



RICHMOND HILL CITY CENTER

Where Meetings Flow

Congratulations on your upcoming wedding!!

Thank you so very much for considering the Richmond Hill City Center as the location for your most memorable occasion. Overlooking the beautiful Wetlands of J.F. Gregory Park, our professional wedding team will ensure that your every dream becomes reality!

Whether grand or intimate, your wedding day has to be perfect - the setting, the food, the atmosphere. By choosing the natural beauty of the Richmond Hill City Center, you'll inherently establish an environment that embraces your guests with a welcome unrivaled by any other location. Our Event Planning staff meticulously attends to every other detail on your behalf which means you can relax in confidence and join your guests in savoring the perfection of it all.

Our all-inclusive reception menus have been designed to offer you a choice of a formal plated dinner or specialty display stations; each menu includes a one-hour cocktail reception and champagne toast. Should you request a custom menu, our Chef will delight in creating a menu just for you!

Please do not hesitate to contact us with your questions and to schedule a site visit. We are all looking forward to become a part of your very special day.

Best Wishes,

Andrea Powers

Director of Sales

Wedding Ceremony

The natural backdrop of the Richmond Hill City Center provides an ideal setting for your outdoor wedding ceremony. Included in the \$250 ceremony site fee is the ceremony location featuring a natural backdrop with a beautiful cedar pergola adorned with flowing sheer draperies. Our wedding specialist can coordinate the set-up and delivery of white wooden ceremony chairs at an additional charge of \$5.00 per chair, plus service charge and tax.

Food and Beverage

Our culinary staff has prepared menus with particular attention to creative style and presentation all with the desire to meet your needs on this very special day. The Richmond Hill City Center offers a Premium or Executive Brand Bar to add to your reception. Both are available as a package or on a consumption basis. To accompany your dinner, domestic and imported wines and champagnes may be ordered by the bottle.

Linens and Chairs

Beautiful white linens and elegant chairs are available for your use. Your wedding specialist will assist you with the selection of specialty linens or Shivari Chairs should you choose this option. Prices for specialty linens, Shivari Chairs and ceremony décor are based upon availability and vendor coordination.

Bartenders

The Richmond Hill City Center staffs one bartender per 75 guests. The labor fee for bartenders is \$100 per bartender, plus service charge and tax for four hours. After the initial four hours, a fee of \$25 per hour applies.

Chef Attendants

Chef Attendants are required with the addition of Specialty Action Stations. The labor fee for a Chef Attendant is \$100 per attendant, plus service charge and tax.

Wedding Professionals

Photographers

Jayna Stephens Photography
912-687-4556

www.jaynastephensphotography.com

Shannon Christopher Photography
706-580-1281

www.shannonchristopher.com

Patti Todd Photography
912-572-7438

www.pattitodd.com

Jayne B Photography
jaynebphotography@gmail.com

www.jaynebphotography.com

Bakery

Custom Cakes
912-355-1155

www.savannahcustomcakes.com

Two Fabulous Cakes
912-247-2583

www.savannahweddingcakes.com

Kerry O'Connor Cakes
912-352-0556

www.kocakedesign.com

Wedding Coordinators

Tricia Huddas & Co
912-660-0713

www.triciahuddas.com

Simply Savannah Events
912-596-7104

www.simplysavannaherevents.com

Entertainment

All About You Entertainment

912-897-0518

www.allaboutyoudj.com

Lisa Johnson - Pianist

410-920-6297

buckyandbarry@aol.com

Coastal Entertainment

912-228-5120

www.thecoastaldj.com

Perez Strings

912-401-2584

www.psperezstrings.com

Floral Designers

Kivi Fleur

912-352-0995

www.kivifleur.com

Chuck Haynes

912-257-2626

www.flowersbychuckhaynes.com

Garden on the Square

912-257-2626

www.gardenonthesquare.com

Richmond Hill Florist

912-756-3838

www.richmondhillflorist.net

Richmond Hill City Center Wedding Policies and Procedures

Availability

The Richmond Hill City Center has limited space for 2011/2012. Please contact our Director of Sales as soon as possible to confirm your wedding date!

Food and Beverage Minimums

The Richmond Hill City Center requires a minimum food and beverage revenue for all events. This total excludes state sales tax (7%), service charge (20%) and rentals. In the event that your food and beverage minimum is not met, you will still be responsible for the remaining balance.

Pricing

All prices are subject to state sales tax (7%) and service charge (20%). The Richmond Hill City Center will guarantee prices and menus 60 days prior to your function.

Payment Information

The signed contract and a non-refundable deposit are required to validate your contract and secure your function date. Cash, personal check and credit cards are accepted for deposits. A valid credit card authorization form must be presented to remain on file. All deposits will be credited toward the final bill. Your advance deposits will not be refunded if the event should cancel. A payment reflecting 50% of the food and beverage minimum will be due 60 days prior to the wedding. The estimated payment, reflecting the final amount owed, will be due 7 days prior to your function. At this time, your final attendance count will be needed along with the signature approving the final Banquet Event Order. In the event that payment is not received by the specified time, charges will automatically be posted to the credit card on file. Any additional charges that are incurred on the day of your wedding will be posted to the credit card on file at the completion of your event.

Cancellation

If the group must cancel this agreement for any reason, the following cancellation penalty will apply:

91 days or more prior to the event date	25% of estimated total including service charge and tax
90-61 days prior to event date	50% of estimated total including service charge and tax
60-31 days prior to event date	75% of estimated total including service charge and tax
30-0 days prior to event date	100% of estimated total including service charge and tax

Menu Selection

The complete menu selection, including both food and beverage items, must be confirmed with the Director of Sales no later than 30 days prior to your function. Requests for changes made to the menu after this time cannot be guaranteed. Entrée choice policy is as follows: Maximum of two (2) entrée choices are permitted. Salad and dessert selections are the same for all guests. Final counts for each entrée selection must be received no later than seven (7) days prior to your event.

Meal Guarantee

Final guarantee count is due 7 days prior to your scheduled event. If your guarantee is not received, your estimated attendance as listed in the contract will become your guarantee number and will be charged accordingly. The exception to this would be if your actual number of guests exceeds your guarantee, in which case you would be charged for the actual number of guests that attended your event.

Function Rooms

The Richmond Hill City Center reserves the right to change function rooms with advanced notice if the estimated number of attendees decreased by 10% or more. In this case, the Director of Sales will notify you to discuss the changes. Function room set-up must be determined in advance. Any changes to the function room set-up made within 24 hours of designated event start time are subject to a \$250 change fee. All wedding receptions are based on the time frame specified in the contract. The patron agrees to pay for each hour over agreed ending time, with prior approval from the Director of Sales, at a rate of \$100 per hour, which will be due at the end of the function, along with an additional food and beverage charges.

Alcoholic Beverages

All Federal, State and Local laws with regard to beverage purchases and consumption will be strictly adhered to. State law prohibits any alcoholic beverages to be brought into any public area on the premises. A 3% State liquor tax will be applied to the liquor sales. The Richmond Hill City Center policy does not allow any beverages purchased to be taken out of any public function room on the premises. In accordance with state and local law, it is the Richmond Hill City Center's policy to (a) request proper identification (photo I.D.) of any person of questionable age and refuse alcoholic beverage service if the person is either under the

age of 21 or proper identification cannot be produced and (b) refuse alcoholic beverage service to any person who, in the Richmond Hill City Center's sole judgment, appears intoxicated.

Food Policy

State law prohibits any food to be brought into any public area on the premises, including function rooms. The Richmond Hill City Center policy does not allow any food items purchased to be taken out of any public function room on the premises. All final arrangements, including menu selections and guarantees, should be received by the Catering Department at least 7 days prior to the function.

Security

The Richmond Hill City Center reserves the right to inspect and control all private parties, meetings, receptions, etc. being held on the premises, and to limit the noise volume in the function rooms for consideration of others. The Richmond Hill City Center will not assume responsibility for the damage or loss of any merchandise or articles left in the Richmond Hill City Center prior to or following any banquet or meeting. Arrangements may be made for security prior to your planned event through the Director of Sales.

Group Representative Guarantee

Patron is required to conduct the function in an orderly manner, in full compliance with applicable laws, regulations and Richmond Hill City Center rules. Patron assumes full responsibility for the conduct of all persons in attendance and for any damage done to persons or property on or about any part of the Richmond Hill City Center premises or theft of property. Under no circumstances will the Richmond Hill City Center be held liable for the criminal acts of third parties.

Shipping and Storage

Any materials shipped to the Richmond Hill City Center must have prior approval by the Director of Sales. Materials shipped may arrive no earlier than two days prior to your function and may not remain on the premises longer than two days after the function date. All materials must bear the name of your group and shipping charges paid by you or your company. If any major handling is required on the part of the Richmond Hill City Center, a handling charge will apply. The Richmond Hill City Center accepts no responsibility for items stored or left on property.

Vendors

The Richmond Hill City Center must approve all vendor agreements 60 days prior to your wedding reception. These vendors must be licensed and insured. **All vendors are guaranteed access to the function room approximately 1 hour prior to the start of your event.** Vendors will not be permitted to consume alcoholic beverages during their contracted time. Vendors are required to break down and clean up all their supplies and accessories at the conclusion of the event. No storage will be provided for left items, and the Richmond Hill City Center accepts no responsibility for lost or misplaced items. In the event that supplies, accessories or decorations have been left on Richmond Hill City Center property after the event has concluded, a \$500.00 clean-up charge will be administered to the wedding master account.

Menu Tasting

Menu tastings may be scheduled Monday through Friday on a mutually convenient date with you and the Director of Sales. Appointments may be made a maximum of two (2) months in advance. A tasting is available upon request for parties with a contracted food and beverage minimum of \$5,000 or more, and is complimentary for up to two (2) guests. For parties with a contracted food and beverage minimum of less than \$5,000, a tasting is available at a fee of \$50 per person. The Director of Sales will assist with menu selections and guidelines.

Outdoor Events:

Outside Lawn

Alternate space will not be provided in the event of inclement weather. It is the client's responsibility to arrange additional tenting or heating (based on availability, at an additional cost) with the Director of Sales no later than (14) working days prior to commencement of event.

Richmond Hill City Center

“Wedding Packages”

All Dinner Packages Include the Following:

Butler Passed Hors d’oeuvres

(Select a total of three from the following)

Cold Selections

Goat Cheese and Kalamata Olive Tapenade Tartlet
Fresh Mozzarella and Grape Tomato Skew with Arugula Pesto
Poached Shrimp Cocktail
Asparagus Tips en Croute with Prosciutto
Tomato Basil Bruschetta with Asiago and Crostini
Sesame Crusted Brie Bites with Red Pepper and Mango Chutney
Smoked Salmon and Fresh Dill with Fried Bagel Crisps

Hot Selections

Crab Cakes with Roasted Red Pepper Remoulade
Southwestern Chicken Spring Rolls with Smokey Tomato Dip
Blue Crab and Gorgonzola Stuffed Mushrooms
Beef Tenderloin Satays with Mushroom and White Cheddar Dip
Chicken Satays with Ponzu and Peanut Dipping Sauce
Coconut Crusted Shrimp Poppers with Blueberry Boursin Cheese Dip
Four Cheese Tartlets

Champagne Toast

Coffee and Tea Service

All prices are subject to a 22% service charge and 7% sales tax.

Plated Dinner Package

Salad Course

(Choice of One)

The Georgian

Baby spinach, red onion gastrique, strawberries and local peaches

The Caesar

Fresh Romaine Hearts with Shaved Asiago Cheese, Herbed Croutons and White Anchovy Dressing

The Grecian

Mixed Greens, English Cucumber, Feta Cheese, Red Onion, Kalamata Olives and Pepperoncini

The Caprese

Vine Ripened Tomatoes, Fresh Mozzarella, Extra Virgin Olive Oil and Balsamic Reduction

Warm Rolls and Butter

Main Course Selection #1

(Choice of One)

Cilantro Pesto Basted Salmon

Carolina Gold Rice Pilaf and Chipotle Honey Butter

Grilled Chicken Breast

Sun-Dried Tomato and Parmesan Polenta and Roasted Chicken Jus

Grilled Marinated Filet of Ribeye

Garlic Mashed Potatoes and Cabernet Wine Demi

Herb Crusted Tilapia

Sun-Dried Tomato Orzo and Red Pepper and Garlic Coulis

\$49 pp

(\$5 addition for Any Dual Main Courses)

All prices are subject to a 22% service charge and 7% sales tax.

Main Course Selection #2

(Choice of One)

Spring Roasted Breast of Chicken

Sweet Potato Tartlet and Wild Mushroom Shallot Ragout

Applewood Bacon Wrapped Pork Tenderloin

Trio of Mashed Potato and Rum and Maple Syrup Glaze

Jumbo Lump Crab Cakes

Collard Greens, Black Eyed Pea Ragout and Lemon Pepper Remoulade

Grilled Filet Mignon

Dauphinoise Swiss Cheese Potatoes and Portabella Mushroom Duxelle

\$54 pp

(\$5 for Any Dual Main Courses)

Main Course Selection #3

(Choice of One)

Pan-Seared Petite Filet of Beef with Alaskan Salmon

Honey Rosemary Roasted Wild Alaskan Salmon Paired with a Trio of Mashed Potatoes

Pan-Seared Petite Filet of Beef with Garlic Roasted Prawns

Trio of Mashed Potatoes and Wild Mushroom Demi-Glaze

Filet of Beef with Lobster Tail

Twice Baked Potato and Saffron Burre Blanc

\$59 pp

All prices are subject to a 22% service charge and 7% sales tax.

Specialty Display Station Menu

Salad Station

(Choice of Two)

The Georgian

Baby spinach, red onion gastrique, strawberries and local peaches

The Caesar

Fresh Romaine Hearts with Shaved Asiago Cheese, Herbed Croutons and White Anchovy Dressing

The Grecian

Mixed Greens, English Cucumber, Feta Cheese, Red Onion, Kalamata Olives and Pepperoncini

The Caprese

Vine Ripened Tomatoes, Fresh Mozzarella, Extra Virgin Olive Oil and Balsamic Reduction

Pasta Station

(Attendant Required)

Fresh Pasta Provençal Tossed with Sun-Dried Tomato or Basil Pesto Sauce Accompanied with shaved Parmesan Cheese, Crushed Red Pepper and Toasted Pine Nuts

Seafood Station

Chilled Georgia Jumbo Shrimp

accompanied with Traditional Garniture

Carving Board Station

(Attendant Required)

Black Angus Tenderloin Au Poivre

Cabernet Demi-Glaze and Horseradish Semi-Freddo

Peach Glazed Pork Tenderloin

Fresh Georgia Peaches and Natural Pork Jus

Accompanied With Roasted Red Potatoes and
Grilled Vegetable Medley

\$65 pp

Chef Attendants

The labor fee associated with this service is \$100 per chef attendant, plus tax and service charge.

Enhancements

(May Be Added to Your Wedding Menu at the Additional Price Listed)

Appetizers

Antipasto Display

Salami, Provolone Cheese, Pepperoni, Roasted Peppers, Italian Black and Green Olives and Marinated Artichoke Hearts
(Serves 50 Guests)
\$90

Artisan Cheese Display

Served with Selection of Gourmet Crackers, Shaved Prosciutto and Cotto Salami Mortedella, Assorted Summer Melons and Mission Figs
(Serves 50 Guests)
\$125

Attended Action Stations

(Attendant Fee \$100 Per Station)

Savannah Shrimp and Grits

Shrimp and Stone Ground Grits served in an Elegant Martini Glass
\$5 pp

Bananas Foster Flambé

Sautéed Bananas, Crème De Banana, Cinnamon, Rum and Brown Sugar
served with Tahitian Vanilla Bean Ice Cream
\$10 pp

French Crepes with Seasonal Berries

Vanilla Pastry Cream, Grand Marnier Flambé
\$10 pp

All prices are subject to a 22% service charge and 7% sales tax.

Plated Lunch Reception

Salad Course

(Choice of One)

The Georgian

Baby spinach, red onion gastrique, strawberries and local peaches

The Caesar

Fresh Romaine Hearts with Shaved Asiago Cheese, Herbed Croutons and White Anchovy Dressing

The Grecian

Mixed Greens, English Cucumber, Feta Cheese, Red Onion, Kalamata Olives and Pepperoncinis

The Caprese

Vine Ripened Tomatoes, Fresh Mozzarella, Extra Virgin Olive Oil and Balsamic Reduction

Warm Rolls and Butter

Main Course

(Choice of One)

Cilantro Pesto Basted Salmon

Carolina Gold Rice Pilaf and Chipotle Honey Butter

Grilled Chicken Breast

Sun-Dried Tomato and Parmesan Polenta and Roasted Chicken Jus

Grilled Marinated Filet of Ribeye

Garlic Mashed Potatoes and Cabernet Wine Demi

Herb Crusted Tilapia

Sun-Dried Tomato Orzo and Red Pepper and Garlic Coulis

\$35 pp

(\$5 for any dual main courses)

All prices are subject to a 22% service charge and 7% sales tax.

Private Bar Packages

Featuring Brand Liquors, Red and White Wine,
Assorted Domestic and Imported Beer, Soft Drinks, Soda Waters, Juices and Mixers,

“Priced per Person for PER hour PLUS Service Charge and Sales Taxes and State Liquor Surcharge”

Open Bars

PREMIUM

Jim Beam
Don Q Rum
Smirnoff Vodka
Pinnacle Gin
Jose Quervo Tequila
Famous Grouse Scotch

1 Hour \$15 2 Hours \$20 3 Hours \$25 4 Hours \$30

BEER AND WINE ONLY

1 Hour \$12 2 Hours \$17 3 Hours \$22 4 Hours \$27

Consumption Bars

The Hosted Bar

“Charges are Based on the Actual Number of Drinks Consumed
Plus Service Charge, Sales Taxes and State Liquor Surcharge”

Premium Liquors \$5, Hogue Wines \$5, Domestic and Imported Beers \$5, Soft Drinks and
Juices \$2

The Cash Bar

Guests Purchase Drinks Individually ON a CASH Basis
Includes SERVICE CHARGE AND SALES TAX

Premium Liquors \$5, Hogue Wines \$5, Domestic and Imported Beers \$5, Soft Drinks and
Juices \$2

From The Punch Bowl

One Gallon Minimum serves twenty 6 oz Drinks
Price per Gallon

Non-Alcoholic Signature Punch
\$30 per gallon

Alcoholic Signature Punch
\$100 per gallon

ADDITIONAL INFORMATION

1. Cash Bar prices are inclusive of applicable taxes.
2. OPEN/HOST/CASH Bartender Charge: \$100.00 per bartender for the first four hours; \$25 per hour after the initial four hours
3. Bartenders are required for all banquet bars.
4. Wine may be served with any meal; please inquire with our Director of Sales
5. Wine with any meal will be charged by the individual bottle, on consumption.