



*Charleston Place Hotel*

WEDDINGS





## *Destination weddings at Charleston Place.*

HAPPILY EVER AFTER BEGINS HERE.

At Charleston Place, we don't just plan weddings, we plan dreams. Our event designers are dedicated to making your big day everything you have imagined and then some. Every detail is customized and every expectation is exceeded. All with the level of service you expect.

### AMERICA'S #1 TRAVEL DESTINATION

Centuries over, Charleston's delicate porcelain beauty is still as evident today as it was upon her beginning. She is a perfect juxtaposition of centuries old charm and cultured sophistication. Yielding to traditions without being bound to them. Shaped by the city's two rivers, the Ashley and the Cooper, Charleston bristles with an energy and vibrancy reserved only for the finest cities in the world. Glorious weather shines down, while locals keep time with the shadow of St. Michael's soaring spire.



## CHARLESTON PLACE HOTEL

There is a reason Charleston Place is the city's most celebrated hotel—its people. Backed by Orient-Express' legendary service, an empowered staff forms an omniscient backbone. Every moment is anticipated. Even details seen as trivial by most are addressed with the upmost importance. The end result is an environment of accessible luxury. While bed sheet thread counts are high and afternoon tea is served in English fashion, the service is what sets Charleston Place apart. Guests return season after season, asking for staff by name and eager to explore this glorious city. Only adding to the hotel's charm and allure.

## GLORIOUS WEDDINGS

Brides are drawn to Charleston Place. Perhaps it's the hotel's grandeur, or simply the convenience of having everything at their fingertips. The hotel is at the top of the list for a classic Southern wedding. And located in the heart of Charleston, Charleston Place graciously offers on-site planners, transportation, a house florist, carriages and more. Giving your wedding guests everything from centuries old architecture and museums to a vibrant nightlife and foodie playground. Throw in the city's own legendary hospitality, and you'll see why Charleston Place is a favorite of brides all over the country.





## *The Space To Do as You Please*

From our spectacular Riviera Theatre to our impressive Grand Ballroom, we offer a variety of truly unique locations.

### GRAND BALLROOM AND GAZEBO

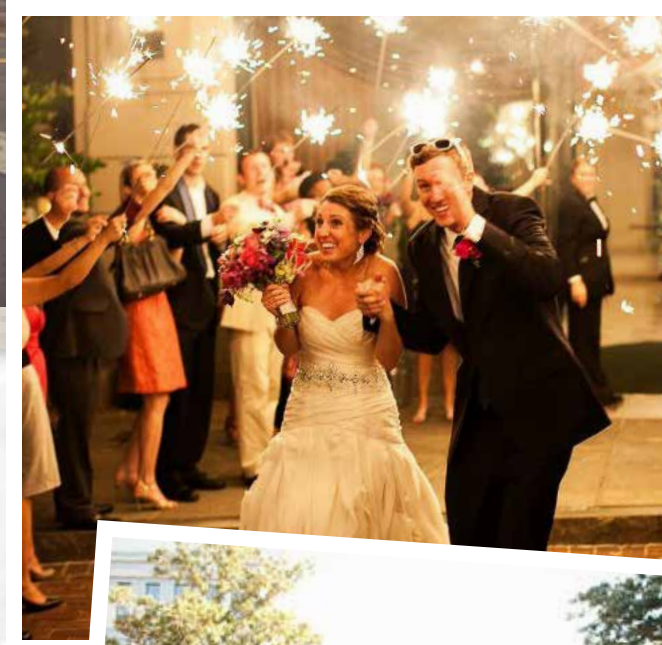
- Stunning 14,000-square-foot ballroom with 16-foot ceilings and chandeliers
- The picturesque gazebo overlooks historic King Street and is a perfect gathering spot for your cocktail hour
- Accommodates 80 - 1,500 guests

### THE PAVILION

- Indoor venue with outdoor garden area
- Space to host your wedding ceremony or reception
- Flexible capacity of 20 to 70 guests for a plated dinner or stationed event

### THE PALMETTO CAFE AND COURTYARD

- Beautiful outdoor garden courtyard with triple-tiered fountain and lush greenery
- Charming, relaxed space with elegant décor and spectacular skylights
- Flexible capacity of up to 100 guests for a plated dinner or stationed event



## THE RIVIERA THEATRE

- Renovated to its original 1939 Art Deco luster with restored frescos and hand-painted murals
- 5,000-square-foot ballroom capable of hosting weddings for up to 200 guests
- Ability to host both your wedding ceremony and reception in one location, and the Grand Reveal is a must-see

## MARKET STREET CIRCLE

- With beautiful magnolia trees, lush greenery and the romantic sound of the fountain, this venue can be used as your ceremony location or for your cocktail hour

Or choose from a variety of other venue options, including Flag Pole Terrace, Hospitality Suites and much more.



## *We Are Yours*

Your wedding is our most important event. With that being said, wedding planners will be by your side every step of the way.

### PRIOR TO YOUR EVENT:

- Unlimited planning sessions with on-site wedding specialist and vendors
- Use of award-winning in-house design team, BLOOM at Charleston Place
- Access to exclusive professional vendor list
- Complimentary use of the beautiful facilities at Charleston Place for portraits and wedding photos
- Gift tables, guest tables, cake table, house chairs
- Wooden parquet dance floor
- Staging for entertainment needs
- (2) Hospitality Suites on day of event for bridal party
- Complimentary Junior Suite for bride and groom on wedding night with chocolate covered strawberries and champagne

### ON YOUR WEDDING DAY:

- Wedding specialist on site during your event
- Professional banquet manager throughout the evening to oversee your event
- House floor-length white or black linens  
*(specialty linens also available from BLOOM)*
- China, silver, glassware

### FOLLOWING THE EVENT:

- Happy Anniversary! The honeymoon never ends—come back to Charleston Place for your first anniversary and receive a complimentary night stay



## WEDDING MENUS

Imagine a world where the banquet dining experience is redefined. A place where even a large gathering takes on the ambiance of a private dinner party in a four star restaurant. At Charleston Place, the banquet dining experience is created with a level of service and cuisine that is truly extraordinary.

We're all about menu options. From Lowcountry fare to the very finest dishes, you will work with our award-winning team to personalize the perfect menu. From hors d'oeuvres to multiple-course gourmet meals, a world of delicious options await. No matter which choices you make, rest assured that every facet of your wedding day will be perfectly planned and flawlessly executed by our experienced staff.

## BLOOM AT CHARLESTON PLACE

Stylish linens, graceful table top décor and striking floral arrangements all define Charleston Place's florist. Bloom will ensure every aspect of your wedding is flawless:

- Linens
- Lighting
- Centerpieces
- Floral design

BLOOM specializes in turning your dreams into reality. Custom design is our specialty. Our team of award-winning designers is eager to create lush, romantic garden-inspired designs or minimalist artistic expressions that interpret your design philosophy. No challenge is too great or too small.



## *Charleston Place Events*

Creating a memorable event is hard work. When it's in an unfamiliar destination, the process can be exhausting. That's why Charleston Place Events planners are here to think of every detail for you. Our event management team will help you select venues that entice, décor that impresses, menus that make people want to stay and events that will be remembered. From the first phone call to the final clean up, we'll execute every detail to perfection.

Charleston Place Events has a working relationship with Charleston's best suppliers. We can...

- Coordinate transportation from ceremony to reception via carriage or motor coach
- Provide detailed diagrams and insight into each unique venue to make your dream day come alive
- Hire your band or DJ and make sure they have everything they need
- Coordinate the purchase, assembly and delivery of guests' welcome packets and information



# Charleston Place Events Off-Site Weddings

Not only will you have the best experts working to make your day perfect, you'll also have the professional catering and bar staff from Charleston Place providing award winning culinary displays. And when using Charleston Place Events to cater and coordinate your off-site wedding, we also provide the same amenities that we have on-site.

## GOVERNOR THOMAS BENNETT HOUSE:

In downtown Charleston, this home has charming gardens and side yard, perfect for your ceremony and reception. *Up to 200 guests.*

## FOUNDERS HALL AT CHARLESTOWN LANDING:

Located on the original site of Charles Towne. *Up to 175 guests.*

## OLD EXCHANGE BUILDING:

America's third most historic building. *Up to 150 guests.*

## THE CONFEDERATE HOME AND WOMEN'S COLLEGE:

Beautiful downtown venue with an outdoor garden and four ballrooms to choose from. *Up to 185 guests.*

## COTTAGE ON THE CREEK:

Located on historic Shem Creek, this is the perfect setting for a casual reception or rehearsal dinner. *Up to 225 guests.*

## SOUTH CAROLINA AQUARIUM:

Enjoy the deep blue sea as you say "I do."

## LEGARE WARING HOUSE:

Perfect for your ceremony, reception or day-after brunch. *Up to 550 guests.*

## BOONE HALL PLANTATION AND COTTON DOCK:

America's most photographed plantation can be the perfect backdrop for an elegant event. *Up to 800 guests on back lawn in tent. Up to 120 guests at Cotton Dock.*

## GIBBES MUSEUM OF ART:

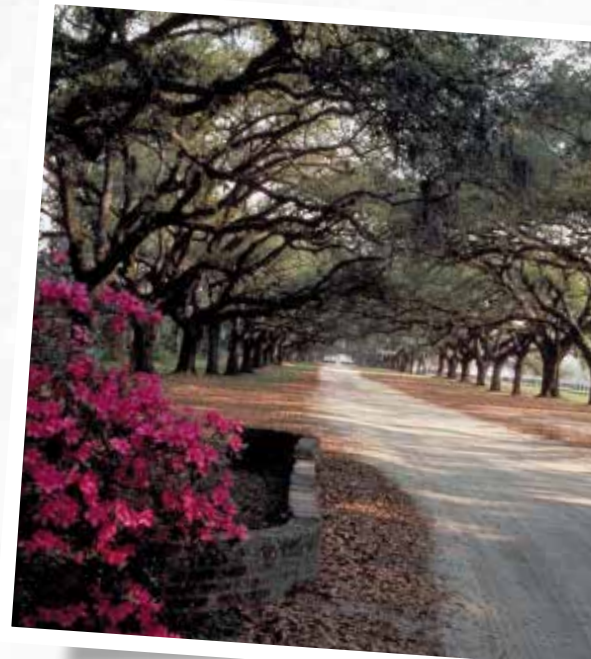
The Beaux Arts gem on Meeting Street has a gorgeous outdoor garden and beautiful indoor rotunda. *Up to 200 guests, in garden.*

## MAGNOLIA PLANTATION:

Located along the Ashley River, the view is unprecedented. *Up to 180 guests.*

## SOCIETY HALL:

Historic and elegant, located in the heart of the Holy City. *Up to 150 guests.*



# Wedding Package Details and FAQs

## GUIDELINES AND POLICIES

### PARKING

(Subject to Change)

Self-parking is \$14.00 daily, while guests of the hotel may enjoy Valet Parking for \$29.00 per night.

### PAYMENT

- 25% of your food and beverage minimum is due along with the signed agreement in order to secure your event space
- A second deposit is due whereas final date depends on your Catering Contract
- All final payments are due 10 days prior to the date of your event

### CHARLESTON PLACE EVENTS - DESTINATION MANAGEMENT SERVICES

### PRESENTATION SERVICES AUDIO VISUAL - AV SERVICES

### BLOOM - FLORAL SERVICES

Charleston Place Events, Bloom and PSAV will create and arrange all Designs, Décor, Floral, and Audio Visual needs for your special event at Charleston Place. This includes all specialty items such as: linens, chairs, centerpieces, lighting, entertainment, and more. BLOOM must handle any and all aspects of décor, lighting and specialty items. No outside vendors for such may be utilized.

If you choose to go outside of our expertise to secure any of these items, additional room rentals will apply.

When securing these special items through Charleston Place, there is no minimum amount you will need to spend. This rental fee only applies when you choose not to use CPE, Bloom or PSAV to help create this unique event for you. If no specialty items are requested, only your Food and Beverage Minimum will apply.

### ADDITIONAL TAXES AND SERVICES FEES

- Bartenders are \$125.00 per bartender, recommended 1 per 75 guests
- An Administration Charge will be applied by the hotel to all food and beverage charges, which is currently at 22% (subject to change). An amount equal to 59.5% of that charge will be paid by the hotel to the Banquet Staff as commissions and an amount equal to 40.5% will be used for Event Planning and Support Operations
- State taxes will also be applied to everything purchased through the hotel

### GUARANTEES (GUEST COUNT)

Guaranteed counts for each meal function will be required 10 business days prior to the event and must be received during normal business hours, Monday through Friday.

It is agreed that all food and beverage consumed by the group in the hotel must be purchased through the Charleston Place Hotel.

### FOOD AND BEVERAGE MINIMUMS

Each venue mentioned has different food and beverage minimums associated with the space. Please contact our team of professionals for guidance on which venue is right for you.

Please note that formal catering menus are available as suggestions. We are prepared to tailor menus to personal taste, and we offer special menus featuring Lowcountry cuisine. Your catering manager will work closely with you regarding all food and beverage requirements.

### CAKE CUTTING FEE

Charleston Place has a very talented team of culinary professionals, including an Executive Pastry Team. We would love the opportunity to design your dream wedding cake. If another vendor has been chosen, a cake cutting fee of \$3.00++ per person will apply to your final bill.

## VENUE RENTALS

Venue rentals will be waived with the understanding that clients will utilize BLOOM at Charleston Place for all floral, décor and design aspects of their event.

## CANCELLATION POLICY

This contract will serve to bind the client and Charleston Place and there exists under no circumstances a right for either party to cancel or to hold this same event in another city or hotel. Should events such as strikes, acts of God, or civil disturbance materially affect either party's ability to perform, this contract will be terminated without prejudice. Dispensation of any damages as a result of cancellation of this contract will be based on the following:

- Cancellation from six months to one year from the event: 25% of the food and beverage minimum
- Cancellation one month to six months from the event: 50% of the food and beverage minimum
- Within one month of the event: 100% of the confirmed charges
- If we are able to re-book the space currently being held for the client, we will remit the cancellation fee, less an administrative fee of 10% of estimated charges

*Charleston Place will be held harmless from any and all damages or destruction including theft and/or mysterious disappearance of any and all equipment owned or leased to the client or any of their vendors. The Charleston Place Hotel LLP assumes no responsibility for the damage or loss of any merchandise left at the hotel or Riviera prior to, during, or following your function, event or conference. Please do not leave any valuables or items in your function room unattended.*





*Charleston Place Hotel*

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