



*Colonial Williamsburg
Hotels*

WILLIAMSBURG, VIRGINIA

YOUR HAPPILY EVER AFTER BEGINS HERE



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Thank you for considering Colonial Williamsburg for your special event. Colonial Williamsburg has a rich heritage filled with hopes and dreams. It is our pleasure to assist you throughout the planning process and we appreciate the opportunity to serve you.

With its unique historic and classic setting, Colonial Williamsburg is the ideal location for your wedding or special occasion. Let our dedicated Special Events team curate your dream wedding, rehearsal dinner, bridesmaid luncheon, or anniversary celebration. From the elegant and traditional Regency Room at the Williamsburg Inn to the arboreal seclusion of the Williamsburg Woodlands, we offer a number of venue options to accommodate all budgets and visions for your special day.

Enclosed you will find information about Colonial Williamsburg's pricing, amenities, capabilities and more. For more information please contact our Private Event specialists at 757-565-8884. We look forward to working with you!

Brittany Rice

Director of Wedding & Social Catering Sales

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P: (757) 565-8884 | brice@cwf.org

AMENITIES

Each and every event hosted at Colonial Williamsburg receives personalized service and outstanding food and beverages along with a number of services and complimentary amenities, including:

- Private venue for your reception
- Setup and breakdown of the event space
- On-site Catering Manager and/or Private Event Specialist
- Vendor setup access at least 3 hours prior to event
- Floor length white linen
- Wedding night accommodations for the couple
- Standard banquet chairs and tables
- Plate-ware, glassware and silverware
- Cake cutting (for all custom cakes provided by Colonial Williamsburg)
- 24'x24' dance floor
- Customized printed menus
- Customized menu selections
- Access to the grounds for wedding photography
- Advanced spa reservations and/or golf tee times
- Reduced room rates for guest overnight accommodations (minimum of 10 rooms per night)

UPGRADED AMENITIES

- Full service spa and salon
- Overnight accommodations available at our CW official hotels & historic homes
- Customized A/V services provided by PSAV packages
- Customized wedding favors and gift baskets
- Specialty linens and decor
- Customized wedding cake design
- Horse & Carriage rides
- Fife & Drum escort or special appearances
- Historical interpreter appearances





“Colonial Williamsburg, VA is the perfect venue for any and all of your wedding planning. It is the ideal place to invite guests to visit or re-visit all that CW has to offer in the way of entertainment, while experiencing history in such a beautiful and complete setting..”

-Wedding Wire Review

VENUES

WILLIAMSBURG WOODLANDS

Natural surroundings, naturally inspiring. Your adventure begins at the Williamsburg Woodlands Hotel & Suites, with fresh air and a serene pine grove nearby.

CASCADES ROOM: With direct access to a beautiful outdoor terrace, and woodland views, the Cascades Room provides a retreat-like venue for your special day. It has over 2,000 square feet in indoor space capable of seating 120 guests with an additional 4,700 square feet in outdoor space for flexible event planning.

***CASCADES TERRACE:** Just outside to the Cascades Ballroom, the Cascades Terrace is ideal for outdoor ceremonies or cocktail receptions.

DOGWOOD ROOM: Located in the retreat-like Woodlands Conference Center, the Dogwood Ballroom features airy views of a pine forest and a flowing waterfall. Lots of natural light and a balcony create picturesque opportunities for your wedding. The additional Maple and Garden rooms give extra seating and space so your event can be as intimate or as elaborate as you would like. The Dogwood Ballroom can accommodate up to 180 guests.

WILLIAMSBURG LODGE

With its beautiful folk art furnishings, inviting leather sofas and charming lantern-lined hallways, the Williamsburg Lodge promises a much needed escape.

COLONY ROOM: This is an impressive room, with lower ceiling heights and 7,000 square feet. The Colony Room offers a small foyer area as well as an outdoor patio area off the far side of the room. This room can host up to 300 guests.

***COLONY TERRACE:** Just outside to the Colony Ballroom, the Colony Terrace is ideal for business and social receptions.

VIRGINIA ROOM: The area's most requested ballroom. The Virginia Room offers an outdoor lawn and stunning indoor foyer, with many windows providing natural light for daytime events. This impressive ballroom can host up to 600 guests and has notable details such as sixteen feet high ceilings, six decorative balconies overlooking the room and over 10,000 square feet of space.

***VIRGINIA LAWN:** Adjacent to the Virginia Ballroom, this lush lawn is surrounded by mature shade trees and overlooks the picturesque Colonial Parkway. It accommodates large receptions, tented meals, and team-building activities with ease and elegance.



VENUES

WILLIAMSBURG INN

Experience true luxury at the exquisite Williamsburg Inn. Opulent floor-length draperies and coordinating upholstery will set the scene for your days and nights with Regency-style furnishings that lend a majestic ambience.

THE EAST LOUNGE: Elegant and impressive. The East Lounge also includes the use of the Queen's Terrace and the lawn. This room can seat 75 people.

* **THE QUEEN'S TERRACE:** The stately and elegant Queen's Terrace will be set amidst the backdrop of Colonial Williamsburg's award-winning golf course. The eye-catching terrace leads to a beautiful event lawn adorned with a wedding pergola, the perfect setting for an outdoor ceremony.

REGENCY DINING ROOM: The Williamsburg Inn Regency Dining Room is our most exclusive venue. This room is an impressive collaboration of class and elegance. It offers an outdoor terrace that overlooks the Premier Golf Course, built in dance floor as well as an array of art that fits any bride-to-be. This room can seat 160 people.

THE ROCKEFELLER COMPLEX: This includes use of the building, the Oval Garden and the Fountain Garden. This room can seat 200+ guests.

* **FOUNTAIN GARDEN:** Bordered by mature plantings and a brick walkway, this garden surrounds a pond with an active fountain. Adjacent to the Spa of Colonial Williamsburg, it's an ideal setting for receptions and cocktail events.

* **OVAL GARDEN:** This secluded garden area sets the stage for elegant events, with expansive space to accommodate large functions. It's ideal for tented meals, set between our signature hotel properties—the Williamsburg Inn and Williamsburg Lodge.

SOCIAL TERRACE: The Social Terrace will offer ample flexible space to host large gatherings or the most intimate occasions. This space can seat 160+ people.



VENUES

HISTORIC AREA

Let the Revolutionary spirit in the air fuel your next function. Imagine a setting filled with authentic period reproductions in the heart of the Revolutionary City.

THE PROVIDENCE HALL HOUSE: The Providence Hall House, which is an 18th century resort home with five sleeping rooms. This space has a beautiful garden/terrace area and a lower level within the house which can accommodate 75 seated for a plated dinner.

GREAT HOPES PLANTATION: Great Hopes Plantation is a re-creation of one of the early family farms. It did not exist on this site in the 18th century, but its landscape, buildings, animals, and the work and lifestyles of its inhabitants are based on extensive research into small farms in three neighboring counties. 400+ guests

BASSETT HALL: Home to philanthropist John D. Rockefeller, Jr. and Abby Aldrich Rockefeller, Bassett Hall became Abby's "Dream of Dreams". Preserved to the original tastes of Mrs. Rockefeller, Bassett hall tells the intimate story of two people and their wish for a retreat and a place of relaxation. 400+ guests.

GOVERNOR'S PALACE: Home to seven royal governors and the first two elected governors of Virginia, the Palace was meant to protect British authority and wealth. Behind the Palace, get lost in the elaborate gardens. 400+ guests.



FOOD & BEVERAGE MINIMUM

All events are required to a food and beverage minimum. A food and beverage minimum is the amount a host must spend in order to secure a private space in one of our event facilities. If the minimum is not met, the difference may be charged as a minimum fee.

Regular Season | April - December

Cascades Room (Max. 120)	SATURDAY PM	FRIDAY/SUNDAY	MON-THUR
Room Rental Fee	\$1,500	\$1,000	\$500
Food & Beverage Minimum	\$10,000	\$8,000	\$6,500

Dogwood Room (Max. 180)	SATURDAY PM	FRIDAY/SUNDAY	MON-THUR
Room Rental Fee	\$2,000	\$1,500	\$1,000
Food & Beverage Minimum	\$12,500	\$10,000	\$8,000

Colony Room (Max. 300)	SATURDAY PM	FRIDAY/SUNDAY	MON-THUR
Room Rental Fee	\$3,000	\$3,000	N/A
Food & Beverage Minimum	\$18,000	\$16,500	N/A

Virginia Room (Max. 600)	SATURDAY PM	FRIDAY/SUNDAY	MON-THUR
Room Rental Fee	\$5,000	\$5,000	N/A
Food & Beverage Minimum	\$20,000	\$18,000	N/A

The East Lounge (Max. 75)	SATURDAY PM	FRIDAY/SUNDAY	MON-THUR
Room Rental Fee	\$3,000	\$2,000	\$1,000
Food & Beverage Minimum	\$9,000	\$7,500	\$5,000

Regency Dining Room (Max. 160)	SATURDAY PM	FRIDAY/SUNDAY	MON-THUR
Room Rental Fee	\$4,000	\$3,000	\$2,000
Food & Beverage Minimum	\$20,000	\$18,000	\$16,500

The Rockefeller Complex	SATURDAY PM	FRIDAY/SUNDAY	MON-THUR
Site Fee (without tent)	\$3,500	\$2,000	\$1,250
Food & Beverage Minimum	\$9,000	\$7,500	\$5,000

Social Terrace	SATURDAY PM	FRIDAY/SUNDAY	MON-THUR
Site Fee (without tent)	\$5,000	\$5,000	\$3,500
Site Fee (with tent)	\$16,000	\$16,000	\$14,500
Food & Beverage Minimum	\$20,000	\$18,000	\$16,500

The Providence Hall House	SATURDAY PM	FRIDAY/SUNDAY	MON-THUR
Room Rental Fee	\$5,000	\$5,000	\$3,500
Food & Beverage Minimum	\$7,500	\$5,000	\$3,500

Great Hopes Plantation	SATURDAY PM	FRIDAY/SUNDAY	MON-THUR
Site Fee (without tent)	\$5,000	\$5,000	N/A
Site Fee (with tent)	\$21,000	\$21,000	N/A
Food & Beverage Minimum	\$12,500	\$10,000	N/A

Basset Hall	SATURDAY PM	FRIDAY/SUNDAY	MON-THUR
Site Fee (without tent)	\$15,000	\$15,000	N/A
Site Fee (with tent)	\$31,000	\$31,000	N/A
Food & Beverage Minimum	\$18,000	\$16,500	N/A

Governors Palace	SATURDAY PM	FRIDAY/SUNDAY	MON-THUR
Site Fee (without tent)	\$20,000	\$20,000	N/A
Site Fee (with tent)	\$35,000	\$35,000	N/A
Food & Beverage Minimum	\$20,000	\$18,000	N/A

Value Season | January - March

**Please contact for custom pairing.*

FACILITY FEES

Facility fees ensure private access to event rooms as well as included amenities. All tented venues include tents, equipment, tables, chairs, glassware, flatware, china, electrical power, standard white linen, portable dance floor, staging (if required), lighting and event staff.

OVERNIGHT ACCOMMODATIONS

We can provide group rates at all five Colonial Williamsburg Hotels, to offer a variety of locations and price points for your guests. For groups contracting and committing to a specific room block, we can provide a personalized on-line booking page, available 24-7, via our Passkey system. You can link to your own website as well as communicate to everyone booking via this channel and have access to reports at any time, as to which guests have made hotel reservations with us – however, if they use the 800 phone number, those reservations will not be connected to the on-line reporting.

TERMS & CONDITIONS

FOOD & BEVERAGE

Colonial Williamsburg must provide all food & beverage. No outside food and beverages are allowed. Due to health regulations, food may not be taken off the premises after it has been prepared and served. Please note that sales and service of alcoholic beverages are regulated by the Commonwealth of Virginia. Guests are not permitted to bring alcoholic beverages onto Colonial Williamsburg property.

GUARANTEES

A guaranteed attendance number on all food and beverage functions is due by 2 p.m. EST, three (3) business days, prior to the scheduled event. If no final guarantee is provided, then the estimated attendance on the banquet event order will be used as the guarantee figure. All charges will be based upon the guarantee or actual number of attendees served, whichever is greater.

REQUESTS FOR MULTIPLE ENTRÉES

Up to three (3) entrée choices may be selected. The highest price entrée will prevail for all entrees. The exact number of each entrée is expected along with the guaranteed number of guests for the event three (3) days prior. Client is required to provide some form of identifying the entrée selection of each guest at the table e.g. colored ticket, color coded name tag, entrée card.

MENUS

Our menus are designed to offer you a selection of quality items, however if you prefer to offer your guests something outside of the printed menus, our Executive Chef is more than willing to tailor a menu to your specifications. Full banquet menus are available upon request. Discounted menus may be offered to children up to 12 years of age.

OUTDOOR FUNCTIONS

The Hotel reserves the right to make the final decision regarding outdoor functions. The decision to move a function to an indoor location will be made no fewer than four (4) hours prior to the event based on the prevailing weather conditions and the local forecast.

TERMS & CONDITIONS

SERVICE CHARGE & SALES TAX

A 20% taxable service charge and state and local tax are added to all food, beverage, and other services. If you are a tax-exempt organization, please provide your tax-exempt number and certificate to the Hotel's Accounting Department 30 days prior to your event.

FUNCTION ROOMS

The Hotel reserves the right to move an event to banquet/meeting room(s) other than that appearing on the Banquet Event Order should there be a significant change in the number of attendees as determined by the Hotel. The Hotel also reserves the right to charge an additional fee for set-up of meeting rooms with extraordinary requirements, e.g., advance set-up and late tear-down.

A room set-up fee will be charged where applicable.

PARCELS, MAILING, SHIPPING

A \$2.50 handling fee per delivered box or item will be charged. A \$100 handling fee applies for unloading and loading pallets. Any materials required for upcoming events may be sent three (3) days prior to the event for holding. Please ask your service manager to provide the appropriate address information.

PROPERTY DAMAGE

You/your group are responsible for all damage to the Hotel facilities caused by you/your Group's attendees, employees, agents, exhibitors or representatives. Affixing anything to walls, floors, or ceilings of event rooms, hotel lobbies or overnight rooms without prior approval.

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