

2020 WEDDING RECEPTION PACKAGE

WEDDING ACCOMODATIONS

For a Townsend Ballroom wedding, the bride and groom receive the following complimentary elements:

- Bridal Suite for two nights with a specialized wedding amenity (for weddings over 150 guests).
- Holding room for the bridal party
- Vendor/ musician green room is provided complimentary for use on the wedding day.

Should any family or friends wish to stay at the Townsend Hotel, special rates will be extended for groups of 10 guest rooms or more.

WEDDING SPECIALIST

A Townsend Hotel on-site expert will consult with you to reserve the date, coordinate all food and beverage details, and generally assist with your wedding experience at the Hotel. Please consult our Vendor List for Wedding Planners and Day of Coordination.

PREFERRED VENDORS AND SERVICE COORDINATION

At your request, we can provide a list of recommended vendors for all your wedding needs, from photographers to entertainment.

LINENS AND TABLETOP DÉCOR

Weddings at The Townsend Hotel ***include superior linens and overlays in white, ivory or black***, all cutlery, white china, Hotel china chargers and Riedel crystal stemware. In addition, The Townsend provides silver table stanchions and numbers and 5 votive candles per table.

FLOWERS

Our Wedding Specialist will be pleased to ***provide exceptional floral vendor recommendations for your special wedding day*** .

ICE CARVINGS

Custom-designed ice carvings can be provided to highlight your special occasion.

ENTERTAINMENT

For a dinner dance or cocktail party, we will be pleased to help you arrange entertainment using our Townsend Vendor List. The Townsend provides band staging, and standard dance floor.

WEDDING PHOTOS

PUBLIC AREA AVAILABLE FOR PICTURES

The Tea Lobby, Ballroom Foyer, the Foyer Staircase must be reserved in advance and approved for any wedding photos. All areas are based on availability.

Substitutions available for a nominal fee.

Room Rental Subject to Availability Date and Month

All Food and Beverage is Subject to Six Percent Sales Tax and Twenty-four Percent Service Charge.

MENU CREATIONS

Our Award Winning Chef, Adam Hightower, prides himself on culinary creativity, and offers an extensive array of menus to choose from. Alternatively, we can custom-design a menu for you. Whatever the wedding event, whether it is to be an intimate family brunch, sophisticated cocktail buffet or grand reception banquet, your Wedding Specialist will assist you along with our team to create a memorable occasion.

CAKES

We can provide *a* beautiful customized wedding cake in the flavor of your preference. If you have a photograph of a special cake, we will be happy to prepare that cake for you. *Pricing is based upon the cake design.*

EVENT PACKAGE INCLUDES:

- Musicians Stage
- Standard Dance Floor
- Round and Square Dining Tables
- Standard Banquet Chairs
- Hotel Linen & Matching Napkins

Additions to your Package:

Upgraded Discounted White Dance Floor

Rented Chairs can also be ordered at discount pricing. Price to include delivery set up and strike.

CEREMONIES

We accommodate wedding ceremonies in one half of the ballroom and in our beautiful Ballroom Foyer. The ceremony transition fee is \$250 flat fee.

PRICING

Our Wedding Package Pricing is guaranteed for 12 months when booking without substitutions.

Any substitutions are subject to menu pricing plus tax and service charge.

Minimum Revenue Requirement includes all food beverage and room rental before tax and service charge.

RENTALS

The Townsend Ballroom rental I is \$2000. The Regency Room Rental is \$500 and both are subject to 6% sales tax and 24% service charge.

Bartender, Chef and Attendant fees are applicable and extra.

Substitutions available for a nominal fee.

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Wedding Package- \$155.00 per person

5 Hour Event Package Includes:

**Five Hour Gold Brands Premium Bar Package
One Signature Passed Cocktail designed for the
Bride and Groom during cocktail hour only**

Six Selections from our Cold and Hot Appetizers

**Two Course Plated Dinner from our Dinner and Duets
Includes Rolls Butter and Coffee Service**

**Includes: Late Night Snack for 50% of your guests
From our Late Night Snack Menu**

**Includes all Front and Back of House Staffing
Includes In- House equipment
(tables, chairs, house linen, stemware, flatware etc.)
Includes 6 hours for Pre-Event Setup and Load - in**

Wedding Cake

**Townsend Signature Wedding Cake includes
Wedding Cake Flavor and Filling
Starting at \$7 Per Person**

Up Grade Your Wedding Package by selecting from this list

**Platinum Liquor Brands \$14 Per guest
Chandon Sparkling Toast with Dinner \$48 Per Bottle
Wine Service Offered at Dinner \$42 Per Bottle
Add A Course: Soup or Intermezzo
Passed Desserts and/or Deluxe Sweet Table**

Substitutions available for a nominal fee.

Room Rental Subject to Availability Date and Month

All Food and Beverage is Subject to Six Percent Sales Tax and Twenty-four Percent Service Charge.