

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, 125 off-street parking spaces.
- Extras available for an additional charge include: tables and chairs with custom floorplan and setup, kitchen appliances and AV capabilities.
- Rental is for a total of 10 hours for event setup, event time and event breakdown between the hours of 9am and 12am.
- 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). All 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

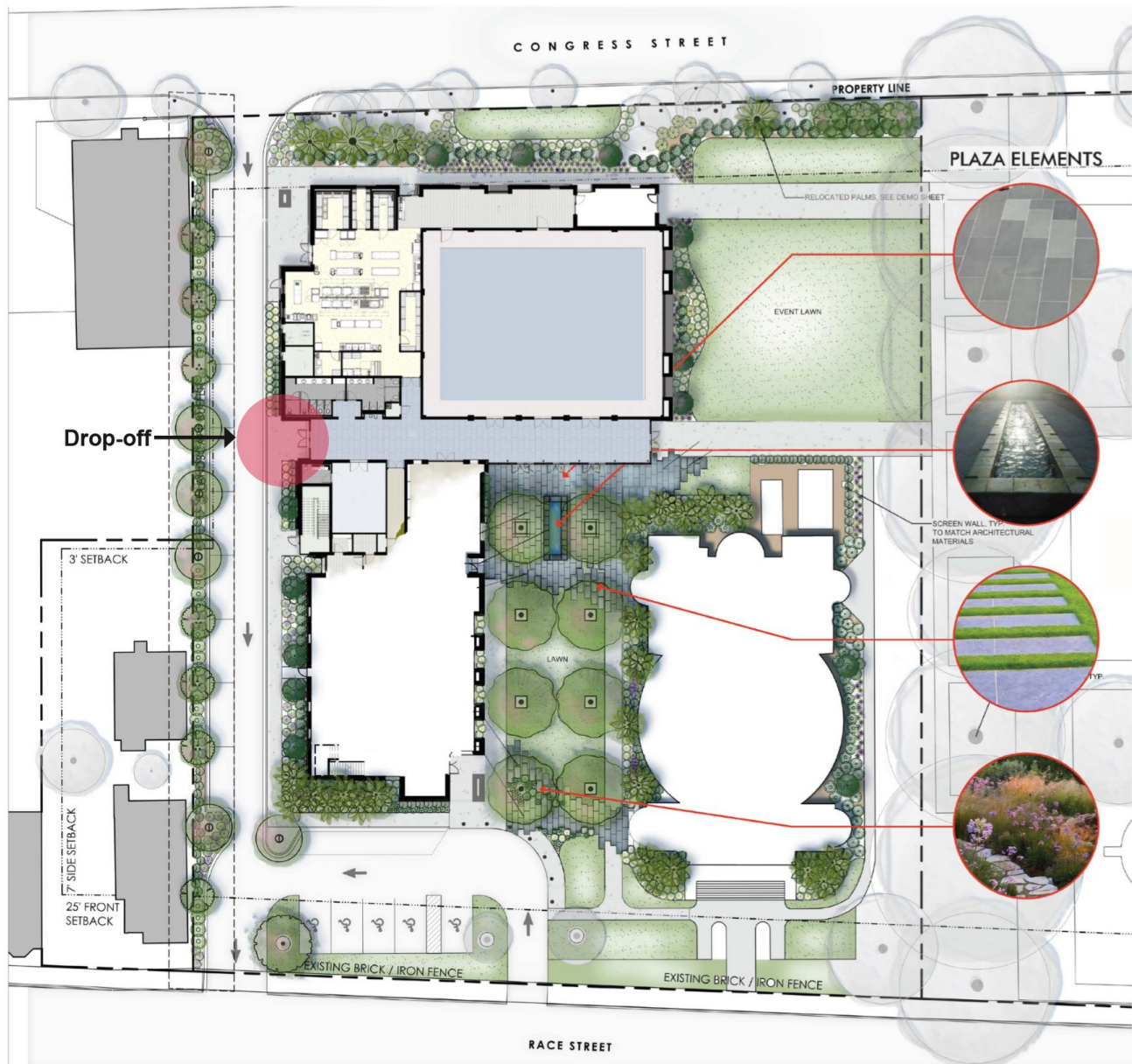
MARCH, APRIL, MAY
JUNE, OCTOBER, NOVEMBER

WEEKDAY \$3,000

WEEKEND \$5,000

BOOKINGS AVAILABLE SEPTEMBER 2021

EVENT GUIDELINES



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EVENT GUIDELINES

We invite you to work with Charleston's best vendors. Find our preferred catering vendors and exclusive bar partner. Inquire at hello@trinityhall.com to learn more.

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).

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

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 Bartending Partner

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

BOOKINGS AVAILABLE SEPTEMBER 2021

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Find our list of recommended event vendors who have experience with the details of Trinity Hall. This list is simply a guide and should not be considered an exclusive list - we welcome you to source your favorite vendors!

IN HOUSE RENTALS

Rent our in-house tables and chairs for your event. pricing includes set up and breakdown of your layout.



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



Chairs \$3 per chair (expected inventory 300 champagne Chiavari with a blue 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 is our recommended draping partner for fabric walls and space dividers and is knowledgeable in the production needs of Trinity Hall.

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