Sea Island

WEDDING PACKAGES
2018–2019
Sea Island provides each couple with professional wedding planning through our own Wedding Team and Event Design Collective. From your initial site visit to your final good-bye on your wedding day, your Wedding Manager will help you throughout the process to coordinate your wedding planning and execute the perfect day. In addition to our Wedding Team, Sea Island's Event Design Collective will listen to your vision, collaborate with industry experts, and create personalized occasions that celebrate life’s special moments.

Through planning, designing, and production, we provide seamless and gorgeous experiences that are memorable for you and your guests. With our team by your side, enjoy the entire planning process as much as you’ll love your wedding events at Sea Island!

*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, Austin Gros Photography, and Ashley Seawell*
STROLLING RECEPTION PACKAGES

A staple of Southern celebrations, the strolling wedding reception lends itself to a lively evening. Guests have the flexibility to enjoy the numerous culinary displays throughout your reception, mingle with newfound friends, or dance the night away!

THE SIMPLY SOUTHERN

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

Formal Reception:
Oyster Bar & Seafood Display
Assorted Mini Salad Display
Choice of (1) Carving Destination
Choice of (1) Action Destination
Sea Island Wedding Cake

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

$295 per person
Tax and service charge additional

THE CLOISTER CLASSIC

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

Formal Reception:
Oyster Bar & Seafood Display
Assorted Mini Salad Display
Choice of (2) Carving Destination
Choice of (1) Action Destination
Sea Island Wedding Cake
(1) Late Night Bite and (1) Wedding Favor

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

$335 per person
Tax and service charge additional

The Simply Southern and Cloister Classic include a complimentary one night stay for the bride and groom, a special turndown service, and a bottle of sparkling wine.

THE SEA ISLAND SOIRÉE

Prelude to Include:
Pre-Ceremony Tray Passed Champagne

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

Formal Reception:
Oyster Bar & Seafood Display
Assorted Mini Salad Display
Choice of (2) Carving Destination
Choice of (1) Action Destination
Sea Island Wedding Cake
(1) Late Night Bite and (1) Wedding Favor

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

$405 per person
Tax and service charge additional

The Sea Island Soirée includes a two night complimentary stay for the bride and groom, a special turndown service, a bottle of sparkling wine, and our signature grand fountain sparklers.
PLATED RECEPTION PACKAGES

The traditional plated reception is a standard at weddings for a reason. Sea Island’s white-glove dinner service allows your guests to enjoy a formal meal together before letting loose on the dance floor!

THE SIMPLY SOUTHERN

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

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

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

$315 per person
Tax and service charge additional

THE CLOISTER CLASSIC

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

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

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

$355 per person
Tax and service charge additional

The Simply Southern and Cloister Classic include a complimentary one night stay for the bride and groom, a special turndown service, and a bottle of sparkling wine.

THE SEA ISLAND SOIRÉE

Prelude to Include:
Pre-Ceremony Tray Passed Champagne

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

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

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

$425 per person
Tax and service charge additional

The Sea Island Soirée includes a two night complimentary stay for the bride and groom, a special turndown service, a bottle of sparkling wine, and our signature grand fountain sparklers.
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 takes place approximately six months before your wedding date. At this meeting, you will also meet with Sea Island’s Event Design Collective and Sea Island’s Pastry Chef to begin brainstorming your special day. 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. At this meeting, you will finalize the event design and the food and beverage selections for your wedding!

A HELPING HAND
The Sea Island Wedding Team is happy to work with an outside wedding planner, should you wish to hire one to assist with your wedding planning process and wedding day events. To clarify the planning process, your Sea Island Wedding Planner will outline each individual planner’s roles, the items and services that may be brought into Sea Island, and the items and services that must be provided by Sea Island. All food, beverage, and event design items – including but not limited to flowers, linens, and chairs – must be supplied and prepared by Sea Island.

CUSTOM CELEBRATIONS
Every wedding is a unique occasion. Whether you are interested in hosting a kosher wedding or a multiple day extravaganza, your Wedding Manager can discuss the options to make your vision come true!
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 Collective will assist in selecting appropriate floral arrangements, special linens 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 taxable service charge will be added to all food and beverage events.
• Additional service fees will be added for all guarantees of fewer than 20 guests.

GUARANTEES
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 90% of the original expected number applies. If the guest count increases by more than 10% of the guarantee within 72 hours of the event, a per person surcharge will be added to the guest count variance.

FUNCTION SPACE
A variety of distinctively charming wedding settings are available at Sea Island. To host your big day on our property a facility fee of $5000.00 applies for our peak season months of March – June and September – October. The shoulder months of July – August and December - February offer a discounted facility fee of $2,500.00. In addition the facility fee, a food and beverage minimum that must be met by your event specifications. For Sea Island reserves the right to change the location to a room suitable for the anticipated attendance should the number increase or decrease.

<table>
<thead>
<tr>
<th>Location</th>
<th>Ceremony</th>
<th>Strolling Reception</th>
<th>Plated Dinner</th>
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</thead>
<tbody>
<tr>
<td><strong>THE CLOISTER</strong></td>
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<tr>
<td>The Cloister Chapel</td>
<td>100</td>
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<tr>
<td>The Cloister Garden</td>
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<td>-</td>
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<tr>
<td>The Cloister Ballroom</td>
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<td>350</td>
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<tr>
<td>Mizner Ballroom</td>
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<tr>
<td>Spanish Lounge</td>
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<tr>
<td>Clubroom</td>
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<td>90</td>
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<tr>
<td>Wine Cellar</td>
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<tr>
<td>Rainbow Island</td>
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<td>300</td>
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<tr>
<td>River Lawn</td>
<td>30</td>
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<tr>
<td><strong>THE BEACH CLUB</strong></td>
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<tr>
<td>Ocean Room &amp; Courtyard</td>
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<td>300 200</td>
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<td></td>
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<td><strong>Tent required for over 50 guests</strong></td>
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<tr>
<td>Beach Club Courtyard</td>
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<td><strong>THE LODGE</strong></td>
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<tr>
<td>Avenue of Oaks</td>
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<tr>
<td>Wine Cellar</td>
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<tr>
<td>Terrace Dining Room</td>
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<td>Trophy Room</td>
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<tr>
<td><strong>THE ISLAND CLUB AT RETREAT</strong></td>
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<tr>
<td>Retreat Lawn</td>
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<tr>
<td>Retreat Ballroom</td>
<td>-</td>
<td>250</td>
<td>200</td>
</tr>
</tbody>
</table>
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 events, 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

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 questionable 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.

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 Team. 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, and property damage and to name Sea Island and the contracted wedding host 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 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
FSAV 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.
FREQUENTLY ASKED QUESTIONS

How do I contact the Sea Island Wedding Team?
We are honored that you’re considering us to be a part of your wedding! Please call us at 912.634.4422, email us at weddingdesigns@seaisland.com or complete a submission form on www.seaisland.com/weddings to connect with our team.

How do I schedule a site visit?
As our team is dedicated to events on the weekend, site visits are available by appointment only on Monday through Friday from 9:00 AM until 4:00 PM. Please provide at least 48 hours notice so that we may do our best to accommodate your site visit request.

Are guest rooms available at Sea Island properties for my attendees?
Yes! We require a room block in order to host your wedding at Sea Island. Your Sea Island Wedding Manager will assist you with your room block needs.

What is Sea Island’s vendor policy?
All food, beverage, and décor must be provided by the Sea Island team. Décor translates to any upgraded linens, upgraded chairs, lighting, florals, and specialty rentals used in your event design. The Sea Island Wedding Team provides our contracted couples with an exclusive list of preferred vendors to assist in the selection process.

You are welcome to bring in your own ceremony and reception music, photographer, videographer, stationery, hair and makeup artists, and officiant. The Sea Island Wedding Team will also provide a list of preferred local vendors once you have contracted should you need assistance with the vendor selection process.

We request that you contract and pay your vendors directly. In the weeks leading up to your wedding, the Wedding Team will contact your vendors to confirm the timeline and any vendor needs. Our team also provides day-of assistance overseeing your vendors and executing the timeline as needed.

What is included in the site rental fee?
The site rental fee reserves private use of your preferred function space for your wedding events. Additionally, the site rental fee includes several house options, such as tables, house white linens, tan banquet chairs, white folding chairs, house bar, house plateware, house glassware, and house silverware. Should you wish to upgrade any of these elements, the Sea Island Event Design Collective will assist you in bringing your wedding vision to life.
FREQUENTLY ASKED QUESTIONS

Do I need to hire an outside wedding planner?
It is not required for you to hire an outside wedding planner. Your Sea Island Wedding Team will oversee your events at Sea Island, including food and beverage, event design, and your wedding event timeline.

Should you require additional assistance–such as selecting stationery, tracking RSVPs, creating room blocks at other hotels, or managing ancillary events at other properties –we would encourage you to consider hiring an outside wedding planner as our team does not perform these services. The Sea Island Wedding Team is happy to work with an outside wedding planner, should you wish to hire one to assist with your wedding planning process and wedding day events.

Can I add more food onto our wedding menu?
Absolutely! You are welcome to supplement the wedding menu with additional offerings, such as hors d’oeuvres, more courses, etc. Please ask your Wedding Manager for the Sea Island Events Menu to review your options.

Are we allowed to extend the timeframe of our event?
If you wish to extend the time frame of your event, we are happy to do so! Following the completion of the bar hours included in the package, beverages will then be charged on consumption. Please note there are restrictions on bar and sound–please see the general information section.

When do I need to share my guest count with the Wedding Team?
Throughout the planning process, your Sea Island Wedding Team will be in contact with you about your anticipated guest count. This allows us to prepare appropriate event design floor plans and accurate timelines for dinner service. We require a guaranteed number three business days prior to your wedding event.

All food and beverage events are billed at the guaranteed attendance number or the actual number of guests served, whichever is greater. A minimum guarantee policy of 90% of the original expected number applies. If the guest count increases by more than 10% of the guarantee within 72 hours of the event, a per person surcharge will be added to the guest count variance.

Can I have a ceremony rehearsal prior to my wedding day?
Absolutely! Your Wedding Manager will schedule a complimentary ceremony rehearsal with you.
Please visit seaisland.com/wedding or email weddingdesigns@seaisland.com