

# CHARTER HALL

## AT THE CITY MARKET BUILDING

CONTACT DETAILS:  
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### ABOUT US

Located on the top floor of the historic City Market Building, Charter Hall is conveniently located in the heart of Downtown Roanoke.

As you step off the elevator, you are greeted with one of the best views of downtown & the legendary Roanoke Star.

Charter Hall has access to ample parking, and proximity to lodging, making it a wonderful central location to host your wedding ceremony & reception!



### WHAT WE OFFER

#### THE WEDDING RECEPTION PACKAGE

A Single-Day rental of Charter Hall with an array of fantastic amenities for your celebration of up to 250 guests.

**\$2,750**

#### THE WEDDING CEREMONY & RECEPTION PACKAGE

This Rental Package includes a 2-day Rental of Charter Hall, providing plenty of time for perfecting your big day in one convenient & centralized location for up to 175 guests. This package also includes a separate space for cocktail hour while our on-site team flips the room from the ceremony to the reception layout.

**\$3,750**





# WHAT'S INCLUDED

	Wedding Ceremony & Reception Package (\$3,750)	Wedding Reception Package (\$2,750)
Use of Tables & Banquet Chairs	✓	✓
Access to Bridal Suite	✓	✓
Access to Catering Kitchen*	✓	✓
Use of in-house audio/visual system**	✓	✓
On-site Events Manager	✓	✓
Cocktail Hour Space	✓	
On-site Team for Room Flip	✓	
2-Day Rental	✓	
1-Day Rental		✓

\* To be used by a licensed & insured caterer of your choice; we do not allow any self-catering

\*\* Not for use with a DJ or Band

The Campell Avenue Mezzanine is available as an add-on to any Wedding Reception Package for \$250, pending availability

## Frequently Asked Questions

### What does my rental include?

Our packages include access to the space on the day of your wedding from 10 am – 11 pm. If your rental is for the ceremony & reception package, you have access to the space the day before the wedding from 10 am – 9 pm to decorate and rehearse the ceremony. If your rental is for the reception only, and there is not an event being held the day before, you may load your items in between the hours of 9 am and 5 pm.

All events must end at 11 pm or earlier and the building must be closed and locked by midnight, as there are overage fees.

Your rental includes the use of the entire third floor, including the catering kitchen, the bridal suite, and use of our state-of-the-art audio/visual system (please note that this system is not for use with a DJ or a band). If you select the ceremony & reception package, you also have use of the Campbell Ave mezzanine & Charter Hall foyer for your cocktail hour while our team flips the room for the reception.

Our wedding packages also include use of our tables, gold and plum-padded banquet chairs and optional white spandex chair covers. Our team will facilitate set-up of the tables and chairs with the help of a customized layout that our events manager will create for you.

### Can I provide my own food?

We do not allow any self-catering; all food must be prepared by a licensed and insured caterer of your choice. We require a certificate of insurance from all caterers who utilize the catering kitchen. If a certificate of insurance cannot be provided, we do require that the renter obtain an event policy that provides coverage.



### Does Charter Hall provide staff to manage food and beverages?

We do not provide staff to maintain the bussing of tables, bar service or refilling of food. We recommend asking your caterer what level of staffing they are able to provide. If they are unable to provide full-service staffing, we're happy to offer contact information for several local businesses that provide supplemental staffing. Clients and the client's hired vendors are responsible for ensuring the third floor is clear of items (including trash) by the end of the rental period.

### Does Charter Hall provide rental items such as china, flatware, glassware or linens?

We do not have any food-service items in-house. We also do not carry linens in-house, but we have the ability to rent & manage them for you. This service is not included in the rental fee. Some catering companies or florists may also be able to provide additional rental items as an additional line-item to their services or you can choose to purchase these on your own.

## Frequently Asked Questions Continued

### **Can I bring in my own alcohol?**

We do allow you the flexibility to purchase and provide alcohol for your guests. We do require a banquet license, which can be obtained from the Virginia ABC website. We also do require a bartender to serve the alcohol for the duration of the reception—bartenders can sometimes be sourced through your caterer or by a third party company who provides event staff.

### **What is your policy on decorations for events?**

We do not allow the use of open flame or candles (battery operated candles are acceptable), nor do we allow the use of glitter, silly string, rice or birdseed of any kind. We also do not permit the use of tape, tacks, staples or nails on the equipment, walls, ceilings or floors. All helium balloons must be weighted prior to placement in the facility and we do not allow the use of any bubbles, bubble machines, fog/smoke machines or anything that would leave a residue on the dance floor or carpeting.

### **Do you have a list of preferred vendors?**

We do! We will be happy to provide that list upon booking, but please know that you can work with any vendor that will help make ensure your big day is perfect from start to finish!

### **Where is the best place to tell my guests to park?**

The City Market Building has a temporary loading area at the Salem Avenue entrance to the building that can be used by you and your vendors for loading and unloading, though it is not suitable for long-term parking for events. We are conveniently located within walking distance of the Tower Garage, the Center in the Square Garage and the Market Garage. Parking garage rates may be found on the Park Roanoke website: [www.parkroanoke.com](http://www.parkroanoke.com)

### **Do you require a deposit upon booking?**

We require 30% non-refundable deposit with the signed contract to secure your date on our calendar. The remaining balance is due 30 days before your event. We also require a credit card number under the renter's name to be kept on file, but this is not charged at the time of booking. We accept checks and money orders as forms of payment.