



**EMBASSY
SUITES**

by HILTON™

Columbia - Greystone

*Weddings at
the Embassy Suites by Hilton
Columbia - Greystone*

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TWO-ROOM SUITES



COMPLIMENTARY DRINKS



FREE MADE-TO-ORDER BREAKFAST



Happily Ever After Starts Here...

Here at the Embassy Suites Columbia- Greystone, we are honored to have shared in so many memorable wedding weekends! It is a pleasure working so closely with the future Mr. and Mrs. to make their dream wedding come true. From our experiences, here are a few starter tools and tips to make your event remarkable!

Online Resources

Book Your Sleeping Room Block Online - Set up a sleeping room block of 5-10 rooms is online with special rates for your out of town guests! First, go to Embassysuitescolumbia.com. Next, check availability for 5-10 rooms on the date you are interested in. You will automatically be prompted to set up a group block reservation. Confirmations are e-mailed directly to you and no phone calls are necessary - though event planners are always ready should you wish to speak with someone directly.

Guest List Manager - this tool provides instant access to your online group reservation details and guest room information. Book rooms directly for your guests or view room count by room type.

Personalized Group Web Page - create a private and customizable web page dedicated to your event. Personalize it with event details and photographs. Your guests can book reservations directly online from this web page, which also interfaces with your guest list manager and provides 24/7 access to your room block.

Hilton Honors Points – Utilize the Hilton Honors program to gain extra points for your event! Earn one Hilton Honors Bonus Point for every eligible dollar spent toward the master account. Eligible revenue will include guest room revenue, banquet revenue, and meeting room rental. Not a Hilton Honors Member? Signing up is complimentary and easy to do! Go to www.HiltonHonors.com to get started!

Tips to Get Started

Determine Your Guest Count- How large of a wedding do you want to host? An intimate affair of 75 guests, or a lavish party of 500? Start by drafting your guest list to help you determine how much space you will need, and what budget you would like to work with.

Decide What is Most Important- Every couple is different. Some place more value on attire, others want to make sure that their food and beverage is top-notch. Evaluate which aspects of the wedding are most important to you to help you decide where you want to splurge, and where you would prefer to save. This is a good starting point to build your budget, and narrow down the many options ahead of you!

Get Personal- This is your special day! There are many ways to make sure it reflects you and your fiancé's special relationship. Incorporate a theme, signature drink, or set of songs that show off your taste! Photographs, family heirlooms, and personalized table numbers are all great ways to add a personal touch!

Leave it to the Professionals– Planning a wedding can be stressful, but it doesn't have to be! There are plenty of wedding professionals right here in Columbia that are happy to assist you! Utilize their talent, experience, and advice to create a spectacular event that you can relax and enjoy!

Ballroom Rentals

	Max. Guests	Room Rental	Catering Minimum*
Ambassador Ballroom	500	\$1300.00	\$12,000.00
3 Sections	300	\$900.00	\$9,000.00
2 Sections	200	\$600.00	\$6,000.00
1 Section	80	\$325.00	\$3,000.00
Greystone Hall	160	\$450.00	\$4,500.00



Photo Credit: Mary Elizabeth Photography
www.maryelizabethsc.com

With over 18,000 square feet of flexible meeting space the Embassy Suites would be happy to find the perfect fit for your ceremony and reception.

Appointments can be scheduled to view event space Monday- Saturday.

Center Atrium Rental

	Max. Guests	Room Rental
Center Atrium	160	\$400.00



The atrium offers a beautiful oversized fountain, lush foliage, and sky lights to enhance a backdrop for your special day.

This space is perfect for rehearsal dinners, ceremonies, and pre-receptions.

Rehearsals for your ceremony can be scheduled thirty days prior to your event depending on hotel availability.

The rehearsal is for 1 ½ hour time period and there is a minimum charge of \$150.00.

*Catering Minimum includes Catered Food & Beverage

*Tax and Service Charges are not included in the Catering Minimum

23% service charge and applicable sales tax will apply to Room Rental and Catering Minimums

Your Wedding Reception Includes:

- *Set Up and Clean Up Service*
- *60" Round Tables, Seating 8-10 people per table*
- *Floor Length White Linen*
- *Your Choice of White or Black Overlays & Napkins*
- *Centerpieces for Guest Tables to Include: Mirror Tile, (2) Votive Candles, Curvy Glass Vase with White LED Candle and Clear Glass Pebbles*
- *Decorative Easel for Bridal Portrait*
- *Head Table on Riser*
- *Guest Book Table, Gift Table & Escort Card Table*
- *Skirted Tables for DJ or Riser for Band*
- *Glass, China and Silver Service*
- *Cake Table*
- *Free Parking*
- *Free Shuttle to and From Airport for Overnight Guests (7AM – 11PM)*

Special Additions

- *Dance Floor: \$250.00++*
- *Cake Cutting Attendant: \$65.00+*
- *Specialty Linen, Chair Covers, & Chargers: Quotes Available upon Selection, Access to Customize Website*
- *Passed Hors d'oeuvres: \$65.00+ per attendant*
- *Audio Visual Equipment*
- *Bartender Fee: \$100.00+*

Weddings Spending \$5000 or more the Following Upgrades are Included

- *Complimentary Consultation with Executive Chef to Design Custom Menu*
- *Complimentary Tasting for up to 4 Guests (scheduling restrictions will apply)*
- *Complimentary King Suite for the Bride and Groom on the Night of the Wedding*