



# WEDDING PLANNING GUIDE

SEWANE-INN.COM





# YOUR PERFECT DAY STARTS HERE

Sewanee's welcoming spirit dates to the earliest days of the University, when residents opened their doors to students and several inns served the needs of travelers and visitors. The new Sewanee Inn expands this tradition, complementing the historic Rebels Rest guest cabin, and the Sommer House and providing casually elegant rooms and suites, indoor and outdoor event space, and an amenity portfolio to make it the perfect place to say "I Do."

With 43 guestrooms overlooking a newly restored 9-hole golf course, and expansive banquet facilities, The Sewanee Inn provides superb hospitality. The architectural style of the Inn is a combination of Southern vernacular with collegiate Gothic elements inspired by other buildings on the campus. The exterior clad indigenous fieldstone and most of the interior millwork are from trees harvested on the Domain. Generous amounts of exterior space, with terraces located off many of the guest rooms and public areas, allow guests to enjoy Sewanee's temperate climate and the perfect setting for wedding ceremonies and receptions.

The Sewanee Inn's lobby features a floor-to-ceiling stone fireplace. Two lounges are accessible by the lobby, one downstairs with a cozier setting and fireplace, one upstairs that opens to the lobby below.

Our ballroom features wood flooring, wainscot and twenty foot ceiling as well as a gathering hall with access through four French doors to an exterior terrace along the golf course.

The lodging wing consists of two floors of well-appointed guestrooms. Second floor north side guestrooms boast cathedral ceilings with balconies overlooking the golf course and natural scenery. The first floor north side guestrooms have patios with a spectacular view of the golf course as well.







## CEREMONY RENTAL FEES

Indoor and outside ceremony will include banquet chairs, clothed unity candle table and guest book table.

## SOUND FOR WEDDING CEREMONY

While it is not required, it is recommended that you have adequate sound for your wedding ceremony. The Sewanee Inn can provide this package for you at an additional cost. The Sewanee Inn sound system package will include 1 wireless clip or microphone for your officiate and 2-speaker sound system to project the sound for your guests. Please consult with your Event Services Manager if you wish to add this service.

## RECEPTION RENTAL FEES INCLUDE

Tables (60" Rounds to accommodate 6-10 people)

Banquet Chairs

White floor length banquet linens and napkins

China, silverware, goblets

Bride & groom's cake table

Complimentary cake cutting service

Guest book table

Gift table

Complimentary menu tasting (up to 4 people)

Special menu pricing for children 12 and under

Preferred room rate for family and friends attending your wedding

Complimentary upgraded guestroom, including champagne and chocolate covered strawberries for the bride and groom the evening of the reception, based upon availability at the time of booking.

All Rental Fees are subject to 9.25% state sales tax and 22% service charge

## FOOD AND BEVERAGE

All food and beverage arrangements are subject to taxable service charge of 22% and applicable Sales Tax of 9.25%. We require your menu selection at least 30 days prior to the date of your function. Menu prices are subject to change based on availability of product. The final guaranteed number of guests must be received by 10:00 am fourteen (14) business days in advance. This guarantee may not be reduced after this time. Your charges will be based on the guaranteed number, or the actual attendance, whichever is greater.



## FOOD AND BEVERAGE MINIMUMS

A food and beverage minimum amount is determined for each wedding and varies on the space location and dates. The food and beverage minimum does not include taxes and service charges. The food and beverage minimum should not be considered an estimate of the costs for the wedding, as this will vary considerably depending on the specific details of your event. The Sewanee Inn must provide all food and beverage for your wedding with the exception of your cake.

## BUFFETS AND HORS D'OEUVRES

Buffets and hors d'oeuvres are priced for two (2) hour durations only, unless otherwise specified. At the conclusion of the two (2) hour duration, all food and beverages with the exception of the wedding cake become the property of The Sewanee Inn and cannot be taken from the banquet function due to State health regulations.

Please indicate any special meals, vegetarians or dietary restrictions with your guarantee. Any additional meals that need to be prepared at the time of event to accommodate these needs will be charged at the menu price.

## DEPOSIT AND PAYMENT

To secure your date, a signed contract and a \$1,000 non-refundable deposit is required. Fifty percent (50%), of the estimated charges are due ninety days (90) prior to the event date and a full estimated payment of the event is due ten (10) business days prior to your wedding. A personal check cannot be accepted for the final payment. A credit card authorization form must be completed prior to the event, for any additional charges.

## PLANNING SCHEDULE

Menu selections and planning can commence two to four months prior to your wedding. All arrangements with your various vendors, i.e., photographers, musicians, florists, etc. should be finalized before this meeting. Your Catering Manager will need a list of all vendors including contact name and cell phone numbers.

A complimentary menu tasting for a maximum of four (4) people will be provided within four (4) months prior to your wedding date. Tastings must be scheduled in advance.

## HOST BARS

The Sewanee Inn as a licensee is the only authority licensed to sell and/or serve wine, beer or liquor for consumption on the premises. Therefore, no alcohol can be brought onto the licensed property. The Sewanee Inn reserves the right to





discontinue any and all service in the event of blatant or willful disregard for the law on the part of the event sponsor or guests in attendance.

### EVENING WEDDING HOURS

An evening wedding reception begins no earlier than 6:00pm in most cases: Receptions last 4-5 hours on average. Breakdown of reception must be completed no later than 1:00 am.

### BANDS AND DJS

Amplified sound outside of the rented venue space is not permitted for consideration of other hotel guests.

### SPECIAL EVENT POLICIES

To maintain a clean, safe and organized facility, the Sewanee Inn requests that you honor the following policies and guidelines. By signing a contract with The Sewanee Inn as the group representative, it is acknowledge that you have read and accepted the responsibility for ensuring that event attendees follow all policies and guidelines.

### ANIMALS

- Animals are prohibited unless they provide assistance to disabled persons

### BALLROOM USE FOR DJS OR BANDS

- The entire ballroom must be rented for DJ or band events. A designated dance floor area is required if a band or deejay is scheduled for the event and may reduce the maximum capacity of seating.

### DECORATIONS AND DELIVERIES

- No glitter, confetti, or other loose types of decorations are allowed inside the conference center or on lawn areas.
- No sparklers or other fireworks are allowed on property or on the Golf Course.
- Decorations must be free standing. Items may not be attached to the walls or hung from the ceiling without approval from the Hotel.
- Helium tanks are not allowed inside the facility. Helium tanks brought to the facility should be kept on the loading area in the rear of the building and secured from falling. Banquet staff will not handle helium tanks.
- Decorations should remain in the rented space. Prior approval must be granted to decorate in the public areas.
- Early delivery and storage of equipment/decorations is generally not available due to space utilization. Prior approval



is necessary.

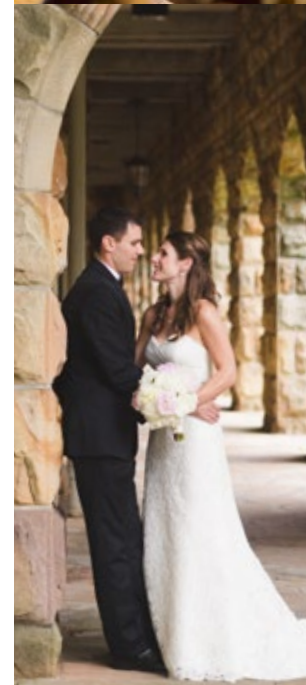
- Staging must be 4ft. from back wall.
- Seating must begin 4ft. from front of stages or risers
- Pipe and drape may be used 6ft. on either side of stage, if stage is on east wall, with temporary exit signs posted, permanent exit signs unobstructed, and a clear 6ft. exit aisle.

## ELECTRICAL/EXHIBITS

Please provide specifications regarding setup and electrical requirements for bands or DJ's (in writing) 4 weeks prior to the event

## EVENT PARKING

Self-parking is available at no cost to you and your guests. The Sewanee Inn and The University of the South do not assume responsibility for any vehicle or its contents when parked at the Inn or on University property. The Sewanee Inn does not assume responsibility for damage to vehicles that are booted, immobilized, or towed due to parking violations incurred.

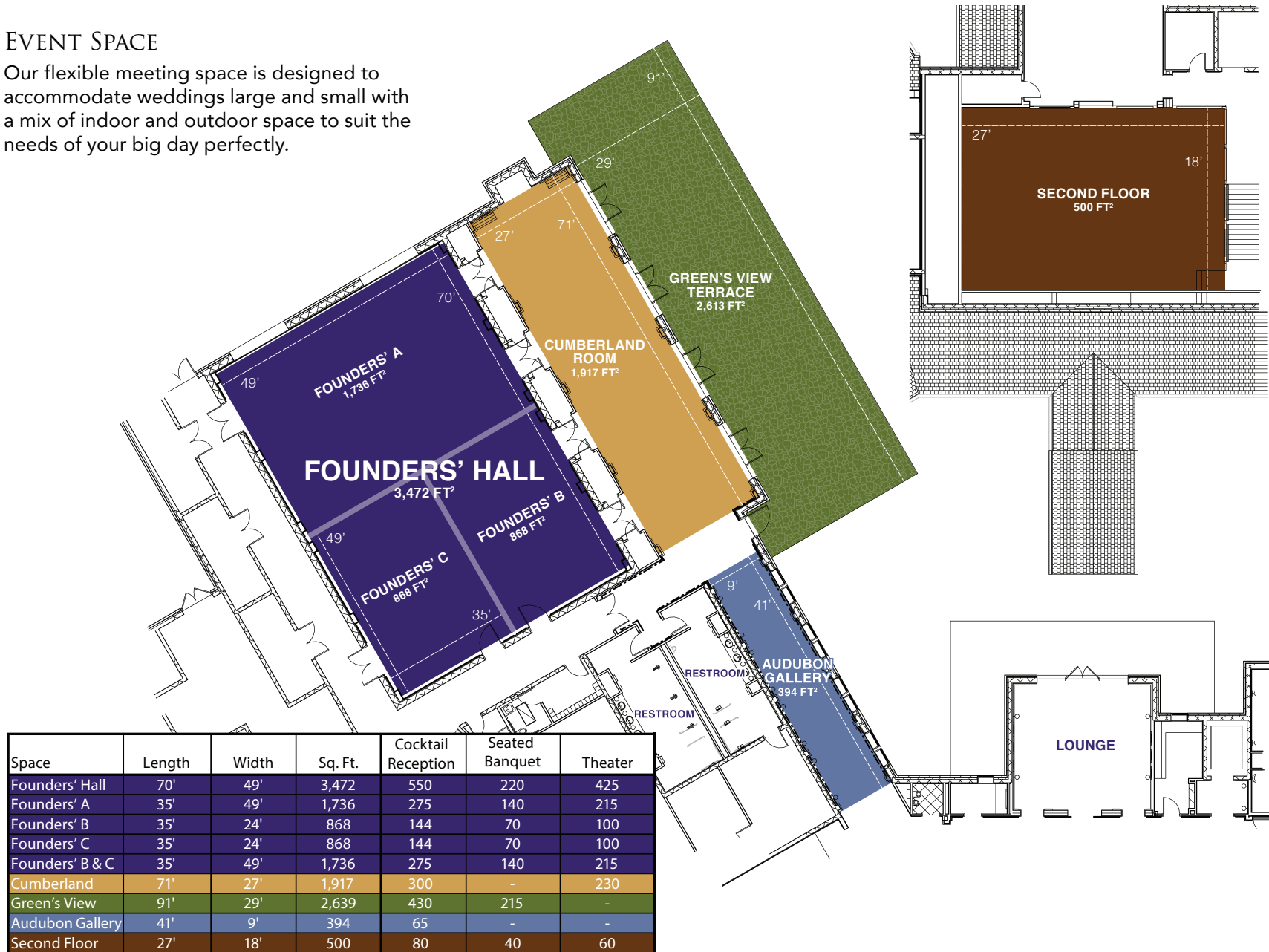






## EVENT SPACE

Our flexible meeting space is designed to accommodate weddings large and small with a mix of indoor and outdoor space to suit the needs of your big day perfectly.





THE  
SEWANEE  
INN

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