



Weddings at Graylyn

You are invited to host your wedding on the beautiful grounds of historic Graylyn. You may host your reception or the ceremony and reception at Graylyn, but not the ceremony alone. Graylyn must provide all food and beverage for your event with the exception of your wedding cake. After booking your wedding at Graylyn, your Special Event Coordinator will be happy to recommend area vendors such as bakers, florists, and musicians. Please refer to the following for pricing, policies, and procedures:

Wedding Ceremony Fee:

Up to 100 Guests	\$1,000
101 - 150 Guests	\$1,500
151 - 200 Guests	\$2,000
201 - 250 Guests	\$2,500
251 - 300 Guests	\$3,000

The wedding ceremony fee includes the use of space, white folding chairs, and a table or tables for the guest registry and gifts. Brides are also entitled to have their portrait taken in the Manor House or on the grounds of Graylyn, which is a \$750—\$1,500 value. Space for your Rehearsal and Dressing rooms will be provided subject to availability.

Reception Options & Minimums:

Brunch Buffet ~	\$34
Lunch ~	\$31
Light Hors d'oeuvres ~	\$39
Heavy Hors d'oeuvres ~	\$59
Dinner ~	\$69

Brunch must conclude by 1:00 p.m., Lunch by 3:00 p.m., and Light Hors d'oeuvres by 4:00 p.m. Fresh flowers and two votive candles per banquet table may also be provided however, specific flowers cannot be guaranteed. Fifty percent seating is provided for hors d'oeuvres receptions; additional seating may be provided at \$5 per seat. There is a two hour maximum time limit on food service for buffet and hors d'oeuvres receptions. For a light or heavy hors d'oeuvres reception, select individually priced hors d'oeuvres to meet the minimum. Carving stations and other upgrades may be selected after the minimum is met. Hors d'oeuvres receptions and station dinners do not include beverages, whereas breakfast, brunch, lunch, and dinner are inclusive of non-alcoholic beverages. Food and beverage may not be removed from the property, and the minimum for your reception option must be met. All food and beverage is subject to 6.75% sales tax and 20% gratuity.

Event Space Charge

Graylyn is a beautifully appointed former private residence, and many rooms are available for use by your event. Talk to your account manager about pricing and space availability.

Bar Information

Hosted bars are based on consumption, and we require that you have one bar per 75 guests. There is a \$150 setup/ breakdown fee per bar unless the bar reaches a \$1,000 in consumption. A full hosted bar is recommended and includes premium or well brand liquors, house wines, domestic and imported beers, sodas, juices, and bottled water. Bars may be customized using our extensive wine and beverage lists.

GRAYLYN



Securing Graylyn for your special day

After you have made the decision to host your wedding ceremony and reception or reception at Graylyn, notify your Special Event Account Manager of the number of guests you will guarantee and your reception option. Your Account Manager will then submit a contract for approval to Graylyn's Management. The space is reserved for 10 days, pending receipt of your signed contract and a non-refundable deposit of 50% of the estimated food cost (excluding tax & gratuity). Graylyn does not hold space without a contract. Space is assigned according to the expected number of guests and activities.

Sleeping Rooms

Graylyn boasts 98 unique and comfortable guestrooms, each different from the next. The estate was once a private home, and the accommodations reflect that history as room sizes, layouts, and décor are all different. If you are interested in securing a block of rooms for your guests, please speak with Graylyn's Special Events Account Manager about the possibilities as rooms are subject to availability.

**Please note that Graylyn cannot guarantee specific rooms, but will take your requests into consideration..*

Payment Schedule

Within 10 days of your receipt of the contract, it must be signed and returned to Graylyn along with a non-refundable deposit of 50% of the estimated food cost, excluding tax, gratuity, and service charges. Approximately three weeks before your event, you will receive an estimate of all charges that are due. Final estimated payment must be received no later than 10 days prior to the event. Graylyn must receive your estimated payment before the event can begin. In the event that you have over paid, Wake Forest University will issue you a refund. If there are additional charges, you will receive an invoice that is due 10 days after the event or upon receipt of the invoice.

Vendor Policies

Generally vendors have two hours to decorate prior to the start time of your event. Decorations provided by vendors must be removed in a timely fashion. For weekend events, Monday morning is the expectation at the latest. Our Guest Services department will assist vendors with regards to the best locations for loading and unloading. Parking or driving on the grass is not allowed under any circumstance.

Wedding Director

Graylyn strongly suggests that you utilize the services of a professional wedding director. Your director will assist you in the coordination of the details of your ceremony and wedding related events not associated with services provided by Graylyn.

Florists

Florists must bring their arrangements assembled to Graylyn. If your florist would like to rent space to arrange flowers, it can be rented at an additional fee of \$225 per day.

Musicians

Music and dancing are welcomed and encouraged; however, all music must conclude by 11:00 p.m. Outdoor music is allowed without amplification and must conclude by 10:00 p.m. All musicians must be approved by the Graylyn Special Events Department prior to booking.

GRAYLYN