

Weddings at The Jefferson Hotel



Audrey Rose Photography

The Jefferson Hotel, 101 West Franklin Street, Richmond, VA 23220
(804) 649-4612 / jeffersonhotel.com

Since 1895, The Jefferson has been hosting elegant weddings where the attention to detail is as appreciated as the beauty of the surroundings. A favorite moment for wedding couples at The Jefferson is when they pause at the top of the Grand Staircase to receive the admiration of their wedding guests.

We are honored to assist you in making all your wedding dreams come true.



Hudson Nichols Photography

The Rotunda is the perfect setting for cocktails as guests await your arrival.



Mike Topham Photography

The Grand Staircase is a beautiful backdrop for your wedding photographs.



Mike Topham Photography

The sparkling chandeliers and soaring ceilings of the Grand Ballroom provide a memorable setting.



Lauren Roberts Photography

The elegant Empire Ballroom features an ornate ceiling and a wall of majestic French doors leading to the Mezzanine.



Don Mears Photography

The Flemish Room is well suited for intimate ceremonies, receptions and dinners. It can also be reserved along with the Empire Ballroom.

Planning Services

An experienced catering manager will assist you from your initial tour of our beautiful facilities until you bid your guests a fond farewell.

They are pleased to work in conjunction with your wedding planner or to handle all the on-site coordination should you choose to plan on your own.

Your catering manager can also assist you in planning your wedding shower, attendant's luncheon, rehearsal dinner or post wedding brunch.

Menus

Our innovative wedding menus provide a wide range of options for your consideration and inspiration. Your catering manager and the executive chef will work with you to create the perfect menu that you and your guests will savor.



Table Settings

Your choice of floor length linens (available in 36 colors), gold chivari chairs with white cushions, classic white china, sparkling stemmed glassware and glass-encased votive candles create an elegant tablescape and are provided with our compliments.



Hayes & Fisk Photography

Gifts and Guest Books

A table will be provided for your guest book and any gifts that may be delivered at the reception. We will safely store those items during your reception and then deliver them to your overnight guest room or to your car. Unfortunately, gifts cannot be stored overnight.

Portraits

As an exclusive service, you may have wedding portraits taken on the Grand Staircase with our compliments. Your catering manager can assist you with scheduling that appointment.

Piano

The grand piano in the Rotunda is available for use during your event with our compliments. Your catering manager can assist with recommendations for a pianist.

Attendants

Our professional, friendly staff will provide exceptional service to each of your guests.

Special attendants are available to provide an additional layer of service:

One bartender is required for every 75 guests at a charge of \$100 per bartender for the first three hours of service and \$25 per bartender per each additional hour.

White glove butler service can be provided for passing reception items at a charge of \$50 per butler.

A coat check attendant is available at a charge of \$75 per attendant.

Additional attendant fees, where required, are listed on the wedding menus.

Grand Exits

As your evening draws to a close and you prepare for your departure, your guests can be invited to shower you with bubbles or streamers.

Please note that sparklers, smoke machines and confetti are prohibited.



Mike Topham Photography



Kait Winston Photography



PW Photography



Hayes & Fisk Photography

Blooms at The Jefferson

Blooms work can be seen throughout The Jefferson Hotel in the lobby arrangements and elaborate holiday displays.

Whether providing florals for events at The Jefferson or at churches and wedding venues throughout the area, we will work with you personally to capture your wedding visions and present them on your special day.

Consultation appointments can be made by calling (804) 649-4676.

Salon Vivace

Located within The Jefferson Hotel, Salon Vivace provides a serene refuge for you and your wedding party.

A unique menu of luxurious international salon and spa treatments are available to restore, revive and replenish as you prepare for your special day.

Please call (804) 565-9000 to schedule a consultation with an expert service provider.

Gators Gifts

Gators Gifts offers a beautiful selection of meaningful gifts, including items unique to Richmond and The Jefferson.

They can also assist with welcome gifts or baskets for your out-of-town wedding guests and reception favors.

Please call (804) 649-4660 for more information and to place your order.

Specialty Lighting

Encore, our in-house audio-visual provider, can create specialty lighting packages to provide just the right ambiance for your reception. Please ask your Catering Manager for more information.

Parking

Your catering manager can provide you with pricing for the rental of a parking area designated for your wedding guests.



Hayes & Fisk Photography

Wedding Night Accommodations

Bid your guests a fond farewell and retreat to your luxurious guest room at The Jefferson. As a special gift, wedding couples holding their reception in one of our ballrooms will receive an overnight room with our compliments.

Guest Accommodations

Reduced room rates are available for your wedding guests.

Your catering manager will be happy to refer you to one of our sales managers who can provide a rate quote and a room block agreement.

Our social room block coordinator will assist with all the arrangements for your guests, including rooming list updates and room block management. Additional services, including gift bag deliveries (extra charges will apply), are also available.

Your guests will appreciate your choice of The Jefferson for luxurious accommodations, exceptional dining and genuine, friendly service. They will also enjoy our complimentary fitness facilities, indoor pool and downtown transportation.

A variety of suites are also available for those guests requiring a little extra space or for small hospitality gatherings.

We hope that you will enjoy the convenience of having many of your wedding vendors under one roof here at The Jefferson, and we thank you for your consideration of our services. For those services not offered within the hotel, you are free to choose your preferred vendors or to select one from our curated list of those that regularly work with us here at The Jefferson:

FURNITURE RENTALS

AFR Furniture Rental (804) 550-4801
AMPA Events (804) 358-5451
Paisley & Jade Rentals (804) 381-4625
Something Vintage (202) 596-8445

INVITATIONS & STATIONARY

By Invitation Only (804) 364-8474
Paper on the Avenue (804) 288-5120

MUSIC & ENTERTAINMENT

Black Tie Entertainment (804) 788-4603
Bunn DJ Company (804) 299-4618
Debonaire Entertainment (804) 690-7682
East Coast Entertainment (804) 355-2178
Sam Hill Entertainment (866) SAM-HILL

PHOTOBOOTHS

Richmond Photobooth (804) 396-8119
Virginia Photobooths and More (804) 651-2409

TRANSPORTATION

First Class Limo (804) 422-5466
Hundley Carriages, Inc. (804) 743-9233
James Limousine (804) 273-1540
James River Transportation (804) 342-7300
Richmond Limousine (804) 266-2800
RVA Trolley (804) 343-1850
TNT Limousine (804) 965-0990
Winn Transportation (804) 358-9466

VIDEOGRAPHY

Chic Wedding Day Films (804) 370-6385
eMotion Pictures (646) 483-3083
Silver Streak Media (434) 996-0215

PHOTOGRAPHY

Hayes and Fisk Photography (804) 740-9307
Alex C. Tenser Photography (804) 514-0828
Don Mears Photography (804) 915-7491
Meghan McSweeney Photography (804) 647-9412
Mike Topham Photography (804) 285-1979
Robert Harris Photography (804) 379-7400
Seth and Emily Roberts (804) 562-8861

Vendor Information

All vendors must confirm a delivery and pick up time with the catering manager at least one week prior to the event. Any charge incurred with the vendor for late night or weekend delivery/pick-up will be the sole responsibility of the client.

The Jefferson Hotel is not responsible for any materials remaining in the banquet room at the conclusion of the event. Please make arrangements to have all materials removed.

Signs deemed as advertisements for vendors cannot be displayed.

A changing room can be provided for the band/DJ near the location of the event. Charges may apply. Any food and beverage required in the band or DJ contract is the financial responsibility of the client and all charges will be applied to the master account.

The Jefferson Hotel can provide 220 boxes for additional electrical supply, upon advance request. Charges may apply.

We request that you provide a list of contact names, telephone numbers and e-mail addresses for all your vendors.



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Terms and Conditions

The following will assist you as you plan your wedding:

GUARANTEES

The exact number of guests that will be attending your event must be provided to your catering manager no later than 12:00 PM five (5) working days prior to the scheduled function. Such number shall constitute a guarantee, not subject to reductions, and charges will be made accordingly. If you fail to notify the Hotel by the stated time, the Hotel will assume the indicated anticipated attendance discussed heretofore accordingly, and the patron agrees to pay said charges.

FOOD AND BEVERAGE

Neither the patron nor their guests or invitees will be permitted to bring food and/or beverages of any kind into the Hotel nor onto its premises, without the expressed written permission of the Hotel.

In the event that such permission is granted, the Hotel is hereby authorized to charge for the service of said food and/or beverage. All functions are held in accordance with the regulations dictated by Virginia State Alcohol Beverage Control Commission.

Food and Beverage may not be removed from the Hotel premises in accordance with Virginia State Health Regulations.

MENU PRICING

Outside of ninety (90) days the Hotel reserves the right to adjust food pricing in accordance with changes in food cost in the marketplace. The Hotel will inform the patron prior to finalization of menu and beverage selections if any price changes have occurred. Pricing is guaranteed three (3) months prior to any scheduled event.

MENU SELECTION

One (1) entrée selection is permitted per thirty (30) guests with a maximum of three (3) entrée selections. We will do our best to accommodate all dietary restrictions. Exact entree counts for each entree selected must be provided. Each guest's entree selection must be designated by a coded place card.

TAXES AND SERVICE CHARGE

Patron agrees to pay, in addition to the prices agreed upon and separate and apart from, a Virginia state tax and a local city tax on all food and beverage.

The Hotel will add a service charge equal to 20% of the total food and beverage.

DEPOSIT

Patron agrees to pay upon execution of this agreement a non-refundable advance deposit in order to confirm the space reserved for the meeting/event. Space will not be definitely held without a signed agreement and deposit. Approximately two (2) weeks prior to the event, after consulting with your catering manager, a second agreement called the Banquet Event Order will be created delineating all details of your event. This contract will be sent to you for your review and signature. Deposits and prepayments over the sum of \$25,000 should be received in the form of a cashier's check or via wire transfer.

PAYMENT

Full payment of estimated charges shall be required five (5) business days in advance for all social functions (i.e. weddings, rehearsal dinners, bar mitzvahs, etc.). Deposits and payments over the sum of \$25,000 should be received in the form of a cashier's check or via wire transfer.

FUNCTION SPACE/RENTAL FEES

Function space and rental fees are designated by the estimated number of guests, amount of food and beverage purchased, and the setup/audio-visual requirements. The Hotel reserves the right to reassign function space and rental fees should the originally anticipated requirements or the number of guests be altered.

AUDIO-VISUAL

Audio-visual equipment is available at an additional charge through the firm of Encore. Guests are welcome to bring their own audio-visual equipment into the Hotel should they not wish to utilize the services of Encore. In the event a group contracts with an outside audio-visual company, The Jefferson's policy is that at least one representative of Encore be hired to oversee the set-up, operation and removal of the event in order to protect the equipment and property of The Jefferson.

DAMAGES

All damages done to the premises, or any other part of the Hotel, by the patron, their guests, invitees, employees, independent contractors or other agents under patron's control, or the control of any independent contractor hired by the patron, are the responsibility of the patron.

No taping or fastening of signs, posters, etc. to walls is permitted.

The Jefferson Hotel engineering staff is pleased to hang any banners that are received with a certificate of fire retardation. A minimum of 48 hours notice is required and a \$50 charge per banner will apply.



Don Mears Photography



Mike Topham Photography



Hudson Nichols Photography



Ashley Lester Photography



Daniel Min Photography



Don Mears Photography



Alex Tenser Photography

WHAT OTHERS HAVE SAID...

*"Our entire experience at The Jefferson **exceeded all of our expectations.** Our Catering Manager was exceptional and made the planning of our wedding reception so easy. The fact that we had only six weeks from the time we decided to have a reception to the date of the reception makes this even more amazing. The evening will be a night we will never forget. This is due to the exceptional service provided by the entire staff. Special thanks to Blooms for the exquisite floral arrangements, the executive banquet chef whose food was out of this world, all of the staff from the front desk to the bellmen, and the wait staff who made us feel so at home."*

*"We got married at The Jefferson and had the most perfect experience! Our coordinator/catering manager was phenomenal - responsive, fun, and completely on top of everything! We used Blooms onsite for our flowers and were blown away by what Rick and his team did. All the food was amazing, and we had guests coming up to us all night to say it was the best food and cake they've ever had - not just at a wedding. The whole staff is amazing and professional - servers were awesome and the concierge saved us on more than one occasion by tying bow ties. I would absolutely recommend this venue and **wouldn't change a thing** about our experience - totally worth the money for such an unforgettable night."*

*"What girl who grew up in Richmond does not dream of getting married at The Jefferson? The ambiance of the hotel is so romantic and grand that **the whole event feels like a dream.** Our out-of-town guests were blown away with the hotel. The service is exceptional. The server who did our tasting was one of the bartenders at our wedding and she remembered us! This level of detail and attention is just an example of what can be expected from a Jefferson wedding. On top of the ambiance, the food is amazing! Our guests still rave about the mini chicken and waffles passed around at the cocktail hour, plus the entrée choices are all so good that we had a hard time narrowing it down for the wedding!
You cannot go wrong with a Jefferson wedding!"*

*"Having my wedding at the Jefferson made my wedding a truly memorable and stress-free day! They took care of and thought of absolutely everything! The food was amazing, the location was breathtaking, and my experience was superb. They even had a piece of each cake and a bottle of champagne for us since we didn't have time to eat our cake!
Everything was flawless."*

ADDITIONAL NOTES



Hayes & Fisk Photography

