



Berkeley Hall Weddings



Where Special Happens

*Our timeless backdrop is the perfect frame to your special day.
Where Lowcountry elegance is matched by breathtaking views,
gorgeous gardens and live oaks draped in Spanish moss.*

When it comes to celebrating the special events in your life, we're here to create the experience of a lifetime!

The Wedding Ceremony

Specializing in making your ceremony unforgettable.

We offer ceremonies in three gorgeous settings with coordination, classic white ceremony chairs and refreshments. For cooler months, we suggest a tented ceremony and/or a beautiful indoor venue. Our wedding specialist has coordinated hundreds of ceremonies and can assist with all of your bridal party's needs.

Savannah Gardens & Reflecting Pond

A romantic and naturally beautiful setting with Spanish moss draped trees, crepe myrtles and weeping willows.

Grand Lawn

Views onto the river that bends through Berkeley Hall and rolling fairways, the lawn is spectacular with its evening up-lighting which is ideal for outdoor receptions.

The Mall Lawn

A beautiful architectural backdrop with the stately Jeffersonian style clubhouse and brick promenade pathways.

The Reception

Whether you envision a formal grand reception or an intimate affair with family and close friends, we will customize the perfect wedding reception. Whatever it is that will make your day the best celebration, our

Food and Beverage team is committed to making your wishes come true.

The **Grand Foyer** welcomes your guests in to join you for your special day, an elegant setting for your welcome reception that flows onto our Verandah and Grand Lawn. For smaller affairs, our **Mixed Grille Dining Room** offers an intimate setting for affairs up to 100 with traditional plated dining and dancefloor. For the larger receptions, the **Grand Lawn** is the premier backdrop for romantic tented receptions with views of the greens and gardens.

We can create the formality of the indoors in a lovely outdoor setting.

There in the magic of the moment you will find yourself dancing under the stars and toasting the night away in the most perfect setting!

Rehearsal Dinners

Celebrate with your family and friends amid Berkeley Hall's array of gorgeous settings Berkeley Hall for your rehearsal dinner or welcome gathering.

River Park

Your guests will experience the Lowcountry at its best with an Oyster Roast or Lowcountry Boil at our most popular outdoor venue, accommodating up to 125 guests. Watch for dolphins from the park's deep water dock and gather for family pictures right on the Okatie River.

Fazio Room

An especially perfect fit for the golfers in your family, the Fazio Room is just a short distance from our private Golf Cottages, nestled by our state-of-the-art practice facility. Complete with its private bar, indoor fireplace and comfortable furnishings, it's the ideal setting for an intimate group of to 30 guests or open up the doors and enjoy a reception for up to 80 guests on the surrounding Grassy Knoll.

Berkeley Hall Poolside

Casual entertaining poolside is perfect for guests of all ages.

Accommodating 25 to 75 guests, our culinary team brings casual dining to its finest with all your "On The Grill" favorites.

Bridal Luncheons

The ideal venue for brunch and luncheon occasions, our **Berkeley Room's** soft blue and green palette inspired by Charleston architecture and design. The Berkeley Room can accommodate groups from 10 to 40, whether it's a charming family-style table to intimate tables for 4-6 guests.

Brunch and Tea Style menus are also available and can be enhanced with signature Bloody Mary and Mimosa or Bellini bars for a festive start to your wedding weekend.

Farewell Brunches

Our **Mixed Grille** with its exposed beams, rustic chandeliers, grand fireplace and panoramic views of Berkeley Halls award-winning North Course is the perfect venue to finish out your grand weekend. Accommodating 40 to 120 guests, Executive Chef John Soulia can customize a wonderful farewell brunch as you send your guests on their way home with fond memories.

The Berkeley Hall Clubhouse

Overlooking the finishing holes of our North Course, our 35,000 sq. foot Clubhouse, complete with six distinctive dining experiences, represents the "next generation" of lifestyle amenities. The Berkeley Hall Clubhouse is ideal for relaxing, entertaining, meeting new people, or gathering with family and good friends.

THE TUSCANY WINE CELLAR

UP TO 14 GUESTS

A barrel vault ceiling of brick and stucco, stacked terra cotta wine racks, slate flooring, and Italian-style furniture add a European flair to your intimate dining experience.

THE BERKELEY ROOM

UP TO 40 GUESTS

Enjoy international fare with a Lowcountry twist. A coffered ceiling, arched draperies, a crystal chandelier and upholstered walls add to this Charleston-inspired dining room.

THE MIXED GRILLE

UP TO 110 GUESTS

The perfect spot for everyday casual dining. A banquette centerpiece and palladium windows lend an open feel with panoramic golf course views. Available for white cloth evening dining throughout the year.

THE VERANDAH

COVERED, UP TO 80 GUESTS

For dining al fresco or simply lounging, it's hard to top the Verandah's wicker furniture and stone top tables. Perfect for area for cocktails following a round of golf or tennis lesson.

THE GRAND LAWN

UP TO 400 GUESTS

The pristinely landscaped green space behind the Clubhouse has wide views of the golf course and lake, best accommodating a tent for special events.

THE FAZIO ROOM

UP TO 80 GUESTS, INCLUDING OUT-DOOR PATIO

This casual yet plush room is named for the designer of our two core courses. Fazio envisioned along with the state-of-the-art 30 acre practice facility and Learning Center that there should be a warm lounging space for players to relax, socialize and refresh themselves between play.

Private Golf Cottages

You'll feel right at home in our charming cottages with easy access to everything the Club has to offer. Our Charleston-style cottages offer all the amenities you could ask for. Visit on the rocking chair front porches or enjoy the golf course views, it's a short walk to the Clubhouse and onto the greens, and you'll find the Spa & Fitness Center just around the corner. Capturing some of the Lowcountry's most authentic architectural elements, our golf cottages provide a sense of luxury and comfort, from the perfect choice of furnishings to the complimentary arrival amenities.

The first level features a roomy living/dining area with entertainment center, high definition flat screen televisions, as well as a fully stocked kitchen and gas fireplace. Two private master suites flank each side of the living room, and each includes a king-sized bed, sleeper sofa, and well-appointed bath with double sinks and walk-in shower and a tub. Each suite is equipped with a refreshment center that includes a wet bar, microwave, small refrigerator and TV.

Each master suite opens onto its own private porch, perfect for early morning or late afternoon enjoyment.

The second level features a large sitting room which is well suited as an additional lounge area and a washer and dryer are also located on this level. The two spacious second floor suites each feature 2 queen-size beds, TV, a computer desk and individual bathroom.

Wedding Cottage Rental Rate for 2017.

4 Bedroom with a full kitchen - \$689.00++ per night

- Each bedroom has a private bath.
- All rates include daily housekeeping and departure cleaning fees.
- Rates also include a welcome amenity basket, 1 per reservation.
- All rates are subject to sales and lodging taxes, and current total taxes are 10%, subject to change.

Any cottage not billed to a member account will be assessed a \$25.00 per day non-member facility fee.

Policy

- Rates are to be paid in full by one source. The Club does not split bills on cottage rentals.
- Full payment is due 30 days prior to arrival to avoid cancellation of the reservation.
- Reservations must be cancelled 30 days prior to arrival to avoid cancellation costs of full payment including all taxes and fees.
- All reservations require a minimum two night stay, and any reservation over a holiday and/or special event weekend requires a minimum of three nights. Holiday weekends include April 6-9, April 13-15, May 25-29, August 30-July 4 and September 1-4, 2017.

The final rooming list for cottages is due 10 days prior to arrival. Any addition or deletion to the rooming list within 10 days of arrival need to be submitted to the Concierge in writing.

Reservation blocks for wedding groups will be held until 30 days prior to the arrival. After the deadline any cottage without full payment will be returned to general inventory. Remaining cottages will only be offered on space available, first come, first served.

For cottage information and reservations, please contact the Concierge Services at 843 815-8494 or email bhcfntdesk@berkeleyhallclub.com

Clubhouse Wedding Policies

Contract & Deposit

The Club requires an authorized Guidelines contract and deposit in order to secure the date and location of the function. The **deposit for a Wedding is \$2,000.00**. If your deposit is not received by the due date, the desired function date will be released.

Payment

After receipt of the initial deposit, there are (2) additional required deposits: the Second Deposit and the Final Payment. Alternative payment schedules may be arranged by request and pending approval from the Club.

The Second Deposit is due (3) months prior to the Wedding Date and is the equivalent to 50% of the estimated charges for the wedding.

The Final Payment is due in conjunction with the Final Guaranteed number of guest. This Payment is all remaining balance (less all deposits made toward the total) due (14) days prior to the event by credit card or check.

Should the actual count of guests be greater than the Guarantee, or should any other charges be incurred, payment will be due at the conclusion of the event. All payments are due no later than the day of services rendered.

Guaranteed Count of Guests

The Club must be notified by the Member/Client with the final expected number of attendees no later than 14 business days prior to the function. Club reserves the right to adjust the space allocated to the function to appropriately accommodate the number of confirmed guests.

For functions with menus that include advance choice entrees or other items, it is the Member/Client's responsibility to arrange for place cards or other indicator cards labeled with each guest's selection of entrée or other item. The meal count distribution with the guest list will be required with the guest guarantee, 14 days prior to the function. Any requests for entrée or other item changes the day of the event will be charged additionally over the guarantee.

Food & Beverage Minimum

This is the minimum dollar amount required to be spent in menu and beverage totals to guarantee the event space reservation. This amount may include food and beverage and does not decrease if the expected attendance is not reached. The minimum expenditure does not include room rental fee(s), cash bar sales, service charge, state sales tax, or any other miscellaneous charges. The following minimums are applicable during open hours of the Clubhouse, Wednesday through Sunday. Any event requested for a date or time when the Clubhouse is closed must meet Food & Beverage Minimum of \$2,000.00.

	Non-Member F&B Minimum	Member-Sponsored F&B Minimum*
Mixed Grille	\$6,000	\$4,000
Grand Lawn	\$9,000	\$7,500
Berkeley Room	\$1,500	\$750
River Park	\$3,500	\$2,000
Fazio Room	\$3,500	\$2,000
Pool Patio	\$2,000	\$1,000

Events occurring during breakfast or lunch hours (concluding by 3:00 pm) may reduce these minimums by 50% (for example, the Mixed Grille for a breakfast or lunch event would be subject to a minimum of \$2,000.00).

Room Fees

In order to reserve a private room for an event, a room fee is required. This fee includes all set-up and break-down of the function, as well as existing standard tables, chairs and White linens of standard size.

Members of Berkeley Hall Club: this fee is waived, *except in the event that the entire Clubhouse is reserved.*

	Non-Member Rate	Member-Sponsored Event Rate*
Mixed Grille	\$750	\$500
Grand Lawn	\$1,000	\$600
Berkeley Room	\$500	\$250
River Park	\$750	\$600
Fazio Room	\$600	\$500
Pool Patio	\$500	\$350

Events occurring during breakfast or lunch hours (concluding by 3:00 pm) may reduce these Room Fees by 50% (for example, the Mixed Grille for a breakfast or lunch event would be subject to a minimum of \$250.00).

**See section below on the definition of a Member Sponsor.*

Ceremony Fee

\$1000.00 rate includes up to 100 White ceremony chairs, ceremony rehearsal and Day-of Coordination, beverage station with Iced Water with Lemon and Old Fashion Lemonade or Sweet Tea for guest's arrival, ceremony venue back-up, guaranteed at the Berkeley Hall Clubhouse

Food & Beverage Policy

The Club must provide all food and beverage items, with the exception of edible favors and wedding cakes as agreed upon by both Member/Client and Club. Due to Berkeley Hall Policy, food and beverage is not allowed to be taken outside of Club property, exclusive of wedding cakes and edible favors.

Menu Selection

In order for us to ensure the availability of all chosen menu and beverage items, your selections will be required 90 days prior to the event date. Dietary substitutes are available with prior notification.

Wedding Menu Tastings are complimentary for the Bride & Groom, and may be requested up to 3 months in advance of the wedding date. Up to 4 additional guests may attend the Tasting for a fee equivalent to the price of the proposed menu, added to the final wedding charges. Tastings may be held on a Thursday, Friday or Saturday based on chef's availability. Please allow for at least 4 weeks advance notice for Tasting dates.

Member Sponsor

The definition of a Member Sponsor is an individual who owns property in Berkeley Hall. In order to receive the discounted Room Fees and Food & Beverage Minimums for an event, the individual must contact the Events Director with approval of sponsorship. The individual must also be in attendance for all or a portion of the event.

Outside Vendor Guidelines

Berkeley Hall has established relationships with many local service providers and can assist in offering suggested Preferred Vendors for you to contract independent of the Club (*see final page of the Packet for a list of Preferred Vendors*). Outside vendors include: musicians (bands, DJ's and ceremony accompaniment), florists and event designers, photographers, wedding planners, transportation, and more.

Vendors providing a service or rental product that are required to be managed by, coordinated and charged through the Club include*:

Tent rentals

Furniture rentals

Lighting arrangements

China, Glass and Silverware rentals

*All required additional services or rentals will be selected and approved by the Client and the Club, and will be included in your custom proposal and estimate.

Large Service Rates

For Banquets estimating 100 or more guests, Berkeley Hall contracts seasonal service staff. All additional staff are hand-selected to match our highest standards of professionalism and quality of service.

Rates are based on your Event needs, estimated at the following:

100-149 guests:	\$300
150-199 guests:	\$500
200+ guests:	\$650

Organizational Fee

20% Organizational Fee applied to outside arrangements secured by Berkeley Hall direct for clients and billed at Vendor's cost. Berkeley Hall to secure specific vendors, sign contracts, pay deposits, handle all planning aspects direct with each vendor and be on-sight for setup and tear down instruction.

Service Charge and Sales Tax (++)

All of the following pricing on food and beverage items is subject to 8% South Carolina Sales Tax and 20% Service Charge for Members, 22% for non-Members. An Excise Tax of 5% on all Liquor purchases and Bar packages will also be applied.

Inclement Weather Policy

Berkeley Hall reserves the right to make a final decision to move any outdoor event to an inside banquet room due to inclement weather predicted by the National Weather Service forecast. Events will be moved inside due to wind, rain or a 40% or greater forecast of precipitation. The decision to move will be made approximately 3 business days in advance for un-tented receptions, or six hours in advance for outdoor ceremonies, with client contact.

Recommended Professionals

Event Consultants & Wedding Planners

Spencer Special Events ... (843) 589-9099
Beth Baldwin Weddings ... (843) 290-8727
Amy Harvey Designs ... (912) 495-9300
Embellished Events ... (843) 757-7762

Flowers

The Flower Garden ... (843) 290-2137
A Floral Affair ... (843) 681-8700
Flower Shop Bluffton ... (843) 837-7673
Flowers by Sue ... (843) 842-8778
Branches ... (843) 785-2535
A to Zinnias ... (912) 234-3400
Sue Burden ... (843) 706-7270

Photographers

W Photography ... wphotographyhiltonhead.com
Bethany O'Bryant ... obryantphotography.com
John Wollwerth ... wollwerthimagery.com
Dylan Wilson ... dylanwilsonweddings.com
Sarah Ayer ... sarahayerphotography.com
Tim Zielenbach ... zielenbach.com

Entertainment / Musicians

Hilton Head Entertainment ... (843) 689-3445
JLK Events (DJ & lighting) ... (843) 815-2553
Harden+Crenshaw (acoustic & DJ) ... (843) 290-0765
Ross Brown (DJ) ... (843) 342-5228
East Coast Entertainment ... (843) 856-9922
Todd Cowart (acoustic) ... (843) 301-8633
New Arts Ensembles (ceremony) ... (912) 224-4644
Charleston Virtuosi (ceremony) ... (843) 270-7158

Videographers

FrancisWestStudios.com ... (843) 410-2774
Jackson Productions ... (843) 757-7083
Savannah Wedding Films ... (912) 480-0376
Coastal Wedding Films ... (843) 298-7335

Wedding Cakes

Lowcountry Flour Girls ... (843) 837-2253
Frankie Cakes ... (843) 290-5916
The Cottage ... (843) 757-0508
Signe's Bakery ... (866) 807-4463
Custom Cakes ... (912) 356-0072
Two Cakes ... (912) 247-2583

Transportation

David's First Class (limos) ... (843) 757-8771
Diamond Transportation ... (843) 247-2156
Old Savannah Tours (trolleys) ... (912) 234-8128
Martin's Wedding Transportation (vintage cars)
... 912-279-0177

Invitations

Emma J Design ... emilymccarthy.com
Pretty Papers ... (843) 341-5116
La Paperie ... (912) 443-9349
Paper & Party Plantation ... (843) 757-7455

Hair & Make Up

Bride's Side Beauty ... bridessidebeauty.com
Pretty Woman Day Spa ... (843) 815-2200
Tara's Salon at Moss Creek ... (843) 837-5588
Annie Emison (Karisma) ... (843) 645-6999

Wedding Ceremony Officiant

Carl Schroeder ... (843) 815-7999
Rev. Michael Beaumont ... (843) 757-5670
Rev. Joseph Wadas ... (912) 312-1189
Rev. Dr. David Leininger ... (843) 363-6161

Accommodations

Berkeley Hall Cottages ... (843) 842-2424
The Inn at Palmetto Bluff ... (854) 706-6500
Hilton Garden Inn ... (843) 837-8111
Hilton Head Vacation ... 1-800-845-7018
Holiday Inn Express ... (843) 757-2002
Fairfield Inn & Suites ... (843) 705-2300
Candlewood Suites ... (843) 705-9600

Formal Wear – Men's

A Floral Affair ... (843) 681-8700
Lew's ... (843) 681-2609

Gown Alterations & Steaming

Soiree ... (843) 715-0420