



THE
SEWANEE
INN

Wedding Planning Guide



Your Perfect Day STARTS HERE

Sewanee's welcoming spirit dates to the earliest days of the University, when residents opened their doors to students and several inns served the needs of travelers and visitors. The new Sewanee Inn expands this tradition, complementing the historic Rebels Rest guest cabin, and the Sommer House and providing casually elegant rooms and suites, indoor and outdoor event space, and an amenity portfolio to make it the perfect place to say "I Do."

With 43 guestrooms overlooking a newly restored 9-hole golf course, and expansive banquet facilities, The Sewanee Inn provides superb hospitality. The architectural style of the Inn is a combination of Southern vernacular with collegiate Gothic elements inspired by other buildings on the campus. The exterior clad indigenous fieldstone and most of the interior millwork are from trees harvested on the Domain. Generous amounts of exterior space, with terraces located off many of the guest rooms and public areas, allow guests to enjoy Sewanee's temperate climate and the perfect setting for wedding ceremonies and receptions.

The Sewanee Inn's lobby features a floor-to-ceiling stone fireplace. Two lounges are accessible by the lobby, one downstairs with a cozier setting and fireplace, one upstairs that opens to the lobby below. Our ballroom features wood flooring, wainscot and twenty foot ceiling as well as a gathering hall with access through four French doors to an exterior terrace along the golf course.

The lodging wing consists of two floors of well-appointed guestrooms. Second floor north side guestrooms boast cathedral ceilings with balconies overlooking the golf course and natural scenery. The first floor north side guestrooms have patios with a spectacular view of the golf course as well.



RECEPTIONS



Reception Rental Fees Include:

- Tables (60" Rounds to accommodate 6-10 people)
- Banquet Chairs
- White floor length banquet linens and napkins
- China, flatware, goblets
- 48" cake table
- Complimentary cake cutting service
- Guest book table and gift table
- Complimentary menu tasting (up to 4 people)
- Special menu pricing for children 12 and under
- Preferred room rate for family and friends attending your wedding
- Complimentary upgraded guestroom, including champagne and chocolate covered strawberries for the bride and groom the evening of the reception, based upon availability at the time of booking.
- Complimentary Band Green Room - based upon availability
- Power Distributer Box
- 30" Cocktail Rounds

**All Rental Fees are subject to 9.25% state sales tax and 22% service charge.
Table & chair inventory indoor use only.*



Food and BEVERAGE

All food and beverage arrangements are subject to taxable service charge of 22% and applicable Sales Tax of 9.25%. We require your menu selection at least 30 days prior to the date of your function. Menu prices are subject to change based on availability of product. The final guaranteed number of guests must be received by 10:00 am fourteen (14) business days in advance. This guarantee may not be reduced after this time. Your charges will be based on the guaranteed number, or the actual attendance, whichever is greater.

Food and Beverage Minimums

A food and beverage minimum amount is determined for each wedding and varies on the space location and dates. The food and beverage minimum does not include taxes and service charges. The food and beverage minimum should not be considered an estimate of the costs for the wedding, as this will vary considerably depending on the specific details of your event. The Sewanee Inn must provide all food and beverage for your wedding with the exception of your cake.

Buffets and Hors D'ouerves

Buffets and hors d'oeuvres are priced for two (2) hour durations only, unless otherwise specified. At the conclusion of the two (2) hour duration, all food and beverages with the exception of the wedding cake become the property of The Sewanee Inn and cannot be taken from the banquet function due to State health regulations. Please indicate any special meals, vegetarians or dietary restrictions with your guarantee. Any additional meals that need to be prepared at the time of event to accommodate these needs will be charged at 1.5x the menu price.

Host Bars

The Sewanee Inn as a licensee is the only authority licensed to sell and/or serve wine, beer or liquor for consumption on the premises. Therefore, no alcohol can be brought onto the licensed property. The Sewanee Inn reserves the right to discontinue any and all service in the event of blatant or willful disregard for the law on the part of the event sponsor or guests in attendance. The Sewanee Inn is required to enforce liquor laws as regulated by the State of Tennessee.





Special Event SPECIFICS

To maintain a clean, safe and organized facility, the Sewanee Inn requests that you honor the following policies and guidelines. By signing a contract with The Sewanee Inn as the group representative, it is acknowledge that you have read and accepted the responsibility for ensuring that event attendees follow all polices and guidelines.

Electrical/Exhibits

Please provide specifications regarding setup and electrical requirements for bands or DJ's (in writing) 4 weeks prior to the event.

Bands and DJs

Amplified sound outside of the rented venue space is not permitted for consideration of other hotel guests. The entire ballroom must be rented for DJ or band events. A designated dance floor area is required if a band or DJ is scheduled for the event and may reduce the maximum capacity of seating. Stage is required for all bands.

Evening Wedding Hours

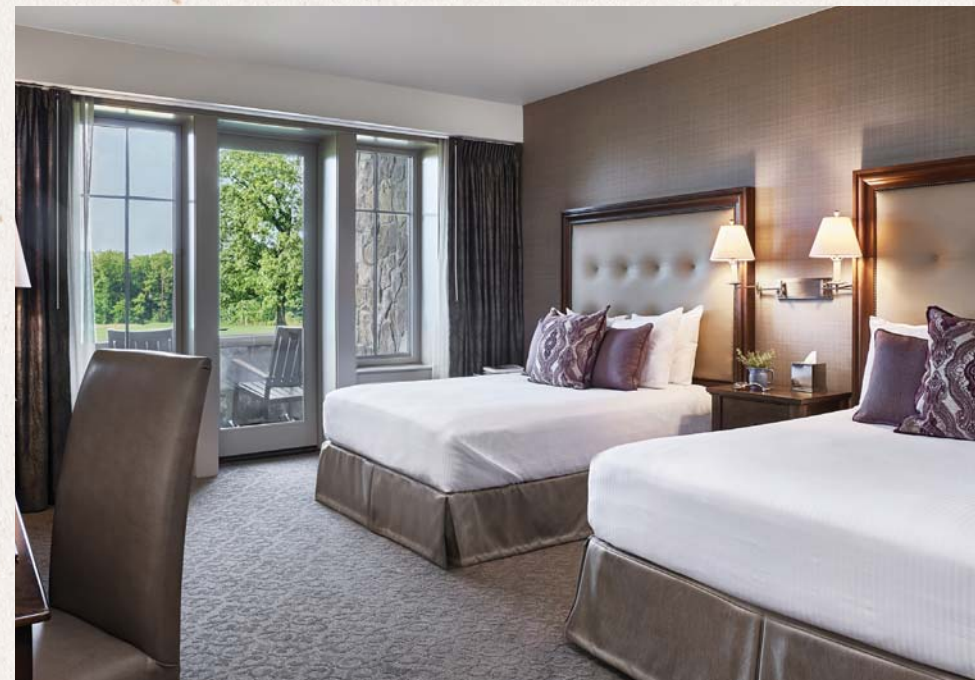
An evening wedding reception begins no earlier than 5:00pm in most cases: Receptions last 4-5 hours on average. Breakdown of reception must be completed no later than 1:00 am.

Event Parking

Self-parking is available at no cost to you and your guests. The Sewanee Inn and The University of the South do not assume responsibility for any vehicle or its contents when parked at the Inn or on University property. The Sewanee Inn does not assume responsibility for damage to vehicles that are booted, immobilized, or towed due to parking violations incurred. Overflow parking is available.

Animals

Animals are prohibited unless providing assistance to disabled persons.



Planning and PAYMENT

Planning Schedule

Menu selections and planning can commence two to four months prior to your wedding. All arrangements with your various vendors should be finalized before this meeting. Catering Manager will need a list of all vendors including contact name and cell phone numbers. A complimentary menu tasting for a maximum of four (4) people will be provided within four (4) months of your wedding date. Tastings must be scheduled in advance.

Deposit and Payment

To secure your date, a signed contract and a non-refundable deposit of 50% of the estimated charges is required. Full estimated payment of the event is due fourteen (14) business days prior to your wedding. Personal checks cannot be accepted for the final payment. A credit card authorization form must be completed prior to the event for any additional charges.

Decor and Deliveries

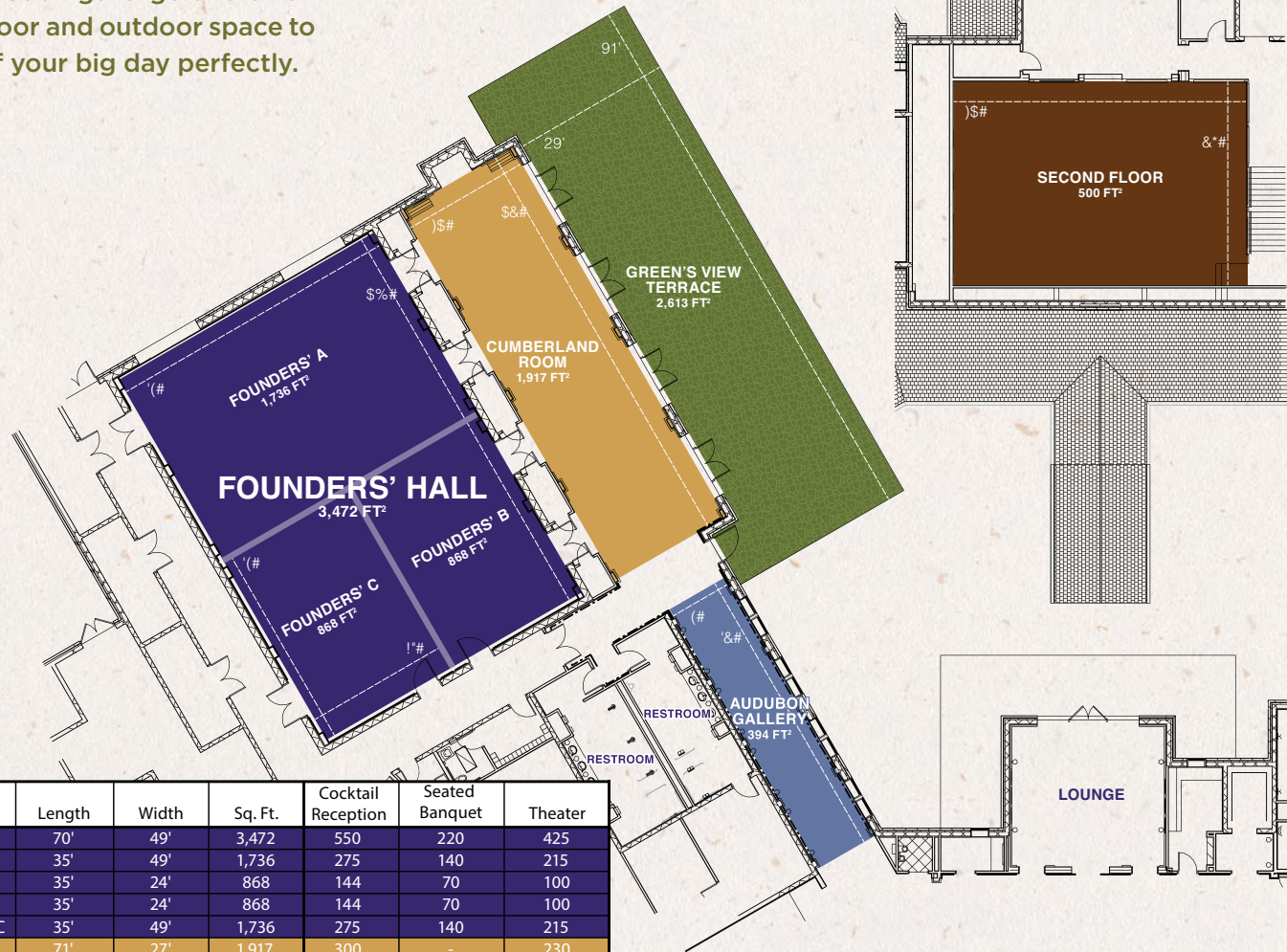
- No glitter, confetti, or other loose types of decorations are allowed inside the conference center or on lawn areas.
- No sparklers or other fireworks are allowed on property or on the Golf Course.
- Decorations must be free standing. Items may not be attached to the walls or hung from the ceiling without approval from the Hotel.
- Decorations should remain in the rented space. Prior approval must be granted to decorate in the public areas.
- Early delivery and storage of equipment/decorations is generally not available due to space utilization. Prior approval is necessary.
- Staging must be 4ft. from back wall and seating must begin 4ft. from front of stages or risers.
- Pipe and drape may be used 6ft. on either side of stage, if stage is on east wall, with temporary exit signs posted, permanent exit signs unobstructed, and a clear 6ft. exit aisle.
- Helium tanks are not allowed inside the facility and should be kept on the loading area in the rear of the building and secured from falling. Banquet staff will not handle helium tanks.





Event Space

Our flexible meeting space is designed to accommodate weddings large and small with a mix of indoor and outdoor space to suit the needs of your big day perfectly.



Space	Length	Width	Sq. Ft.	Cocktail Reception	Seated Banquet	Theater
Founders' Hall	70'	49'	3,472	550	220	425
Founders' A	35'	49'	1,736	275	140	215
Founders' B	35'	24'	868	144	70	100
Founders' C	35'	24'	868	144	70	100
Founders' B & C	35'	49'	1,736	275	140	215
Cumberland	71'	27'	1,917	300	-	230
Green's View	91'	29'	2,639	430	215	-
Audubon Gallery	41'	9'	394	65	-	-
Second Floor	27'	18'	500	80	40	60



Tasting and Bar GUIDELINES

In an effort to make your tasting as efficient and successful as possible, we request that you follow the tasting guidelines below.

- The Sewanee Inn must have tasting menu choices 2 weeks prior to tasting date.
- Client must know if they are hosting a buffet or server dinner by tasting date.
- All green salads, fruit displays (sliced or whole) and vegetable displays are not available for tasting.
- Client may only select a maximum of 2 categories for a tasting. For example: Served Meal and Hors D'oeuvres)
- Maximum of 4 people allowed at a tasting.
- Any additional tasting items above guidelines will be surcharge of full menu price per item.
- Any additional guests attending, above the maximum allowed (4) will be charged \$20 per person.
- Wedding tastings are scheduled Monday - Thursday, 11am to 4pm.

Select One

Served Meal:

- Choice of 3 Entrees
- Choice of 2 Sides
(only Maple Butter Sweet Potato Medallions, Linguini, Basmati Rice, and Asiago Risotto Cake are available for tastings)

Buffet Meal:

- Choice of 4 Entrees
- Choice of 3 Sides
(only Maple Butter Sweet Potato Medallions, Linguini, Basmati Rice, Penne Pasta, Penne Salad, Pasta Salad, Quinoa Cucumber Salad, Cucumber & Tomato Salad, and Broccoli Salad are available for tastings)

Select One

Hors D'Oeuvres:

- Choice of 5 Hors D'oeuvres (hot and cold)

Station and Display:

- Choice of 2 Stations and/or Displays

Bar Package Brands

House:

Bowman's Vodka
Bowman's Gin
Bowman's Rum
Evan Williams
Juarez Tequila
Wine: Vista Point

Deluxe:

Beefeater Gin
Tito's Handmade Vodka
Dewars
Mount Gay Rum
Buffalo Trace Bourbon
Sauza Gold
Wine: Darkhorse

Premium:

Tanqueray Gin
Grey Goose
Johnny Walker Red
Gosling's Black Seal Rum
Maker's Mark
Patrón Silver
Wine: Chateau Souverain



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