



## 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've 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 [greystoneinn.com](http://greystoneinn.com) to make an inquiry about our availability and any further questions you have about our pricing and services. Or feel free to give us a call at 828-966-4700 and our sales and coordinating team will be happy to answer any of your questions.

### **SITE VISIT**

An important part in selecting the ideal venue for your event is a personal site visit. If our services and pricing from the inquiry response match what you are looking for in a venue, please contact our wedding sales coordinator to schedule a site visit. During this visit, you will get a chance to walk through the grounds, tour any available lodging, and discuss event details with the our in house coordinator.

### **CONTRACT & SECURING THE DATE**

Once you establish a date, The Greystone Inn will provide you with a formal contract that outlines your event times, location(s) on property and deposit schedules. Your event date will be held tentatively for up to 7 business days while you review, sign and return the contract along with your initial deposit. When your signed contract and deposit have been received, your wedding date will be guaranteed by The Greystone Inn

### **DEPOSIT SCHEDULE**

A \$500.00 (\$1,000.00 for a property buy out) non-refundable deposit is required to reserve your private event space at The Greystone. A second deposit of 25% of the total estimated catering is due 90 days prior to your event. Final payment is due fourteen days (14) prior to your event. Any additions or changes made after final payment will be charged to the credit card on file. In the event of an outright cancellation, your deposit will be forfeited. A credit card is required to be kept on file for any incidentals or additions made after final payments are processed.

### **GUESTS ROOM BLOCKS**

The Greystone Inn is a boutique hotel offering 30 guest rooms and suites, as well as a select number of vacation rentals within minutes of the hotel. Through our reservations desk we will be happy to reserve a block of rooms for your guests to stay at The Greystone Inn. Some of our venue options do require a minimum number of guest rooms be reserved, as well as if you are interested in renting the entire property for your event. Our wedding and event planner will be happy to walk you through this process.

## **TAX & SERVICE CHARGE**

A taxable service charge of 20% is added to all food and beverage items. Sales tax is 6.75%

## **OUTSIDE FOOD**

All food served at functions associated with event spaces must be provided, prepared, and served by The Greystone. 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 Greystone 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 Greystone for any conference or function. Guests under 21 years of age are not permitted to drink alcohol anywhere on the property. The Greystone reserves the right to refuse alcohol service to any person who becomes intoxicated.

## **MENU PLANNING**

Our wedding and event manager and culinary team will work with you closely to put together a wedding day menu that will be delicious and represent your personal tastes and preferences. For weddings and groups over 50 guests, and groups with multiple events, all menu and beverage selections are to be completed 60 days before the event. For events under 50 guests, food and beverage selections are to be completed 30 days before the event. Once selections are completed, your wedding and event manager will create the event order and send you a copy for review and signature.

## **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 of the guests coming in can be as simple as light hors d'oeuvres, or desserts on the South Lawn, or music and dancing on top of the boathouse. Whatever you decide we will work with you to make this a beautiful and relaxed time to welcome family and friends. Additionally we are happy to help you plan your bridal luncheon, grooms lunch, or farewell brunch.

## **TASTINGS**

Menu tastings are offered for groups over 50 guests that are under contract, and have a tentative menu decided. All tastings are prepared for 2 people, with up to 4 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 peak season unless special arrangements are approved by The Greystone Inn. Please speak with your event manager before confirming your travel plans. Please note that some menu substitutions may occur for tasting scheduled during the off season.

## **CHILDRENS MEALS**

We offer a choice of three menus for children at a price of \$15 per child (plus tax and service charge). Available for children 12 years and younger.

## **VENDOR MEALS**

The Greystone Inn will be happy to provide vendor meals at a cost of \$25 per person. All vendor counts would need to be finalized along with the guest counts, as well as any vendor dietary restrictions.

## **SITE FEES**

All event spaces at The Greystone require a site rental fee and are subject to NC Sales tax. Site fees include the use of the space for 3 or 6 hour increments (including setup and breakdown) unless other arrangements have been approved by The Greystone Inn. Site Fees include china, flatware and glassware (up to 80 guests), basic white linen, the use of on-site tables and white padded garden chairs for up to 50 guests. Any additional table and chair rentals or any specialty rental items will need to be secured from our approved list of rental vendors. For rental pricing please speak with our wedding and event planner who can provide you pricing information and packages.

## **ADDITIONAL RENTALS**

The Greystone Inn is a beautiful and idyllic setting, but to create your dream wedding additional rental items may want to be secured. From dance floors, or specialty tables and 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.

## **TENTING**

Since many of our venue locations are located outdoors a rain back-up plan is required with a Greystone preferred tent vendor. Our preferred tent vendors offer a rain plan option that requires a non-refundable deposit. All tents secured through The Greystone are subject to sales tax and a 20% service charge. You are welcome to secure the tent yourself, however, The Greystone requires approval of all orders and contracts between the client and the tent vendor.

Please note: Set up and breakdown times of tents must be approved by The Greystone Inn. Tents must be removed on the day following your event and Sundays may require an additional fee with the rental company.

## **WEDDING COORDINATION**

For all weddings taking place on The Greystone property our in-house wedding and event planner will assist with on-site, day-of coordinating. Should you require additional assistance with coordinating meetings with 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 last detail of your wedding is carried out to your wishes.

## **VENDORS**

The Greystone 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 Greystone requires any vendors not on the list, be approved in advance. We require that all vendors coordinate directly with our wedding and events planner at least two weeks prior to your event. A set up and breakdown time will be provided to all vendors contracted for events at The Greystone Inn. Vendors are responsible for all set up and breakdown of any equipment, floral or items brought in for your event.

## **TIMELINE**

At any point during the planning process and as we get closer to the event date, 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 wedding and event planner 14 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 7 and 12 years old, children 6 years old and under, and vendor meals. The final number of guests will determine our final staffing arrangements and food ordering, and your final invoice will be based on this number.

The Greystone Inn reserves the right to relocate functions based on any changes to the final number of guests attending and/ or special set-up requirements.

## **ADDITIONAL INFORMATION**

The throwing of rice or glitter is prohibited on the grounds of the Inn. Birdseed, flower petals, and sparklers (outside only) are all acceptable for wedding departures when organized through our wedding and event planner.

Valet parking is available and recommended for all guests. Self-parking for the hotel is located at the Lake Toxaway Country Club a short walk from Greystone.

All amplified and outdoor events must conclude by 11pm. If you have rented all of the rooms in the Mansion, our management team can keep the bar open for an additional period for your guests.

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.

## **BOATING & LAKE ACTIVITIES**

During the course of your guests stay, they may want to partake in the many options that the lake has to offer. Lake Toxaway is a private, freshwater mountain lake. Guests are strictly prohibited from placing their own boats, including paddle boards and kayaks, on Lake Toxaway. Paddle boards, kayaks and canoes can be rented through The Greystone Inn. Motorboats can be rented through the Lake Toxaway Marina, steps from the hotel.