

rehearsal ceremony afternoon evening enhancements brunch our hotel

Charleston Marriott Town Center  
200 Lee Street East  
Charleston | West Virginia | 25301  
Phone 304.353.3600 | Fax 304.353.3720  
[www.charlestonmarriottweddings.com](http://www.charlestonmarriottweddings.com)

Charleston Marriott Town Center | 200 Lee Street East, Charleston, West Virginia, 25301 | 304.353.3600



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# relax

and enjoy

Our award winning chefs will work with you to create a wonderful dinner for family and friends. We'll handle all of the details so you can relax before your special day.



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## *Practice Makes Perfect*

Special days require planning. Our Certified Wedding Planners can help you decide what traditions and customs work best for you. We are here to make your rehearsal as fun and exciting as possible.

After your rehearsal, let us help you plan a dinner for your families, friends and loved ones. Speak with a Sales Manager to book one of our Banquet Rooms. They can check space and send you our Banquet Event Menus. If the Whitewater Grille is more your style, your Event Manager can put you in touch with a Restaurant Manager to book your rehearsal dinner. Whatever your desire, we can make it happen for you.



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it's about  
**tradition**

We can accommodate every wish and family tradition for your ceremony, offering spectacular venues to make your wedding fairy tale perfect.



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## *Creating Memories to Last a Lifetime*

Congratulations and Best Wishes on your engagement! We are delighted that you are considering the Charleston Marriott Town Center for your wedding festivities.

A wedding is a special event, one that should reflect the personal desires of the bride and groom, and create memories that will last a lifetime. We would like to meet with you personally to discuss everything you've dreamed of for your special day.

Our Wedding Packages are enclosed to help you begin planning. We also offer assistance with selecting a florist, photographer, baker and entertainment. Please do not forget to inquire about arrangements for your Rehearsal Dinner and our Sunday Breakfast Buffet.

The Staff at the Charleston Marriott Town Center will do everything possible to assist you during the exciting planning stages of your wedding. All of our Event Managers are Marriott Certified Wedding Planners. They will work closely with you to understand your vision, traditions, style and taste. Bring us your vision and let us show you its realization.

From intimate to extravagant, traditional to unexpected, we are at your service and dedicated to creating an unforgettable wedding experience that is uniquely yours.



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# taste and style

Your celebration may include a champagne brunch, bountiful lunch buffet or more formal sit down lunch. Whichever you choose, our wedding event planners will help you fashion a fantastic menu that you and your guests will savor.



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### *All Wedding Packages Include the Following*

Overnight accommodations the evening of the reception for the Bride and Groom

A special group rate for overnight guestrooms the weekend of your wedding, based on availability

A customized website with details of your wedding weekend

Complete Table Top Settings (Linen, China, Glass, Silver, etc.)

Complimentary Champagne or Sparkling Cider Toast

Punch during the Reception; Coffee, Decaf and Tea during the Meal

Cake Cutting Service

Place Card and Favor Placement

Votive Candle and Mirror Tile Table Accents

Hurricane Globe and White Pillar Candle Centerpieces

Custom Sized Wood Parquet Dance Floor

Head Table, Raised or on the Floor

### *Additional Extra Touches*

Specialty Table Linen

Chair Covers

Ice Sculptures

Specialty Lighting Features

Amenity Delivery



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# experience

with sensitivity

When it comes to tying the knot, Marriott Certified Wedding Planners are an important part of your special day. Our expert wedding event planners provide complimentary services, handling all of the event details and working closely with you and your wedding planner to ensure the perfect wedding.



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## *The Hors D'oeuvres Package*

### *Reception Items (1 hour duration)*

Cheese Display with Assorted Crackers  
Market Vegetables with Creamy Ranch Dip  
Fresh Seasonal Fruit with Yogurt Dip  
Golden Citrus Wedding Punch

### *Beverages*

Freshly Brewed Coffee, Decaffeinated Coffee, Assorted Hot Tea, Iced Tea

### *Pasta Station*

Mushroom Ravioli ala Betola Sauce  
Rigatoni Bolognese- Spicy Tomato Meat Sauce and Romano Cheese  
Penne with Broccoli and Sliced Garlic

Make your Pasta Station an action station for an additional \$90 Chef's fee.

### *Carving Station (choose one)*

House Roasted Breast of Turkey with Herbed Mayonnaise and Rolls  
Virginia Honey Baked Ham with Assorted Mustards and Rolls  
Top Round of Beef with Horseradish Sauce and Rolls



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## *The Hors D'oeuvres Package Continued*

### *Hors d'Oeuvres (choose four)*

(2 Pieces Per Person)

Spanakopita

Vegetarian Spring Rolls

Spinach Stuffed Mushroom Caps

BBQ Meatballs

Potato Bites Loaded with Bacon, Chives, Cheddar Cheese, Sour Cream

Mini Beef and Black Bean Chimichangas

Chicken Fingers with Honey Mustard

Beef Brisket Sliders on Buttermilk Biscuits

Spicy Buffalo Wings with Celery and Blue Cheese Dressing

Deviled Eggs

Vegetable Shooters

Tomato and Mozzarella Bites

Prosciutto Wrapped Broccolini

Cashew Chicken Salad and Olive Tapenade Crostini

Smoked Salmon Canapés

Shrimp Cocktail Shooters

Scallops Wrapped in Bacon

Mini Crab Cakes with Spicy Remoulade

*\$40.00 Per Person*

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## *The Plated Wedding Package*

### *Reception Items (1 hour duration)*

Cheese Display with Assorted Crackers

Market Vegetables with Creamy Ranch Dip

Fresh Seasonal Fruit with Yogurt Dip

Golden Citrus Wedding Punch

### *Choice of One Salad*

The Wedge- iceberg lettuce with bleu cheese, bacon, red onion and tomato

Caesar Salad- romaine, parmesan cheese, croutons and roasted peppers

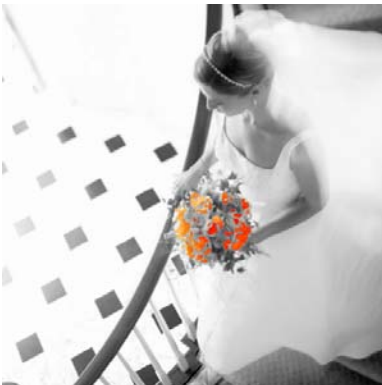
Garden Salad- mixed greens, tomatoes, cucumbers, radish, carrots and black olives

Caprese Salad- tomato, mozzarella, kalamata olives, capers and fresh basil

### *Intermezzo*

Lemon Sorbet

Hand Made Sorbet with Choice of Flavor (Add \$1.00 Per Person)



*Joy*  
YOUR DREAM WEDDING<sup>SM</sup>

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## *The Plated Wedding Package Continued*

### *Choice of One or Two Entrees*

Filet Mignon with Madera Steak Butter, Mashed Potatoes and Creamed Spinach

NY Strip with Garlic Scallion Butter, Polenta, Mushrooms, and Asparagus  
Salmon with Mustard and Fresh Dill Cream, Fingerling Potatoes and Green Beans

Grouper with Pesto, Potatoes O'Brien and Sautéed Beans and Carrots

Crab Cakes with Herb Risotto, Broccoli and Roasted Peppers

Bacon Wrapped Crab Stuffed Shrimp with Potatoes, Broccoli and Roasted Peppers

Herb Demi-Glace Chicken wrapped in Bacon with Spinach, Mushroom, and Mashed Potatoes

Herb Demi-Glace Chicken with Lentil, Rice Pilaf and Sautéed Mushrooms

Plated Entrees Include Assorted Rolls with Butter, Coffee and Tea Service

*One Entrée \$52.00 Per Person*

*Combination of Two Entrees \$62.00 Per Person*

All prices are subject to a 21% Taxable Service Charge and Current Sales Tax



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## *The Buffet Package*

### *Reception Items (1 hour duration)*

- Cheese Display with Assorted Crackers
- Market Vegetables with Creamy Ranch Dip
- Fresh Seasonal Fruit with Yogurt Dip
- Golden Citrus Wedding Punch

### *Choice of Two Salads*

- The Wedge- iceberg lettuce with bleu cheese, bacon, red onion and tomato
- Caesar Salad- romaine, parmesan cheese, croutons and roasted peppers
- Garden Salad- mixed greens, tomatoes, cucumbers, radish, carrots and black olives
- Caprese Salad- tomato, mozzarella, kalamata olives, capers and fresh basil
- Hummus, Pita Chips and Celery
- Potato, Macaroni OR Pasta Salad

### *Choice of Two Starch Accompaniments*

- Butter Roasted New Potatoes
- Creamy Scallop Potatoes
- Buttermilk Whipped Potatoes
- Jasmine Rice



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### *The Buffet Package Continued*

#### *Choice of Two Vegetable Accompaniments*

Seasonal Vegetable Medley

Glazed Carrots

Green Beans with Garlic

Broccoli with Butter

Sautéed Asparagus

#### *Choice of Two or Three Entrees*

Penne Pasta with Chicken, Broccoli, Cherry Tomatoes, Fresh Garlic, Lemon and Olive Oil

Beef Lasagna

Mushroom Ravioli in ala Betola Sauce

Chipotle BBQ Glazed Salmon with Cucumber Tomato Relish

Pan Fried Pork Chops with Apple Cider and Onion Gravy

Citrus Brine Chicken with Citrus Chive Beurre Blanc

Blackened Chicken Breast with Mango, Tomato, Onion and Black Bean Salsa

\*Buffets Include Assorted Rolls with Butter, Coffee and Tea Service

*Two Entrees \$52.00 Per Person*

*Three Entrees \$58.00 Per Person*

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*Top Shelf Standard Open Bar*

*Hosted for the First Hour | \$25.00 per person*

*Each Additional Hour | \$12.50 per person*

**Top Shelf Standard Brands include:** Jack Daniel's, Canadian Club, Dewar's, Beefeater, Bicardi Superior, Maker's Mark, Korbel, Captain Morgan Original Spice, Smirnoff and Jose Cuervo Especial Gold

**Wines to include:** B.V. Chardonnay, B.V. Cabernet and Beringer White Zinfandel

**Beers to include:** Budweiser, Bud Light, Michelob Ultra, Heineken, Corona, Corona Light, Sam Adams Lager, Landshark and O'Douls

Pepsi Soft Drinks and Bottled Water

*Gold Standard Open Bar*

*Hosted for the First Hour | \$20.00 per person*

*Each Additional Hour | \$10.00 per person*

**Gold Standard Brands to include:** Jim Beam, Canadian Club, Grant's, Gordon's Gin, Gordon's Vodka, Cruzan Aged Light Rum, Jose Cuervo Especial Gold and Korbel

**Wines to include:** Stone Cellars Chardonnay, Stone Cellars Cabernet and Beringer White Zinfandel

**Beers to include:** Budweiser, Bud Light, Michelob Ultra, Heineken, Sam Adams Lager, Landshark and O'Douls

Pepsi Soft Drinks and Bottled Water



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*Host Bar*

Bartender Fee of \$90.00 per 75 people	
Top Shelf	\$6.50
Gold Standard	\$5.50
House Wine	\$6.50
Imported Beer	\$5.00
Domestic Beer	\$4.00
Soft Drinks	\$2.95
Bottled Water	\$2.95

*Cash Bar*

Bartender Fee of \$90.00 per 75 people	
Top Shelf	\$7.00
Gold Standard	\$5.75
House Wine	\$6.50
Imported Beer	\$5.00
Domestic Beer	\$4.00
Soft Drinks	\$3.00
Bottled Water	\$3.00

Open and Host Bar prices are subject to a 21% Taxable Service Charge and Current Sales Tax

Cash Bar prices are inclusive of Service Charge and Sales Tax



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# unique details

We offer unparalleled services that your guests will appreciate, from spacious guestrooms to private pre-reception areas, breathtaking indoor and outdoor ceremony venues and specialty linens and chair covers, as well as many other wedding extras such as distinctively designed place cards, cake boxes and guest books. Marriott can create a day that's special for everyone.



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### *Decorative Lighting*

Uplights with Colored Gels	\$45.00 each
Lighted Standard Gobos(Wedding Rings)	\$100.00 each
Lighted Custom Gobos(Couple's Name)	\$150.00 each
Lighted Dance Floor	\$100.00
Lighted Buffet Tables(Twinkle Lights)	\$50.00 per table

### *Decorative Linen*

Chair Covers starting at	\$5.00 per chair
Chair Covers with Sashes starting at	\$9.00 per chair
Specialty Colored Napkins starting at	\$2.00 each
Specialty Linens	per quote
Pipe and Drape (Black or White)	\$10.00 per foot

### *Enhancements*

Chocolate Fountain with Dipping Items	\$9.95 per person
Holding Room for the Couple	per quote
Water Fountains starting at	\$25.00 each
Ice Carvings starting at	\$350.00 each
Bubble Machine starting at	\$75.00 each
Balloons	per quote
Sugared Glasses	\$2.00 per glass



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## *Preferred Vendors*

### *Florists*

Charleston Cut Flowers	304-346-0645
Food Among the Flowers	304-345-7994
Walker's Fine Flowers	304-346-7622

### *Balloons*

Brecker's Balloon Heaven	304-346-1138
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### *Bakers*

A Piece of Cake (Angie)	304-744-4447
Spring Hill Bakery (Robin)	304-768-7397

### *DJs*

Charlie Cooper	304-744-0022
Ed Roberts	304-549-4496
Thunder Productions (Neil)	304-776-6469
Bill Shahan	304-415-5489

### *Attire*

English Rose Bridal and Formal	304-925-9060
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## *Preferred Vendors Continued*

### *Bands*

Big Planet Soul	304-727-2255
Santa Cruz (Judy)	304-345-8782

### *Pianists*

Bob Mandt	304-776-2297
Bob Thompson	304-776-7389
Newton Hendricks	304-380-6689

### *Photographers*

Daniel McQuide Photography	304-730-5500
Michael Bell Photography	304-776-4297
Michael Hall Photography	304-768-2000
MW Studios	304-345-3674

### *Limousines*

Chandler Limousine	304-345-5434
Hickory Limousine	304-345-2727

### *Favors/Gift Baskets*

Holl's Chocolates	304-295-6576
Perdue Grocery	304-345-4873



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### *Preferred Vendors Continued*

#### *Party Supplies/Rentals*

A to Z Rental	304-998-7738
Celebrations	304-744-8854
H&H Enterprises	304-727-2104
Party King	304-744-5201
Party Palace	304-925-2844

#### *Nanny Services*

Capitol Nannies	304-757-1298
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#### *Audio Visual/Event Productions*

Admix Broadcasting	304-744-0022
American Technology Rentals	304-586-2804
Event Production	304-347-9696



#### *Calligraphy*

Polly Kidd	304-768-6611
Terry Quentrill	304-722-5685

#### *Videography*

Someday Video Productions	304-720-8273
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# distinctive touches

We take great pride in providing exceptional food and drink, service and atmosphere. We offer many services to make wedding receptions special, such as great wine selections, distinctive menus, unique ice carvings, beautiful floral displays and dramatic lighting. It's your wedding reception... and our opportunity to impress you.



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### *Breakfast Buffet*

Sliced Seasonal Fruits with Yogurt Dressing

Housemade Muffins

White and Wheat Bread with butter, Preserves, Honey and Peanut Butter

Scrambled Eggs

Crisp Bacon

Sausage Links

Fried Breakfast Potatoes

Choice of Oatmeal OR Assorted Cereals with Milk

Orange Juice

Fresh Coffee, Decaffeinated Coffee and Assorted Teas

*\$17.00 per person*

### *Enhancements Made to Order*

*\$4.00 per person*

Berry Granola Parfait

Country Pork and Cheddar Biscuits

Texas Style French Toast with Syrup

Biscuits and Sausage Gravy

Baked Cinnamon Apples

Grits

*\$6.00 per person*

Omelet Station\*

Fresh Waffle Station\*

\*Attendant Fee \$90.00



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# romance and memories

The ceremony and reception are just the beginning. Let the romance continue. Imagine a gorgeous honeymoon suite with champagne, chocolate covered strawberries and breakfast in bed. Choose from our romantic honeymoon packages, available at more than 2,500 hotels and resorts worldwide for a unique destination wedding.



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## *Catering Information*

### *Initial Deposit and Payments*

A non-refundable deposit accompanied by a signed contract is required to hold space and make your reservations definite. Amount of deposit is dependent on the space being held. The estimated final balance and final guest count will be due three(3) business days prior to the function. A credit card and signed authorization form is required on the day of the function for any charges incurred the day of the function (such as bar or corkage fees).

### *Guarantees*

The Guaranteed number of guests must be given to the Event Manager by 12 noon, three (3) business days prior to the contracted function. This guaranteed number is not subject to reduction. If this guarantee is not received, the expected number of guests given on the signed contract will be used. We will prepare for three percent(3%) over the guaranteed number of guests.



### *Service Charge & Sales Tax*

All prices are subject to a 21% Taxable Service Charge & 6% State Sales Tax.

### *Parking*

Self-Parking is located adjacent to the Hotel for \$10.00 each entry. Hosted parking may be pre-purchased and added to the master account.



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### *Food and Beverage Policy*

All food and beverage must be provided by and consumed at the Charleston Marriott Town Center or a contracted off-site location. Food items are not permitted to leave the function area upon completion of the event. Due to our liquor license, all alcoholic beverages served in the Hotel's public space must be dispensed by Hotel servers and bartenders. The Hotel reserves the right to refuse service to any guest who is unable to provide proof of their age or appears intoxicated.

### *Use of Outside Vendors*

Prior to securing Outside Vendors that will provide goods or services at the Hotel, you are required to confirm with The Charleston Marriott Town Center that they are approved vendors. The Hotel reserves the right to prohibit vendors from working in the hotel. The Charleston Marriott Town Center reserves the right to adjust the volume levels on all sound equipment when deemed necessary in matters of disturbances to other guests. Outside Vendors who provide any goods or services at the Hotel during the event are required to provide the Hotel with a copy of the vendor's Liability Insurance Certificate insuring a minimum amount of \$5,000,000.00 per occurrence.

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### *Decorations*

We will place your favors and place cards for you as part of the package. A \$250.00 fee will be assessed if damage to hotel property occurs or glitter, confetti, extensive balloon debris or candle wax is left for the Hotel to clean up. Advise your Event Manager of any requests to decorate the facility. All decorations are subject to safety requirements of the local fire codes.

### *Chef Attendants*

If you choose to upgrade your reception with culinary action stations, chef attendants are required at these stations to assist your guests. There is a \$90.00 charge per attendant per 100 guests.

### *Bars/Bartenders*

We plan for one bartender for every 75 guests at \$90.00 per bartender. If you choose an Open Bar package, the bartender fees are waived.

### *Gift Bags/Baskets*

The Hotel will be delighted to hand out gifts to your guests staying with us as they check in at the Front Desk. We can deliver these bags to your guest's rooms after check-in for a fee of \$2.00 per room.

### *Centerpieces*

The Hotel will provide one mirrored tile, two votive candles and one hurricane globe with a white pillar candle for each guest table. You may use these items in full or in part to compliment centerpieces you may be providing.



