



128 South Front Street • Wilmington, NC 28401 • Ph: 910.399.1709

Historic Charm...Meets Modern Elegance

We are excited you are considering 128 South for your special day. You've never planned a wedding before? No problem...we have got you covered. Below you will find some important information explaining how we do things, what you can expect, and the goods and services we offer. At the end of the day, our goal is to make this experience truly memorable and as "stress-free" as possible. Since our opening in 2010, 128 South has built a solid reputation providing superior staff, service, food quality, and event planning. We are happy to answer any questions you may have about hosting your event us.

About 128 South

128 South is located on the south end of historic (and picturesque) Downtown Wilmington, NC. 128 South boasts a unique meeting and special event venue that includes 2500 sq feet of indoor space and a 2200 sq foot outdoor deck with views of the Cape Fear River.

Facility Rental

The Facility Rental is the fee for use of the 128 South facility and Riverview Deck on the day of your event. The Facility Rental fluctuates based on the day of the week. Typically, our event block is for a four (4) hour function. (The four hours does not include decorating/setup or breakdown...you get additional time for those things.) Of course, if you think you would like to extend the time, we can certainly accommodate that request (some restrictions and additional fees may apply).

Food & Beverage Minimum

The Food & Beverage Minimum is the contracted minimum amount you are required to spend with us on food and beverage for you event. That said, often times, our Clients exceed the required minimum depending on the headcount and menu selections they choose. Also, because we hold a NCABC license, 128 South must handle the sale and service of all alcoholic beverages on the premise. NC Sales Tax & Service Charges Apply to All Food & Beverage Purchases

So, how much is this going to cost?

The final costs of your event will vary depending on a few factors such as the food and beverage selections you choose as well as your final guest count. To get a "ball park" idea of the costs, select a food menu and beverage option (which can be found on our website) and multiply that total by your estimated guest count then add the Facility Rental to the total. (Food menu \$ + Beverage menu \$ x # of guests + Facility Rental = "Ballpark" estimate). And, let us know if we can help find creative ways to meet the needs of your budget. Don't forget NC Sales Tax and Service Charge are added to the food and beverage totals.



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There are, of course, some costs that are unrelated to 128 South like... your photographer, an officiant, the florist or event designer, DJ or band, a cake, your wedding dress...to name a few. We are happy to provide you with a Preferred Vendors List to assist you with finding the right fit for your big day.

What does 128 South provide?

Besides the amazing service and attention...and the venue, 128 South provides: a frame tent on the Riverview Deck, seating tables and mahogany chivari chairs for 100 guests, food service/buffet tables, and basic linens for the food service tables. The 128 South floor plan will give you a better idea of the venue configuration and the inventory of items we include with the Facility Fee. 128 South provides the catering, beverage and bar service, service staff, and basic setup and clean up. We have included the flatware, non-alcoholic glassware, paper dinner napkins, and plates in our catering per person price (No additional fees.) We will help create a floor plan based on your use of the space as well as finalize your rental order based on the final floor plan. You will need to rent linens for your guests seating tables. (And if cloth napkins are important to you, you will need to rent those as well.)

Are you planning to host your Ceremony & Reception at 128 South?

If you host both ceremony and reception at 128 South, then a Ceremony Fee of \$1000.00 would apply. You will need to secure the services of a Professional Day-Of Coordinator, but we talk a little more about that next. The addition of the ceremony adds one (1) hour to the contracted event time. We include One Hundred (100) White Chairs and Complimentary Chilled Bottled Water for your ceremony guests in the additional ceremony fee. We also include one (1) hour for the rehearsal (just a note...scheduling the rehearsal time is contingent on our event calendar).

Day-Of Coordinating Services

Hosting both ceremony and reception at 128 South means you will need to secure the services of a Professional Day-Of Coordinator (DOC). We offer Day-Of Coordinator Services through 128 South...or we can recommend some great local professional coordinators who are familiar with our venue. Although it's not required, we also offer a Reception Coordinator service to oversee the details of your reception. We have included the Day-Of Coordinating packages to give you an idea of what you can expect from our in-house Coordinators. (We think they're great.)

Accommodations

128 South can accommodate a variety of events from intimate rehearsal dinner gatherings to large cocktail-style reception...and everything in between. There are some guidelines below to help determine if 128 South is the right venue for you.



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Buffet-Style – 150 to 175 guests

Cocktail-Style/Stationed – 175 to 185 guests

Plated Dinner – 110 (Indoor) to 145 (Outdoor) guests

Riverview Deck Ceremony & Reception – 125 guests

Indoor Ceremony – 85 guests (there is room for more guests standing upstairs)

How do I secure a date on the 128 South calendar?

In order to guarantee a date on the 128 South calendar, a signed contract and deposit are required. The required deposit is \$1200.00 and can be paid by check, money order, cashier's check or cash. (\$850.00 of the deposit is Non-Refundable and goes to securing the date on the 128 South calendar. \$350.00 of the deposit is a refundable Security Deposit which will be returned to you provided nothing was damaged during the event. Although the \$850.00 is non-refundable it counts towards your final bill.) All other payments may be made by check, money order, cash or credit card. 128 South accepts VISA, Master Card, or American Express.

What other payments are there?

The next payment (Payment #2) is due 90 days from the date the contract is created. This payment includes the agreed upon Facility Rental and Food & Beverage minimum as indicated in the 128 South Contract less the \$850.00 Non-Refundable Deposit already paid.

Your Final Payment is due 14 days prior to the event as is final headcount. This payment includes all 128 South charges less the Non-Refundable Deposit and Payment #2. Should there be any additional charges related to the event, those must be paid in full at the conclusion of the event.

Are there other items available through 128 South?

128 South does offer a selection of rental items available for your day like a 16x16 dance floor, lounge furniture, garden lanterns, and cake stands...to name a few. We have included all of the rental items, the available quantities, and item pricing on the "Rentals" page of this packet. If you are interested in using these items for your wedding day, you can have one of our coordinators add them to your invoice.

What else do I need to know?

Here are a few items to keep in mind...

- ❖ *All events and entertainment (bands, DJs, etc.) must conclude by 11:00pm unless you have rented all of the rooms upstairs at Stemmerman's Inn in which case, you must conclude by Midnight. No matter what bands and DJs on the Riverview Deck must conclude by 11pm.*
- ❖ *You or your vendors will have three (3) hours for setup/décor on the day of the event and one (1) hour to breakdown at the conclusion of the night.*



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- ❖ *Saturday Rates apply to all Holidays and we are Closed on a few of the special ones like Christmas, Thanksgiving, and Easter.*
- ❖ *A 128 South Representative needs to approve all bands...so check with us before you sign a contract with a band. If you are hosting the band on the Riverview deck, you will need to obtain a one-time sound permit from the WPD.*
- ❖ *You will need to rent a dance floor to accompany any DJ or band. (128 South has one available for rent or you can rent one from the local party supply company.)*
- ❖ *We do recommend the addition of lighting to the tent on the Riverview Deck if you plan to host a portion of your event after sunset. The additional lighting and electrical features need to be installed by a professional lighting company, party supply company, or licensed electrician...after all, we don't want to burn the place down.*
- ❖ *Candles and sparklers are not allowed on the Riverview Deck. Again, just trying not to burn the place down...and, the Fire Marshall frowns on open flame on our deck. Finally, candlesticks and taper candles – although beautiful – cannot be used inside or on the Riverview Deck. Once again, they represent a very real fire hazard. All other candles need to be contained in a non-flammable vessel or container. We recommend votives, hurricane with a base, glass cylinders, or lanterns.*
- ❖ *When selecting decorations, remember they cannot leave permanent marks, holes, or damage to the venue, furniture, or building. Also, we can't have confetti, party poppers, glitter, rice or birdseed since they are pretty much impossible to clean up...seriously, glitter never goes away.*
- ❖ *Finally, when it comes to the bar services, we have learned it's better for everyone if we don't serve shots, martinis, and frozen drinks.*

If you would like to use the services of another licensed caterer, please contact a 128 South representative for details and pricing. Restrictions apply.

If you are interested in hosting only the ceremony at 128 South, you will need to contact a 128 South representative for availability & pricing information.