

# EVENT GUIDELINES

- Amenities included in the space rental prices are: a hospitality manager to guide you through the event process, work with your vendors, be present on site throughout the event
- Rental rate includes the use of: the Courtyard, Event Lawn, Prefunction Atrium, Main Hall, Small Dining Room, Catering Kitchen, and 125 off-street parking spaces
- Extra items available for an additional charge include: tables and chairs with custom floor plan and setup.
- 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 \$1,000 non-refundable deposit is required to book the date. All remaining charges are due 30 days in advance to 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 alcoholic beverage services, or use a caterer of their choice (All vendors are required to meet qualifications, please ask for a vendor and catering contract).
- All alcoholic beverage service is required to be provided by our bartending partner.
- We strongly 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 and day-of coordination.
- We require the use of security officers for any event serving alcohol with a guest count of over 150

## *low season rates*

WEEKDAY	\$2,000
WEEKEND	\$4,000

JANUARY, FEBRUARY, JULY, AUGUST,  
SEPTEMBER, DECEMBER

## *high season rates*

WEEKDAY	\$3,000
WEEKEND	\$5,000

MARCH, APRIL, MAY, JUNE, OCTOBER,  
NOVEMBER

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*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. We will add vendors to this list after successful events.*

## **CATERING:**

Clients can choose from our preferred catering list for all catering and non-alcoholic beverage services or use a caterer of their choice (within specific 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 Guidelines for more information.

Spike  
Brad Mea | 843.766.3366 \*224 | brad@snyderevents.com

## **EVENT RENTALS:**

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

Duvall Floral and Decor (draping, decor, and floral installations)  
Ashlyn Moylan | 843.886.1483 | ashlyn@duvallevents.com

## **PHOTOGRAPHY:**

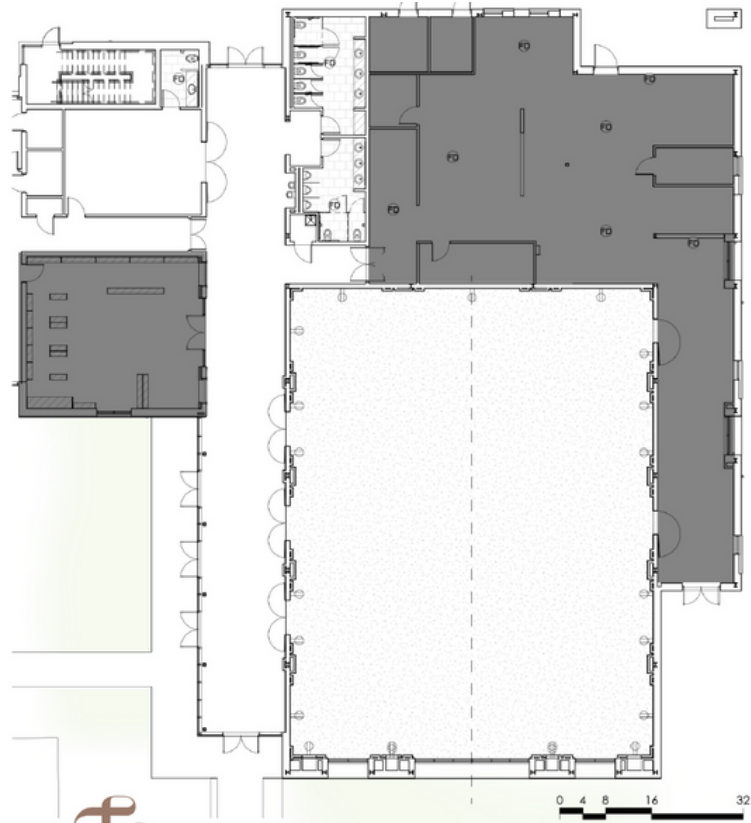
Adrienne Cooper Photography | 843.754.8644

# EVENT GUIDELINES

## CAMPUS GROUNDS



## ATRIUM, MAIN HALL, SMALL DINING ROOM



LAYOUT  
1/16" = 1'-0"

19-02  
Job No.  
10/12/21  
Date  
RL  
Drawn