Sea Island provides each bride with assistance and guidance from our own Wedding Team and Event Planners. From your initial site visit to your final good-byes, your Wedding Manager will hold your hand throughout the planning process to coordinate your wedding planning and execute the perfect day. In addition to our Wedding Team, Sea Island also has its own exclusive Event Design Team that works with each bride in bringing her wedding vision to life through custom cut linens to elaborate floral bouquets. It is the mission of Sea Island’s Wedding Team to have the planning process be as seamless as possible to assist with making each bride enjoy her wedding day and the entire planning process.

The Sea Island Wedding Team provides exceptional services to our brides and grooms through innovative event planning and flawless execution.

It is our priority to handle all of the details of your special day with professionalism, enthusiasm and grace, ensuring a perfect and memorable wedding event for your family and friends.

For more information and to take a visual tour of Sea Island Weddings please visit www.SeaIslandWedding.com

We strive to make every couple feel like a member of the Sea Island family.
Begin your new chapter with us!

Pictures provided by 6 of Four, Brooke Roberts, Amy Arrington, and Ashley Seawell
STROLLING RECEPTION PACKAGES

THE SIMPLY SOUTHERN

Cocktail Hour to Include:
(5) Assorted Hors D’oeuvres
Choice of (1) Reception Display

Formal Reception:
Oyster Bar & Seafood Display
Assorted Salad Display
Choice of (1) Carving Destination
Choice of (1) Action Destination

4-Hour Package Bar to Include:
Sea Island Call Level Wine, Sparkling Wine, Call Level Liquor, Imported, and Domestic Beer

$375 per person
Tax and service charge included

THE CLOISTER CLASSIC

Cocktail Hour to Include:
(5) Assorted Hors D’oeuvres
Choice of (1) Reception Display
Choice of (1) Action Station
Bride and Groom’s Signature Cocktail

Formal Reception:
Oyster Bar & Seafood Display
Assorted Salad Display
Elaborate Sushi Display
Choice of (2) Carving Destinations
Choice of (2) Action Stations
Including Sea Island Wedding Cake
(2) Late Night and (1) Wedding Favor

4-Hour Package Bar to Include:
Sea Island Ultra-Premium Level Wine, Sparkling Wine, Ultra-Premium Level Liquors, Imported and Domestic Beer

$525 per person
Tax and service charge included

THE GEORGIAN EXPERIENCE

Cocktail Hour to Include:
(5) Assorted Hors D’oeuvres
Choice of (1) Reception Display
Choice of (2) Action Destinations
Bride and Groom’s Signature Cocktail

Formal Reception:
Oyster Bar & Ice Display with Shrimp and King Crab Legs
Assorted Salad Display
Elaborate Sushi Display
Choice of (2) Carving Destinations
Choice of (2) Action Stations
Including Sea Island Wedding Cake
(2) Late Night and (1) Wedding Favor

4-Hour Package Bar to Include:
Sea Island Premium Level Wine, Sparkling Wine, Premium Level Liquors, Imported and Domestic Beer

$425 per person
Tax and service charge included
PLATED RECEPTION PACKAGES

THE SIMPLY SOUTHERN
Cocktail Hour to Include:
(5) Assorted Hors D’oeuvres
Choice of (1) Reception Display

Formal Reception:
A Decadent 3-Course Meal
Including Wedding Cake

5-Hour Package Bar to Include:
Sea Island Call Level Wine, Sparkling Wine,
Call Level Liquor, Imported, and Domestic Beer

$375 per person
Tax and service charge included

THE CLOISTER CLASSIC
Cocktail Hour to Include:
(5) Assorted Hors D’oeuvres
Choice of (1) Reception Display
Choice of (1) Action Station
Bride and Groom’s Signature Cocktail

Formal Reception:
A Decadent 4-Course Meal
Including Sea Island Wedding Cake
(1) Late Night and (1) Wedding Favor

5-Hour Package Bar to Include:
Sea Island Premium Level Wine, Sparkling
Wine, Premium Level Liquors, Imported
and Domestic Beer

$425 per person
Tax and service charge included

THE GEORGIAN EXPERIENCE
Cocktail Hour to Include:
(5) Assorted Hors D’oeuvres
Choice of (1) Reception Display
Choice of (2) Action Destinations
Bride and Groom’s Signature Cocktail

Formal Reception:
A Decadent 5-Course Meal
Including Sea Island Wedding Cake
(2) Late Night and (1) Wedding Favor

5-Hour Package Bar to Include:
Sea Island Ultra-Premium Level Wine, Sparkling
Wine, Ultra-Premium Level Liquors, Imported
and Domestic Beer

$525 per person
Tax and service charge included
THE SEA ISLAND SUNRISE

BRUNCH RECEPTION
Available Sunday–Thursday, 10 a.m.–1 p.m.

30-Minute Cocktail Hour to Include:
(3) Assorted Hors D’oeuvres
Chef Attended Crab Cake Action Station
with a selection of Aiolis and Beurre Blancs

Format Reception:
A delicious Southern Brunch
Served with Freshly Squeezed Juices, Sea Island Resort Coffee Blend (Regular and Decaffeinated)
and Mighty Leaf Premium Assorted Tea Selection
Sea Island Wedding Cake

3-Hour Champagne and Mimosa Bar
Alcohol sales not permitted until 12:30 p.m. on Sundays

$250 per person
Tax and service charge included
PLANNING YOUR WEDDING AT SEA ISLAND

THE PLANNING EXPERIENCE
Your wedding planning process consists of two meetings with your Wedding Manager. The first planning meeting traditionally takes place within six months of your wedding date. At this meeting, the bride will meet with Sea Island’s Event Design Team and Culinary Department to begin brainstorming her special day! At three months prior to your wedding date, a complimentary event design mock-up and menu tasting will be provided for the bride, groom and wedding hosts. Planning meetings and tastings must be scheduled on Mondays–Fridays, between the hours of 11 a.m.–4 p.m. These meetings are to be scheduled no less than one month prior to the wedding date.

A HELPING HAND
Should you wish to hire an outside wedding planner to assist with your wedding planning process and wedding day events, your Sea Island Wedding Manager is required to speak with them before the planning process begins. Your Wedding Manager will outline each individual planner’s roles, the items and services that are able to be brought into Sea Island, and what items and services Sea Island’s Wedding Team must handle. All food and beverage, as well as event design items, including but not limited to linens, flowers, and upgraded chairs be supplied and prepared by Sea Island.

CUSTOM CELEBRATIONS
Sea Island is experienced in providing exceptional wedding service to all unique celebrations. Your Wedding Manager will be happy to discuss the options for specialty weddings such as kosher events and other custom offerings.
GENERAL INFORMATION AND POLICIES

MENU SELECTIONS
Sea Island requests your selection of menus no less than 21 days prior to your program dates in order to ensure the availability of your menu options. Please note menu prices are subject to change until confirmed on banquet event orders. Sea Island, under any circumstances, does not allow food or beverage to be brought onto the property whether purchased or catered from outside sources.

ENHANCEMENTS
Our Event Design Team will assist in selecting appropriate floral arrangements, special linens, customized entertainment and unique themed décor. These items are available exclusively through Sea Island at competitive prices. Proposed use of any vendors outside of Sea Island must adhere to guidelines and be approved in advance by Sea Island. Applicable fees will apply.

SERVICE CHARGES AND LABOR FEES
• A 24% taxable service charge will be added to all food and beverage events outside of the wedding package.
• Additional service fees of will be added for all guarantees of fewer than 20 guests.

GUARANTEES
In order to properly document your event, a separate banquet event order will indicate the anticipated attendance number. We require an update of this guaranteed number by 9 a.m., three business days prior to each specific event. Guarantees for events scheduled on Monday, Tuesday or Wednesday must be provided by the previous Friday. In the event this update is not received as scheduled, the anticipated attendance number will be used as the guarantee. All food and beverage events are billed at the guaranteed attendance number or the actual number of guests served, whichever is greater. Sea Island will prepare food for 5% over the final guarantee. A minimum guarantee policy of 80% of the original expected number applies.

FUNCTION SPACE
A variety of distinctively charming wedding settings are available at Sea Island. Ceremony function space is provided with a non-negotiable room rental fee of $3,000.00, with the exception of the Upper Black Banks Terrace, which is subject to a ceremony site rental fee of $5,000.00. All reception function space has both a non-negotiable room rental fee of $2,000.00 and a food and beverage minimum which must be met by your event specifications. Sea Island reserves the right to change the location to a room suitable for the anticipated attendance should the number increase or decrease.

Location | Ceremony | Strolling Reception | Plated Dinner
---|---|---|---
THE CLOISTER
The Cloister Chapel | 75 | - | -
The Cloister Garden | 300 | - | -
The Cloister Ballroom | - | 400 | 350
Mizner Ballroom | 300 | 300 | 250
Spanish Lounge | 150 | 90 | 50
Clubroom | 100 | 125 | 100
Wine Cellar | - | - | 20
Rainbow Island | - | 300 | 50
THE BEACH CLUB
Ocean Room & Courtyard | - | 250 | 100
Beach Club Courtyard | 175 | - | -
THE LODGE
Avenue of Oaks | 50 | - | -
Wine Cellar | - | - | 20
Terrace Dining Room | - | 75 | 75
THE ISLAND CLUB AT RETREAT
Retreat Lawn | 250 | - | -
Retreat Ballroom | - | 250 | 200
GENERAL INFORMATION AND POLICIES

WEATHER CALLS/OUTDOOR EVENTS
All entertainment performing at an outdoor venue must conclude no later than 11 p.m. This is in accordance with local ordinances and out of respect for other resort guests and members. For the safety of your guests and to ensure successful event, Sea Island reserves the right to relocate any scheduled outdoor event indoors. This will be determined based on the most up to date local weather forecast.

Decisions to move events inside will be made by the following deadlines:
• Breakfast: evening prior  • Lunch: 8:00 a.m. day of event  • Dinner: 12:00 noon day of event
If a member of the wedding team staff determines the need to move your event indoors at designated timelines and that decision is overridden, there will be a $1,000 service fee if event is moved inside because of weather conditions.

ALCOHOL RULES AND REGULATIONS
The State of Georgia prohibits the use of alcoholic beverages other than those provided by Sea Island. All alcoholic beverages that are not provided by Sea Island will be held until departure. All alcoholic beverage service must stop at 2:00 am and alcoholic beverages may not be served on Sunday before 12:30 p.m. or after 10:45 p.m. Corkage: the State of Georgia law prohibits the consumption of alcoholic beverages at a Sea Island food or beverage event which have not been purchased through, delivered by and/or served by the banquet and catering staff of Sea Island. Thus, guests/members are not permitted to purchase and provide their own alcoholic beverages for any Sea Island food and beverage event. Sea Island employees are required to request proper photo ID of and person of the questionably age and refuse alcoholic beverages to any person under age or who cannot produce proper identification. Sea Island employees are required to refuse any alcoholic beverage service to any person who, in the resort’s judgment appears to be intoxicated.

DAMAGE AND LOSS
Sea Island is not responsible for any items placed in a function room prior to, during or after an event. Security officers can be provided at prevailing rates. Each sponsor is responsible for any damage other than normal wear and tear caused by guests or any independent contractor hired to perform a service.

PROPERTY DAMAGE AND LIABILITY
The host agrees to be responsible for any damages incurred to the premises or any other area of the resort by the host, guests, independent contractors or other agents that are under the host’s control or the control of any independent contractor hired by the host while on premises. Cleaning fees may be charged at the discretion of the Wedding Department. Should a group choose to hire an outside vendor, subcontractor or supplier, the client will be responsible for ensuring the vendor provides appropriate proof of insurances. We require each subcontractor providing work on your behalf to provide a certificate of insurance for commercial general liability of $1,000,000 combined single limit, bodily injury, property damage, and name Sea Island (and whoever else is named in the contract) as an additional named insured as their interest may appear. In addition, if the subcontractor or supplier is required by law to provide workers compensation coverage to their employees, they must furnish Sea Island with the certificate of insurance or confirmation of coverage.

PACKAGE DELIVERY AND STORAGE
The resort will only accept packages weighing under 150 pounds unless previous arrangements have been made through the Wedding Department. All other packages must be stored internally or by the slow service company of your choice. We kindly request that all boxes shipped be scheduled to arrive at the resort no earlier than 5 days prior to the wedding events. Packages delivered to the resort must be shipped prepaid and marked to the attention of your Wedding Manager, with the name of the wedding. Packages sent COD will be refused. Removal of equipment and packages should be no later than the day following the completion of the wedding. This is the responsibility of the client. Cost of shipping plus handling charges of $5.00 per package incoming and $5.00 per package outgoing will be assessed on all boxes received. Additional labor charges may apply for movement of boxes by resort personnel beyond the primary meeting room or office assigned to the group. Shipment of alcoholic beverages is prohibited and will be refused. Removal of equipment and packages should be no later than the day following the completion of the wedding. This is the responsibility of the client. Cost of shipping plus handling charges of $5.00 per package incoming and $5.00 per package outgoing will be assessed on all boxes received. Additional labor charges may apply for movement of boxes by resort personnel beyond the primary meeting room or office assigned to the group. Shipment of alcoholic beverages is prohibited and will be refused and sent back to the shipping facility.

Each incoming or outgoing package will be charged a handling fee by weight:
These charges are in addition to actual freight cost.
0–25 lbs.-$10.00; 26–50 lbs.-$20.00; 51–100 lbs.-$50.00; 100 lbs. & over-$100

BANNERS, SIGNS AND DISPLAYS
The resort does not permit the affixing of anything to walls, floors or ceilings of the rooms by use of nails, staples, pins, tape or any other substance unless approval is given by the Sea Island Engineering Department. If you intend to hang a banner, this will be handled by a member of the Sea Island staff for a charge of $45.00 per hour. Any signs provided by our guests must be of professional quality and have Sea Island Resorts’ approval for their quality and placement. Banners and signs are restricted to private group function areas.

AUDIO/VISUAL REQUESTS
PSAV has highly trained audio-visual staff that can provide the latest in technical equipment. Sea Island Resorts offers in-house service with competitive prices. Use of any outside or personal equipment must be approved in advance by Sea Island Resorts. Applicable fees will apply
Please visit seaisland.com/wedding or email weddingdesigns@seaisland.com