



# INFINITELY YOU

UNFORGETTABLE INSPIRED BY YOU

CHARLESTON MARRIOTT TOWN CENTER

200 LEE STREET EAST, CHARLESTON WV 25301  
T 304.345.6500 | F 304.353.3720  
[CharlestonMarriottTownCenter.com](http://CharlestonMarriottTownCenter.com)



MARRIOTT  
CHARLESTON  
TOWN CENTER

## CONGRATULATIONS ON YOUR ENGAGEMENT!

We are so excited that you are considering the Charleston Marriott Town Center for your upcoming wedding festivities.

Your wedding is a memory you will cherish forever & we are ready to go above & beyond to ensure your day is everything you've ever dreamed it would be. Our simple, sweet, traditional wedding packages offer you all the elements of a big, expensive wedding at an affordable price.

Our Certified Wedding Planners will help orchestrate your vision by carefully executing all of the details.

Your guests will love our convenient, downtown location in the heart of historic Charleston. Our event spaces offer the perfect spot for gathering, eating, & socializing. You will find our sleeping rooms are thoughtfully inspired with uncompromising comfort for a great night's sleep.

We have everything you & your guests need for a memorable stay & an unforgettable wedding. I look forward to partnering with you to create your perfect day!

Sincerely,

Noel Whittington-McCrae

Noel Whittington-McCrae  
Charleston Marriott Town Center  
Catering Sales | Event Manager  
O 304.353.3681

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## OUR MISSION

LET US BRING YOUR SPECIAL DAY TO LIFE AT THE CHARLESTON MARRIOTT TOWN CENTER. OUR EXPERTS WILL GO ABOVE & BEYOND TO MAKE YOUR VISION, YOUR TASTES, YOUR DREAMS COME TRUE FOR AN UNFORGETTABLE HAPPILY EVER AFTER THAT EXCEEDS EVERY EXPECTATION.

## WEDDING RECEPTION PACKAGES

### Option 1 – Gold

Plated \$60.00 per Person

3 Entrée Buffet \$62.00 per Person

- One Hour Beer & Wine Bar during Reception with Cheese Display
- Choice of 2 additional Hors d' Oeuvres:
  - Mini Biscuit & Country Ham Slider
  - Mini Pulled Pork Slider
  - Market Vegetable Crudit  Shooter: Choice of Hummus, Onion Dip, or Buttermilk Ranch
  - Antipasto Skewer
  - Grape and Brie Crostini
  - Fresh Fruit Skewer
  - Tomato, Mozzarella, & Basil Skewer
- Classic White Tablecloths with Specialty Colored Napkins & Cake Table Linen
- Table Decor
- Custom Room Set: Stage, Dance Floor, Head Table, Favor Table, Gift Table
- Complimentary Champagne or Sparkling Cider Toast for all Guests
- Wedding Cake Cutting Service
- Complimentary Tasting for up to 6 People
- Complimentary Overnight Accommodations for the Newlyweds on the Wedding Night
- Complimentary Overnight Accommodations for the Parents of the Newlyweds on the Wedding Night
- Special Sleeping Room Rate to include Breakfast & Parking (Weekend of Wedding, Based on Availability)
- Complimentary Parking for all Guests
- Marriott Bonvoy™ Rewards Points
- Marriott Certified Wedding Event Manager to assist with Detailing your Day

### Option 2 – Silver

Plated \$47.00 per Person

2 Entrée Buffet \$50.00 per Person

- Wedding Punch and Cheese Display
- Classic White Tablecloths with Specialty Colored Napkins & Cake Table Linen
- Table Decor
- Custom Room Set: Stage, Dance Floor, Head Table, Favor Table, Gift Table
- Complimentary Champagne or Sparkling Cider Toast for all Guests
- Wedding Cake Cutting Service
- Complimentary Tasting for up to 6 People
- Complimentary Overnight Accommodations for the Newlyweds on the Wedding Night
- Complimentary Overnight Accommodations for the Parents of the Newlyweds on the Wedding Night
- Special Sleeping Room Rate to include Breakfast & Parking (Weekend of Wedding, Based on Availability)
- Complimentary Parking for all Guests
- Marriott Bonvoy™ Rewards Points
- Marriott Certified Wedding Event Manager to assist with Detailing your Day

All Prices are Subject to a 23% Taxable Service Charge and Current Sales Tax

## WEDDING PACKAGES

### Option 3 – Intimate Wedding Gathering

Plated \$38.00 per Person

Max of 50 Guests

- Hotel Table Décor: Gold Chargers, White Tablecloths, White Napkins, Greenery with Gold Accents, & Gold Chiavari Chairs,
- Plated 3 Entrée Meal: Salad, Entrée, & Choice of Chocolate or Vanilla Sheet Cake
- Complimentary Champagne or Sparkling Cider Toast for all Guests
- Complimentary Tasting for up to 6 People
- Complimentary Overnight Accommodations for the Newlyweds on the Wedding Night
- Special Sleeping Room Rate to include Breakfast & Parking (Weekend of Wedding, Based on Availability)
- Complimentary Parking for all Guests
- Marriott Bonvoy™ Rewards Points
- Marriott Certified Wedding Event Manager to assist with Detailing your Day



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## RECEPTION **Plated Dinner**

All Plated Dinners Feature: Freshly Brewed Starbucks Regular & Decaffeinated Coffee & an Assortment of TAZO Teas & Assorted Rolls with Butter.

### **SALADS – Select One**

Caesar

Chopped Romaine Hearts, Shaved Parmesan,  
Croutons, with Caesar Dressing

Mixed Greens

Shaved Vegetables, Walnuts with WV Blackberry Roasted Pork Loin  
Vinaigrette

Mixed Beans Salad

WV Apple Waldorf Salad

Spinach, Chopped WV Apples, Celery, Grapes,  
Walnuts, with Waldorf Dressing

Pasta Salad

Rotini, Roasted Tomatoes, Cucumbers,  
Mozzarella Cheese, with Vinaigrette

### **SIDES – Select Two**

Whipped Potatoes

Roasted Potatoes

Polenta

Risotto

Rice Pilaf

Broccoli

Corn Succotash

Vegetable Medley

### **ENTRÉES – Select One\***

Seared Chicken

with Roasted Onion Demi

Southern Fried Chicken

Roasted Pork Loin

with WV Golden Delicious Apple Chutney

Pulled Pork

Hardwood Smoked Brisket

Braised Short Ribs

with Caramelized Pearl Onions & Red Wine  
Sauce

Grilled Salmon

with Lemon Cream Dill Sauce

Filet Mignon *(additional fees apply)*

*\*Special Meals available upon Request*

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## RECEPTION Dinner Buffet

All Dinner Buffets Feature: Freshly Brewed Starbucks Regular & Decaffeinated Coffee & an Assortment of TAZO Teas & Assorted Rolls with Butter.

### SALADS – Select Two

Caesar

Chopped Romaine Hearts, Shaved Parmesan, Croutons, with Caesar Dressing

Mixed Greens

Shaved Vegetables, Walnuts with WV Blackberry Vinaigrette

Mixed Beans Salad

WV Apple Waldorf Salad

Spinach, Chopped WV Apples, Celery, Grapes, Walnuts, with Waldorf Dressing

Pasta Salad

Rotini, Roasted Tomatoes, Cucumbers, Mozzarella Cheese, with Vinaigrette

### SIDES – Select Two

Whipped Potatoes

Roasted Potatoes

Rice Pilaf

Broccoli

Corn Succotash

Vegetable Medley

### ENTRÉES – Select Two (Option 2) or Three (Option 1)

Creamy Pesto Pasta Primavera

with Fresh Sautéed Seasonal Vegetables

Seared Chicken

with Roasted Onion Demi

Southern Fried Chicken

Roasted Pork Loin

with WV Golden Delicious Apply Chutney

Pulled Pork

Hardwood Smoked Brisket

Braised Short Ribs

with Caramelized Pearl Onions & Red Wine Sauce

Grilled Flank Steak

with Port Wine Demi

Grilled Salmon

with Lemon Cream Dill Sauce



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## PACKAGE BAR

### CASH BAR – Priced per Drink

Call Brands	9
Well Brands	8
Domestic Beer	5
Specialty Beer	5
Wine	8
Soft Drinks	3
Bottled Water	3
Cordials	8

### HOSTED BAR – Priced per Drink

Call Brands	8
Well Brands	7
Domestic Beer	4
Specialty Beer	5
Wine	7
Soft Drinks	3
Bottled Water	3
Cordials	7

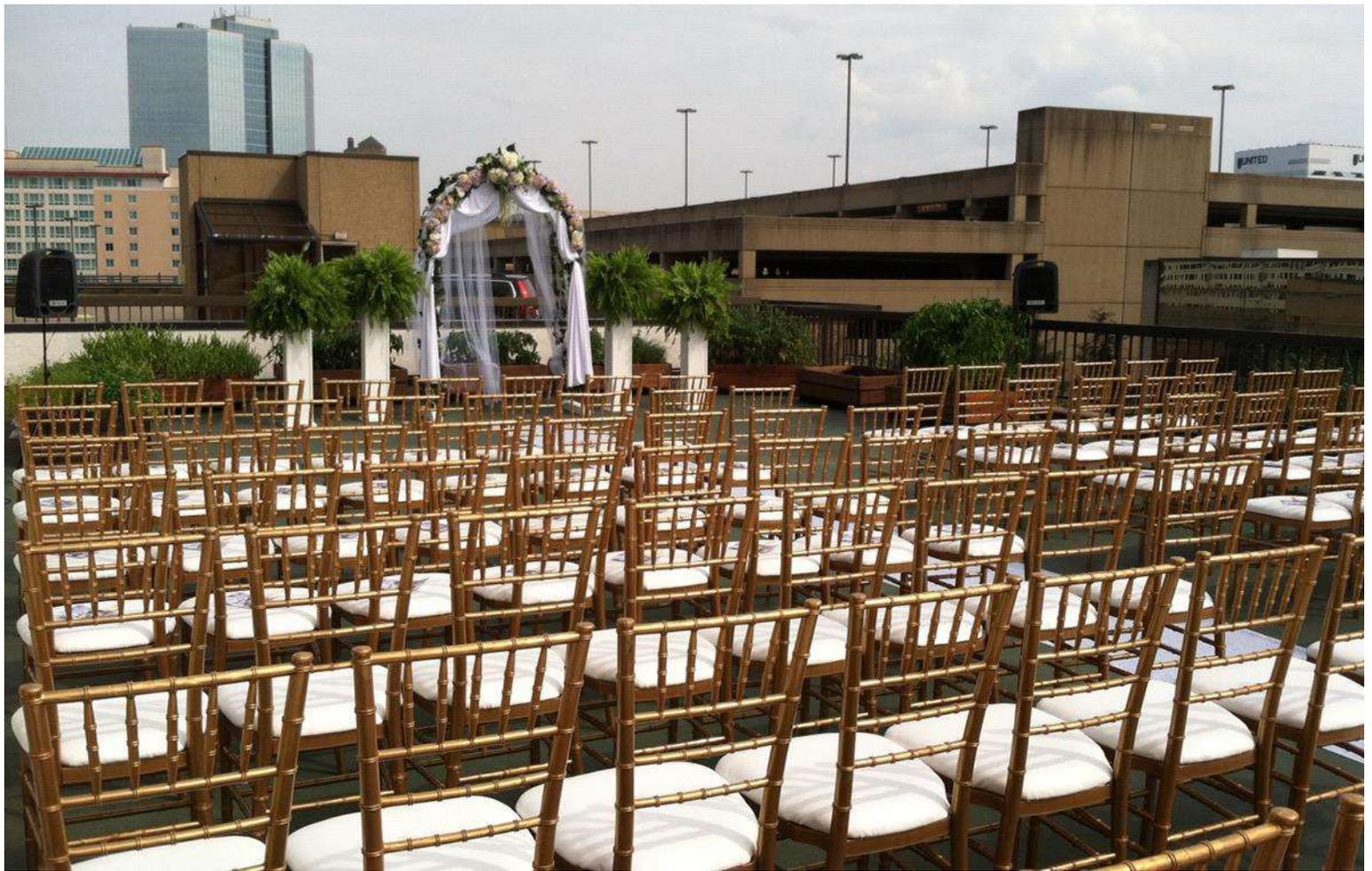
### PACKAGED BAR – Priced per Guest

Call Brands for First Hour	18
Each Additional Hours	8
Well Brands for First Hours	16
Each Additional Hour	8

Bartender Fee \$90 per attendant for  
1 Bartender per 75 guests



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## CEREMONY PACKAGE ADD-ON

Whether a more Traditional walk down the Aisle or a One-of-a-Kind Ceremony created by You the Charleston Marriott Town Center would Be honored to host your Wedding Ceremony along with your Reception. We offer outdoor Ceremonies on our Rooftop Terrace as well as Ceremonies in our beautifully appointed Ballrooms.

- Event Space (Indoors or Outdoors)
- Staging
- Chairs & Tables
- Set-up & Breakdown Staff
- Ceremony Package Price: **\$300.00**

## GENERAL INFORMATION

### INITIAL DEPOSIT AND PAYMENTS

A non-refundable advance deposit accompanied by a signed contract is required to hold space & make your reservations definite. Amount of deposit is dependent on the space being held.

The Hotel accepts all major credit cards. The Hotel does not accept "payment upon conclusion" as a form of payment.

### GUARANTEES

The guaranteed number of guests must be given to the hotel by noon, three (3) business days prior to the function. This guaranteed number is not subject to reduction. If the guarantee is not received, the expected number of guests on the contract will be used as your guarantee.

### SERVICE CHARGE AND SALES TAX

All food, beverage, audio visual & room set-up fees are subject to a 23% service charge & current West Virginia State Sales Tax. Service charges are taxable in the state of West Virginia. Current West Virginia Sales Tax is 7%.

### FOOD AND BEVERAGE POLICY

All food & beverage must be purchased through the Hotel & served only by the Hotel. This policy ensures the safety of all our guests & complies with local health regulations. Due to our liquor license, all alcoholic beverages served in the Hotel's public space must be dispensed by Hotel servers & bartenders. The Hotel reserves the right to refuse service to any guest who is unable to provide proof of their age or appears intoxicated.

### OUTSIDE VENDORS

Prior to securing Outside Vendors that will provide goods or services at the Hotel, confirmation of approval by the Charleston Marriott Town Center must be obtained. 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 \$1,000,000.00 per occurrence.