the date of the event remain non-refundable to cover administrative and preparatory costs incurred."

16. Any variation or other changes to this agreement must be made in writing and must be signed by both the guest and The Verandah Antigua.

17. If the guest requests the use of The Verandah Antigua for any time beyond the hours set for the function, such request shall be subject to the approval of The Verandah Antigua.

THE
VERANDAH
Antigua

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