



HOTEL HARTNESS

GVL SC

WEDDINGS
HOTEL HARTNESS

SPRING/SUMMER 2023



WELCOME

Congratulations on your upcoming wedding!

We are honored that you are considering Hotel Hartness for your special event. Hotel Hartness provides a one-of-a-kind setting in Greenville and the Upstate. Incorporating the Hartness family home into its design, this gracious and inviting retreat has a long history of welcoming friends.

Let our expert specialists guide you through every detail in the planning of your event. We are creating menus to delight the most discerning palates and experts who understand that planning is simply the first step in bringing your vision to life.

Yours in hospitality,
Hotel Hartness





WEDDING TIMELINE

Whether you prefer casual or formal, understated or over the top, intimate and small or a gathering of many, Hotel Hartness has a selection of indoor and outdoor settings so you may customize your celebration. Our wedding experts will help guide you through every detail as you plan for this most special day.



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120 Halston Avenue Greenville, SC 29615

PHASE ONE

Determine the total budget for the venue including ceremony, reception and lunch/dinner

Decide on rehearsal venue, morning after brunch

Review your options for preferred season / month, day of the week, time of the day

Review any special menu needs (ethnic, dietary)

Confirm locations for ceremony, reception and lunch/dinner.

Decide on officiate for ceremony

Establish how many guests will require rooms at the resort and the rates

Contract DJ/band

Contract florist

Contract videographer and/or photographer

Ground transportation requirements for bridal party

Book Wedding Planner if you haven't done so already



PHASE TWO

four to six months out

Send out save the date cards with information on reserving guest accommodations

Meet with a Wedding Specialist to create menus

Meet wedding cake provider to discuss cake design

Decide on linens and table layouts

Make spa appointments and arrangements for hair, makeup, nails

Determine if childcare will be needed on site during celebration

PHASE THREE

three months out

Set menu and cake tastings

Confirm guest count

Confirm guest room accommodations needed

Review timeline of the celebration with Wedding Specialist

Finalize seating arrangements



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WEDDING OVERVIEW

enhancements included in all wedding packages

Menu Tasting

75 guest minimum

For four guests, three months prior to the wedding date

Sparkling Wine Toast and Cake Cutting

Overnight Accommodations for the Bride and Groom

On the night of the wedding or on your first anniversary
75 guest minimum

Complimentary Sparkling Wine and Amenity

For the newlyweds in their guest room

Reduced Guest Room Rates

For overnight contracted room blocks



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WEDDING PACKAGE PRICING

packages include four-hour premium bar, wine service

Stations Package

\$195.00++ per guest during peak season | \$175.00++ per guest during off-peak season
Six Passed Hors D'oeuvres, Salad Station, Two Dinner Stations, Dessert Station

Plated Package

\$225.00++ per guest during peak season | \$205.00++ per guest during off-peak season
Six Passed Hors D'oeuvres, Plated First Course, Plated Entrée, Dessert Station



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ADDITIONAL WEDDING EVENTS

Rehearsal Dinner
Welcome Reception
Wedding Day Ready Fare
Wedding Afternoon
After Wedding Party
Farewell Brunch

We will work with you to design the perfect wedding
experience for you and your guests.



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TASTING DAY

Suggestions for a Successful Tasting

We look forward to welcoming you for a tasting. This important event with our Wedding Specialist and culinary team will define the selection of your wedding menus. This is a unique opportunity to impart your vision to our staff to ensure we are jointly creating your dream wedding into a reality.

The Tasting Will Include:

Hors D'oeuvres – selection of eight options

First Course – selection of two options

Entrée Course – selection of three options

Dessert– selection of three options

Make certain that you have fully discussed the menu. Combining your personal preferences with guidance from your Wedding Specialist will enable you to narrow your choices to a couple of items, and then selecting one. Your wedding is not the time to experiment – we recommend not deviating from your personal preferences and to allow our Chefs to interpret your personal palate to create an exceptional culinary experience.

Share preferences prior to your tasting. This will allow us to prepare the experience with your unique tastes in mind.

We encourage you to have something light to eat before you arrive to the menu tasting. Once you have tasted each item, please share your thoughts and preferences with your Wedding Specialist and the Chef. Utilize this time to ask questions and make requests directly with the Chef.

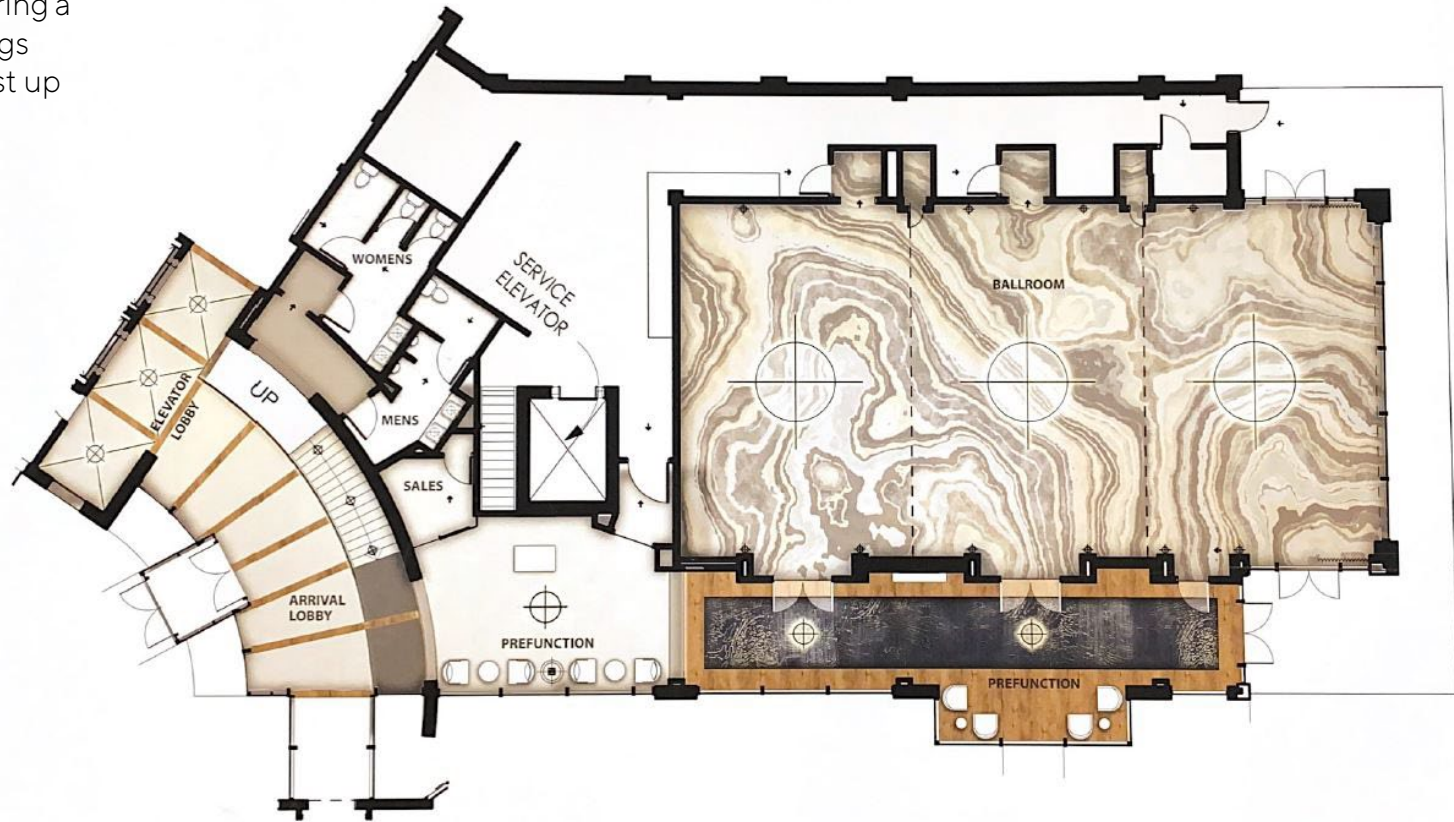
Your Wedding Specialist will take notes on everything that is discussed and decided upon at your tasting. Your tasting will be scheduled at least three months prior to your wedding date. Tasting times are Wednesdays or Thursdays at 2:00 p.m. and 4:00 p.m. With the understanding that these days and times may not work, we would be happy to consider alternatives to best accommodate your availability.

Your tasting is complimentary for the first four guests 90.00 per each additional guest.



HOTEL HARTNESS BALLROOM

The hotel will include two levels of meeting and conference space, featuring a variety of indoor and outdoor venues that can be customized for weddings and small to medium sized events as well as a large ballroom that can host up to 300 people.



MAIN LEVEL CONFERENCE CENTER FLOOR PLAN



CATERING AND EVENT INFORMATION

GUARANTEES

To ensure adequate preparation, a guarantee of the number of persons attending is required by 10:00 a.m. three (3) business days prior to the event day. You will be charged for the guarantee, or the number served, whichever is greater. If no guarantee is given, the original number of guests as noted on the banquet event order will be used for the billing. The hotel will overset banquet rooms by 5% of the food and beverage guarantee associated with said event. Increase in guarantee within the three-business day period will become the set and guarantee.

MEETING ROOM SET-UP

The client will confirm the set-up of the meeting space on the Banquet Event Order (BEO). If significant changes to the set-up are requested after the meeting room has been set by the hotel, a labor fee of 250.00 will be assessed at the discretion of the hotel.

SERVICE & LABOR

All Chef Attendant and Bartender fees are subject to 6% tax. These fees will apply to menu items where indicated with a (*) sign. Chef Attendant: 200.00 per attendant / 2 hrs. (50.00 per additional hour, (1) chef required per 75 guests) Coat Check Attendant: 150.00 per attendant (1 attendant per 100 guests) Additional Banquet Staff: 100.00 per server, per hour (4-hour minimum) Bartender: 200.00 per attendant / 4 hrs. (50.00 per additional hour, (1) bartender required per 75 guests)

TAXES AND SERVICE CHARGES

Client agrees to pay, in addition to the prices agreed upon, all State and Local Taxes (8% food and beverage and an additional 5% liquor tax – subject to change) and service charges (currently at 24% – subject to change). Please note the Service Charge is subject to Tax.

SERVE TIME

All breakfast, lunch and dinner buffets are priced for two (2) hours of service. All breaks are priced for one (1) hour of service. In the event you wish to increase the length of service time, please contact your catering representative for pricing information.

SPECIAL MEAL ORDERS

Special meals are defined as those meals requested in addition to the principal menu. Special meals must be included in the guarantee. Vegetarian and kosher meals are available upon request. Please notify your catering representative of any other special dietary requests.

OUTSIDE FOOD AND BEVERAGE

Neither the client, his/her guests, nor invitees will be permitted to bring food and/or beverages of any kind into the hotel without written permission of the hotel. In the event such permission is granted, the hotel is authorized to charge for the service of food and beverage.

SPECIAL SERVICES

Should you require entertainment, photography, floral, specialty linen or décor, your catering representative can provide a listing of preferred vendors or assist you in making these arrangements.

CATERING AND EVENT INFORMATION

SHIPPING

To ensure efficient handling and storage of materials, boxes must be sent no more than three (3) days prior to the event start date. Items shipped or handled will be billed at 10.00 per box for handling and storage or 250.00 per pallet.

SIGNAGE

The hotel will, unless otherwise instructed, post your program daily in the public areas. All signs must be professionally lettered. Absolutely no signage will be placed in the lobby, guest room floors, or in the elevators. Signage is allowed anywhere on the Ballroom Level. Please refrain from taping or affixing any signage to hotel property.

PARKING

This is subject to change. Valet may be hosted by the customer or guests may pay on their own.

DEPOSITS

All mutually agreed upon contracts between the hotel and client will require a deposit based on the value of the agreement.

CANCELLATION

In the event of cancellation for any reason, all deposits and payments are non-refundable and non-transferable. Cancellation fees will also apply according to contract schedule.

FINAL PAYMENT

The total estimated cost of the event is required three (3) business days prior to the event or based on contract agreement. Payment may be made with a credit card, cashier's check or wire transfer.

AUDIO-VISUAL

State-of-the-art audio-visual equipment and lighting can be arranged through our audio-visual partner, JSAV. Any outside AV company or contractor must provide the hotel with proof of insurance (COI) and follow all "Vendor Policies and Code of Conduct."

GREENVILLE NOISE ORDINANCE

Outside venue entertainment hours are until 11:00 PM.

LIABILITY

Hotel Hartness reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The hotel does not assume any responsibility for damage or loss of any articles brought into the hotel, or for any item that is left unattended.

DECORATIONS AND ENTERTAINMENT

Outside Décor Vendors must provide proof of insurance (COI). The Vendors must comply with the "Vendor Policies and Code of Conduct". Any damage to the property by the vendor the contracted customer will be held responsible for cost of damages incurred. All décor must be struck immediately following the event unless otherwise arranged with the Catering and Conference Service Manager. All power for Décor Vendors must be prearranged with the Catering and Conference Service Manager. All fees will be incurred by the resort customer. Load In and Out must be executed based on hotel policies. All vendors must load in and out via the loading dock or specific area. Prior arrangements must be confirmed otherwise above directions take precedence.



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CONTACT



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