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***Congratulations on your Engagement and Thank You for your inquiry concerning the American Hotel Banquet Room.***

**Historic Building Amenities**  
  
In 2003, Emerald City L.P. transformed The American Hotel into offices, retail space, restaurant space, and the Banquet Room. The American Hotel now has a multi door elevator for each floor along with other health and safety upgrades to the building. The building is handicap accessible. A two story parking garage was built during the renovation process with access to the top parking deck from Augusta Street and the train station. The lower parking deck is accessed via Mill Street or New Street.  
  
The American Hotel Banquet Room is kept in the style and era of the 1850’s Grand Ball Room.  Our mid-19th century graceful design, features dramatic chandelier lighting, exquisite hardwood floors, rustic décor, custom made bar, all hosted in a year round uniquely beautiful setting. The Banquet Room staff will work with your wedding professionals, caterer, and other members of your wedding team, offering you the ceremony, reception, rehearsal dinner or any combination you require.  Let The American Hotel Banquet Room provide the setting of your dreams for your special day.

**Cost**

 The single day price for your **Wedding** is available from 10:30 am until midnight.

**In 2021,** The price for a Friday or Saturday wedding is **$2885** and for Sundays **$1850.00.** Our pricing includes the use of our tables and chairs that we set up and break down for you.  We can seat a maximum of 200 people in our main Banquet Room. However, there is the capability of seating 240 guests by using the dining area of an on-site caterer located in our building (this option would require using their catering services).  
  
Some couples prefer additional time so they can decorate for the wedding and/or decorate and hold a rehearsal dinner at our location. This special price has been adopted trying to accommodate our guests’ requests and needs. We offer two different options for Friday and Saturday rental for the wedding and rehearsal dinner.

1. The first option for this two-day event is $**3385.00**; you will have access to the room Friday from 9:00 am to 5:00 pm and Saturday from 10:30 am until midnight.
2. The second option is: Friday from 9:00 am until 10:00 pm and Saturday 10:30 am until 12 midnight for **$3585.00**.  Some couples require two different floor plans, one for Friday and a second or different floor plan on Saturday, which we can accommodate for an extra $150.00. Most couples need only one floor plan, which is included in your rental.

You may also use our Banquet Room for both the reception and marriage ceremony at no additional cost.  Depending upon the number of guests, we can suggest different ways to set up the room, utilize the building along with its additional spaces. We can also show you how previous couples handled both. We regularly have couples married in the Banquet Room.

1. If you are interested in reserving the Banquet room for your **Rehearsal Dinner ONLY, which includes tables and chairs, the cost is :**

**Friday 100 + Guests $1000**

**Friday 1- 100 Guests $ 800**

**Sunday – Thursday $ 800**

1. Weddings and other large events (including tables and chairs)

**Sunday – Thursday $1850**

**Floor Plan**

If you would like to see our floor plan and table inventory tool, please download them at  <https://storage.googleapis.com/wzukusers/user-35116454/documents/17c63688a35f4f20aefbef3d5660b6ca/Master_Banquet_Room__Floor_Plan.pdf>  .  Please cut the tables out from the floor plan. You can then move them around on the floor plan giving you a feel or help imagine how our staff will set up the room for you. Our complete table inventory is available for your use.

**Cleaning**

We offer two ways to handle cleanup:  **Option 1.** $400.00 security deposit that will be returned within 45 days provided everything is cleaned after your reception that evening.  **Or** **Option #2** $195.00 for a one-day cleanup, with our staff taking care of the cleaning and removal of your decorations or other items left in the room. Your caterer would need to remove any food, pots and pans, wipe down counters and clean the sinks. You are required to clean up any spills which would damage our wooden floors or cause a safety issue, resulting in someone slipping or falling.

**Competitive pricing**

Our overall goal is to provide a wedding venue and wedding services that are extremely competitive when it comes to services and pricing. We want you to receive the same service you would receive in Washington DC, Richmond, Charlottesville or any large city while saving you thousands of dollars in Staunton Virginia.  Many of our couples come from Washington DC and surrounding areas realizing that they can receive the same or better services offered in those larger cities while often saving as much as

$20,000 or more in the Staunton area.

**Caterer**

Unlike many other venues that require the use of their own catering staff, we allow you to use **ANY caterer** that you prefer at our facility.  In fact, you may even prepare and bring in your own food.

**We have met with the Alcohol Beverage Control personnel who informed us, that permits are not needed for private events as long as they are not charging for alcohol.  You can only serve to adults 21 and over.   We do not require that you use our spirits, wine, or beer. You provide your own alcohol, helping keep your costs under control and within your budget.  Our desire is to assist you in controlling your costs. If your caterer has a license this is acceptable too.**

**Linens**

We have other ways we can help lower costs. Our Linen rental program offers exceptional savings with pricing starting at $10 for tablecloths. Cloth napkins are also available. Most hotels or restaurants charge $17.00 or more just for the tablecloth.  Our staff will place all tablecloths rented from us on each table. However, due to the various ways to fold napkins, we ask that you set them up accordingly. Chair covers are also available.

**DJ system**

We have a professional DJ speaker system with microphones that many couples prefer to rent. You can easily connect your computer or smartphone with our aux cord to play your prepared song list.  The system does not require someone to run it. However, if you have a friend that wishes to DJ, they can add to the fun too! The system has two 15-inch speakers providing up to 2200 watts of sound for an amazing and fantastic sound system, costing only $**150.00**. The system will save you the cost of a band or other musical services, which would often increase your wedding cost by up to $400 or more.

**Coordinator on Site**Our General Manager has over 20+ years experience in event and wedding industry and is on location to help you with your day-of timeline, vendors, layout and design.

**Décor Catalog**Just for our American Hotel Clients, we have an extensive array of décor items you may borrow for your event. Plate chargers, votives, centerpieces, arbors and other décor to get the right look you want for your event.

**Social Media**  
Please visit our social media accounts on Instagram @the.americanhotel Facebook @theamericanhotelbanquetroom to see pictures of our latest weddings and events

**Contact**

If you would like to visit The American Hotel Banquet Room, have any question concerning date availability or have additional questions, please contact us directly at

[540-324-7175](tel:540-324-7175). or by contacting Michelle Annese, our General Manager call/text (540) 447-0220 [michelle@theamericanhotel.net](mailto:michelle@theamericanhotel.net) **Showings are by appointment only.**

Thank you again for considering the American Hotel Banquet Room.

Sincerely,

Margaret Scouten  
Banquet Room Supervisor  
  
Office [540-324-7175](tel:540-324-7175)

info@theamericanhotel.net

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