



THE TOWNSEND HOTEL

2021 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.
- Green room for vendors on the wedding day.
- Hotel tables, chairs, linen, napkins, charger plates, votive candles, table numbers, band staging and dance floor.

ROOM BLOCK

Should family or friends wish to stay at The Townsend, 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 Preferred 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 linen napkins and floor length linens with overlays in white, ivory or black. The Hotel also provides all cutlery, white china, porcelain china chargers, Riedel crystal stemware, silver table stanchions, numbers, and five 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 bars or 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 Preferred Vendor List. The Townsend provides band staging and a standard dance floor. An all-white dance floor can be provided for an additional cost.



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WEDDING PHOTOS

PUBLIC AREA AVAILABLE FOR PICTURES

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

MENU CREATIONS

Our Executive Chef and Banquet Chef both take great pride in our culinary creativity and offer an extensive array of menus. Alternatively, we can custom-design a menu just for you. Whether you are planning an intimate family brunch or sophisticated cocktail reception... 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.

ADDITIONS TO PACKAGE

- Discounted white dance floor, upscale chivari chairs, lighting package, lounge furniture or pipe and drape décor.
- Pricing to include delivery, set up and strike.

CEREMONIES

We accommodate wedding ceremonies in one-half of the Ballroom or in our beautiful Ballroom Foyer. The ceremony transition fee is \$500.

PRICING

Our Wedding Package Pricing is guaranteed for 12 months when booking without substitutions. Any substitutions are subject to additional fees plus tax and service charge.

RENTALS

- The Townsend Ballroom rental is \$2500.
- The Regency Room Rental is \$750.
- Room rental fees are subject to 6% sales tax & 24% service charge.
- Bartender, Chef and Attendant fees are additional.



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The Wedding Package - \$160 per Person

Five-Hour Event Package Includes:

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

Four Selections from our Cold and Hot Appetizer Menu
Soup or Salad First Course
Plated Dinner from our Dinner and Duet Menu
Includes Rolls, Butter and Coffee Service

Includes: Late Night Snack for
50% of your guests
See Late Night Snack Menu

Wedding Cake
Townsend Signature Wedding Cake
Starting at \$9 per Person

UPGRADE YOUR WEDDING PACKAGE:

Platinum Bar - \$14 per Person
Champagne or Prosecco Toast with Dinner \$48 per Bottle
Wine Service Offered with Dinner \$42 per Bottle
Add a Course: Soup or Intermezzo
Passed Desserts and/or Deluxe Sweet Table
Add Champagne or Bourbon Station

PLEASE ASK US ABOUT:

Bridal Showers, Afternoon Tea Showers, Rehearsal Dinners
Late Night After Parties and Post Wedding Brunches