

# Wedding Information & Policies

## Beach Ceremonies

Beach Ceremony--\$650

*What's included:*

Wedding Arbor  
Sand Ceremony Table  
Shepherd's Hooks with Lanterns (4)  
Ceremony Seating  
Ceremony Setup/Breakdown  
Day-Of Coordination

Our **Ceremony Package** includes white folding ceremony chairs for the beach, Wedding Arbor, Sand Ceremony Table, and Shepherd's Hooks with Lanterns. Couples hosting receptions on-site are not required to host ceremony on-site.

## Wedding Receptions

Fridays & Saturdays-- \$1,600

Sundays – Thursdays-- \$1,100

Event Room, Restaurant & Restaurant Deck -- \$3,500 (some restrictions do apply--inquire within)

The room rental fee covers your private space for up to five (5) hours which begins at cocktail hour; we allow a window of three (3) hours for setup and decoration (depending on hotel activity, this may be flexible and earlier access may be an option). Requests for events with a time frame of more than five (5) hours will be accommodated, based on availability; there is an additional charge based on a prorated rate per hour. All events must conclude at midnight. The Event Room Rental Fee does not include a dance floor. You may arrange any rental items directly. The Sea Ranch Resort can assist with upgraded linen, chairs, tables, and dance floor. Estimated costs will be provided at the time of order and confirmed forty-five (45) days prior to your scheduled event date. The fees will be added to your master bill. A complimentary Food Tasting is available to all contracted couples.

## Intimate Receptions, Rehearsal Dinners & other Social Events

Host your intimate wedding reception, rehearsal dinner or other special events with the Sea Ranch Resort. Please inquire about special rates and/or prime date requirements for your event. The room rental fee covers your private space for up to three (3) hours; we allow a window of three (3) hours for setup and decoration (depending on hotel activity, this may be flexible and earlier access may be an option). *These events can be reserved six (6) months (or less) prior to event date.*

20 – 30 Guests \$500 | 31-50 Guests \$700

**Private Event Room Rental Fees include:** Tables, Chairs, China, Glassware, Cutlery, Service Ware, White Napkins and Table Cloths, White Chair Covers, Event Setup and Event Cleanup, Event Staff, Cake Cutting Service, Day- Of Coordination

## Food & Beverage

Our catering menus give you a sampling of what we have to offer; our experienced sales and culinary team has created these to blend individual flavors and deliver a delicious dining experience. We strongly believe in, and support, sustainable agriculture and we are dedicated to utilizing the best ingredients and products available from our local purveyors. Our team will be pleased to customize your menu and craft a banquet presentation that reflects your personal taste. We can also accommodate special dietary or food allergy restrictions.

**Menus:** Final Menu Selections are required thirty (30) days prior to the event. The Sea Ranch Resort requires that all Banquet Event Orders (BEO's) are approved by signing the event order as well as providing the guaranteed head count 14 days prior to the scheduled date of your event. This headcount cannot be lowered after this date. If no guarantee is given, we will consider the projected number from the original arrangements to be the final guarantee. If the guest count decreases, the host is responsible for the guaranteed count. If the guest count is higher, the host will be responsible to pay for the additional guests.

**Food and beverage minimums** will apply based on date, projected guest count and expected food & beverage expenditures; facility fee (room rental) may be negotiated based on date of the event and the amount being spent on food and beverage. Keep in mind that there may be a guest-count minimum requirement for prime days/dates.

All Chef-attended stations will be charged a \$100 Chef fee.

**Alcohol:** North Carolina Alcoholic Beverage Commission regulates the sale and service of all alcoholic beverages. The Sea Ranch Resort is responsible for the administration of these regulations; therefore, all alcoholic beverages during the event must be purchased through the hotel.

**Food Tasting:** Once you have secured your date, we invite you to schedule a food tasting and planning meeting. The tasting is complimentary to contracted couples and up to two additional guests (totaling 4). Additional guests may attend the tasting at an additional cost per person. The Sea Ranch Resort will require a guaranteed headcount five days prior to your tasting.

## General Information

**Hours & Availability:** The Sea Ranch Resort is open year-round. All Events must conclude by 12:00 AM.

**Prime Dates:** The Sea Ranch Resort reserves the right to require a guaranteed guest count and/or food and beverage minimum on prime dates including, but not limited to Fridays & Saturdays in May, June, September, October and Holidays. Ask if your preferred date is subject to this minimum.

**Room Blocks:** For your convenience, and that of your guests, we will include a room block with your contract; this allows your guests to receive a discounted rate when making their reservations and identifying themselves as being a part of your wedding event. Our usual block contains a mix of five Oceanfront and five Main Building Guest Rooms. After the conclusion of the event, to confirm actual night-stays, we will calculate the total room nights consumed and credit one-night's stay to your account if you have met the required room night count. Additional rooms can be added to your block as needed and based on availability. Your contract will note the specific date that any unreserved rooms will be released back into our open inventory.

**For the Wedding Couple:** If your guests book 10 or more rooms per night, your hotel room will be complimentary on the night of your event. Minimum stays of two-nights (2) or three-nights (3) may be required over peak weekend dates and holidays. All reservations must be confirmed by individual guests with a credit card.

## Deposits, Payments & Cancellations

**Deposits:** An advance deposit must accompany the contract, indicating acceptance of the stated conditions of use. The deposit amounts will vary based on the rental option chosen. Upon receipt of the advance deposit and signed agreement, the reservation becomes confirmed and the date(s) will be secured. All advanced deposits will be applied to the total cost of your event.

**Payments:** An advanced deposit is due with the signed contract; At ninety days (90) prior to your event date **50%** of the remaining balance is due. The outstanding estimated charges are due 14 business days prior to the event along with your guarantee guest count. Any remaining bar or beverage charge is due at the conclusion of the event; a credit card must be on file for the final payment. Payments should be made to Sea Ranch Resort, PO BOX 325, Kill Devil Hills, NC 27948.

**Cancellation:** Cancellation of the events results in the forfeiture of the advance deposit. The contract will outline additional information that applies to cancellation.

**Service Charge:** Please note: A 20% service charge and applicable taxes will be added to private event room fee, food & beverage charges and equipment rentals.

## Miscellaneous

**Parking:** The Sea Ranch Resort offers ample free parking for hotel guests and guests attending your event that are not staying on-site.

**Beach:** Our beachfront location offers a picturesque backdrop for your wedding ceremony; however, the beach is public and open to visitors and locals, alike. We love our beaches! To maintain a litter free and safe environment for sea life, birds, etc. the Sea Ranch Resorts prohibits silk flowers or petals, rice, confetti and any other non-biodegradable item to be thrown on the beach. Fireworks, (including Chinese Lanterns) are illegal in the town of Kill Devil Hills and not permitted during event.

**Decorations:** The hotel does not permit the affixing of any materials to walls, floors, doors, chairs, or ceilings with nails, staples, screws, tacks or tape.



## Add-ons



**Table Runners: \$5 per table | Table Overlays: \$8 per table**

**Burlap/Lace Chair Ties:**

**\$2.50 per chair**



**White Spandex Chair Covers: \$1 per chair**



**Fairy Light Back Drop:**

**\$75**



**Gold or Silver Chargers:**

**\$1.50 per place setting**



**Glass Hurricanes:**

**\$8 per piece**



**Lanterns:**

**\$12 per piece**



**12 x 12 Dance Floor: \$350**

*\*Specialty linen can be provided upon request for an additional fee. Please note: All add-ons are subject to a service charge and applicable taxes\**