

# General Information

Tastefully secluded amidst majestic oaks and situated on a 650-acre rice plantation, Litchfield Plantation is the perfect place to hold your wedding, reception, rehearsal dinners, cocktail parties, dinners, luncheons, business and social organization meetings, or just about any occasion requiring fine service and attention to detail.

The elegant and varied facilities available to you at Litchfield Plantation are unmatched in Eastern South Carolina. The two-hundred-and-fifty year old Plantation House and its grounds are not only perfectly suited to elegant weddings, but the four luxurious suites add that extra touch for you or your special out-of-town guests. Accommodations are also available in our guest house and retreat cottages.

The Carriage House Club, situated adjacent to the Plantation House, is remarkably adaptable to just about any situation. Its six rooms (adorned with priceless antiques and objets d'art), porch, and patio provide the solution for almost any party planner's needs, in addition to the finest à la carte dining on the Grand Strand.

The plantation also offers its beautiful pool and cabana (overlooking the waterway and rice fields), and its three-story Beach Club House (on the beach at Pawleys Island) for those informal events people expect when they come to the beach.

## Total Coordination

The staff of the Carriage House Club is always available to assist you in the planning of a successful event. We would be pleased to arrange for audio-visual equipment and any other special requirements. A recommended vendor list will be provided to you to assist you in the arranging for specialty cakes, entertainment, flowers, ice carvings, photography, etc.

All catering/dining and facility prices are subject to change without notice.

# Policies

## **FOOD**

All food and beverages served within Litchfield Plantation and its Beach House must be provided by The Carriage House Club with the exception of wedding and/or grooms cakes.

For seated meals, entrée selections are generally limited to 2 choices. The guaranteed number of each selection must be received 7 days prior to your event. It is the responsibility of the client to provide proper place cards to distinguish the selections ordered.

All special dietary requests must be received 7 days prior to the event.

A minimum of 50 guests is required for buffets in order to assure guests of a well stocked table and excellent presentation.

## **ADDITIONAL ITEM REQUESTS**

Requests for additional items that may be required must be received no later than 30 days prior to the function.

## **DECORATING**

Your private reserved room/s will be available for setup and decorating 2 hours prior to your function, whenever possible. If your reserved room is being used for an earlier function, then set up/decorating will be available to you as soon as possible and as scheduled with the Banquet/Catering Manager. No decorations can be affixed to walls, woodwork or ceiling. No Carriage House Club furniture, artwork, etc. will be moved or removed. The Carriage House Club does not provide any decorations, including flowers, flower vases, place cards, table cards, etc. All items must be removed within 1 hour following the conclusion of an event.

## **GUARANTEE**

Catering arrangements must be finalized 30 days in advance. Your final attendance guarantee must be received 7 days prior to your function. Cancellations and reductions made after this deadline will not reduce the final charges. Additions will be accommodated, if possible, at the applicable charge.

## **RECEPTIONS**

Items that are traditionally tossed for departing newlyweds must be approved 7 days prior to the event and can only be tossed outside the Carriage House Club doors. The use of sparklers or rice is prohibited (bubbles, birdseed or rose petals are suggested items).

## **CHANGING ROOMS**

Changing rooms at The Carriage House Club are not available. We will be happy to rent to you a 2 bedroom villa at 50% of the applicable nightly rate, subject to availability.

Rooms rented at the Plantation House are for accommodation purposes only and are limited to 2 guests per room, unless all four suites have been rented by the contracting party, in which case special rates will apply.

# Location Information

Location information/fees for your wedding ceremony, reception or other event

## CEREMONY LOCATION CHARGES

**Note: wedding ceremonies are not permitted on the grounds of Litchfield Plantation unless a reception follows.**

Ceremony fee for Litchfield Plantation Grounds \$1,000  
Second Avenue of Live Oaks  
Ricefields  
Flagstone Patio (Carriage House Club)  
\* Plantation House, Front Lawn  
\* Plantation House, Back Lawn

\* Ceremony at the front or back lawn of the Plantation House requires rental of the four-bedroom Plantation House for two nights (minimum) at current rates.

## RECEPTION LOCATION CHARGES (Carriage House Club OPEN to Other Guests \*)

Carriage House Club, One Room \$250 (Library, Living Rm., Sun Rm., Winter Rm., Enclosed Glass Porch)  
Carriage House Club, Two Rooms \$400 (Library, Living Rm.)  
Carriage House Club, Three Rooms \$500 (Library, Living Rm., Enclosed Glass Porch)

\* Note: Entertainment and dancing are not permitted when CHC is open for à la carte dining.

## RECEPTION LOCATION CHARGES (Carriage House Club CLOSED to Other Guests)

Carriage House Club for Day Function \$ 750 (11:00 a.m. - 3:00 p.m.)  
Carriage House Club for Evening Function (with or without Tent) \$2,500 Friday or Saturday  
\$2,000 Sunday through Thursday

Notes: Entertainment and dancing are permitted when entire CHC is reserved.

Outdoor functions must end by 10:00 p.m.

Tent rental costs are not included in location prices.

\*100 person minimum required to reserve entire CHC for evening functions.

For daytime functions there is a minimum Food & Beverage of \$45.00 per person

## OCEANFRONT BEACH CLUB HOUSE \* (Maximum 150 Guests)

4 Hour Maximum \$850 (6:00 p.m. - 10:00 p.m.)  
Outdoor functions must end by 10:00 p.m.

\*Note: Catering must be provided by CHC. Shuttle service must be arranged by party renting facility. Parking is limited. No seated dinners are permissible; buffets, food stations and passed items only.

## POOLSIDE EVENTS (No swimming allowed; maximum 75 Guests)

4 Hour Maximum \$750 (6:00 p.m. - 10:00 p.m.)  
Outdoor functions must end by 10:00 p.m.

## GUEST ROOM ACCOMMODATIONS:

If hotel guestrooms are required for your event, our Front Desk staff will be pleased to assist you with reservations.

The Carriage House Club is delighted to coordinate and cater your wedding reception on Litchfield Plantation property, regardless of the marriage ceremony location. Wedding ceremonies held at Litchfield Plantation are only held in conjunction with receptions coordinated and catered by the Carriage House Club.