



The Dewberry

WEDDINGS & SPECIAL EVENTS

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Welcome

ON BEHALF OF THE ENTIRE DEWBERRY TEAM, Congratulations! We are committed to ensuring that your wedding celebration or special occasion is flawlessly executed and most memorable.

Whether you are hosting a garden dinner, under the stars or a candlelit five-course meal in The Ballroom, The Dewberry provides the most unique and authentic setting in Charleston. Our food & beverage program sources the finest seasonal ingredients, heritage fare and unique purveyors which is supported by a service team who will serve you with unobtrusive style.

We thank you for considering The Dewberry as the backdrop to your event and we look forward to working together.

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The Spaces

THE DEWBERRY’S EVENT SPACES are available on the 1st and 8th floors. As with every experience at The Dewberry, the venues for special events are the city’s best in class, acknowledged for both flawless service and unerring décor, in keeping with the hotel’s historic renovation and brand hallmark, Southern Reimagined™. You’ll feel it the moment your eyes meet the cast brass and crystal palmetto chandelier in The Ballroom, step into our intimate ivy-covered Charleston Walled Garden or soak in the 360 degree views of the Charleston harbor and steepled skyline from The Rivers Room.

1st Floor

- THE BALLROOM** capacity of up to 150 guests
- WALLED GARDEN** capacity of up to 150 guests
- SWANSTON ROOM** pre-function space
- HENRIETTA’S** capacity of up to 80 guests
- HENRIETTA’S PATIO** capacity of up to 75 guests

8th Floor

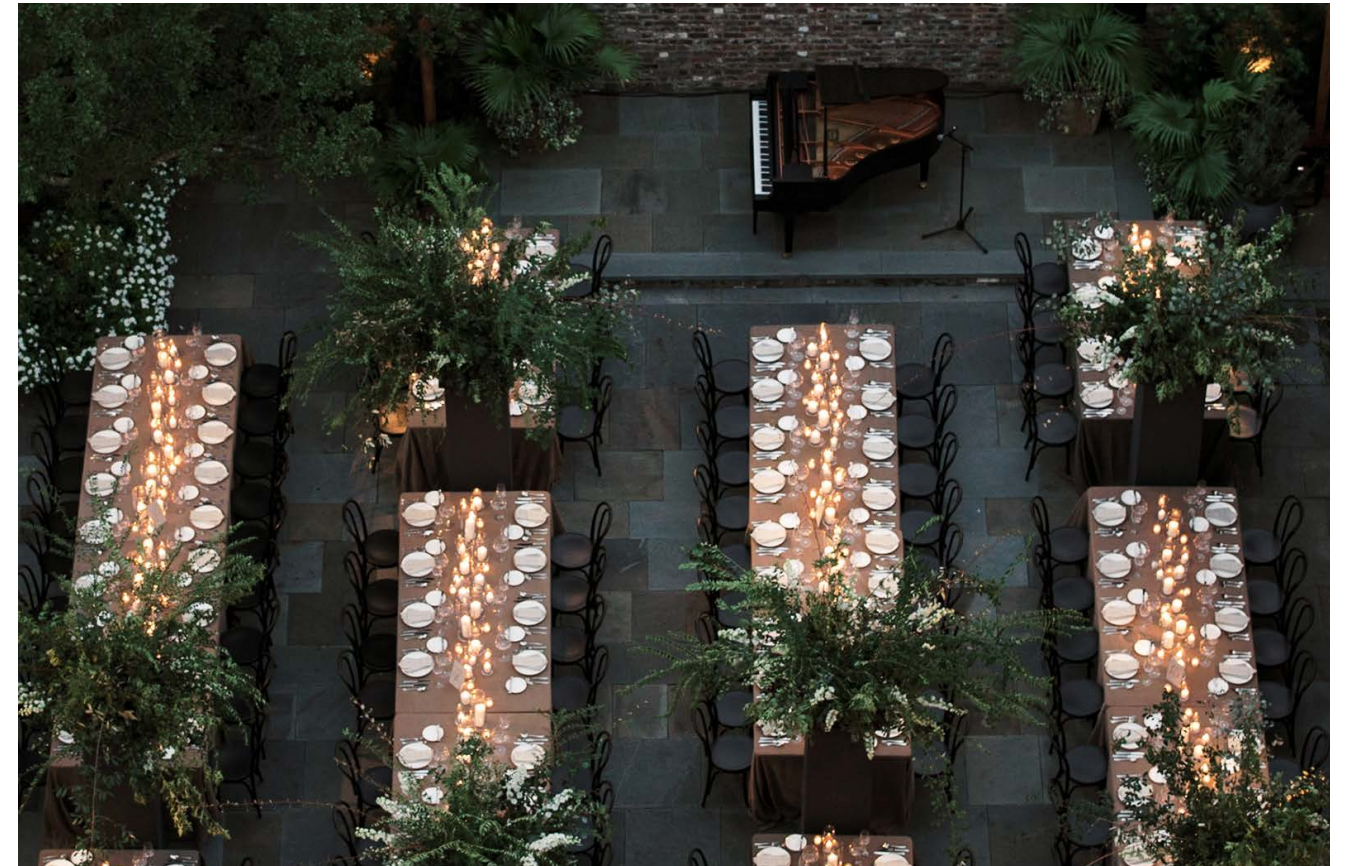
- RIVERS ROOM** capacity of up to 125 guests
- NORTH DECK TERRACE** capacity of up to 50 guests
- CITRUS CLUB** capacity of up to 30 guests
- CITRUS CLUB TERRACE** capacity of up to 125 guests
- SOUTH DECK TERRACE** capacity of up to 50 guests



The Ballroom & Walled Garden

A MODERN SETTING OF REMARKABLE WARMTH and elegance, The Ballroom evokes old Charleston in attitude and aesthetic. A Viennese cast-brass palmetto chandelier and oversized gilded antique mirrors set the mood in this stylish 1,750-square-foot space accommodating up to 150 guests. White Oak parquet floors reminiscent of Versailles, as well as works by Charleston artist Douglas Balentine, specially commissioned for The Dewberry, add to the room's elegant atmosphere. Floor to ceiling drapes can be adjusted to create a rich play of light and shadow between the interior ballroom and the outdoor gardens.

LOOKING BEYOND THE BALLROOM is John Dewberry's interpretation of a traditional Charleston Walled Garden. At 2,250 square feet and featuring Charleston live oak ivy-covered historic brick walls, bluestone walkways and raised garden, the Walled Garden lends itself as the ideal space for an intimate gathering. This unique space accommodates 150 guests alone, and 300 guests in combination with The Ballroom.



Rivers Room & Terrace

LOCATED ON THE HOTEL'S 8TH FLOOR, the Rivers Room is a one-of-kind space not to be found anywhere else in Charleston. With indoor and outdoor capabilities, the space boasts sweeping views of the Charleston Harbor and Arthur Ravenel Jr. Bridge to the east and unparalleled views of Marion Square and the steeped skyline of the Holy City to the west. With 15 foot ceilings, this space provides beautiful natural lighting and comes with access of the north outdoor terrace.



Dining Outlets

Citrus Club

THE CROWN JEWEL IN A CITY KNOWN for its steeped skyline and sea-skimming views, The Dewberry's 8th floor terrace features the highest rooftop in Charleston. Home to our whimsical rooftop cocktail bar, Citrus Club, features citrus-inspired cocktails, and fresh lite bites. Floor-to-ceiling glass walls give way to unparalleled panoramic views of the expansive outdoor terrace, which is punctuated by hand-painted citrus colored wall.

Henrietta's

MORE THAN JUST A RESTAURANT, Henrietta's represents a timeless way of life in the South, where the table is both an essential gathering place and an opportunity to experience new and exciting flavors. From intimate groups to large parties let Henrietta's be the backdrop for your next private event.

Please note a venue fee and food and beverage minimum apply to dining outlets.





Rentals & Minimums

Venue Fee

THE VENUE RENTAL FEE is a monetary value established for the exclusive use of The Ballroom, Walled Garden, Rivers Room and North Terrace. The venue rental fee includes:

- Up to 6 hours of Event Time
 - Cocktail & Dinner Tables
 - Elegant Event Chairs
 - China, Silverware & Stemware
 - Cake Table
 - Place Card Table
- DJ Table
 - Dessert Table
 - Portable Table
 - Dewberry Specialty Linen & Napkins
 - Votive Candles
 - Menu Cards

HIGH SEASON			LOW SEASON	
	March - May	September - November	July - August	December - February
THURSDAY	Starting at \$7,500		Starting at \$6,500	
FRIDAY & SUNDAY	Starting at \$9,000		Starting at \$7,000	
SATURDAY	Starting at \$10,000		Starting at \$8,000	

Food & Beverage Minimum

THE FOOD & BEVERAGE MINIMUM does not reflect or include venue rental fees, service charge, taxes, labor fee's, rental items or items that are contracted on your behalf. The food and beverage minimum established must be met on the contracted date and during the contracted event time. Food and beverage pricing will reflect your specific selections and may exceed the minimum requirements.

HIGH SEASON			LOW SEASON	
	March - May	September - November	July - August	December - February
THURSDAY	\$17,000		\$14,000	
FRIDAY & SUNDAY	\$20,000		\$16,000	
SATURDAY	\$24,000		\$20,000	



Wedding Packages

WEDDING FOOD & BEVERAGE PACKAGES INCLUDE:

- 5 Hour Bar Package
 - Wine Service with Dinner
 - Champagne Toast
- Assorted Warm Dinner Rolls & Butter
 - Tableside Coffee Service

GOLD		PLATINUM
RECEPTION	Your Choice of Four Hand Passed Hors D'oeuvres First Hour of Gold Package Open Bar	Your Choice of Six Hand Passed Hors D'oeuvres Chilled Seafood Display First Hour of Platinum Package Open Bar
PLATED DINNER	Selection of One Starter Selection of Two Entrées Wedding Cake Additional Four Hours of Gold Package Open Bar	Selection of One Starter Selection of Two Entrées Wedding Cake One Late Night Bite Additional Four Hours of Platinum Package Open Bar
PRICE	\$225 Per Person	\$295 Per Person



Bar Packages

BAR PACKAGES INCLUSIVE OF:

- 5 Hours of Open Bar
 - Assorted Soft Drinks
- Bottled Still & Sparkling Water
 - All Glassware

GOLD		PLATINUM
VODKA	Tito's + Ketel Citroen	Grey Goose + Tito's + Ketel Citroen
GIN	Bombay Sapphire	Hendrick's
RUM	Plantation 3 Stars	Plantation 3 Stars, Flor de Cana 7 Year
TEQUILA	Espolòn Blanco, Espolòn Reposado	Casa Migos Blanco, Casa Migos Reposado
BOURBON	Makers Mark	Bulleit
WHISKEY	Glenlivet 12 Year	Macallan 12 Year
VERMOUTH	Dolin Dry, Carpano Antica Sweet	Dolin Dry, Carpano Antica Sweet
WHITE WINE (Select One)	Chardonnay or Sauvignon Blanc	Chardonnay or Sauvignon Blanc
RED WINE (Select One)	Cabernet Sauvignon or Merlot/Malbec	Cabernet Sauvignon or Merlot/Malbec
DOMESTIC BEER (Select Two)	Coors Light, Cooper Rivers Golden Ale, Bell's Amber Ale, Westbrook One Claw, Grand Titan IPA	Coors Light, Cooper Rivers Golden Ale, Bell's Amber Ale, Westbrook One Claw, Grand Titan IPA
IMPORTED BEER (Select Two)	Weihenstephaner Hefe Weissbier, Duvel Pale Ale, Stella Artois Lager	Weihenstephaner Hefe Weissbier, Duvel Pale Ale, Stella Artois Lager

Food & Beverage

EXECUTIVE SOUS CHEF, JASON SHERRILL has prepared wonderful event menus for your review. While we hope you enjoy all of the selections carefully created with your event in mind, we are happy to customize a menu to your particular vision.

Plated Selections

Our private event offerings are designed as preselected, set menus; please follow the guidelines:

- Maximum of two (2) entrée selections and one (1) vegetarian option.
- Client is responsible for producing and providing the hotel with individual place cards with entrée choice noted.
- A breakdown of the entrée count per table and grand total count is required.

Vendor Meals

Vendor meals are available and may be required by the professionals working your wedding. Vendors to consider are your photographer(s), planner, videographer, staff support and entertainment. The Vendor Meal is a chef selected entrée with bottled water and assorted soft drinks. Vendor Meals are \$30 per person applicable service charge and tax.

Children’s Meals

Guests under 12 years old may be ordered a children’s meal. Children’s meals are offered for \$25 per child plus applicable service charge and tax. Included in the meal is a vegetable, starch, child friendly entrée option. We are happy to customize options but require all children’s meals be of the same selection.

Wedding Cake

The Dewberry Pastry Department would be delighted to prepare your wedding cake. We offer a variety of options in cake flavors, fillings and décor. From the simple cake to an elaborate masterpiece, our Pastry Chef, Jenn McCoy will guide you through the process to ensure your confection is just as you imagined.

Service Charges & Taxes

A 24% service charge and applicable taxes will be added to all food and beverage. Charleston, South Carolina sales tax rates for room rental and audio visual is 9%. Food and beverage, including beer and wine, sold on consumption is 11%, and bar packages and liquor are 16%. Please note, the tax rates are subject to change without notice and are regulated by the state of South Carolina.





SAMPLE MENU

Passed Hors D'oeuvres

GREEN TOMATO BRUSCHETTA Toast Points
CAROLINA GOLD RICE ARANCINI Parmesan Cheese / Marinara Sauce
PETITE GULF COAST BLUE CRAB CAKE Old Bay Tartar Sauce
SMOKED HAM & GRUYÈRE CROQUETTE Tomato Jam

Starter

BABY GEM CAESAR
Shaved Radishes / Tomato Confit / Parmesan / Sourdough Croutons / Creole Caesar Dressing

Entree

HERB ROASTED CHICKEN BREAST SUPREME*
Creamy Whole Hominy / Steamed Broccolini / Supreme Sauce
OVEN ROASTED MARKET FISH
Ratatouille / Polenta Cake / Mixed Olive & Preserved Lemon Vinaigrette

Dessert

WEDDING CAKE
White Chocolate Pound Cake / Raspberry Filling / Buttercream Icing

Planning Details

Appointments

Hotel tours are made by appointment only. Due to high demand for weekend tours it is advised to speak with your Sales Manager prior to making travel arrangements to ensure an appointment time is available. Hotel tours will take approximately one hour. Please note, we do not offer tours within 2 hours of an events start time.

Wedding Planner

A wedding planner is an invaluable resource and great investment for your special day. The Dewberry requires a wedding planner for all weddings at the hotel. Your wedding planner will see to every detail and work with our service and culinary teams to ensure a flawless execution. While your hotel Event Planner is here to assist you with all hotel related services, your Wedding Planner will organize all your vendors and production of the wedding. The Dewberry requires an event planning professional for all weddings over 50 guests. The planner of your choice, must collaborate with our team throughout the entire planning process.

Tastings

Tastings are provided at no charge for groups with a minimum food and beverage spend of \$15,000. Tastings are allowed for up to 4 guests and are scheduled a minimum of three months prior to your event.

YOU ARE INVITED TO SELECT:

- 6 Hand Passed Hors D'Oeuvres
- 2 Starters
- 3 Entrees
- 2 Combinations of Wedding Cake or Dessert

**Should you wish to sample additional culinary selections, a fee may apply.*

Tents

If you have planned any portion of your event in an outdoor space it is recommended that you secure tenting in case of inclement weather. Based on the details of your event, should the hotel not be able to accommodate your event in full in your designated indoor location you will be required to book a tent on rain reserve. The Dewberry Event Manager will put you in contact with one of our exclusive tent purveyors.

Weather Call

Due to the logistics of delivery and labor, backup plans to use a tent must be made no later than 72 hours prior to the event start time. Discussions will take place between the hotel, client and wedding planner. It is recommended that with a weather prediction of more than 30% chance of precipitation you move forward with your backup plan. Please note, The Dewberry reserves the right to move all service-related functions of an event indoors if client decides to not provide tent coverage.

Outside Vendor Guidelines

Vendor Guidelines, Band Guidelines and the Wedding Planner Guidelines have been established to help your vendors understand operations and policies within the hotel. The guidelines are sent to vendors annually and kept on file in the sales office along with a copy of each liability license. Once your vendors are confirmed we will work with you to ensure we have all the required forms on file. Please note, The Dewberry reserves the right to deny access to any vendor.

Vendor Liability Licensing

The Dewberry requires from each vendor a current certificate of liability insurance with a minimum of \$1,000,000.00 of coverage. In addition, the certificate of coverage must name: The Dewberry, 334 Meeting Street, LLC. as additionally insured.

Deposit & Payment Schedule

Advance deposits are required during the course of planning your event. At the time of contract signing your non-refundable venue fee is due. You are also responsible for 25% of your estimated food and beverage minimum. Six months prior to your first event date 50% of your food and beverage minimum, service charge and tax will be due. Thirty (30) days prior to your first event scheduled you will be responsible for the remaining estimated charges of your actualized food and beverage based on your estimated guest count, service charge, tax and any outsourced rentals. Your final payment is due 5 business days prior to your first event scheduled. The amount due will be all hotel related expenses that are being master billed based on your final guest counts and room reservations. We require a credit card authorization be on file for any remaining charges. The card will be processed within 48 hours of your check-out.

Wedding Confirmation

When you are ready to confirm your wedding with The Dewberry, we require the deposit along with a signed contract. You will have 14 days from the time the contract is received to sign and provide deposit and secure your date. Should we not receive your contract by such date as noted on your agreement, the hotel reserves the right to release the provisional booking without notice.

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