



## WEDDING FACT SHEET

*We understand that planning your wedding can be an exciting and challenging endeavor. To better assist you during the planning process, we have created a list of items to help you plan the perfect wedding with us.*

### **INQUIRY**

You are welcome to use our request proposal form located on the wedding pages of our website, [www.thewillcox.com](http://www.thewillcox.com), to make an inquiry about our availability or for any further questions you may have. Feel free to give us a call at 803-648-1898 and our Catering and Events Manager will be happy to answer your questions.

### **SITE VISIT**

An important part in selecting the ideal venue for your event is a personalized site visit. These are available by appointment only. If our services and pricing match what you are looking for in a venue, please contact our Catering and Events Manager to schedule a site visit. During this personalized visit, you will get a chance to walk through your ideal wedding layout, tour any available guest rooms and discuss venue details with our in-house coordinator.

### **ADDITIONAL EVENTS**

The Willcox Catering Department not only provides onsite catering, but also offers offsite catering at various venues throughout Aiken. The size of your party will help to determine which locations would be the best fit for your event. Once you have determined your guest count, contact our Catering and Events Manager who can further assist you with all planning details. Learn more about different venues on our website.

### **RESERVING A DATE**

To reserve a date, you must contact our Catering and Events Manager with a preferred venue location and date. If available, our Catering and Events Manager will send you a contract which would need to be returned within ten business days along with a non-refundable deposit. This non-refundable deposit amount varies depending on which wedding package you choose.

### **TAX & SERVICE CHARGE**

A service charge of 20% is added to all food and beverage totals. South Carolina sales tax is 9% and liquor tax is 14%.

## **GUESTS ROOM BLOCKS**

The Willcox is a boutique hotel offering twenty-three guest rooms and suites, as well as several vacation rentals within walking distance of the hotel. If you are having an event with us, we would be happy to reserve a block of rooms for your guests. Our “Exclusively Yours” wedding packages does require all twenty-three guest rooms to be reserved. Our Catering and Events Manager will be happy to speak with you further about guests’ room block guidelines.

## **OUTSIDE FOOD**

All food served at functions associated with event spaces must be provided, prepared, and served by The Willcox. The only exception to this rule is for wedding cakes, which may be provided by a baker of your choice.

## **BEVERAGE POLICIES**

For alcoholic beverages, the State Division of Alcoholic Beverages and Tobacco regulates the sale and service of all alcoholic beverages. The Willcox is responsible for the administration of such regulations. Therefore, it is our policy that no outside alcoholic beverages be brought into any of the public spaces of The Willcox for any conference or function. Guests under twenty-one years of age are not permitted to drink alcohol anywhere on the properties. The Willcox reserves the right to refuse alcohol service to any person who becomes intoxicated.

## **MENU PLANNING**

Our Catering and Events Manager, as well as our culinary team, will work with you closely to put together a wedding day menu that will deliciously represent your personal preferences. Although we have standard offerings on our catering menus, we are not limited to these and can create customized options if desired. All food and beverage selections should be received no later than two weeks prior to the event function date. Once selections are completed, our Catering and Events Manager will create the banquet event order and send you a copy for approval.

## **REHEARSAL DINNER & WELCOME PARTIES**

We are happy to discuss rehearsal dinner options at any point. We can offer everything from a casual barbeque to a formal dining experience. Hosting a welcome party for all your guests can be as simple as light hors d’oeuvres or desserts out by our bistro lit pool, or music with dancing at a historic plantation. Whatever you decide we will work with you to make this a beautiful and relaxing time to celebrate with loved ones. Additionally, we are happy to help you plan your bridal luncheon, a day of boxed lunches and shooting for the groom’s men, or a farewell brunch to send all your guests off.

## **TASTINGS**

Menu tastings are offered for groups over fifty guests that are under contract and have a tentative menu decided. All tastings are prepared for two people, with up to four menu items and do not include any carved or stationed meats. Additional guests are allowed but are subject to “per person” charges. Tastings must be confirmed in advance and may not be scheduled during dinner rush hours unless special arrangements have been arranged. Tastings can only be scheduled in the timeframe of four months or less to your event date. Please speak with your Catering and Events Manager before confirming your travel plans. Please note some menu substitutions may occur for the Tasting if you have created a customized menu. The Willcox will be happy to provide vendor meals. All vendor counts and selections would need to be finalized

along with the guest counts two weeks prior to the event date. Please ask our Catering and Events Manager about what options we have for vendor meals.

## **ADDITIONAL RENTALS**

The Willcox is a charming historic building, but to create your dream wedding additional rental items may need to be secured. From dance floors, or specialty tables and ceremony chairs, to custom tableware and linen, we will be happy to work with you and our rental company to help bring all the elements together to create the perfect day. Offsite venues in all cases will require rentals.

## **TENTING**

Since many of our venue locations are located outdoors a rain back-up plan is required through Allstar Tents and Events. You are welcome to secure the tent yourself, however, The Willcox requires approval of all orders and contracts between the client and Allstar Tents and Events. Please note set up and breakdown times of tents must be approved by The Willcox. Tents must be removed on the day following your event unless other arrangements are arranged. Weekend set up and breakdown may require additional fees with the rental company.

## **WEDDING COORDINATION**

For all weddings taking place on The Willcox property our in-house wedding and event planner can assist with on-site, day-of coordinating. Should you require additional assistance with coordinating meetings and securing your vendors, we recommend you retain the services of a professional wedding planner. We will work with you and/or your planner to ensure every detail of your wedding is carried out to your wishes.

## **VENDORS**

The Willcox is happy to provide a list of preferred local vendors from photographers to floral designers. You are welcome to work with any professional vendor of your choosing, but The Willcox requires any vendors not on the list, be approved in advance. We require that all vendors coordinate directly with our Catering and Events Manager at least two weeks prior to your event to make sure all requirements are met. A set up and breakdown time will be provided to all vendors contracted for events at The Willcox. Vendors are responsible for all set up and breakdown of any equipment, floral or items brought in for your event.

## **TIMELINE**

As we progress in the planning process, we will discuss the details of timing for the overall occasion. This will include ceremony/rehearsal planning for the previous day, time of ceremony, cocktail hour, transition to dining, cake, toasts, special dances, to bar closing.

## **FINAL GUEST NUMBERS**

The final number of guests is due to our Catering and Events Manager fourteen days before the event and must be at least 80% of the estimated number. It is important to specify in this final number how many are adults, children between seven and twelve years old, children six years old and under, and vendor meals. The final number of guests will determine our final staffing arrangements, food ordering, and your final invoice.

## **ADDITIONAL INFORMATION**

The throwing of rice or glitter is prohibited on the grounds of The Willcox or any of our exclusive event venues. Birdseed, flower petals, and sparklers (outside only) are all acceptable for wedding departures when organized through our Catering and Events Manager. Self-parking for the hotel is in front of the hotel, on Newberry Street, and across the street at the public library. Valet parking can be provided at a service fee expense.

All amplified and outdoor events must conclude by 10pm. If you have selected the “Exclusively Yours” wedding package, a cash bar can be provided for one hour after your bar package concludes.

Cake cutting is provided at no additional charge. Please have your baker provide a cake stand for your cake display, and extra cake boxes for any leftover cake. We will be happy to provide the toasting flute and cake knife for your use with advanced notice.

## **AIKEN ACTIVITIES**

During your guests stay, they may want to partake in the unique activities that Aiken has to offer. Ask our Catering and Events Manager about arranging activities for your guest. These activities can range from a Trolley Tour of Aiken, a guided walk through Hitchcock Woods with an Expert Naturalist, outdoor yoga, a day of shooting at the Wild Turkey Federation, polo lessons, and more.