

EVENT GUIDELINES

- Amenities included in the space rental prices are: a hospitality manager to guide you through the event process, work with your vendors and be onsite throughout your event, use of the Courtyard, Event Lawn, Prefunction Atrium, Small Dining, Main Hall, restaurant style catering kitchen and 125 off-street parking spaces.
- Extras available for an additional charge include: tables and chairs with custom floorplan and setup (starting Spring 2022).
- Rental is for a total of 10 hours for event setup, event time and event breakdown between the hours of 9am and 12am. Additional hours are available for \$200 per hour.
- Your date will be held for one week as a courtesy. A \$1000 non-refundable deposit is required to book the date. All remaining charges are due 30 days in advance of your event date with a detailed event timeline and a list of all vendors.
- Clients can choose from our preferred catering list for all catering and non-alcoholic beverage service or use a caterer of their choice (with certain qualifications, please ask for our catering contract). Alcoholic beverage service is required to be provided by our bartending partner.
- We suggest, but do not require, an event coordinator for our clients. If a coordinator is not used, we will require one contact for all event related details.
- We require the use of security officers for any event of over 100 people serving alcohol.



LOW SEASON RATES

JANUARY, FEBRUARY, JULY,
AUGUST, SEPTEMBER, DECEMBER

WEEKDAY \$2,000

WEEKEND \$4,000



HIGH SEASON RATES

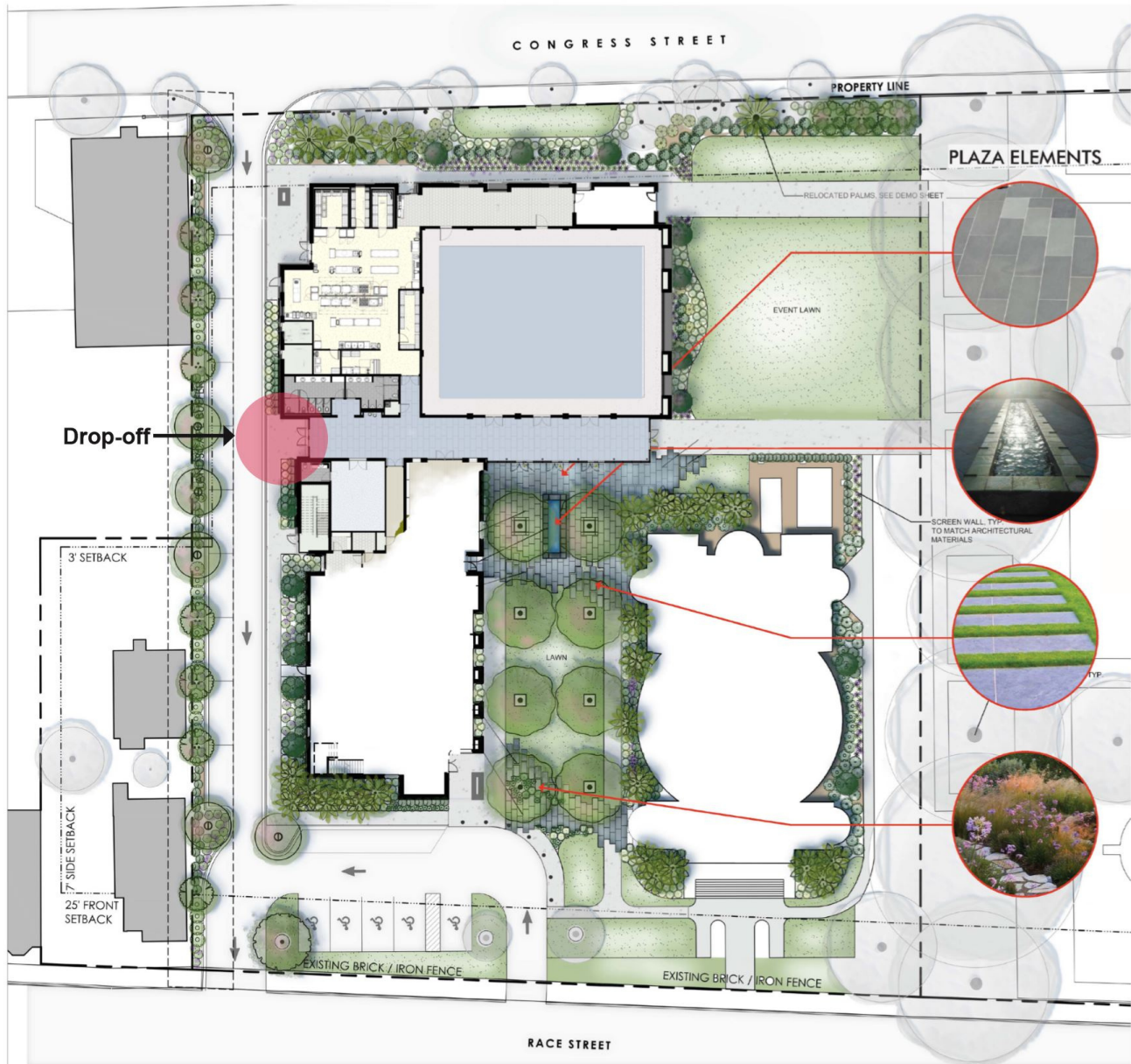
MARCH, APRIL, MAY
JUNE, OCTOBER, NOVEMBER

WEEKDAY \$3,000

WEEKEND \$5,000

BOOKINGS AVAILABLE SEPTEMBER 2021

EVENT GUIDELINES



BOOKINGS AVAILABLE SEPTEMBER 2021



EVENT GUIDELINES

The event vendors listed below are recommended for their experience with the details of Trinity Hall and their commitment to Charleston hospitality. We also welcome you to source your favorite vendors in most categories and will work with them to bring your event to life.

CATERING

Clients can choose from our preferred catering list for all catering and non-alcoholic beverage services or use a caterer of their choice (with certain qualifications, please ask for our catering contract).

Cru Catering

Jenna Locke | 843.534.2433 | jenna@crucatering.com

Duvall Catering & Events

Ashley Gunnin | 843.763.9222 | info@duvallevents.com

Hamby Catering

Candice Wigfield | 843.571.3103 | candice@hambycatering.com

Salthouse Catering

Tanya Gurrieri | 843.577.7847 | tanya@salthousecatering.com

BARTENDING PARTNER

All alcoholic beverage service is required to be provided by our bartending partner. Packages are priced per person for a 3 hour event. See our Bar Guide for more information.

Spike

Grace LaBounty | 843.766.3366 ext. 224 | grace@snyderevents.com

BOOKINGS AVAILABLE SEPTEMBER 2021

EVENT GUIDELINES

IN HOUSE RENTALS

Starting in the Spring of 2022, you can rent our in-house tables and chairs for your event. Pricing includes a custom floorplan with set up and breakdown.



Tables \$6 per table (expected inventory 40-60" rounds, 4 round cocktail tables, 2 6-foot tables)



Chairs \$3 per chair (expected inventory 300 muted silver Chiavari dining chairs with a white seat)

EVENT RENTALS

Event Works

843.633.1900 | info@eventworksrentals.com

Snyder & Snyder Lounge

843.763.9222 | info@snyderevents.com

EVENT PRODUCTION

PDA, Production Design Associates - Lighting, Audio, Production

Chuck Huggins | 843.554.3466 | chuck@pdastage.com

PDA has been our event production consultant throughout construction and is the most knowledgeable about our building specifications.

Social Spool - Event Draping & Installations

Leigh & Caroline | 843.817.2068 | Hello@thesocialspool.com

Social Spool specializes in fabric walls and space dividers and is knowledgeable about the production needs of Trinity Hall.

BOOKINGS AVAILABLE SEPTEMBER 2021