

## **POLICY FOR ENTERTAINING**

Entertaining large numbers of extra guests create a hardship on the staff and reduces the level of service we are able to provide. For that reason we request that you follow these guidelines when planning celebrations, meals and pool side gatherings involving outside guests.

1. The staff at Casa Cosmos is able to service the house rental maximum plus 6 additional guests.
2. For any groups larger than this number, additional staff will be required. Make arrangements at least 48 hours in advance of your gathering.
3. Always notify the staff when you are expecting guests so that they may be prepared.
4. If you are planning an event such as a wedding or party in which you will have 18 or more outside guests, we require the amount of one additional night's rent as a non-refundable event fee. In addition there is a refundable \$500.00 USD damage deposit. For large parties or events, we require the guest to work with an event planner (or wedding coordinator) in Puerto Vallarta. We can accommodate a maximum guest list of 75 people. For any large gatherings notify our San Francisco office at the time you reserve your rental.
5. All but one staff member are off duty on Sundays and there is no meal and maid service. If you would like to have a Sunday service this can be arranged. To make arrangements for the required pre-payment please notify Patti Kent in the San Francisco office prior to your visit. If already at Casa Cosmos, please notify Maria Luisa (House Manager/Cook) 48 hours in advance. We cannot guarantee that Sunday kitchen service will be provided by the regular house cook.

To organize any of the above, please contact our office in San Francisco between the hours of 9:00AM and 5:30PM PST Monday through Friday. While in PV speak to Maria Luisa, House Manager at Casa Cosmos.