

FOREST HALL  
CHATHAM MILLS



Weddings







## *Welcome to Forest Hall*

Forest Hall at Chatham Mills is a restored historical venue with indoor and outdoor spaces to accommodate up to 150 people for weddings. Located in Pittsboro, NC, central to Chapel Hill, Raleigh, Durham and Greensboro, it offers great flexibility with multiple spaces to meet all your needs. With tons of natural light, beautiful brick walls, and restored wood floors, Forest Hall makes the perfect blank canvas for the wedding of your dreams. We love hosting weddings and are so excited for you to experience an unforgettable day with us.

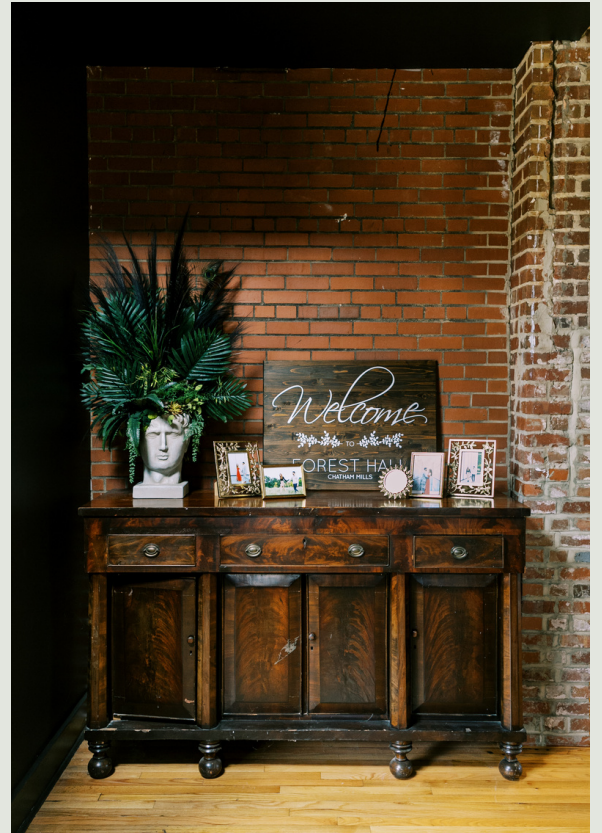






# Event Spaces

Couples adore the flexibility and versatility of our venue. With indoor and outdoor ceremony options, weather is never an issue. Our various on-property buildings, gardens and water tower, provide unique and one-of-a-kind photo opportunities. Picturesque enough to stand on its own without much needed décor, or the perfect blank canvas to create the wedding full of your personalities and vision, we will work with you to utilize any or all of our spaces to craft your perfect day!







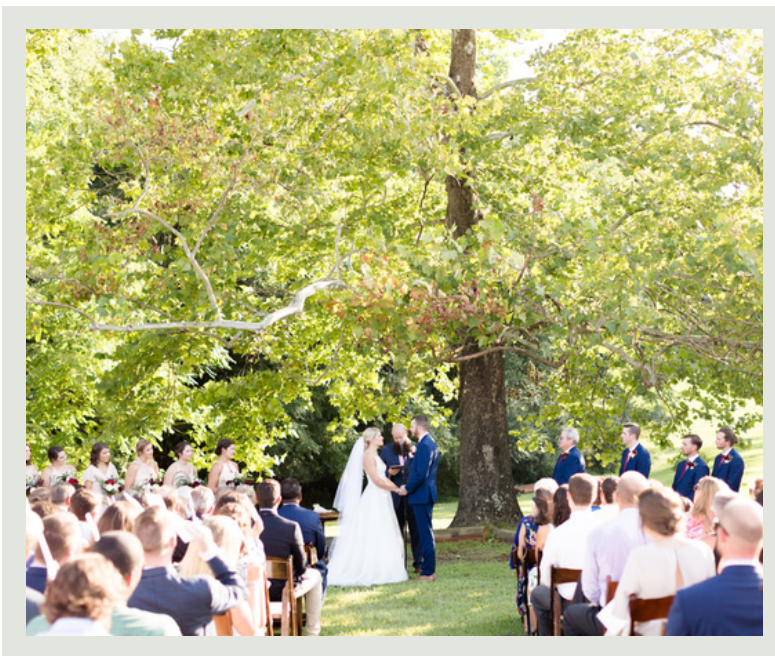
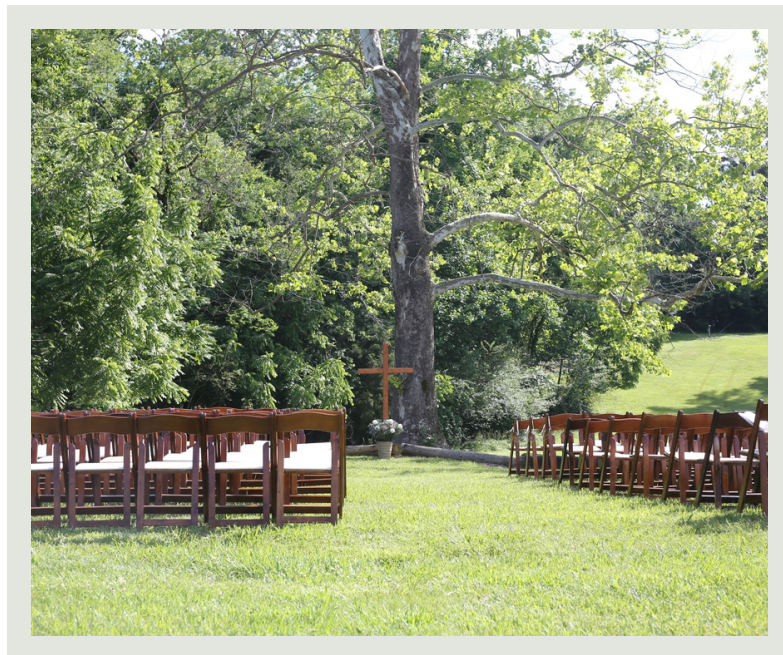
## *The Event Hall*

Forest Hall offers 3,500 square feet of multi-use, flexible event space. Couples love the exposed brick walls, timeless wood floors, and soaring vintage windows. The hall is divided into two spaces by a brick wall with two large openings and sliding custom barn doors to close them off when desired. The largest space can hold 150 people seated, or 200 with flexible seating options. The spaces can function for an indoor ceremony, reception, dance floor, and/or cocktail hour. Depending on your wedding guest count and expected weather you can work with our venue coordinator to decide how to best use the spaces to meet your needs. The farm tables and chairs are included. Whether enhanced with elaborate décor, or only a few elegant flourishes, the hall's setting provides the perfect setting for your wedding.



# *The Lawn*

Outside the rear of the hall is an expansive green lawn with a backdrop of our wooded forest property. The 80-foot Sycamore is the showcase of the lawn which, during spring and summer months, can be used as the backdrop for your ceremony. A beautiful Magnolia Tree anchors the other end of the lawn and, in front of the classic brick building, can be utilized as an alternate ceremony backdrop. The lawn is a perfect spot for an outdoor ceremony and/or cocktail reception.







## *The Dressing Suite*

Weddings booked at Forest Hall include the use of our dressing suite. Conveniently located adjacent to the hall and tastefully decorated, our suite is the perfect place to get ready for your big day, spend time together with family and friends, and take those memorable before-the-wedding photos. With a couch, three dressing stools, ample mirrors and lighting, you'll find this the perfect spot for brunching, lunching or toasting as you and your wedding party make lasting memories together. Bring your own food and drinks, or we can cater for you. Available starting at 8am on your wedding day.





# The Lounge

For those wanting an additional dressing or staging area, the adjacent Sycamore restaurant has an elegant, swanky lounge that can be rented for an additional fee. The lounge features a private bathroom, pool table, two large screen TV's, couches, and games. Bring your own food and drinks, or we can cater for you. The lounge also offers some additional photo backdrops and options. (Rental fee, \$750. Must vacate by 4pm )





# Included Amenities



## All Venue Rentals Include:

- 12 hour day-of rental, typically 10am-10pm
- Indoor or outdoor ceremony location set-up with up to 150 chairs
- Indoor reception space with dedicated sides for dining and dancing/cocktails
- Dressing suite for entire day, starting at 8am
- Additional Suite with pool table and TV available at The Sycamore Lounge (+\$750)
- Access to venue for 1-hour rehearsal, during the week prior
- Use of venue for 1 hour for Bridal portraits or engagement session
- Day-of venue host
- On-site kitchen for prep or storage (no cooking)
- On-site parking for all guests, and parking attendant during arrival
- Wi-Fi

## Items available for your use:

- 15 – 8ft custom farm tables (can seat 10 people each)
- 9 – 60 inch round tables (can seat 8 people each)
- 2 cocktail tables
- 150 wooden padded folding chairs
- Wooden farm “sweetheart” table
- Wooden cake table
- 2 wooden wine barrels
- Outdoor Games
- Market lights hung in Forest Hall



# Venue Pricing



Pricing for up to 150 guests. Includes use of Forest Hall, The Lawn, & Dressing Suite for 12 hours on wedding day and agreed upon 1 hour window in the week prior to wedding for rehearsal.

Day of Week	April- November	December-March
Saturdays	\$5,000	\$4,000
Fridays & Sundays	\$4,500	\$3,500
Weekdays	\$300/hr	\$300/hr

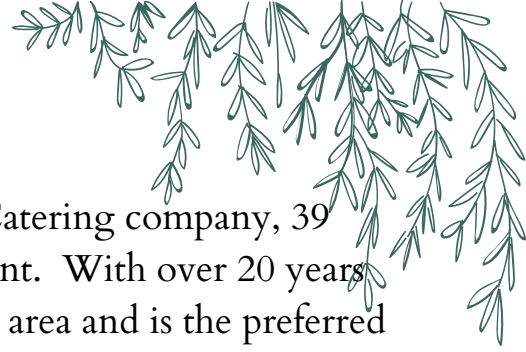
## Notes on pricing:

- *For major holidays, please inquire for pricing and availability.*
- *Pricing is based on utilizing on-site caterer 39 West. Approved outside caterer may be utilized for \$500 fee.*
- *For small weddings of 50 or less, or elopements, weekends available may be requested if within 3 months, at the \$300/hour rate*





# Catering



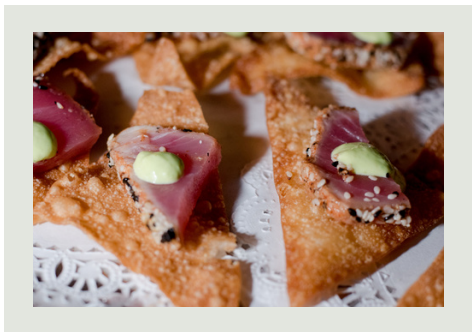
Forest Hall partners with on-site award-winning Catering company, 39 West, to provide bar and food services for your event. With over 20 years experience, 39 West offers catering throughout the area and is the preferred caterer for Forest Hall. 39 West's packages are fully customizable, but below are examples of tiers and pricing. View their full menus at [39westcatering.com](http://39westcatering.com)

## 39 West Catering- All-Inclusive Full-Service Packages

Classic Menus	Elevated Menus	Elite & Station Menus
Starting at \$42/pp	Starting at \$60/pp	Starting at \$67/pp

**39 West Catering is full-service to provide guests the best experience, and includes:**

- Full set-up of reception area, including table settings with provided china
- Five hours of service an 1-hour of cleanup
- Lemonade, Ice Tea and Water Station
- Tables and linens for appetizer and buffet tables
- Bar service including bartenders, disposable cups, basic garnishes, and ice
- Personal meal service for couple
- Assistance with timeline and table dismissal with DJ
- Vendor meals at reduced cost
- Ability to customize meals for nearly any dietary need
- NO service fee!



Can you use an outside caterer? Yes, we do allow approved additional caterers for a \$500 fee. Caterer must provide all set-up, service, and cleanup.





## Bar Options

**Bring Your Own:** Weddings can choose to bring their own beer, wine and non-alcoholic beverages to be served by our licensed bartenders. (If Liquor is desired, it must be purchased through 39 West Catering.)

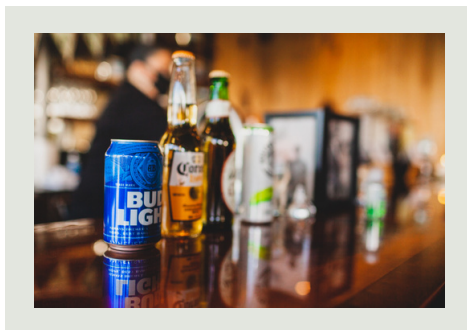
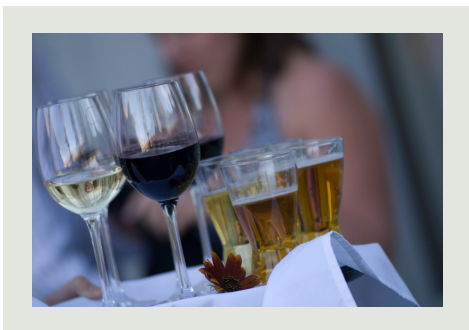
### BYO Bartender Package:

- 2 Bar Staff, available from cocktail hour to last call
- Basic Garnishes
- Disposable Cups
- Ice

**INCLUDED** if using 39 West Catering, or \$750 fee if using outside caterer

## Bar Packages

Beer & Wine Bar	Mid-Tier Bar	Top-Tier Bar
<i>House red and white wine, with choice of 4 beers from approved list. Additional and custom items may be added à la carte.</i>	<i>Beer &amp; Wine bar, Vodka, Gin, Rum, Bourbon and standard bar mixers*</i>	<i>Beer &amp; Wine Bar, Ketel One, Bacardi, Crown, Makers Mark, Tanqueray, Dewars and standard bar mixers**</i>
<b>4 Hours- \$19/guest</b> <b>5 Hours- \$22/guest</b>	<b>4 Hours- \$26/guest</b> <b>5 Hours - \$28/guest</b>	<b>4 Hours- \$28/guest</b> <b>5 Hours- \$32/guest</b>









# Your Venue Team

## Danielle Conner, Director of Sales & Venue Manager

A circular portrait of Danielle Conner, a woman with long brown hair, wearing sunglasses and a green sweatshirt, sitting outdoors with hills in the background.


Danielle has been working in the wedding business for 16 years. She worked her very first wedding when she was 16 as a table server and knew right then that this was the business for her. Danielle says about her job, **“I love watching all the final details come together on the day of the wedding and seeing the look on the couples faces as the vision of their “dream wedding” comes to life right before their eyes”** Clients absolutely love working with Danielle because they feel taken care of every step of the way. She also serves as the day-of coordinator for those choosing to work with Forest Hall directly for that.

## Greg Lewis, Venue Owner

A circular portrait of Greg Lewis, a man with short brown hair, wearing a plaid blazer over a red shirt, standing indoors.

Greg and his wife, Maria, have been in the restaurant and catering business for over 30 years. Previously owners of “Catering By Design” in Cary, NC, they sold that business to move to Chatham County and open a restaurant (The Sycamore) and new catering company (39 West). They took over ownership of Forest Hall in 2020. Over the years, Greg has taken pride and care in every wedding he’s hosted and catered, making sure that the couples are not just happy, but are over-the-top impressed with the food, service, and attention to detail that he and his staff provide. **If you read our reviews, you’ll quickly get a good understanding of the great impression Greg makes on clients!**

## Jamaul Alston, Venue Host

A circular portrait of Jamaul Alston, a man with a beard, wearing a white shirt and a dark vest, standing indoors.

Native to Pittsboro, Jamaul has been event planning for two years and absolutely loves working weddings. He’s on-site to make sure everything goes as planned, greet guests with a smile, and take care of you from start to finish the day of your wedding. He says about his job, **“I love the joy weddings bring to everyone. What really makes it special is the way that our couples choose to customize and accentuate the beauty of Forest Hall. I love to travel, watch movies, sing, dance and just live a colorful life. I can’t wait to make your special day just as colorful.”**



# *Faq's and things to note*



## What is your capacity?

Forest Hall can comfortably seat 150 people on one side of the hall for a formal dinner, and can accommodate up to 200 for a more casual or cocktail-style reception.

## Can I use an outside caterer?

Yes. While we highly recommend utilizing on-site caterer 39 West Catering,, we do allow approved outside caterers for a \$500. You can view our approved vendor list [here](#), or submit your own vendor for approval with us.

## Do I need a wedding coordinator?

Yes. All couples are required to have a professional day-of coordinator. The coordinator must be on-site from the time any vendors arrive, and remain on-site until clean-up is complete. Forest Hall has a seasoned, professional wedding coordinator on-staff who can fill this role for couples if desired. This includes a meeting at 60 days out, rehearsal and full wedding day coordination. Please inquire for details.

## What are the weather backup/options?

Our indoor hall can accommodate wedding ceremonies for up to 150 people, for either inclement weather, or for a planned indoor ceremony. These ceremonies are typically set up on the dance floor/cocktail side of the space which is then cleared after it is over.

## When do we need to have everything out of the space?

All vendor set up and breakdown must be completed within your allotted rental hours. Any rental items should be removed/picked up at the conclusion of the event, unless prior arrangements have been made. Our staff will clean the event space and restrooms after you leave. All vendors are responsible for the removal of their belongings, and trash.

## Are there any other fees?

Venue includes use of lawn, hall, and dressing suite. Additional fees may be incurred for our bartenders (if not using 39 West Catering), If we are your wedding coordinator, a small fee for required event insurance, and a \$750 charge if utilizing The Sycamore Restaurant's lounge. For use of the space longer than 12 hours, a \$300/hr charge applies.



# Can you picture your wedding at *Forest Hall?*

Schedule a Tour today!



Thank you to these  
photographers for  
the photos included  
in this brochure

- *Morgan Caddell*
- *Kelsey Fike Photo*
- *Ally and Bobby Photo*
- *Six Foot Photography*
- *Mina Von Feilitzsch*
- *Akira Jordan Photography*
- *Three Regions Photography*



[www.foresthallatchathamills.com](http://www.foresthallatchathamills.com)



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# Reviews



"Beautiful wedding venue with the ability to fully customize your day through their many indoor/outdoor options."

- Rachel B. Photography



"Beautiful wedding venue with the ability to fully customize your day through their many indoor/outdoor options. Love that the space gives couples the option to have everything from getting ready through to reception hosted on site." - **Rachel B. Photography**

"Not only is this a beautiful venue and adaptable space, but the staff and owner are wonderful to work with and you know that they want your day to succeed as much as you do."

- Anne S.



"Not only is this a beautiful venue and adaptable space, but the staff and owner are wonderful to work with and you know that they want your day to succeed as much as you do. Thank you Greg and Danielle for all your hard work and accommodations. Danielle was the first to arrive on Saturday, hours before the event and was the last to leave. She anticipated all needs, making it possible for us to enjoy the day, fully confident that she was working behind the scene to make it a wonderful celebration. And it was. We are so grateful and thankful to Danielle, Greg and all at Forest Hall who contributed to our children's special celebration." - **Anne S.**

"My husband and I got married at Forest Hall this spring and we couldn't be happier that we chose this venue for our wedding!"

- Ashlan J.



"My husband and I got married at Forest Hall this spring and we couldn't be happier that we chose this venue for our wedding! It is a stunning mill space with so many original details and large windows bringing in filtered light. Danielle and Greg were both great to work with and the in-house 39 West catering was wonderful. We couldn't recommend Forest Hall higher to any couples looking for their perfect venue! -**Ashlan J.**



50 reviews

