



# THE TOWNSEND HOTEL

## 2022 WEDDING RECEPTION PACKAGE

### WEDDING ACCOMODATIONS

Congratulations and Welcome to The Townsend Hotel!  
For a Townsend Ballroom Wedding, the engaged couple receive the following complimentary elements:

- Wedding Suite for two nights with a specialized wedding amenity (For weddings over 150 guests).
- Vendor green room provided for use 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 silverware, white china, porcelain china chargers, Riedel crystal stemware, silver table stands with 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 wood style dance floor.

### WEDDING PHOTOS

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.



# THE TOWNSEND HOTEL

## **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.

## **WEDDING 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 determined by shape, size, number of cake layers and fillings and complexity of design.

## **CEREMONIES**

We accommodate wedding ceremonies in one-half of the Ballroom or in our beautiful Ballroom Foyer. Additional fees apply.

## **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.
- Ceremony fee includes ceremony and dinner chair placement.
- Room rental fees are subject to 6% sales tax & 24% service charge.
- Bartender, Chef and Attendant fees are additional.
- Hosted valet.
- Hosted coat check.



## THE TOWNSEND HOTEL

### The Wedding Package - \$170 per Person

#### Five-Hour Event Package Includes:

Five-Hour Gold Bar Package  
One Signature Passed Cocktail designed for the  
Wedding Couple during cocktail hour only

Four Selections from our Cold and Hot Appetizer Menus  
Plated First Course: Soup or Salad

Plated Dinner from our Dinner and Duet Menu

Entrée Selections: Chicken | Salmon | 6oz Filet Mignon

Duet Entrée Selections:

Filet & Chicken | Filet & Salmon | Braised Short Rib & Grilled Shrimp  
Includes Rolls, Butter and Coffee Service

#### Late Night Snack Station

Include with Package 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 \$50 per Bottle

House Wine Service Offered with Dinner \$45 per Bottle

\*\*\*

Other Additions: Soup Course, Intermezzo Course, Tray Passed Desserts,  
Elaborate Dessert Stations, Party Favors, Champagne or Bourbon Station

\*See your Wedding Specialist for pricing

#### PLEASE ALSO ASK US ABOUT:

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



## THE TOWNSEND HOTEL

### Gold Bar

Tito's Vodka  
Tanqueray Gin  
Bacardi Silver Rum  
Captain Morgan Spiced Rum  
Old Forester Bourbon  
Monkey Shoulder Scotch  
Jack Daniels  
Espolon Reposado Tequila  
Bailey's Irish Cream  
Kahlua

### Platinum Bar

Grey Goose Vodka  
Bombay Sapphire Gin  
Bacardi Silver Rum  
Captain Morgan Spiced  
Makers Mark Bourbon  
Pendleton Rye  
Johnnie Walker Black  
Patron Silver Tequila  
Bailey's Irish Cream  
Kahlua

### All Bars Include:

Choice of (4):

Bud Light, Corona, Heineken  
Miller Lite, Stella Artois, Bells Two Hearted Ale

House Wine:

Chardonnay, Sauvignon Blanc  
Pinot Noir and Cabernet Sauvignon

\*For Upgraded Wine List See Your Catering Manager

Assorted Soft Drinks

Assorted Juices, Still Water & Sparkling Water

\$200.00 Bartender Fee Per 75 Guests