



Sea Island[®]

RETREAT CLUBHOUSE
WEDDING PACKAGE
2022 & 2023



IT'S YOUR TIME, AND THERE'S NO BETTER PLACE.

Celebrate your special day at one of the Island's most beloved venues...

THE RETREAT BALLROOM.

With panoramic views of the Retreat golf course and access to the back patio and lawn, the multiple rooms comprising the Ballroom can be used in combination or separately for functions of varying size.

The wrap-around veranda and tent-able lawn add flexibility for your wedding events.

Venue Capacity

Strolling Reception: 250 guests

Plated Dinner: 175 guests

Tented Reception: 250+ guests





STROLLING RECEPTION

COCKTAIL HOUR

Raw Bar of Half Shell Oysters and Poached Wild-Caught Georgia Shrimp
Imported and Domestic Cheese Display with Seasonal Berries

DINNER BUFFET

Fresh and Seasonal Greens with Traditional Dressings
Scampi Chicken with Lemon Parsley Butter
Local Mahi, Smoked Tomato Jus
Smoked Prime Rib with Parker House Rolls and Horseradish Cream
Creamy Stone Ground Grits with Assorted "Toppings"
Grilled Vegetables with Shaved Parmesan, Garlic Rolls with Butter

A SWEET ENDING

Customized Wedding Cake

BEVERAGES

4 Hour Package Bar to Include:
Call Level Wines, Call Level Liquors, Imported and Domestic Beers,
Soft Drinks, Bottled and Sparkling Water, Iced Tea, Coffee

\$195.00 PER PERSON
\$2,500.00 SITE RENTAL FEE

Price subject to 25% gratuity and 6% sales tax

PLATED RECEPTION

COCKTAIL HOUR

Raw Bar of Half Shell Oysters and Poached Wild-Caught Georgia Shrimp

PLATED DINNER

Three Course Plated Meal
(Including Sea Island Wedding Cake)

A SWEET ENDING

Customized Wedding Cake

BEVERAGES

5 Hour Package Bar to Include:

Call Level Wines, Call Level Liquors, Imported and Domestic Beers,
Soft Drinks, Bottled and Sparkling Water, Iced Tea, Coffee

\$210.00 PER PERSON

\$2,500.00 SITE RENTAL FEE



Price subject to 25% gratuity and 6% sales tax

WEDDING CAKE

All cakes to be iced in Butter Cream.



THE SEA ISLAND SALTED TURTLE

Traditional Southern Pound Cake with Sea Salt Caramel Filling, Toasted Pecans, and Chocolate Chips

COASTAL DREAMING

California Almond Cake with Bittersweet Chocolate Truffle Ganache

STRAWBERRY SHORTCAKE

Vanilla Genoise Cake with Vanilla Pastry Cream and Fresh Strawberry Jam

SOUTHERN DECADENCE

Red Velvet Cake with Cream Cheese Filling

WHITE WEDDING

Vanilla Genoise Cake with Vanilla Pastry Cream

BLACK AND WHITE

Devil's Food Cake with Dark Chocolate Ganache

SOUTHERN COCONUT

Vanilla Genoise Cake with Coconut Buttercream, Vanilla Buttercream, and Coconut Flakes

RASPBERRY LEMON DROP

Lemoncello-Infused Vanilla Genoise Cake with Creamy Lemon Filling and Raspberry Preserves

Price subject to 25% gratuity and 6% sales tax

FREQUENTLY ASKED QUESTIONS

Are guest rooms available at Sea Island properties for my attendees?

Yes! Depending on room availability, a block of rooms can be added to your contract for the Inn at Sea Island. Your Sea Island Wedding Manager will assist you with your room block needs.

Can I bring in my own vendors?

All food and beverage must be provided by the Sea Island team, however décor may be brought in from other vendors. This translates to florals, any upgraded linens, upgraded chairs, lighting, and specialty rentals used in your event design. You are welcome to bring in your own ceremony and reception music, photographer, videographer, stationary, hair and makeup, and officiant. The Sea Island Wedding Team will also provide a list of preferred local vendors once you've contracted should you need assistance with the vendor selection process.

Do I need to hire an outside wedding planner?

Yes, an Outside Wedding Planner is required to host your event at the Sea Island Retreat Clubhouse. Your Outside Wedding Planner will be responsible for all vendors and for the overall management of the event throughout the planning process and during day-of-execution. The Outside Wedding Planner is to act as the liaison between their client and any outside vendors, including but not limited to your photographer, videographer, ceremony musicians, ceremony officiant, reception band, and hair & make-up artists. The Outside Wedding Planner is to act as the on-site contact for all outside vendors leading up to and throughout the duration of all wedding events.

When can I gain access to the Retreat Clubhouse?

Your room rental fee gives you a total of 12 hours from setup to breakdown.

FREQUENTLY ASKED QUESTIONS CONTINUED...

What is included in the site rental fee?

The \$2,500.00 site rental fee includes use of the Retreat Clubhouse which is comprised of the Music Room, Library, Ballroom Salons A-D and the Retreat Terrace. The rental comes with house banquet chairs, house white linens and round tables.

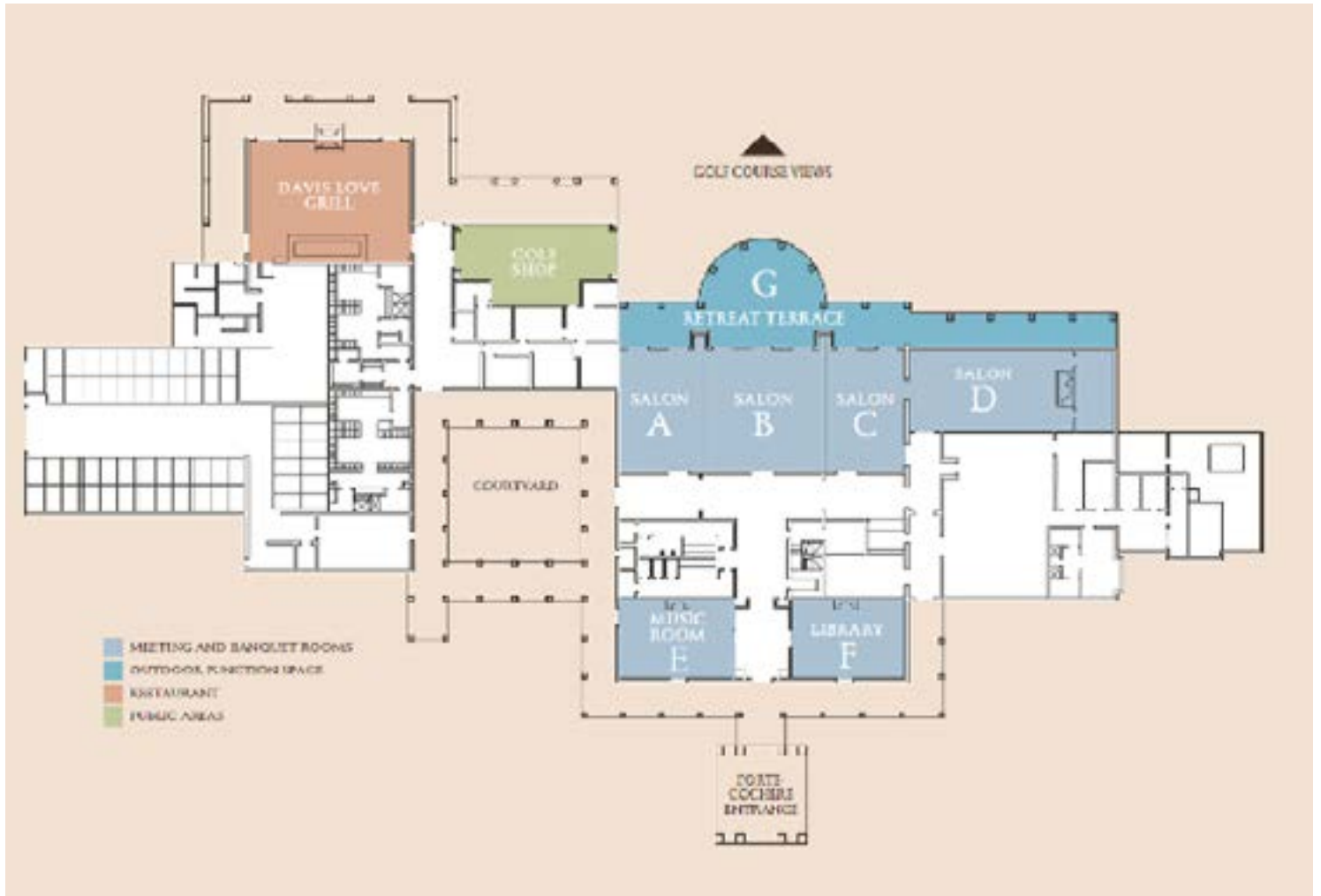
What will the planning process look like?

You will have two planning meetings prior to your big day! The first planning meeting is approximately 6 months prior to your wedding day. This meeting will consist of preliminary meetings between your Wedding Manager, Sea Island's Event Design Team, and Sea Island's Executive Pastry Chef with you and your Outside Wedding Planner to discuss your wedding details and vision. The second planning meeting is approximately 2 months prior to your wedding day. This is the time to make final plans for your wedding's Event Design (including linens and flowers), and day-of timeline. This meeting is hosted by your outside wedding planner.

Are we allowed to extend the time frame of our event?

The Retreat Clubhouse Wedding Package is a five hour event. If you wish to extend the time frame of your event, we are happy to do so! Following the completion of the five hour bar included in the package, beverages will then be charged on consumption.

FLOOR PLAN



RETREAT CLUBHOUSE SITE RENTAL INCLUDES:

MUSIC ROOM
LIBRARY
SALONS A - D
RETREAT TERRACE

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 and items are subject to change until confirmed on banquet event orders due to the market and availability. Sea Island, under any circumstances, does not allow food or beverage to be brought onto the property whether purchased or catered from outside sources.

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 3% over the final guarantee. A minimum guarantee policy of 80% of the original expected number applies.

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: 10:00 a.m. day of event*

GENERAL INFORMATION AND POLICIES CONTINUED...

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 11:00 a.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.

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.

**SAY "I DO"
BEGIN YOUR NEW CHAPTER WITH US!**

**TO BOOK THE RETREAT BALLROOM
FOR YOUR CELEBRATION,
PLEASE CALL THE SEA ISLAND WEDDING TEAM
(912) 634-4422**

