



## **Mana Island Resort (Fiji) Pte Limited**

### **Trading As**

### **Mana Island Resort & Spa - Fiji**

## **Weddings / Renewal of Vows Package 2025/2027**

**(Validity: Now to 31<sup>st</sup> August 2025)**

### **Contents**

|                                                    |               |
|----------------------------------------------------|---------------|
| Introduction                                       | Page. 2       |
| Simple Wedding Package                             | Page. 3       |
| Beach Wedding Package                              | Page. 4       |
| Chapel Wedding Package                             | Page. 5       |
| Renewal of Vows Package                            | Page. 6       |
| Wedding Optional Extras                            | Page. 7       |
| Wedding Requirements and Conditions                | Page. 8       |
| Wedding Amendment & Cancellation Policy            | Page. 9       |
| Payment/Refund Policy/Bank Details & Force Majeure | Page. 10 - 11 |



***‘To love, laughter, and our happily ever after...’***

Mana Island Resort & Spa - Fiji, nature is in its truly elegant state, with clear – crystal waters, fresh fragrant and indescribable backdrops, creating romance and magic for couples and honeymooners.



# Simple Wedding Package

*'Saying 'Yes' to new adventures. All because two people fell in love ...'*



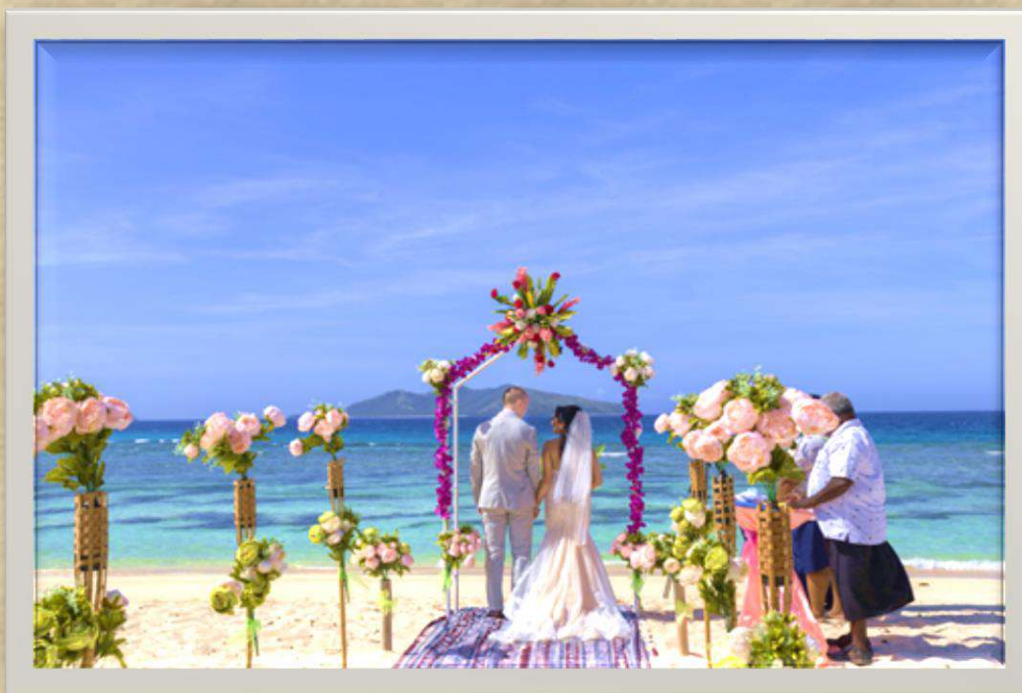
**Rack Rate: FJD\$1,500.00**

- ♥ Celebrant or Minister
- ♥ Professional and Experienced Wedding coordinator
- ♥ Wedding Venue Decoration (Beach or Garden or Chapel)
- ♥ Welcome Board
- ♥ Wedding Registration
- ♥ Marriage license Registration fee
- ♥ Mana Special Marriage Certificate
- ♥ A Bottle of Sparkling wine for toast after ceremony for Couple
- ♥ Special Wedding gift
- ♥ Legal Marriage Certificate with APOSTILLE SEAL

\*The above rates are quoted in FJD including 15% Value Added Tax

# Beach/Garden Wedding Package

*'Our happily ever after starts now.... Perfectly paired, now and forever....'*



**Rack Rate: FJD\$2,980.00**

- ♥ Fijian serenades
- ♥ Celebrant or Minister
- ♥ Professional and Experienced Wedding coordinator
- ♥ Welcome Board
- ♥ Ring Pillow
- ♥ Wedding Venue Decoration (Beach or Garden)
- ♥ Marriage license Registration fee
- ♥ Two Traditional Fijian Warriors Escort
- ♥ Mana Special Marriage Certificate
- ♥ A Bouquet and a Boutonniere
- ♥ A bottle of Sparkling wine for toast
- ♥ Special gift
- ♥ Legal Marriage Certificate with APOSTILLE SEAL (for legal wedding couple only)

\*The above rates are quoted in FJD including 15% Value Added Tax

# Chapel Wedding Package

*'Hand in hand, heart to heart.... With this ring, I thee wed'...*



**Rack Rate: FJD\$3,490.00**

- ♥ Choir & Fijian serenades
- ♥ Celebrant or Minister
- ♥ Professional and Experienced Wedding coordinator
- ♥ Flower Shower
- ♥ Welcome Board
- ♥ Ring Pillow
- ♥ Wedding ceremony name plate with date
- ♥ Wedding Venue Decoration
- ♥ Marriage license Registration fee
- ♥ Mana Special Marriage Certificate
- ♥ A Bouquet and a Boutonniere
- ♥ A bottle of Sparkling wine for toast
- ♥ Special gift
- ♥ Legal Marriage Certificate with APOSTILLE SEAL

\*The above rates are quoted in FJD including 15% Value Added Tax\*

# Renewal of Vows Package

*"Marriage is spending the rest of the life with each other in love, truth and health till last breath does part...."*



**Rack Rate: FJD\$1,000.00**

- ♥ Minister or Celebrant
- ♥ Serenades
- ♥ Venue Decoration
- ♥ Welcome Board
- ♥ Special Renewal of Vow's certification
- ♥ A bottle of Sparkling wine for toast after ceremony for Couple
- ♥ Special gift

\*The above rates are quoted in FJD including 15% Value Added Tax\*

### Optional Extras:

| ITEM                                            | RACK       | REMARKS                                                              |
|-------------------------------------------------|------------|----------------------------------------------------------------------|
| Standard Photography Package                    | \$1,500    | 100 photo shots on DVD                                               |
| Hair & Makeup for Bride                         | From \$750 | Include transfers...charges for bridesmaid will incur extra charges. |
| Hair & Make up for Bridesmaid                   | From \$400 |                                                                      |
| Traditional Fijian Costume                      | From \$700 | Purchase. To be ordered in advance                                   |
| Bouquet & Boutonniere                           | From \$250 | For Couple                                                           |
| Extra Bouquet for Bridesmaids                   | From \$200 | Per person                                                           |
| Buttonhole for Groomsman                        | \$30.00    | Per person                                                           |
| Wedding Cake Single Tier Medium                 | From \$330 | Single Tier                                                          |
| Extra Tier                                      | From \$150 | Per Single tier                                                      |
| Catholic Priest / Celebrant                     | \$800      | Includes transfers                                                   |
| Choir / Serenade                                | \$300      | 6 Choir members only                                                 |
| Sunset Beach set up fee & return transportation | \$200      | Wedding Set up fee at Sunset Beach                                   |

**\*\*The above prices are quoted in Fijian Dollars and include 15% Value Added Tax \*\***

**Wedding Flowers** are subject to seasonality and availability in Fiji. For Any Special Requests, Mana Island Resort & Spa – Fiji will try the best but cannot guarantee. Roses, Lilies and other foreign flowers are purchased from overseas and must be requested at least 2 months in advance.

#### **Cancellation of Service Providers or Wedding Suppliers:**

Cancellation for any service providers, flower orders and cakes, 14 days or less prior to the wedding date, full charges will apply.

#### **Wedding Dinner Reception / Cocktail:**

Wedding Receptions such as Cocktails, Lunch, Dinner etc. could be arranged, however to have a different themed buffet for the day, or to have the reception outside normal operation areas surcharges will apply. Please contact the resort directly.

## **Wedding Banquet**

Mana Island Resort & Spa – Fiji Team on the island will organize a wedding banquet for a group as small as 5 or as large as 150 people. The reception could be in our Live Cooking Restaurant, South Beach Restaurant, Function room 'Vale Ni Soqo', Decks, Garden areas, Pool side and etc. Private venue set-ups start from F\$500 but for sole use of one of the restaurants, we will charge F\$2,500 taxes inclusive for hire only.

## **Wedding Requirements and Conditions:**

### **Special License to Marry:**

This marriage license is granted only on special circumstances. For example, foreign visitors who are in the country for a short period of time;

Required documents for foreigners or local parties who reside in foreign countries.

Local parties can also apply for the special license.

Request letter from the parties who intends to have special license marriage, explaining the reason to waiver of 21days' notice with the evidence (such as attach air ticket, etc). The letter should be signed by both parties.

- Recent passport size photo of both parties
- Birth Certificate of both parties
- Passport of both parties
- Divorce Certificate (if other party is divorced)
- Death Certificate (if either party's spouse is deceased)
- Two witnesses & their valid photo identification
- Marriage Officers vaccine card
- Certificate of Single Status / Certificate of Search (or) Certificate of no legal impediment is required to be produced by the following marriage applicant:
  - Marriage applicants where one party is a local while the other is a foreigner.
  - Marriage applicants who were former citizens of Fiji attaining citizenship abroad for two years and above
  - Marriage applicants who are foreigners
    - Statutory Declaration: for former citizens of Fiji & citizens of Fiji on work visa living abroad for less than two years.
    - Marriage applicant from Japan must produce the Koseki – Shouhon, to certify their personal details.

Please note that the single status certificate is required for both parties from the country of birth and country residing at. For example, if a person is born in Australia and residing in New Zealand, then single status certificate is required from Australia and New Zealand. Single status certificate can be obtained from the office where marriage record is kept for the country.

Special license will be issued when it is approved by the Registrar General, therefore, you can submit all the requirement before so that we can verify the documents and have it approved by the Registrar General. This will allow us to advise beforehand if we require anything, it give parties sufficient time to arrange for it before they travel to Fiji. Both parties have to visit the BDM office with the original documents then license will be issued.

Please be advised that we must receive all documentations at least a month before the wedding but all original documents must be produced by the couple directly to the local Registry office to obtain marriage license. Couple shall make their own way to the Registry Office, Nadi at own cost and Wedding Co-ordinator will meet up with couple at the Registry office. The wedding requirements and conditions are subject to change depending on Government regulations.

#### **Catholic Wedding Requirements:**

- Baptism Certificate
- Confirmation Certificates
- Freedom to Marry Certificate
- Pre-nuptial enquiry form, signed and endorsed by the couples Parish priest
- Notification that the couple have had their pre-marriage instruction course

#### **Wedding / Renewal of Vows other conditions**

- Require marriage applicant's full name upon Reservations with Couple's telephone contacts and E-mail address.
- Mana Island Resort & Spa – Fiji do not accept wedding bookings on the day of arrival.
- For all Beach Wedding Package venue is North or South Beach, if they request other sites, extra cost is applicable.
- The Wedding / Renewal of Vows package price are subject to change due to events beyond the Resort control, such as Government levies or taxation.
- There will be no price reduction for non – utilization of items from full package.
- Wedding is conducted by minister who is based on the resort and if you require \* Catholic Priest will incur extra charges.
- The Catholic Priest can conduct only Chapel wedding.
- These packages apply Worldwide.
- Note that the Registry office opens from 9am to 3pm from Monday to Friday and closes on weekends and Public Holidays unless request to be open in weekends, prior approval is needed and additional fee applies.
- Mana Island Resort & Spa – Fiji is one of the few resorts that ensure that all our wedding couples receive their Marriage Certificate with the official Apostille Seal at no extra charge to the Couple. (Note: The process of getting the Apostille Seal would take up to 4 – 6 weeks).

#### **Reservations / Weddings**

All Reservations notice must be received by E-mail from the Couple (or company). The receipt of which needs to be verified and acknowledged by Mana Island Resort & Spa - Fiji.

- Wedding Confirmation or booking – [wedding@manafiji.com](mailto:wedding@manafiji.com)
- Accommodation confirmation or booking – [res@manafiji.com](mailto:res@manafiji.com)

### **Wedding cancellation policy**

- Cancellation notice must be received by E-mail from Reservations department (or company), the receipt of which needs to be verified and acknowledged by Mana Island Resort & Spa - Fiji.

### **Amendments policy**

Any amendments request after final confirmation call will attract full re-make charge as follows:

- Name plate (Chapel Wedding) F\$ 50.00 (Tax inclusive)
- Welcome Board (Chapel / Beach Wedding) F\$ 50.00 (Tax inclusive)
- Ring Pillow (Chapel / Beach Wedding) F\$ 50.00 (Tax inclusive)
- Any last minute ordering of items will depend on item availability and an additional air/speedboat transportation charge applies.

### **Wedding Group policy**

- Due to size of the Resort, Group of 10 rooms or more –must send a written request to Sales department and confirmation will be given subject to space availability of Group rates.
- Contract rates are not applicable for Groups of 10 rooms or more.
- Group rates will be considered upon sending a written request to Sales department.

### **Group Name List:**

- Final rooming list must reach the Reservations department 60 days prior to group arrival.
- In case there is failure to do so and without any reasonable notice given, entire rooms shall be automatically released.

### **Deposit and payments:**

- 30% of non-refundable deposit is due within 14 days of the reservation confirmation or the reservation will automatically be cancelled
- Balance of Payment is due with the rooming list 45 days prior to group arrival.

### **Cancellation Fees:**

- All cancellation 45 days and prior will be subject to cancellation fee equivalent to the deposit paid.
- Cancellation less than 45 days – 100 % entire arrangements shall be charged
- No-show or premature departure – 100 % entire arrangements shall be charged
- Any amendments, for instance a decrease in number of rooms etc, same cancellation conditions will be applied.

## **Payment/ Refund Policy and Bank details**

Overseas and Local Agents, require Bank draft which must reach Mana Island Resort & Spa – Fiji Head office Accounts department 14 days prior to Guests arrival date.

Mana Island Resort & Spa – Fiji also accept payment by Credit card or Company cheque, please contact for the details. In case payment fails to reach us by that time, reservation will be cancelled automatically. Mana Island Resort & Spa – Fiji shall deduct all necessary fee related with refunding of deposit.

### **Bank details:**

Name of Bank: Westpac Banking Corporation – Lautoka Branch  
Account Number: 3600042-00  
Bank Code: WPACFJFX  
Address: 175 Vitogo Parade, Lautoka Fiji Islands  
Postal address: P.O. Box 127, Lautoka Fiji Islands  
Telephone: (+679) 666-0833

### **Responsibility during Force Majeure:**

- a) Please be advised that Mana Island Resort & Spa – Fiji shall not be liable for guest's loss or damage to personal equipment and property whilst staying at the Resort.
- b) Guests are required to follow directions, which may be given whilst staying in the Resort for participating in activities. However, the Company shall not be responsible for any injuries or death, which may occur to guests whilst staying at the Resort.
- c) Mana Island Resort & Spa – Fiji shall be relieved of its obligations hereunder in the event and to the extent its performance of this agreement is delayed or prevented in whole or in part by any cause beyond its control including without limitation, acts of God, acts of government or change of laws, war or hostilities (declared or not). Civil unrest, fire, Natural Disaster such as flood, earthquake, cyclones, explosion, and Global Pandemic, Economy Crisis, Great Depression, sale, seizure of the Resort under legal process, strikes, lockouts or labor stoppages or any other circumstances beyond the control of the Resort that makes it impossible for the Resort to operate fully or partially.
- d) Mana Island Resort & Spa – Fiji also will not accept any responsibility for any premature departure refund without any reasonable source against the Company, and it will attract full cancellation charge. Due to these conditions, Mana Island Resort & Spa – Fiji suggests Guests to purchase Travel Insurance prior to their travel to avoid unforeseen expenses.

### **Rates subject to change:**

Mana Island Resort & Spa – Fiji reserves the right to adjust rates for events beyond the control of Mana Island Resort & Spa - Fiji for instance – changes in taxation, devaluation, if same is raised or lowered by the actions of the government.