



SECRETS[®]
Papagayo
COSTA RICA

WEDDING GUIDE

Property Description

Set in the exuberant Arenilla beach, Secrets Papagayo Costa Rica will offer adults a stunning *Unlimited-Luxury*® getaway in Costa Rica's Gulf of Papagayo. The secure community around Secrets Papagayo provides striking views of native flora and fauna and miles of unspoiled sand Pacific Coast beach. This all-suite resort boasts 202 spacious suites, each with a private balcony or terrace as well as a superb *Unlimited Luxury*® experience starting with 24-hour room service, daily refreshed mini-bar and more. The Preferred Club will provide an enhanced level of luxury with 65 ocean view suites and additional privileges including access to a private lounge, upgraded bath amenities and mini-bar, concierge service, pillow menu, and so much more. Guests will enjoy limitless gourmet cuisine, without reservations, four restaurants, and 1 café in addition to five bars will serve unlimited top-shelf spirits. Days and nights are filled with land, beach and water activities and live entertainment. Two pools and a pristine beach await. Rejuvenation reigns supreme at the Secrets Spa by Pevonia®, offering massage, body and facial treatments in 13 treatment rooms, and a full-service beauty salon. Follow up this rejuvenation at the fully equipped fitness center or by taking part in one of many daily and nightly activities.



Secrets Wedding Packages

Secrets Wedding in Paradise Package

This package is complimentary when booking a Preferred Club Bungalow Suite Ocean View or higher category for at least 7 nights, or if 5 rooms, in any category, are booked for at least 3 nights. This package also applies to the renewal of vows ceremony.

This package includes:

- Service of Judge or Minister*
- Wedding organization and personal touch of on-site wedding coordinator
- Preferential location of room in the category reserved
- Preparation and ironing of couple's wedding day attire
- Complimentary room for one member of the wedding couple the night before the wedding (based on availability and upon request)
- Bouquet(s) and/or Boutonniere(s) for wedding couple
- Wedding cake and sparkling wine toast (for up to 10 guests)
- Special turn-down service the night of the wedding
- 15% discount on all spa treatments (boutique purchases not included)

- Newlywed Package
 - Welcome letter
 - Fresh Fruit
 - Bottle of sparkling wine
 - Breakfast in bed with Mimosas (reservations must be made in advance with concierge)
- Late check-out for the couple (based on availability and upon request)
- Free Anniversary Nights (stay a minimum of 5 paid nights over first anniversary date and receive 2 additional nights free or stay 4 paid nights over first anniversary date and receive 1 additional night free)

2015/2016/2017 Selling Price: \$999 USD

Restrictions/exclusions: All weddings, regardless of size, must be booked a minimum of 30 days in advance of the wedding date. Subject to availability and double occupancy only. Prices and package subject to change without notice. This package cannot be combined with the Secrets Eternity Honeymoon Package for both to be received complimentary and the free wedding package cannot be deducted when purchasing other packages. 15% discount on spa treatments cannot be applied to spa packages or combined with any other spa promotion or offer. Please note restrictions apply when combining the complimentary wedding package with the Groups, Gatherings, and Getaways promotion. See promotion terms and conditions for details.

Once wedding is confirmed it cannot be canceled within 6 months of the date of the wedding without a fee. For weddings booked within 6 months of the wedding date the wedding cannot be canceled without the penalty. The cancellation penalty is \$100.

*Additional fees apply for service of a judge or minister. These fees vary by resort and will be confirmed by the wedding coordinator.

Secrets Wedding Packages

Secrets of Love Wedding Package

This package includes:

- Service of Judge or Minister
- Wedding organization and personal touch of on-site wedding coordinator
- Preparation and ironing of the couple's wedding day attire
- Complimentary room for one member of the wedding couple the night before the wedding (based on availability and upon request)
- Bouquet(s) and/or boutonniere(s) for wedding couple
- Two boutonnieres and two corsages for wedding party
- Hairstyling and makeup application for one member of the wedding couple for day of ceremony
- Wedding Cake and sparkling wine (up to 20 guests)
- Private Cocktail Hour with hors d'oeuvres (Silver menu, up to 20 guests)
- Private Dinner Reception (Silver menu, up to 20 guests)
- Natural floral centerpiece for the sweetheart table
- 36 full color photos and wedding album (Taken during ceremony)
- Special turn-down service the night of the wedding
- 15% discount on all spa treatments (Boutique purchases not included)
- Newlywed Package
 - Welcome letter
 - Fresh Fruit
 - Bottle of sparkling wine
 - Breakfast in bed with Mimosas (reservations must be made in advance with concierge)
- Wedgwood Vera Wang Love Knots toasting flutes
- Late check-out for the couple (Based on availability and upon request)
- Free Anniversary Nights (Stay a minimum of 5 paid nights over first anniversary date and receive 2 additional nights free or stay 4 paid nights over first anniversary date and receive 1 additional night free)

2015/2016 Selling Price: \$2,799 USD

*August, September and October 2015/2016 Selling Price: \$2,499 USD

2017 Selling Price: \$3,199 USD

*August, September and October 2017 Selling Price: \$2,799 USD

Restrictions/exclusions: All weddings, regardless of size, must be booked a minimum of 30 days in advance of the wedding date. Subject to availability and double occupancy only. Prices and package subject to change without notice. 15% discount on spa treatments cannot be applied to spa packages or combined with any other spa promotion or offer. Once wedding is confirmed it cannot be canceled within 6 months of the date of the wedding without a fee. For weddings booked within 6 months of the wedding date the wedding cannot be canceled without the penalty. The cancellation penalty is \$500.

**2015/2016- In the months of August, September and October 2015/2016 the package price will be \$2,499 USD. All remaining months of 2015/2016 will be the standard package pricing of \$2,799 USD. 2017- In the months of August, September and October 2017 the package price will be \$2,799 USD. All remaining months of 2017 will be the standard package pricing of \$3,199 USD

Secrets Wedding Packages

Secrets Ultimate Wedding Package

This package includes:

- Services of the Judge or Minister
- Wedding organization and personalization by our Wedding Coordinator
- Preparation and ironing of the couple's wedding day attire
- Complimentary room for one member of the wedding couple the night before the wedding (based on availability and upon request)
- Hairstyling and makeup application for one member of the wedding couple for day of ceremony
- Bouquet(s) and/or boutonniere(s) for wedding couple
- Two boutonnieres and two corsages for the wedding party
- Gazebo décor- 20 avant garde chairs, ceremonial table, and aisle runner
- Wedding cake and sparkling wine (up to 20 guests)
- Private cocktail hour with Hors D'oeuvres (Gold menu, up to 20 guests)
- Private dinner reception (Gold menu, up to 20 guests)
- Natural floral centerpiece for the sweetheart table (1)
- Natural floral centerpiece for ceremonial table (1)
- Live Mexican music trio (1 set, during cocktail hour)
- Special turn-down service night of the wedding
- 15% discount on all spa treatments (Boutique purchases not included)

- Newlywed package
 - Welcome letter
 - Fresh Fruit
 - Bottle of sparkling wine
 - Breakfast in bed with Mimosas (reservations must be made in advance with concierge)
- Wedgwood Vera Wang Love Knots toasting flutes
- Late check-out for the couple (Based on availability and upon request)
- 50 full color photos taken during the ceremony and wedding album
- Video of the ceremony (30 minutes)
- Choice of one Swedish massage for two, one European facial for two or one glow body scrub for two
- Free Anniversary Nights (Stay a minimum of 5 paid nights over first anniversary date and receive 2 additional nights free or stay 4 paid nights over first anniversary date and receive 1 additional night free)

2015/2016 Selling Price: \$3,299 USD

*August, September and October 2015/2016 Selling Price: \$2,999 USD

2017 Selling Price: \$3,599 USD

*August, September and October 2017 Selling Price: \$3,299 USD

Restrictions/exclusions: All weddings, regardless of size, must be booked a minimum of 30 days in advance of the wedding date. Subject to availability & double occupancy only. Prices and package subject to change without notice. 15% discount on spa treatments cannot be applied to spa packages or combined with any other spa promotion or offer. Once wedding is confirmed it cannot be canceled within 6 months of the date of the wedding without a fee. For weddings booked within 6 months of the wedding date the wedding cannot be canceled without the penalty. The cancellation penalty is \$500.

**2015/2016- In the months of August, September and October 2015/2016 the package price will be \$2,999 USD. All remaining months of 2015/2016 will be the standard package pricing of \$3,299 USD. 2017- In the months of August, September and October 2017 the package price will be \$3,299 USD. All remaining months of 2015/2016 will be the standard package pricing of \$3,599 USD.

Secrets Eternity Honeymoon Package

This package is complimentary when booking a Preferred Club Bungalow Suite Ocean View or higher for a minimum of 7 nights. This package includes:

This package includes:

- Sparkling wine, fresh fruit and flowers in room upon arrival
- Breakfast in bed with Mimosas one morning of stay, reservation with concierge required
- Tension Release Massage for two in our couple massage suite (25 minutes)
- Choice of either a European Facial or a Salt Glow Scrub body treatment for two (25 minutes)
- Private beachfront dinner one evening - upon return from dinner you will find a romantic turndown service (Includes a bottle of domestic wine and silver menu for two)
- Private petit fours each evening at turn down service
- Free Anniversary Nights

2015/2016/2017 Selling Price \$999 USD or Complimentary

Note: Please request your honeymoon or anniversary package at time of booking. Restrictions/exclusions: Not available during Christmas and New Years Eve. Subject to availability and double occupancy only. Taxes and gratuity included. Prices and package subject to change without notice. This package cannot be combined with the Secrets Wedding in Paradise Package for both to be received complimentary. To receive the package complimentary, it is only applicable to couples staying within three months of their wedding or staying over their anniversary date. Couple must present a copy of their wedding invitation or marriage certificate at the time of check-in. Package is available to all guests when purchased at the selling price.



Newlywed & Anniversary Package

This *complimentary* package includes:

- Welcome letter
- Fresh fruit
- Bottle of sparkling wine
- Special turn down service
- Breakfast in bed with Mimosas (Reservations must be made in advance with concierge)
- 15% discount on all spa treatments

Note: Please request newlywed or anniversary package at time of booking. Couple will be required to present a copy of wedding invitation or marriage certificate at time of check-in. Package is subject to change without notice and is only applicable to couples staying within three months of their wedding or over their anniversary date. 15% discount on spa treatments cannot be applied to spa packages or combined with any other spa promotion or offer.



Secrets Ever After Vow Renewal Package

This package is complimentary when booking a minimum of 5 nights in the Preferred Club Bungalow Suite Ocean View or higher.

This package includes:

- Service of a dedicated on-site wedding coordinator
- Renewal of Vows Ceremony
- Corsage
- Boutonniere
- Sparkling wine toast for two
- Certificate of Renewed Vows
- Special dining arrangements for two the evening of the ceremony
- Romantic turn-down service
- Anniversary Package (See page 8 for inclusions)

2015/2016/2017 Selling Price \$499 USD or Complimentary

Note: Please contact the wedding coordinator at the resort at least 30 days in advance to confirm date availability.

Terms & Conditions: Subject to availability and double occupancy only. Prices and package subject to change without notice. This package is for two people and cannot be combined with other complimentary packages or be deducted when purchasing other packages. Additional costs may apply for additional guests and optional services requested. 15% discount on spa treatments cannot be applied to spa packages or combined with any other spa promotion or offer.



Ceremony & Reception Locations

There are various locations, air conditioned, indoor or outdoor, throughout the resort to celebrate the wedding dinner depending upon the preference of the couple.

- Beach and outdoor Reception Max. (200)
- Ball Room Max (360 banquet set up) Used for back up - rain
- Spa Deck Terrace
- Wedding Gazebo
- Beach Garden and Main Pool Terrace
- Main Beach
- Portofino (wine cellar)



Customized Wedding Services

Secrets Paagayo Costa Rica offers personalized and customizable wedding services to meet every couple's desires should they wish to build their own wedding package or add services onto their selected package. Prices are in US dollars and are subject to change.

Ceremony

Legal and Symbolic Ceremony Fee	\$450
Legal ceremonies fee	\$350
Symbolic Ceremony Fee	\$225

Flowers

VIP Bride Bouquet (orchids or any other exotic flowers)	\$88
Brides maid bouquet (tropical Flowers)	\$75
Pin or Wrist Corsages	\$14
Bag of rose petals	\$100
Flower for hair Tiara	\$40
Ceremony center pieces	\$70 and up
Dinner Floral center piece	\$90 and up
Dinner Floral center piece with candles	\$90 and up
Medium Dinner Floral center piece	\$52-\$130
VIP Flower center piece	\$78-\$195
Flowers for Canopy (two small size flower arrangements)	\$130
Flowers wedding Arch (two medium size flower arrangements)	\$325
Single Flowers (lilies, Roses, Daisy)	\$4-\$8
Basket with petals	\$52

Decoration

Colored drapery for the pool gazebo	\$195
Colored drapery for the beach gazebo	\$260
Wooden or bamboo Beach gazebo structure	\$325
Wooden or bamboo arch	\$250
Gazebo décor / 2 floral arrangements	\$130
Tall glass vases with floral arrangements	\$91-\$156
Bows for chairs	\$2
Greenery and flowers for chairs	\$8
Drapery for ball room	Depends on the size of the area
Colored table cloth	\$16-24
Basic white table linen	\$13
Colored napkins	\$2
Table runner	\$10
Tablecloth	\$15
Overlays	\$18
Votives	\$3
Tikki torches each	\$10
Luminaries	\$6
Special lightening for ball room	\$780-\$2080
Tiffany Chairs	\$8
Bamboo Chairs	\$8
Wooden benches (2 people each)	\$16
Lounge furniture	\$1300
Dance floor for reception 20 – 49 pax (9 x 6 mtrs)	\$918
Dance floor for reception 50- 70 pax (12 x 6 mtrs)	\$1224

Customized Wedding Services

Secrets Paagayo Costa Rica offers personalized and customizable wedding services to meet every couple desires should they wish to build their own wedding package or add services onto their selected package. Prices are in US dollars and are subject to change.

Set Up

Basic set up for ceremony 2-95 people.....\$7/person
*basic set-up per person includes: chairs with white covers and table for judge, this charge is in addition to dinner charge.
Labor cost (extra decoration, set up, packing, delivery).....\$25/hour

Food & Beverage

Champagne toast.....TBD/person
Wedding cake.....TBD/person
Hors d' oeuvres with cocktail hour (silver menu).....TBD/person/hour
Hors d' oeuvres with cocktail hour (Gold menu).....TBD/person/hour
Silver wedding dinner menu.....TBD/person
Gold wedding dinner menu.....TBD/person
Up-grade to lobster.....TBD/person
Buffet wedding dinner (Min 50 pax).....TBD/person
Additional international open bar (per hour).....TBD/person

Welcome Dinners, Rehearsal Dinners & Reception in Restaurants

VIn order to close a restaurant for private event, a \$3000.00 USD fee will be required.

This fee will cover the regular menu of the restaurant and an open bar for 2 hours between the hours of 6:00 pm and 10:00 pm.

Hotel Passes

Required for guests non staying at Secrets Papagayo Resort & Spa
**day pass is in addition to dinner charges for the special wedding event

Wedding day pass (for attendees not staying at the Resort).....\$TBD/person

For wedding passes guests are allowed to arrive 30 minutes before the ceremony and leave the property 30 minutes after reception.

External vendor fee.....\$TBD

Prices varies depending on type of vendor, external vendor fees refers to all vendors hired directly by the couple and not bay the wedding staff.
Please inform the wedding coordinator.

Music & Entertainment

Small Sound system for ceremony & dinner reception 2-50 pax.....\$450
(Two small speakers, one microphone, one mixer and CD player or audio line for an iPod)

Medium Sound system for ceremony & dinner reception 50-150.....\$900
(Two speakers with tripod, 1 Audio mixer 6 channel, 1 Background music,1 Wireless Handheld Microphone and audio line for an iPod)

DJ.....\$1200
(1 Professional DJ, 1 Professional DJ equipment, 1 Set Dj Lighting, 1 Sound System.
4 Hours Service – Max 50 pax)

DJ.....\$2600
(1 Professional DJ Equipment, 1 Professional DJ, 1 Set Dj Lighting, 1 Sound system,
3 Hours Service – Max 100 – 350 pax)

DJ (additional Hour for 50 or 350 pax)\$200

Solo guitar player (set 45 minutes).....\$390

Customized Wedding Services

Music & Entertainment Continued

Violinist (set 45 minutes).....	\$390
Saxophone (set 45 minutes).....	\$390
Mariachi (set 45 minutes).....	\$910
Caribbean trio.....	\$520/hour
Live music band.....	\$650/hour
Salsa band.....	\$650/hour
Carnival presentation (set 30 minutes).....	\$715/presentation
Fireworks.....	\$1400
Fire show (25 minutes presentation).....	Please quote
Bonfire on the Beach (20 pax 2 hours max).....	Please quote
Includes a small sound system to hook up your own music, marshmallows, hotdogs; and decoration of the area (luminaries, tiki torches, palm mats & lounge furniture, cushions). Please note that for any additional food or beverages services, additional charges apply*.	
Rum Tasting (10 pax).....	TBD
Includes a guided rum tasting hosted by our staff for 1 hour. For any food or beverages services, additional charges apply*.	



Flowers, bouquets, boutonnieres, corsages and more....

Wedding in Paradise Package

Tropical Flowers included in the Wedding in Paradise package



Brides Bouquet & boutonniere to match with the bouquet

Secrets of Love Package

Tropical and seasonal flowers included in the wedding In Paradise package



Bride's bouquet and groom's boutonniere, two boutonnieres and two corsages for wedding party

Ultimate wedding package

Tropical, dendrobiums, and seasonal flowers are included on the Ultimate wedding package.



Bride's bouquet and groom's boutonniere, two boutonnieres and two corsages for wedding party

Reception

The hotel has different locations available to celebrate the wedding dinner, it may be outdoors or inside, air conditioned at the ballroom depending of the preference of the wedding couple, and however you should be informed about the hotel policies to use these facilities.

The Secrets Ultimate wedding package and the Secrets of Love wedding package include dinner-reception per 3 hour event at the Ballroom or the outdoor locations.

The Golden or Silver menu could be served in any of beach or outdoor locations as well the Ballroom.

Please ask to the wedding Coordinator for the Silver or Gold buffet style menu depending your wedding package, because buffet style must be served if you have over 50 people and outdoor location dinner. Also this service can be requested for indoors locations.

The weddings in paradise package have the option to add special dinner with additional cost in the Ballroom or outdoor location depending on availability. Please ask for the details & menus directly to the wedding coordinator.

Music or dancing is not allowed in the restaurants.

The outdoor events on the beach or pool terrace, are allowed maximum 10:30 pm

The Secrets Ultimate wedding package and Secrets of Love wedding package include dinner- reception per 3 hours event, after this time and extra charge per hour per person will apply for open Bar.

Time frames to move outside events to back up or indoor area are 5 hours prior the event, last minute back up location cannot be guaranteed by the resort.

Prices of wedding packages will not be revised if less people show up, wedding package price will remain the same. In case of more people then additional fee per person will apply.



Shipping Procedures

Secrets Papagayo highly recommends that all additional decorations and/ or favors be brought with the couple on the plane. If it is necessary to ship boxes prior to the couples arrival, we suggest using either FEDEX or UPS and shipping everything a month and a half in advance to ensure all boxes clear customs.

- Please be advised that food, animals, insects or natural flowers are not permitted to enter Costa Rica.
- Label all boxes with your name and clearly specify the date you will be arriving.
- Secrets Papagayo will deliver gifts to the guest's rooms. There will be a \$3.00 USD for service fee per room. A complete list of all guests along with room numbers is required.
- Once the boxes have been shipped, please send an e-mail to the wedding coordinator with the following information to allow us to track the packages:
 - Bride's name
 - Tracking number
 - Shipping company
 - Number of boxes

Policy on Damages and Losses

The property does not assume responsibility for any items, personal or Professional, brought onto the resort prior to, during or after the wedding event. These include, but are not limited to, floral arrangements, decorations or equipment. The wedding couple is responsible for all non-resort guests while they are on property attending the event.

Meeting Room Chart

Meeting Room	Sq. Ft./Sq. Mts.	Dimensions (ft.)	Theater	Classroom	Banquet	Cocktail
Papagayo Amphitheater	6180/574	95.14 x 80.71	360	220	340	400
Convention Center 1 (Guarumo)	859/80	32.8 x 26.2	66	40	60	60
Convention Center 2 (Poro Poro)	859/80	32.8 x 26.2	66	40	60	60
Convention Center 3 (Pochote)	289/27	15.8 x 18.3	18	12	10	18

Payment Policy

Wedding in Paradise Package – a 100 USD deposit is required to hold and confirm the wedding date. This money will applied towards any upgrades that the couple adds on to this complementary package. If the couple does not purchase any additional amenities for the wedding itself , this credit may be applied to the rooms charges upon check out (phone charges, spa treatments, logo shop purchases, etc.) if for any reason is not used in full, any remaining balance at check-out must be refunded.

Secrets of Love wedding Package and Secrets Ultimate Wedding Package: A \$500 USD. Deposit is required to hold and confirm the wedding date.

The full payment of the wedding must be done 2 days before the wedding, after the first meeting with the wedding coordinator; she or he will be able to provide a contract with all the services you have requested.

The final bill of the wedding can be paid in Cash, debit card or Credit Card, please read the following note.

- Payments with credit cards are accepted: VISA, MASTERCARD OR AMERICAN EXPRESS. Personal checks are not accepted for payments.

Cancellation Policy

The wedding can be canceled six months or more prior to the confirmed date without penalties. If the wedding is canceled within six months, the non-refundable deposit would be kept as a penalty. If the wedding is canceled, but he couple still travel as planned the deposit can then be applied toward any additional room charges made during their stay.

Policy on damages and losses

The property does not assume responsibility for any items, personal or professional, brought onto the resort prior to, during or after the wedding event. These include, but are not limited to flowers arrangements, decorations, or equipment. The wedding couple is responsible, for all non-resort guests while they are on property attending the event, as well as any damage to the property or equipment, in case of any disturbance to the hotel or any other guest the event could be suspended and local authorities may be informed.

Weather conditions and policy

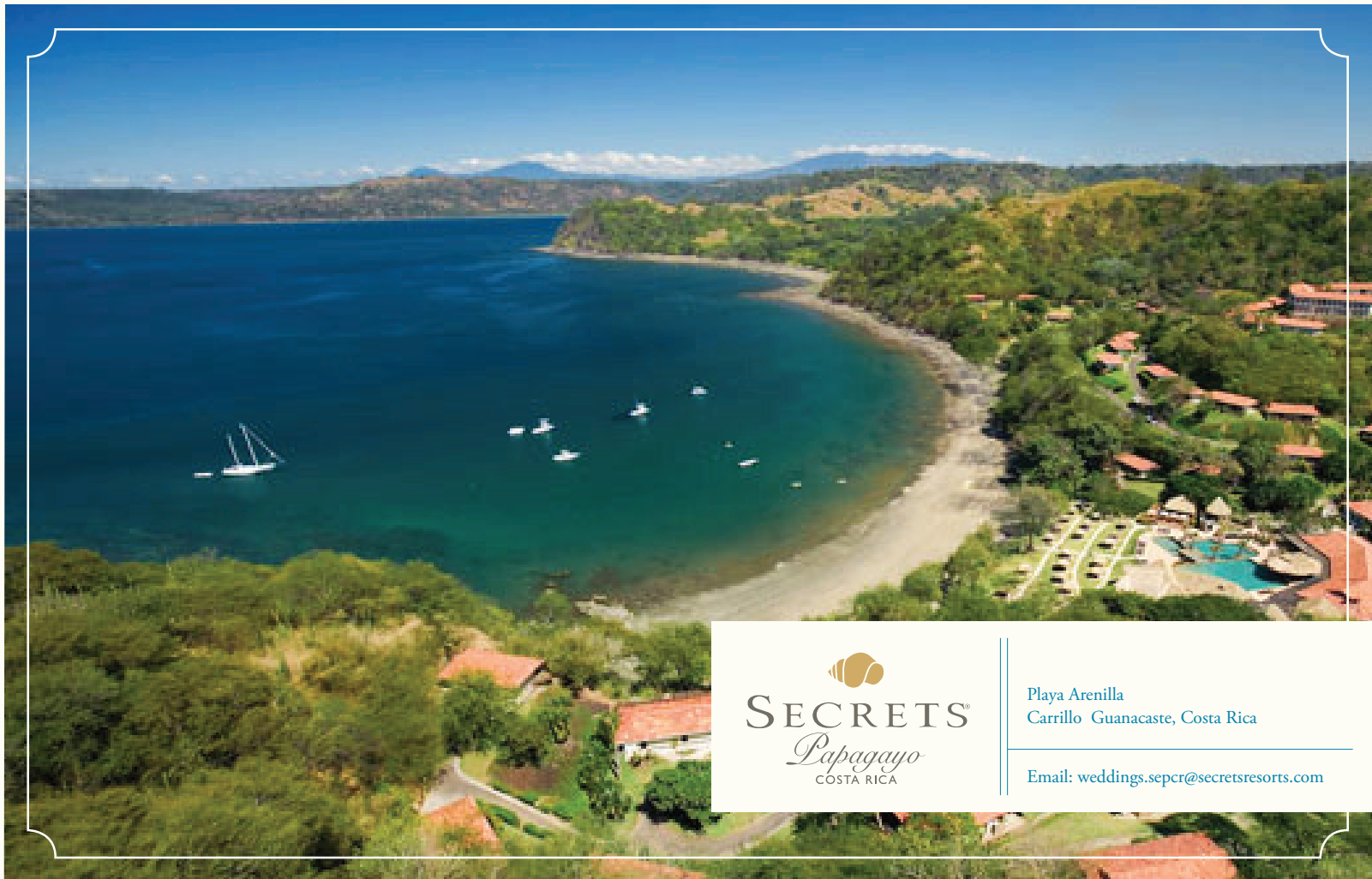
The hotel is not responsible for weather conditions on to the wedding day (rain, storms or excess of wind). In case of poor weather conditions the Bride and Groom have to decide if the backup wedding location will be used 4 hours prior to the event, in order to guarantee the services established and the quality expected. **LAST MINUTE BACK UP LOCATIONS CANNOT BE GUARANTEED BY THE RESORT.**

The hotel is unable to guarantee third party availability of suppliers (judge, ministers, musicians, photographers, etc.) if last minute back up location is requested or change at last minute or extending the time frame they were originally contracted for.

Legal Requirements

- Bride & Groom: Full name. (As written on your passport, please). Note for single Brides and Grooms: If your last name does not match your father's (for a reason other than a previous marriage, in the case of Brides), please provide a brief explanation.
- Profession/Occupation. Please describe briefly; for example: engineer, electronic technician, school teacher, broker, assistant in electric company, etc. Kindly avoid the following terms as they are vague: company director, project control officer, public official, service technician, assistant, assistant manager, strategy consultant, manager, operations manager, coordinator, etc.
- Current address. (Street address, please). This is your home address.
- Passport number and Citizenship. Please make sure each passport is signed by the bearer. Scan them together and email (Scans: please send the scan in JPG or PDF format and size around 500k)
- Marital status. If divorced, please indicate the date, city and state or province, name of Court that decreed the divorce, and the full name of ex-spouse and his/her citizenship, no initials, please. Please include a copy of the divorce certificate or resolution. If you've been divorced more than once, please send the information only on your last.
- Date and place of birth. (City, state or province, country). Please include a copy of your birth certificate.
- Full name of Father and Mother and current citizenship. (No initials, please). Required by law, even if parents are deceased. Mother's name must be her current name, not maiden, please.
- Mailing address. (No PO Box, please) This is the address where the final documentation will be sent.
- Phone number: Necessary for delivery, in case they can't find your address.
- Witnesses: Costa Rica Law requires two witnesses for the marriage. Family and friends can certainly be witnesses, as long as they are 18 years of age or older. For the witnesses, please send me
- The info on items 1-5 on two (2) people of your choice. No need to include divorce papers or birth certificate for the witnesses. If married, divorced or widowed, please include the number of times.
- The required information must be sent to our lawyer's office to Mr. Einar Villavicencio at villalaw@gmail.com






SECRETS®
Papagayo
COSTA RICA

Playa Arenilla
Carrillo Guanacaste, Costa Rica

Email: weddings.sepcr@secretsresorts.com