



WEST BELMONT PLACE

## West Belmont Place Specialty Ethnic Cuisine Wedding Package

West Belmont Place will reserve a event space for your function and will allow menu items to be brought in by an approved outside caterer. The approved caterer must provide West Belmont Place proof of General Liability Insurance for a minimum of \$5,000,000.00. This policy must indicate *WWXII/Oxford DTC Real Estate LLC DBA the National Conference Center* as "additional insured."

### **Base Price Facility Fee** **\$25.00 Per Person ++**

- ◆ Event space for the cocktail reception and the dinner/dance. West Belmont has the right to charge additional fees should the group require more space for the ceremony, reception and dinner/dance functions in addition to the confirmed space on the contract. Each function time to be confirmed in the Function Agenda clause of the contract.
- ◆ Function space can accommodate events ranging from 50 to 1200 guests.
- ◆ Hardwood dance floor, tables and chairs, risers for the band/DJ, head table, and cake table.
- ◆ Tables for items such as gifts, place cards, guest book, etc.
- ◆ Skirted buffet tables – if needed
- ◆ A variety of specialty linen choices, silver, white china and glassware for all tables.
- ◆ Votive candles
- ◆ Banquet Captain and staff dedicated solely to the event.
- ◆ (1) Complimentary guest suite for the evening of the event. The evening prior would be at a discounted rate based on the availability.
- ◆ Special room rates for overnight guests based on the availability.
- ◆ Staging area for the caterer's food set up.

### **Unlimited Soft Drink and Juice Beverage Service** **Additional \$15.00 Per Person ++**

#### **(4) Hour Call Brand Open Bar**

Includes unlimited soft drink and juice beverage service  
Bar selection upgraded to include Johnny Walker Black  
**Additional \$30.00 Per Person ++**

#### **Children (10 Years of Age and Younger)**

Includes unlimited soft drink and juice beverage service  
**\$10.00 Per Person ++**

#### **For Weddings ~ Courtyard Ceremony**

Includes ceremony space accommodating up to 250 people,  
back-up space (in case of inclement weather), white garden chairs, riser, and microphone.  
**\$1000.00 + Tax**

++ Price is Subject to a 20% Service Charge and 5% Virginia State Tax