



Upstairs

AT MIDTOWN

2020 - 2022 VENUE GUIDE



A BRIEF INTRO *about the venue*

Incomparably located in the heart of Downtown Charleston, full of southern charm + rich history, Upstairs at Midtown is perfect for intimate wedding ceremonies + receptions, rehearsal dinners, welcome parties, farewell brunches, social gatherings + corporate events.

Located within an 18th century building with many of its original architectural elements intact, Upstairs at Midtown features authentic heart pine flooring, tall mahogany coffered ceilings, beautiful fireplaces + artfully laid brick walls. While one side of the venue overlooks popular King Street, the other side features a private rooftop.

Whether you're getting married in front of your closest friends + family, kicking off your wedding weekend with a rehearsal dinner + welcome party or celebrating one of life's other occasions, this quintessential Charleston venue offers a welcoming + unique atmosphere.





venue rental rates

MONDAY - THURSDAY

\$1000

FRIDAY

\$1750

SATURDAY

\$2500

SUNDAY

\$1250

PLEASE NOTE:

*Rates include use of the space for a 4 hour event,
as well as 5 hours of pre-event set up +
1 hour of post-event breakdown.*

*The space may be rented for longer receptions
at a rate of \$250 per additional hour.*

*Increased rental rates apply on holidays +
holiday weekends.*

venue capacities

ONSITE CEREMONIES + RECEPTIONS

50 guests

RECEPTIONS ONLY (OFFSITE CEREMONIES)

75 guests

COCKTAIL STYLE PARTIES

125 guests

Please reference pages 5-7 for more details.





a peek inside the property

1500 square feet of indoor + outdoor space
convenient entrance from upper King Street
private rooftop with cafe lighting
original heart pine floors
exposed brick walls
mahogany coffered ceilings
crystal chandeliers
fireplaces featuring mantle mirrors
ceiling speakers with AUX cord connectivity
mirrored TV with HDMI + AppleTV connectivity



i n - h o u s e rental inventory

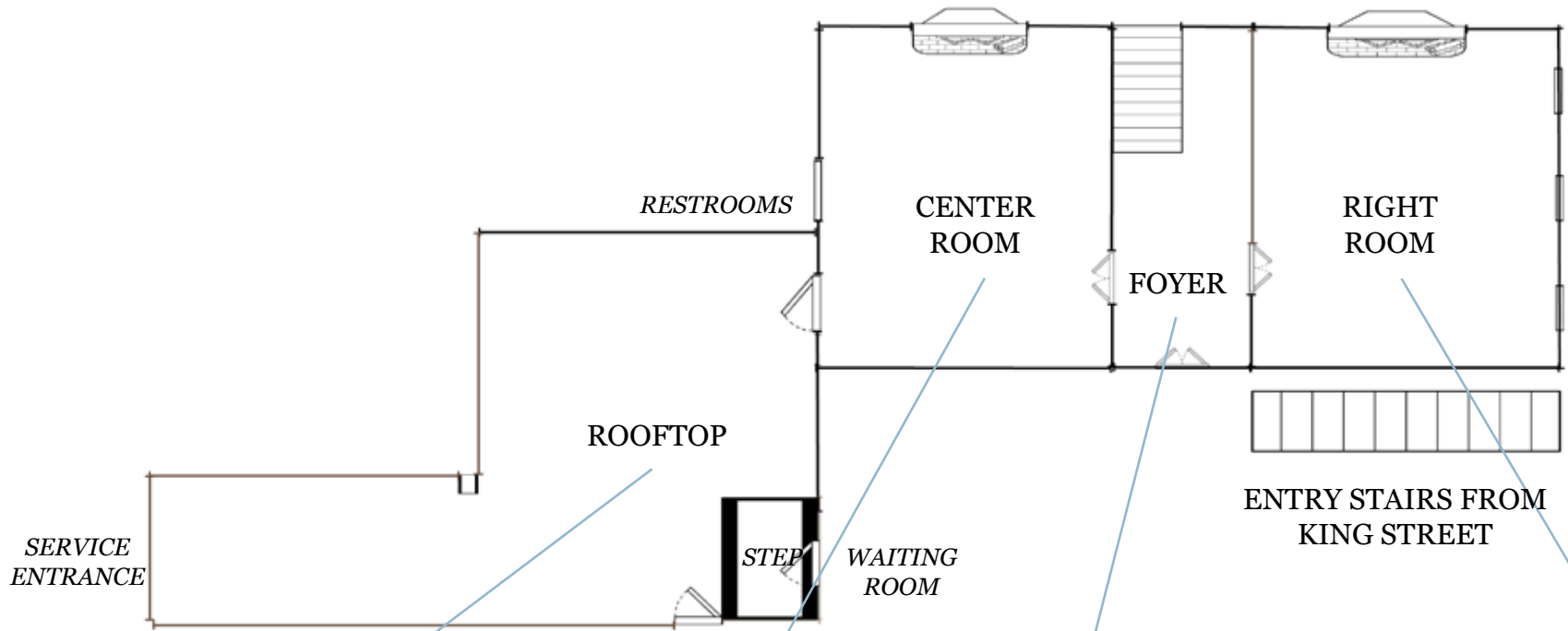
- (1) 6' wooden bar
- (1) 4' wooden console table
- (2) 7' wooden farm tables
- (4) 8' rectangular tables
- (10) 30" round cocktail tables
- (5) 36" round tables
- (6) 48" square tables
- (44) wooden x-back chairs
- (50) wooden folding chairs

P L E A S E N O T E :

*The items above are included in the venue rental rate.
Our team will assist with renting any additional
items that may be necessary (such as linens, china,
flatware, glassware, etc.) from a third party vendor.*



FLOORPLAN *overview*



ROOFTOP

CEREMONY
50 chairs

SEATED DINNER
50 guests

STANDING ROOM
75 guests

CENTER ROOM

CEREMONY
24 chairs

SEATED DINNER
24 guests

STANDING ROOM
50 guests

FOYER

This entrance area is a perfect place for welcome concepts, guest books + cake displays!

[CLICK HERE for digital files](#)

RIGHT ROOM

CEREMONY
40 chairs

SEATED DINNER
42 guests

STANDING ROOM
50 guests

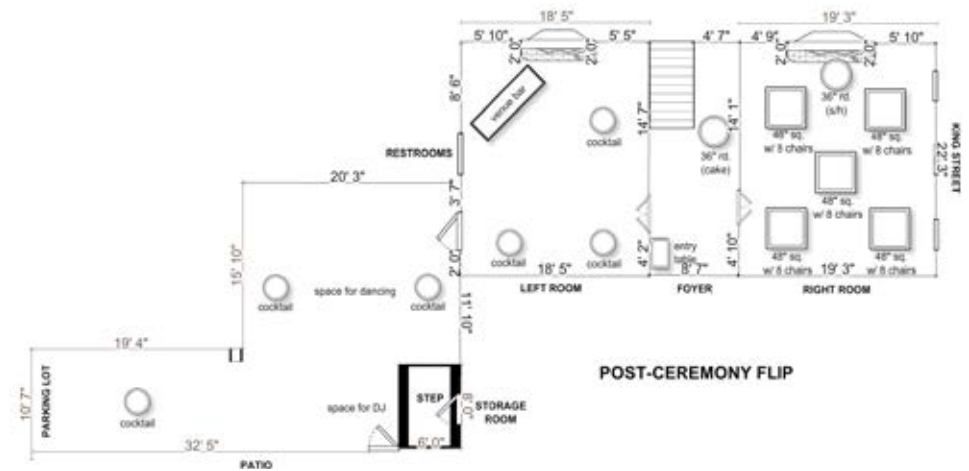
TRADITIONAL floorplan set-ups

1

ONSITE CEREMONY + RECEPTION
ceremony set up

*converted
into...*

ONSITE CEREMONY + RECEPTION
seated dinner for up to 42 guests

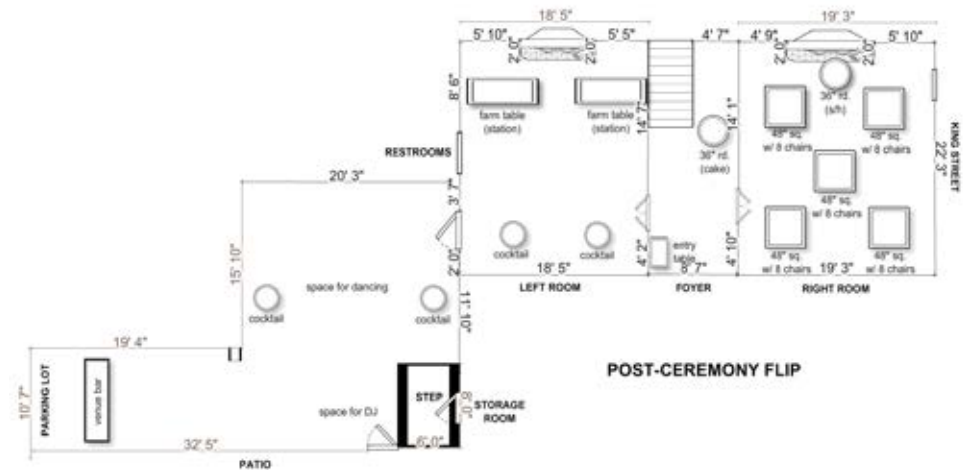
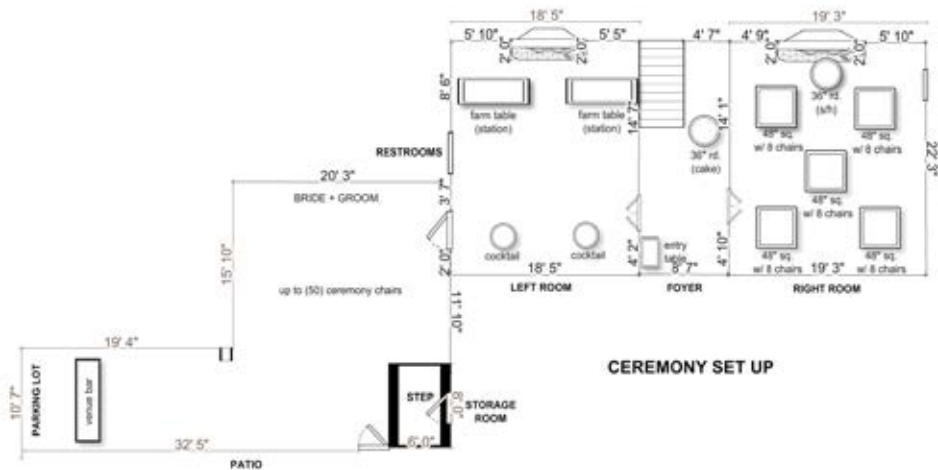


2

ONSITE CEREMONY + RECEPTION
ceremony set up

*converted
into...*

ONSITE CEREMONY + RECEPTION
station style with 42 seats



PLEASE NOTE:

*The diagrams above represent popular layouts. Please inquire for additional options.
The floorplans above utilize in-house tables + chairs only requiring rental of linens + serviceware.*

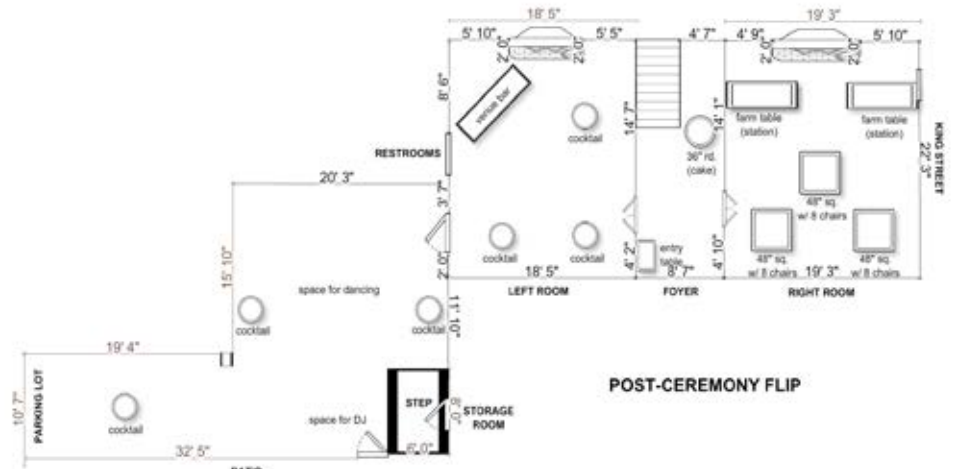
TRADITIONAL floorplan set-ups

3

ONSITE CEREMONY + RECEPTION
ceremony set up

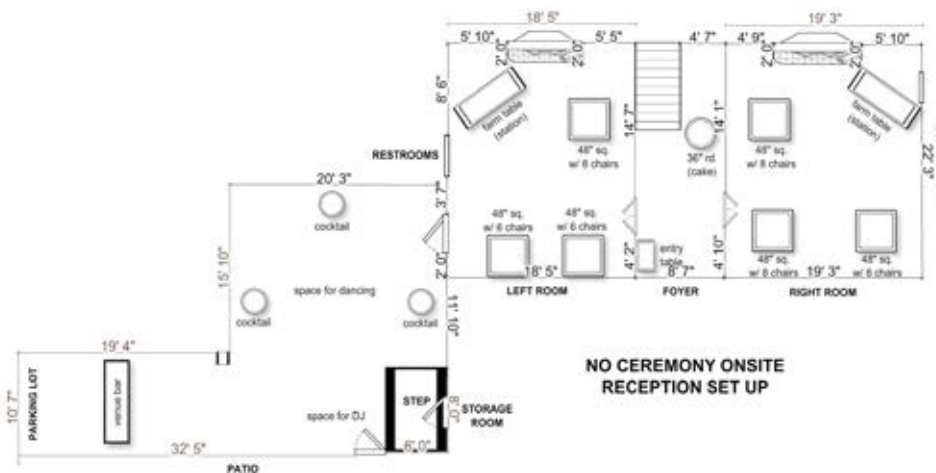
converted
into...

ONSITE CEREMONY + RECEPTION
cocktail / station style with 24 seats



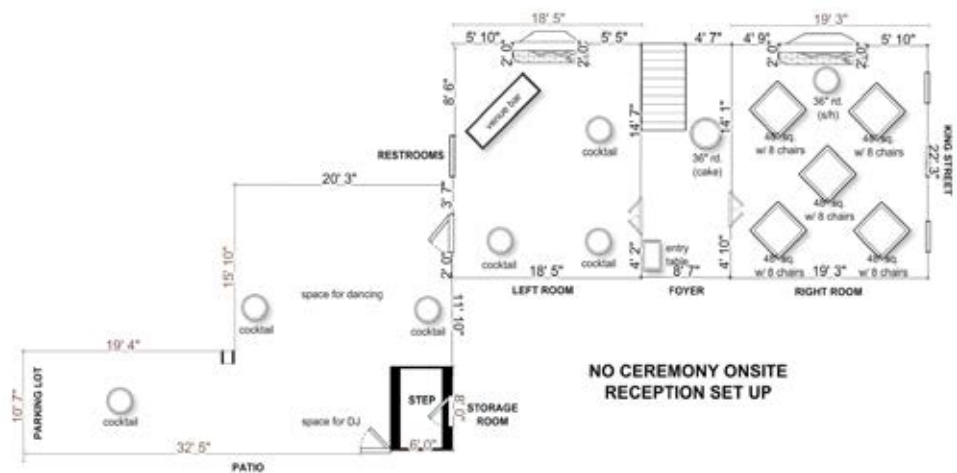
4

RECEPTION ONLY (OFFSITE CEREMONY)
station style with 44 seats



5

RECEPTION ONLY (OFFSITE CEREMONY)
seated dinner for up to 42 guests



PLEASE NOTE:

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The floorplans above utilize in-house tables + chairs only requiring rental of linens + serviceware.*



BEHIND THE SCENES WITH *king street hospitality group*

An exceptional venue requires remarkable service.
Our in-house team offers unrivaled Southern
hospitality to truly impress!

King Street Hospitality Group is committed
to providing locally sourced cuisine cultivated
with care to please every palate. From creative
canapés + interactive food stations to impressive
multi-course dinners + intimate family-style
meals, enjoy fully tailored services for the most
memorable culinary experience.

Additionally, we offer an extensive selection of
premium products ranging from fine wines + local
brews to craft cocktails + traditional spirits.

Professional + accommodating staff provide
unparalleled personalized service to ensure
every moment is delightfully enjoyable for both
you + your guests!

Please inquire for our seasonal menus.



QUESTIONS + ANSWERS

- Q:** WHAT DOES THE VENUE RENTAL FEE INCLUDE?
- The venue rental fee includes use of the indoor + outdoor event spaces for a 4 hour event.*
- The property is accessible 5 hours prior to the event start time. Set up may begin at this time.*
- Friday + Saturday events must end by 10:30 pm. Sunday - Thursday events must end by 10 pm.*
- Post-event breakdown must be completed within 1 hour of the event end time.*
- The space may be rented for a longer event, as well as additional set-up + breakdown time for \$250/hour.*
- Use of the in-house rental inventory (found on page 4) is included in the venue rental fee. Our team will assist with the rental of additional items (such as linens, china, flatware + glassware) from a third-party vendor.*
- Q:** CAN I HOST A CEREMONY ONSITE?
- Ceremonies with seating for up to 50 guests can be hosted outdoors while ceremonies with seating for up to 40 guests can be hosted indoors.*
- Ceremony rehearsals may be hosted onsite if scheduled in advance with King Street Hospitality Group.*
- A ceremony director, who will oversee the ceremony rehearsal, processional + recessional, will be assigned to clients without a professional planner or coordinator for an additional fee of \$250.*
- Q:** CAN I GET READY ONSITE?
- There is not a bridal suite onsite so we recommend arriving fully dressed 15-30 minutes prior to your ceremony. Upon arrival, you can be tucked away in our waiting room out of sight from guests.*
- Q:** WHEN ARE PAYMENTS DUE?
- In order to officially reserve a date, a signed venue rental contract + the venue rental fee in full are due.*
- The following payment schedule applies to additional services:*
- 180 days prior to events | food + beverage minimum spend*
 - 30 days prior to events | 50% of projected catering balance; 50% of projected rentals spend; tenting retainer*
 - 14 days prior to events | 100% of remaining balance adjusted to reflect final guest count*
- All deposits are non-refundable + non-transferable.*
- Payments are accepted via online check (no processing fee) or credit card (3.5% processing fee).*
- Q:** CAN I BRING IN MY OWN CATERER OR ALCOHOL?
- King Street Hospitality Group is the exclusive provider of all catering services on property.*
- A food + beverage minimum spend of \$2500 applies to events hosted on Fridays, Saturdays + Sundays. Increased food + beverage minimums apply on holidays + holiday weekends. Please inquire for details.*
- Food + beverage catering selections must be finalized no later than 30 days prior to events. Guest counts must be finalized no later than 14 days prior to events.*
- Wedding cakes may be brought in by a third party vendor + are not subject to a cake cutting fee.*

QUESTIONS + ANSWERS

- Q:** DO YOU REQUIRE THE USE OF A PLANNER?
While the use of a planner or coordinator is not required, clients are encouraged to invest in professional assistance. Our in-house team is available for hire to help with the planning process + day-of event management. Please inquire for rates + availability, as well as a list of approved third-party planners.
Clients without professional assistance will be assigned a ceremony director to manage the ceremony rehearsal, processional + recessional for an additional fee of \$250. This person does NOT act as a day-of wedding coordinator + does NOT oversee set up, time management, or breakdown of the reception.
- Q:** WHO IS RESPONSIBLE FOR SETTING UP + BREAKING DOWN?
Our team will set up in-house rental items (as well as third-party rental items managed by King Street Hospitality Group) according to your specific floor plan prior to your arrival. Our team will also break down these items at the end of the event.
The venue will be unlocked 5 hours prior to the event start time. Your group, as well as third-party vendors (florist, entertainment, baker, etc.) may arrive + begin setting up decor, personal items, etc. at this time.
Breakdown + removal of any items brought onsite must be completed within 1 hour of the event end time.
- Q:** HOW CAN I DECORATE?
The space requires minimal decoration. Popular decor include florals + candles (in votives). You may not adhere decor to the walls with nails, tape, command strips, etc. Glitter, confetti + birdseed are prohibited.
- Q:** CAN I HAVE LIVE ENTERTAINMENT?
DJs, small bands + other types of entertainment are allowed but all groups must be approved by the venue. The property is also equipped with a built-in speaker system that connects easily to iPods, iPhones + laptops.
- Q:** WHERE ARE YOU LOCATED + WHERE SHOULD MY GUESTS PARK?
We are centrally located at 559 King Street.
Most guests choose to walk from nearby hotels or Uber/Lyft from surrounding neighborhoods. Metered parking is available around the venue, in addition to several garages, including Visitor's Center garage (63 Mary Street) + Midtown garage (558 King Street). Guests + vendors must pay to park in either garage.
- Q:** IS THERE HANDICAP ACCESS?
The venue is located on the second floor + can only be accessed by stairs. As a historic property, there is no elevator or lift.
- Q:** WHAT IF IT RAINS?
The rooftop may be tented if desired or if needed in the case of inclement weather. Please inquire to discuss specific requirements, options + pricing.
- Q:** CAN I COME SEE THE PROPERTY?
The space is available for in-person site visits + virtual tours by appointment only. Due to the nature of the event business, visits are typically limited to Monday - Thursday 9 am - 5 pm + Friday - Sunday mornings depending on the event calendar.
Please email (hello@kshgevents.com) or call (843.737.4281) to schedule your visit.



CONTACT US
843.737.4281
hello@kshgevents.com

OFFICE HOURS
monday - friday 9 am - 5 pm
visits by appointment only

SOCIAL MEDIA

