



THE WILLIAMS INN

WILLIAMSTOWN, MA



Photo credit: Tricia McCormack Photography



*Unforgettable wedding experiences defined by the
beauty of the Berkshires*

Photo credit: Tricia McCormack Photography

ELOPEMENT & MICROWEDDINGS

Just the Two of Us

Choice of Indoor or outdoor ceremony location
Officiant for the wedding ceremony
Bouquets and/or boutonnieres for the couple
Dinner for two with white house linens and charcoal napkins
Petite wedding cake to share
Florals for the table
Champagne toast
Two nights of standard accommodations
In room champagne and chocolate dipped strawberries

November-April | \$1900 inclusive
May-October | \$2500 inclusive

Just the Two of Us

Includes up to 6 additional guests for your intimate affair
Choice of Indoor or outdoor ceremony location
Officiant for the wedding ceremony
Bouquets and/or boutonnieres for the couple
Dinner for two with white house linens and charcoal napkins
Petite wedding cake to share for up to 8 guests
Florals for the table
Champagne toast
Two nights of standard accommodations
In room champagne and chocolate dipped strawberries

November-April | \$2200 inclusive
May-October | \$2700 inclusive

\$75++ per person for every additional guest over the couple



Final counts are to be provided twenty-one (21) days in advance of your scheduled event. 18% service charge, 5% taxable administrative fee, 6.25% state tax, and .75% local tax will be added to all food & beverage charges. The administrative fee does not represent a tip or service charge for wait staff employees, service employees or service bartenders. A 6.25% state tax will be applied to meeting room rental, audio visual, and general rentals.

INTIMATE WEDDINGS

Celebrate with up to 35 of your nearest family and friends

GRAND | \$199 pp inclusive

Cocktail Hour

Petite Reception Display

Choice of Three (3) Passed Hors D'oeuvres

One Hour hosted signature bar

Wedding Reception

Three Course Plated Dinner

Floor Length white linens and house napkins
Floral Centerpieces for up to five guest tables

Petite wedding cake

Cutting Fee included

Enhancements

Reception Display | starting at \$15++ pp

Butler Passed Hors d'oeuvres | \$120 per 50 pieces

Additional entrée selection | \$15++pp

Additional Hours of Hosted Bar | \$20++ pp

Wine Service with Dinner | pricing upon request

Signature Cocktail Station | pricing upon request



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WEDDING PACKAGES

Wedding packages can be customized to suite your wedding vision

SIGNATURE | \$130 PP

Cocktail Hour
One Hour Hosted Signature Bar
Charcuterie & Cheese and Three Passed Hors D'oeuvres

Wedding Reception
Two Course Plated Dinner
House Linens and napkins
Cake cutting fee and coffee service

CLASSIC | \$229 PP

Cocktail Hour
2 Reception Display
Four Passed Hors D'oeuvres
One Hour Signature Bar
One Hour Signature Cocktail Station

Wedding Reception
Three Course Plated Dinner
Additional Three Hours of Signature Hosted Bar
House Linens and napkins
Cake cutting fee and coffee service

LUXE | \$299 PP

Cocktail Hour
2 Reception Display and Five Passed Hors D'oeuvres
One Hour Premium Bar
One Hour Signature Cocktail Station

Wedding Reception
Four Course Plated Dinner
Additional Three Hours of Premium Hosted Bar
House Linens and napkins
Cake cutting fee and coffee service



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Sample Cocktail Hour

HOT SELECTIONS

Mini Beef wellington

Thai Vegetable spring rolls

Mini crab cakes with remoulade

CHILLED OFFERINGS

Smoked Salmon on toast points with chive crème fraiche

Tuna tartare with Wakame seaweed salad crispy wonton cup

Seared Southwestern Spiced Beef Tenderloin with Lime Salsa

Fresca

RECEPTION DISPLAYS

Crudité Display | Fresh Vegetable Crudité with House Made Ranch
& Blue Cheese Dipping Sauces Traditional Hummus with Pita Chips



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Sample Plated Dinner

first course samples:

buratta and heirloom tomato salad

arugula bed, balsamic glaze and basil

cucumber salad

*tomatoes, olives, feta cheese, hummus, basil
vinaigrette*

chickpea + grilled artichoke

blistered tomatoes, olive oil Greek yogurt

simple greens

shaved vegetables, balsamic vinaigrette

entrée samples:

seared salmon

sautéed spinach, roasted fingerling potatoes, chive oil

roasted chicken breast

Parsnip puree, roasted carrots, natural pan jus

roasted duck*

roasted fingerling potatoes, roasted broccolini, orange gastrique

flat iron steak*

au gratin potatoes, coriander carrots, béarnaise sauce

included in Classic & Luxe packages



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Beverages



SIGNATURE

Vodka | Tito's
Gin | New Amsterdam
Bourbon | Four Roses
Scotch | Clan MacGregor
Whiskey | Seagram's 7
Rum | Mad River Rum 44
Tequila | Juarez

PREMIUM

Vodka | Kettle One
Gin | Bombay Sapphire
Bourbon | Maker's Mark
Scotch | J&B
Whiskey | Jack Daniel's
Rum | Captain Morgan
Tequila | Cuervo Especial

ULTRA PREMIUM

Vodka | Grey Goose
Gin | Tanqueray 10
Bourbon | Woodford Reserve
Scotch | Johnny Walker Black
Whiskey | Jameson's Irish
Rum | Ragged Mountain
Tequila | Milagro

BEERS

Domestic + Import | Choice of 3
Coors Light, Bud Light, Sam Adams, Budweiser,
Michelob Ultra, Corona, Stella Artois

Craft | Choice of 2

Zero Gravity, Big Elm, Berkshire Brewery Company,
Berkshire Cider

Non Alcoholic | Choice of 1

Athletic Brewery, Budweiser Zero, Zero Gravity

BAR

Signature brands | 12 per drink

Premium brands | 14 per drink

Ultra premium brands | 17 per drink

Domestic + Import Beers | 8 per drink

Craft Beers | 9 per drink

House wine | 9 per glass

Soft drinks | 4 per drink

Cordials | 16 per drink

WINE SERVICE

full wine list upon request



Beverage Packages

*All bar packages include beers, house wines and soft drinks
Max of 4 hours hosted bar*

SIGNATURE

First hour | 20 per person
Second hour | 17 per person**
Third hour | 10 per person
Fourth hour | 10 per person

PREMIUM

First hour | 22 per person
Second hour | 19 per person
Third Hour | 15 per person
Fourth Hour | 15 per person

ULTRA PREMIUM

First hour | 28 per person
Second hour | 20 per person
Third hour | 17 per person
Fourth hour | 17 per person

SIGNATURE COCKTAILS

add 1 drink per tier price

what's Kraken

rum | mojito Kraken topper, over ice

the bee's knees

gin | gin, lemon juice, honey, straight up

golden sazerac

rye | rye, absinthe, orange Combier,
Peychaud bitters, big rock

blood orange margarita

tequila | tequila blanco, lime juice, blood orange
on the rocks

blueberry mule

vodka | vodka, ginger beer, blueberry syrup
on the rocks

BARTENDER FEES

\$75 per bartender for 50 guests
\$35 per hour for designated cocktail servers



Wedding Capacity Chart

Function Room	Ceremony	Cocktail Reception	Dinner Only	Dinner and Dancing	Sq Foot
Williams	80	60	48	24	910
Greylock	80	60	48	24	914
Pine Cobble	80	60	48	24	910
Ballroom	200	200	180	150	2808
Ballroom Gallery	30	100	28	N/A	500
Meeting Room 108	N/A	N/A	12	N/A	396
Meeting Room 109	N/A	N/A	12	N/A	310
The Lawn	200	250	200	150	3000



FAQ Catering Policies

Wedding Planner & Onsite Venue Manager: We strongly encourage you to secure a wedding planner or day-of coordinator to assist with outside vendor coordination, ceremony logistics, timeline coordination, décor setup, and event breakdown. The Venue Manager will assist your vendors in knowing where to set up and allow them adequate time to load in. The Venue Manager and Banquet staff are not responsible for setting up or tearing down any client-provided décor. Please see our preferred vendor list for wedding planners and coordinators we love and work with regularly!

Capacity: To give you the best experience, we only host one large event per day. The ballroom comfortably hosts up to 150 guests for a plated dinner at rounds of 8 with a dance floor, DJ, and cake table. Bands, in-room bars, mixed tables, larger dance floors, and other factors can affect our seating capacity. We'll work with you to plan the best option for your special day. The Williams Inn reserves the right to relocate events based on final guest counts, setup, weather, and other details to ensure the highest level of service.

Food & Beverage Minimums: All weddings carry a \$25,000 food and beverage minimum for any Saturday night during the peak season of May-October. Minimums for intimate or micro weddings, off-peak season, and off-peak days of the week are based on the estimated number of guests multiplied by the estimated cost per person. If your contracted minimum is not attained, it will be charged as additional room rental and you will be responsible for the final balance. Food and beverage minimums do not include applicable taxes or fees.

Menu & Wedding Package Selections: Wedding menus and packages are entirely customizable based on your guest count, dietary restrictions, cultural or religious needs, and budget. We are happy to work with you to personalize packages and menus that reflect your personalities and vision. Menu selections and final guest counts along with any allergies or dietary restrictions are due 21 days in advance of your event. These details will be updated per the banquet event order which will need to be signed to confirm all guest counts and accurately prepare your final prepayment invoice.

Menu Tasting: Wedding tastings are held 4-6 months in advance of your wedding date. Tastings are complimentary for up to 4 total guests and are to finalize menu selections. Additional guests may attend at the cost of \$50++ per person and payment will be due at the time of the tasting.

Bar Selections: Hosted bars are up to four hours. Wine service can be offered with dinner at an additional cost. You can also provide a hosted consumption bar during your event, with final total based on final number and types of drinks consumed. No alcoholic beverages will be provided to any person who cannot produce a valid form of identification. We do not condone adults providing alcoholic beverages to a person not of legal age under any circumstances. The Williams Inn reserves the right to discontinue service of alcoholic beverages to any individual who appears to be under the influence of alcohol. Abuse of these policies may result in the removal of an individual; further non-compliance and lack of cooperation may result in the discontinuing of bar service for the remainder of the event. The Williams Inn reserves the right to discontinue service at any time if beverage consumption is reaching an excessive amount.

Taxes, Fees, & Service Charge: There is an applicable 5% administrative fee, 18% service charge, and 7% tax on all food and beverage. The administrative fee is retained in its entirety by hotel and does not represent a tip, gratuity, or service charge for wait staff employees, service employees, or service bartenders. 7% sales tax will also be added to any facility fees or rentals we provide.

FAQ Tented Weddings

Tent Weddings: Our team can assist you in planning your special day outdoors under a classic tent for up to 150 guests. The tented affairs are hosted on our back lawn which is also where we also host our ceremonies. Our team can assist you with other options on property for your ceremony location.

Tent Rental: There are three preferred vendors we work with for our particular property that can assist you in the layout of the tent and style that you would prefer for your special day. Tent rentals start around \$10,000 for a classic tent. Our team can assist you by providing our preferred vendors. You would also be required to rent tables, chairs and linens for the outdoor event. We can guide you in best choices and what options we have previously provided.

Pricing & Guarantee: Pricing is subject to change based on current market value. All menu prices are per person unless otherwise noted. All prices are subject to change without notice due to market fluctuations but we will make every attempt to notify you of these changes as soon as possible. Final guest counts, entrée selections, and any allergies or dietary restrictions are required 21 days prior to your event to accurately prepare your final invoice for final prepayment which is due 14 days in advance of your arrival. You will be billed for your guaranteed figure or any guest(s) over your guaranteed figure.

Facility Fees: The facility fee is to cover the use of the facility and ensure vendors have adequate set up and breakdown time for your wedding. There will be no additional cost if you choose to host your wedding ceremony onsite.

For weddings utilizing the whole ballroom:

May - October | \$5,500 Saturday | \$3,500 Friday or Sunday

November - April | \$4,500 Saturday | \$2,500 Friday or Sunday

Facility fees for our intimate, micro, and elopement weddings vary and are based on event space, date, and number of hours needed.

Vendors & Decor: We are happy to provide you with our preferred vendor list which includes experts in the area who have worked with our property and are committed to the highest levels of service. Your contracted wedding vendors will be contacted 2 weeks prior to your event to communicate load in and out times, areas, and answer any questions. Due to our current fire laws pertaining to open flames, all candles must be enclosed in a glass container. Use of glitter and confetti are not permitted at the Williams Inn, whether indoor or outdoor. Costs associated with the cleanup of glitter, confetti, and any related materials are the client's responsibility. Additional set up or décor within the tent would need to be discussed with the tent company.

Vendor Meals: Vendor meals are \$35.00++ per person for Chef's Choice Sandwich Box. If you choose to offer your vendors a hot meal or your existing buffet stations, it is \$60.00++ per vendor meal. All vendor meal counts, meal choices, and allergies are due with wedding guest pre-counts 21 days prior to the event date. Any additional vendor meals that need to be added onto the night of the event will be at the full package price for a guest, regardless of meal choice provided.

Payments & Deposits: An initial payment of 25% of the total cost of the event is due with the signed contract to secure your date and function space. This payment is non-refundable and accrues towards your final event payment. There will be other consecutive payments as listed in your contract based on your event date. A signed credit card authorization is required for all events.

FAQ Buyout Weddings

Buyout of The Williams Inn: There is a minimum buyout associated with The Williams Inn which is \$10,000. This does not include any guest accommodations or food/beverage. This is strictly for all event space associated with The Williams Inn, excluding the restaurant.

Guest Accommodations: All 64 guest accommodations with a 2 night minimum are guaranteed with a buyout. The per night room rate would be based on the time of year and days of the week. This can be discussed with your Sales Manager.

Restaurant Buyout: The buyout of the restaurant can vary in cost pending the season and how many meal periods you would like to close down the restaurant. Once a date is determined, you will be provided with a full estimate. The minimum cost is \$25,000 per day for three meal periods and can vary pending the time of year.

Pricing & Guarantee: Pricing is subject to change based on current market value for your menus you select. With a buyout of the property, you can pick and choose how your guests utilize the space for meal periods or if you want to cover all meals for your guests while they are here. When you are working with your Sales Manager they will guide you through your options and how to create the perfect wedding weekend.

Payments & Deposits: An initial payment of 25% of the total spend for the buyout is due with the signed contract to secure your date and function space. This payment is non-refundable and accrues towards your final event payment. There will be other consecutive payments as listed in your contract based on your event date. A signed credit card authorization is required for all events.

Vendors & Decor: We are happy to provide you with our preferred vendor list which includes experts in the area who have worked with our property and are committed to the highest levels of service. Your contracted wedding vendors will be contacted 2 weeks prior to your event to communicate load in and out times, areas, and answer any questions. Due to our current fire laws pertaining to open flames, all candles must be enclosed in a glass container. Use of glitter and confetti are not permitted at the Williams Inn, whether indoor or outdoor. With full use of the Inn for you and your guests, you can recreate and redesign the event space with your vision in mind.