



Saint Thomas *Preservation Hall*

2023-2024 Wedding, Reception, and
Catering Information

Historic Wilmington, North Carolina

208 Dock Street Wilmington, NC 28401

910-343-1880 extension 3

www.stthomaspreservationhall.com



Our Building

Saint Thomas was the first Catholic church in Wilmington, built in 1847. Although no longer a church, this beautifully-restored venue in the heart of historic downtown Wilmington is listed on the National Historic Register. Our exposed brick walls, gorgeous stained glass windows, high ceilings and upper balcony make Saint Thomas a perfect backdrop for your wedding.



Photo Courtesy of Tree Bird Photography

Rental Rates

Saturday	\$4,000
Friday & Sunday	\$3,000
Monday-Thursday	\$2,000

(Excluding Holidays. Saturday Peak Rate will Apply.)

Rental rates include:

- Access to Saint Thomas from 9:00 am– 1:00 am
- Full inventory of tables and chairs - 200 chairs, 20 round tables, 12 6ft rectangle tables, 2 8ft rectangle tables, 2 4ft round tables, 1 3ft round table, 8 bistro tables & 2 bars
- Bridal Suite, Groom Room, Cocktail Room, Driveway & 2 parking spots in rear of building, back-room storage area, staging kitchen

In order to book Saint Thomas Preservation Hall, we require 50% of the rental rate along with your signed contract to secure your date. All deposits are nonrefundable.

Saint Thomas Preservation Hall can host a ceremony for 200 people, a seated reception for 180, people and a cocktail style reception for 250 people.

Wedding clients at St. Thomas enjoy the perk of discounted rates with The Inn at The City Club of Wilmington. After booking your wedding with us, reach out to The Inn Management Team, Tom & Patsy at theinnatcityclub@gmail.com for more information on booking.

Additional Services Available

City Club Catering	Price /Person based on Menu Choices
Day of Coordinator (Available only with City Club Catering)	\$2,500
Off-Premise Catering	\$500
Off-Premise Beer & Wine	\$250
Off-Premise Beer, Wine & Liquor	\$500

Frequently Asked Questions

Can I have my ceremony and reception at STPH?

Many couples make the budget-conscious decision to hold their ceremony and reception at Saint Thomas for one rental rate. This involves using our downstairs cocktail room to serve your guests appetizers and beverages while the upstairs main hall is reset from a ceremony to a reception. Please discuss setup and reset with your caterer or event planner.

Do you allow real candles?

No, we require that all candles be electronic or battery operated.

Do you require a day of coordinator?

No, however there is a lot of planning and coordinating that takes place on your wedding day to ensure that your event runs smoothly. We highly recommend securing a professional coordinator whether it be through City Club Catering or other professionals familiar with the venue.

Where do our guests park?

- Municipal parking garage: 1 block north of Saint Thomas on Market St.
- Municipal parking lot: a few yards north of Saint Thomas, in front of City Club at 20 South 2nd Street.
- Street meters: enforced Monday – Saturday only, 9:00 am – 6:30 pm (subject to change)
- Bed & Breakfasts: if your guests are staying at any of the adjacent inns, they will have parking permits provided by the inn.
- Free residential parking is available beginning east of 3rd St and south of Orange St

Can we use Saint Thomas for our rehearsal?

If requested, Saint Thomas will make every reasonable effort to accommodate a rehearsal time prior to your leased period if no other events are scheduled. Rehearsals may last for the duration of one hour.

How long is my reception?

Our service contract, if you choose us to cater your event, is based on 4 hours of staffed service. Receptions include the cocktail hour. If you would like a longer reception, upon prior approval, there is a \$500 per hour staffing fee up to (2) additional hours. We do not allow receptions over 6 hours.

What forms of payment do you accept?

Visa, MasterCard, American Express, Check, Cash

Do you have handicap access?

Built in 1847, Saint Thomas does not have a handicap access elevator or ramp to the main floor. We do have multiple entrances to the building that have a smaller amount of steps and a ramp entrance to the bottom floor. If any of your guests have mobility issues, please discuss your specific needs with our rental coordinator.

More questions?

We'd love to help! Contact our office for more information or to schedule a tour of the venue.



Saint Thomas Measurements

Linen Sizes for Tables

5 ft. Round Tables (seats up to 10): 120" Round Linen

4 ft. Round Tables: 108" Round Linen

3 ft. Round Table/ 43" tall: 132" Round Linen

43" Tall Bistro Tables: w/o sash-120" Round Linen; w/sash-132" Round Linen

6 ft. Rectangle Tables: 90"x 132" Rectangle Linen

CHAIR MEASUREMENTS	
Width	17 1/2 Inches
Depth	18 Inches
Height	30 3/4 Inches
Back Width	17 1/2 Inches
Seat Width	15 1/2 Inches
Seat Depth	13 3/4 Inches
Back Height	15 Inches

Saint Thomas Dimensions

Cocktail Room: 37'4" x 35'

Main Hall: 82'3" x 38'5"

Tiled Area in Main Hall: 18'9" x 38'5"

Air Returns in Main Hall: 70" x 25"

Door Frame between alcoves: 8' x 4.5' x 8'

Alcoves: 6' Tall, 1 3/4' Deep, 2' Wide

Balcony measurements if hanging curtains: 9 1/2' Tall, Center between Pillars: 13 1/2' Wide,
Two Sides 12 1/2' Wide

Table & Chair Inventory

200 White Resin Chairs

12 6' Rectangle Buffet Tables

20 5' Round Tables

2 4' Round Tables

1 3' Round Table (43" tall)

8 2' Bistro Tables (43" tall)

1 Bar Upstairs

1 Bar Downstairs



Saint Thomas
Preservation Hall

Catering

The City Club of Wilmington selects fresh locally sourced ingredients to provide a unique and memorable cuisine for you and your guests. Within this packet, our team has put together a few of our most popular menu options, each is fully customizable.

Have something completely different in mind?

We'll be happy to work with you to design a menu unique to your taste and budget!

City Club Catering Includes:

Serving Dishes, Serving Utensils, Coolers, Ice, Serving Staff, Bartender(s)

****For events held at Saint Thomas Preservation Hall****

Client is responsible for providing china, silverware, glassware, and table linens.

Hors d'oeuvres

Assorted Bruschetta

Stuffed Mushrooms

Fried Mac & Cheese Bites

Spring Rolls with Sweet Chili Sauce

Spinach & Artichoke Dip

Pimento Cheese Biscuits

NC BBQ with Coleslaw Sliders

Cheeseburger with Pickle Sliders

Buttermilk Fried Chicken Sliders

Buffalo Chicken Sliders

Chicken Parmesan Bites

Asian Style Meatballs

Chicken Lollipops

Pork **OR** Vegetable Pot Stickers

Chicken Satay with Spicy Peanut Sauce

Mini Tacos with Fish, Chicken, Beef or Bean

Hummus & Vegetables

Grilled Vegetable Display

Vegetable Crudite with Dips

Fruit & Cheese Display

Mini Crab Cake Sliders with Cajun Remoulade

Cold Smoked Salmon & Capers

Bacon Wrapped Scallops

Crab Dip

Shrimp & Grits

Beef Tenderloin with Horseradish (served Cold)

Charcuterie Plate

Italian Buffet

Cocktail Hour

Antipasti **OR** Grilled Vegetable Display

Dinner

Caesar **OR** Caprese Salad
Chicken Marsala **OR** Parmesan
Meat Lasagna
Vegetable Lasagna
Italian Green Beans
Garlic Bread

\$20/Person

Classic Buffet

Cocktail Hour

Imported & Domestic Cheese Display

Dinner

Organic Mixed Green Salad
Marinated Chicken Breast
Roasted Pork Tenderloin
Cheese Tortellini with Roasted Vegetables
Seasoned Rice
Roasted Herb Potatoes
Green Beans Almondine
Baked Macaroni and Cheese
Rolls & Butter

\$22/Person

Southern Buffet

Cocktail Hour

Fruit & Cheese Display
House-made Cheese Biscuits

Dinner

Organic Mixed Green Salad
Fried **OR** BBQ Chicken
Shrimp & Grits
NC Style BBQ **OR** Pork Tenderloin
Baked Macaroni and Cheese
Cole Slaw
Seasonal Mixed Vegetables
Rolls & Butter

\$25/Person

Signature Buffet

Cocktail Hour

Spring Rolls
Bacon Wrapped Scallops **OR** Mini Crab Cakes

Dinner

Organic Mixed Green **OR** Spinach Salad
Beef Tenderloin with Creamy Horseradish
Grilled Salmon
Lobster Mac and Cheese
Roasted New Potatoes
Grilled Asparagus
Rolls & Butter

\$35/Person

Tea, Lemonade & Sodas are an Additional \$2/Per Person

City Club Catering Pricing is Based on Four Hours of Service (Reception/Cocktail Hour).

All Catering Packages Require a Food & Beverage Minimum of \$20 Per Person.

Packages are Subject to 7% NC Sales Tax and 20% Service Charge.

City Club Catering is **not** available on Mondays and Tuesdays.

Due to Covid-19 Pricing Will Fluctuate Based on Market Value

Prices are subject to change without notice

Side Dishes

Mashed Potatoes with Fixings
Seasoned Rice
Pasta with Olive Oil or Marinara
Greens Beans with Ham
Pasta Salad

Herb Roasted New Potatoes
Baked Macaroni & Cheese
Mashed Sweet Potatoes
Seasonal Mixed Vegetables
Green Beans Almondine

Scalloped Potatoes
Grilled Asparagus
Cole Slaw
Potato Salad



Saint Thomas
Preservation Hall

Beverage Pricing

Inclusive Hosted Bar Package Includes:
Alcoholic Beverages, Bar Staff, and all Bar Setup
(Ice, Mixers, Juices, Garnish, Beverage Napkins)

Pricing is based per person.

Bar Packages over 4 hours are subject to increased rates

Bar Packages are only available through The City Club Catering

House Liquor, Beer & Wine

(Choice of 4 Liquors, 4 Wine Varieties, 4 Beer Selections)

One Hour	\$15.00
Two Hour	\$18.00
Three Hour	\$22.00
Four Hour	\$30.00

House Brands:

Smirnoff Vodka, Bacardi Silver Rum, Jim Beam Bourbon, Beefeater Gin, Dewar's Scotch, Jack Daniels Whiskey

Premium Liquor, Beer & Wine

(Choice of 4 Liquors, 4 Wine Varieties, 4 Beer Selections)

One Hour	\$18.00
Two Hour	\$21.00
Three Hour	\$25.00
Four Hour	\$35.00

Premium Brands:

Titos Vodka, Bombay Sapphire Gin, Maker's Mark Bourbon, Captain Morgan Spiced Rum,
Johnnie Walker Black Scotch

Beer & Wine:

(Choice of 4 Wine Varietals & 4 Beer Selections)

One Hour	\$12.00
Two Hour	\$14.00
Three Hour	\$17.00
Four Hour	\$22.00

Domestic Bottled Beer:

Budweiser, Bud Light, Miller Lite, Yuengling, Michelob Ultra, Amstel Light & Stella

House Wines:

Cabernet, Merlot, Pinot Noir, Chardonnay, Pinot Grigio, Sauvignon Blanc, & Malbec