



As grand or as intimate as you would like your wedding day to be, Seaside, Florida provides a picturesque setting and detailed personal services. Whether you envision an intimate sunset gathering on the beach or a large Chapel affair for two hundred guests, the Cottage Rental Agency offers a variety of options catering to any taste.

For ceremony venues, you can choose between the Seaside Interfaith Chapel, a Gulfside ceremony in the sand or a Pavilion ceremony overlooking the water. For your reception, we offer a number of unique spaces, each of which offers a special setting for any vision. Adjacent to the Seaside Neighborhood School, the Lyceum Lawn allows you the choice of a formal tented affair or an event under the stars for up to 200 people. Conveniently located in the heart of Seaside, the Lyceum Meeting Room offers a more traditional indoor ballroom affair. For smaller and more intimate events, the Seaside Pavilion presents an unforgettable sunset reception atop the dunes. The Inn by the Sea – Vera Bradley and the Seaside Motor Courts offer beautiful outdoor venues for both small and large events, to include unique accommodation options for family, friends and bridal parties. Finally, for the quintessential "beach wedding", we can arrange a beach reception, barefoot in the Emerald Coast sand.

Our Wedding Coordinators are professionally trained with the Association of Certified Professional Wedding Consultants (ACPWC) and will work closely with you to attend to every little detail. From selecting your event venues, to scheduling your Personal Planning Day with our preferred vendors, to directing your rehearsal and wedding day events, simply leave the details to us.

We look forward to working with you, to help plan your wedding. It is a genuine pleasure to share in your treasured day. Congratulations!

Best wishes,

*Cottage Rental Agency,  
Professional Wedding Consultants*

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## **SEASIDE CEREMONY PACKAGES**

Whether indoors or outdoors, Seaside, Florida offers the perfect venue for wedding ceremonies, receptions and rehearsal dinners. Please note that all ceremony and reception packages require a minimum cottage rental requirement.

### **CEREMONY CHOICES:**

| <b>VENUE</b>              | <b>SEATING CAPACITY</b> | <b>PRICING</b> |
|---------------------------|-------------------------|----------------|
| Seaside Pavilion          | Up to 70 people         | \$3,800.00     |
| Seaside Beach             | Up to 100 people        | \$3,800.00     |
| Seaside Beach             | 101 – 200 people        | \$4,200.00     |
| Seaside Interfaith Chapel | Up to 200 people        | \$4,500.00     |

\* Seaside Ceremony Packages incur an additional 21% Service Charge for Planning & Coordination Services

### **Ceremony Package Pricing Includes:**

- Officiant
- Musician
- Seating
- Seating Set-Up / Breakdown
- Housekeeping Services
- Ceremony Planning & Coordination Services (see below)\*

### **\* Ceremony Planning & Coordination Services Include:**

- Professionally Trained Wedding Professional, Association of Certified Professional Wedding Consultants (ACPWC)
- Suggest / assist with preferred ceremony vendor selections
- Book ceremony officiant and musician(s)
- Personal Planning Day (check vendor availability, schedule & confirm preferred vendor appointments, oversee appointments)
- Assist with bridal and guest accommodation suggestions
- Draft / distribute wedding ceremony Itinerary and formal bridal party line-up
- Confirm ceremony vendors, as well as delivery, set-up & break-down times and locations
- Final ceremony pre-conference meeting
- On-site ceremony rehearsal coordination
- Collection of items brought to pre-conference, to be set-up at ceremony location (Ex: Programs, Unity Candle, Guestbook, etc.)
- Transportation to ceremony location for Bride & her escort, via decorated golf cart (when applicable)
- "Day-of" on-site wedding ceremony coordinator (arriving 2 hours prior to wedding ceremony)
- Assistance with post-ceremony photography session



## **SEASIDE RECEPTION PACKAGES**

### **RECEPTION CHOICES:**

| <b>VENUE</b>  | <b>SEATED</b>    | <b>COCKTAIL</b>  | <b>PRICING</b>             |
|---|------------------|------------------|----------------------------|
| Seaside Pavilion  | Up to 30 people  | Up to 50 people  | \$2,000.00                 |
| Lyceum Meeting Room   | Up to 80 people  | Up to 100 people | \$2,000.00                 |
| White Sand Beaches  | Up to 80 people  | Up to 100 people | \$2,000.00                 |
| Lyceum Lawn *   | Up to 200 people | Up to 200 people | \$3,500.00                 |
| * Includes 40x40 frame tent & stage   |                  |                  |                            |
| Inn by the Sea (Vera Bradley) & Inn by the Sea Green Buy-Out<br>(Includes 2-night stay in Inn by the Sea Rooms #1-9 and Motor Court Rooms #5-6) |                  |                  |                            |
|   | Up to 60 people  | Up to 80 people  | Prices starting \$5,850.00 |
| Motor Court Courtyard & Inn by the Sea Green Buy-Out<br>(Includes 2-night stay in Motor Court Rooms #1-9 and Inn by the Sea Suites #8-9)        |                  |                  |                            |
|   | Up to 120 people | Up to 150 people | Prices starting \$4,500.00 |

\*\* Seaside Reception Packages incur an additional 21% Service Charge for Planning & Coordination Services

### **Reception Package Pricing Includes:**

- Housekeeping Services
- Security (up to 4 hours)
- Set-Up / Break Down
- Reception Planning & Coordination Services (see below)\*\*

### **\*\* Reception Planning & Coordination Services Include:**

- Professionally Trained Wedding Professional, Association of Certified Professional Wedding Consultants (ACPWC)
- Suggest / assist with preferred reception vendor selections
- Personal Planning Day (check vendor availability, schedule & confirm preferred vendor appointments, oversee appointments)
- Assist with bridal and guest accommodation suggestions
- Schedule / confirm all additional tent rentals and dance floor rentals
- Assist with selecting all bar services and scheduling all bar staff through Cottage Rental Agency
- Work with selected caterer and florist to create reception venue layout
- Draft / distribute wedding reception Itinerary
- Confirm reception vendors, as well as delivery, set-up and break-down times and locations
- Final reception pre-conference meeting
- Collection of items brought to pre-conference, to be set-up at reception location (Ex: Guestbook, Cake Knife, Specialty Napkins, Toasting Flutes, etc.)
- Transportation to reception location for the Bride & Groom, via decorated golf cart (when applicable)
- "Day-of" on-site wedding reception coordinator for duration of the wedding reception (up to 4 hours)



## **INTIMATE WEDDING & VOW RENEWAL PACKAGES**

***These intimate wedding & vow renewal packages are especially designed for ceremonies and receptions Sunday – Thursday (March – October) and Sunday – Saturday (November – February). Maximum 50 people***

### **The Wedding Celebration Package = \$7,500.00**

- Venue for wedding ceremony up to 50 people (Choice of: Beach or Seaside Pavilion)
- Venue for wedding reception up to 50 people (Choice of: Beach, Seaside Pavilion, Lyceum Meeting Room)
- Back-up location for inclement weather
- White chairs set-up for your wedding ceremony
- Ceremony minister
- Ceremony musician (Choice of: Violinist, Flutist or Guitarist)
- Bridal bouquet w/ Preferred Florist (Choice of: roses, calla lilies or select mixed flowers)
- Boutonnière w/ Preferred Florist (Choice of: rose, calla lily or select seasonal flower)
- Bamboo arbor w/ fabric draping and rose petals for aisle, designed by Preferred Florist
- Passed champagne toast (up to 50 people)
- Wedding Coordinator for ceremony & reception
- Service charge & sales tax
- Two night stay in one of our twelve romantic Beachfront Honeymoon Cottages (based on availability)
  - If Beachfront Cottage is not available, will substitute w/ 1-bedroom cottage
- Seasonal discounts on additional accommodations booked with the Cottage Rental Agency

### **The Sunset Ceremony Package = \$5,500.00**

- Venue for wedding ceremony up to 50 people (Choice of: Beach or Seaside Pavilion)
- Back-up location for inclement weather
- White chairs set-up for your wedding ceremony
- Ceremony minister
- Ceremony musician (Choice of: violinist, flutist or guitarist)
- Bridal bouquet w/ Preferred Florist (Choice of: roses, calla lilies or select mixed flowers)
- Boutonnière w/ Preferred Florist (Choice of: rose, calla lily or select seasonal flower)
- Bamboo arbor w/ fabric draping and rose petals for aisle, designed by Preferred Florist
- Passed champagne toast (up to 50 people) & tray of sweets
- Wedding Coordinator for ceremony
- Service charge & sales tax
- Two night stay in one of our twelve romantic Beachfront Honeymoon Cottages (based on availability)
  - If Beachfront Cottage is not available, will substitute w/ 1-bedroom cottage
- Seasonal discounts on additional accommodations booked with the Cottage Rental Agency



## ***INTIMATE WEDDINGS & VOW RENEWAL PACKAGES (Continued)***

***These intimate wedding & vow renewal packages are especially designed for the couple looking to include just their closest family & friends. (Available Sunday – Saturday, Year Round)  
Maximum 14 people***

### **The Grand Package = \$4,000.00**

- Two night stay in one of our twelve romantic Beachfront Honeymoon Cottages
- Wedding ceremony for the Bride, Groom and up to twelve guests on the covered balcony of your Beachfront Honeymoon Cottage, overlooking the Gulf of Mexico
- White chairs set-up for your ceremony
- Ceremony Minister
- Ceremony musician (Choice of: violinist, flutist or guitarist)
- Bridal bouquet w/ Preferred Florist (Choice of: roses, calla lilies or select mixed flowers)
- Boutonnière w/ Preferred Florist (Choice of: rose, calla lily or select seasonal flower)
- Two floral aisle markers in your wedding colors or fabric draping on cottage balcony designed by Preferred Florist
- Traditional two-tiered wedding cake
- Bottle of champagne and two toasting flutes
- Amenity gift basket
- \$150.00 gift certificate to a local Seaside, Florida restaurant
- Deluxe His & Hers half-hour massages in the convenience of your cottage
- Service charge & sales tax
- Seasonal discounts on additional accommodations booked with the Cottage Rental Agency

### **The Premier Package = \$3,500.00**

- Two night stay in one of our twelve romantic Beachfront Honeymoon Cottages
- Wedding ceremony for the Bride, Groom and up to twelve guests on the covered balcony of your Beachfront Honeymoon Cottage, overlooking the Gulf of Mexico
- Ceremony minister
- Ceremony musician (Choice of: violinist, flutist or guitarist)
- Bridal bouquet w/ Preferred Florist (Choice of: roses, calla lilies or select mixed flowers)
- Boutonnière w/ Preferred Florist (Choice of: rose, calla lily or select seasonal flower)
- Traditional two-tiered wedding cake
- Bottle of champagne and two toasting flutes
- Amenity gift basket
- Service charge & sales tax
- Seasonal discounts on additional accommodations booked with the Cottage Rental Agency



## ***COTTAGE REQUIREMENTS***

When booking your wedding with the Cottage Rental Agency, minimum cottage requirement is required. Please speak with your Wedding Coordinator for more information. We are pleased to offer you and your wedding guests seasonal discounts on accommodations booked with the Cottage Rental Agency, for an additional savings up to 10%. Our on-site Group Coordinator is happy to personally assist you and your guests with group reservations. Our menu of over 225 cottages includes everything from the Seaside Motor Courts, to the Inn by the Sea – Vera Bradley, to one bedroom studios, to six bedroom cottages. Cottage Rental Agency has something to suit every guest's needs.

## ***EVENT PLANNING SERVICES***

### **Personal Planning Days**

**(Included in Planning & Coordination Fee)**

Our professionally trained Wedding Coordinators can schedule a Personal Planning Day especially for you, Mondays through Thursdays to fit your schedule. This day of planning is devoted to making sure that every element of your special event is exactly as you envision it. We will arrange for you to meet with our preferred vendors, to include select caterers, florists, photographers & videographers.

### **Formal Itineraries & Bridal Party Line-Ups**

**(Included in Planning & Coordination Fee)**

Within thirty days of your event, your Wedding Coordinator will work with you to draft a formal schedule of events for your wedding day. From the flower delivery to the last dance, we will plan and manage your wedding day itinerary.

Additionally, we will provide you with a formal Bridal Party Line-Up for your rehearsal and ceremony. For a seamless event, your Wedding Coordinator will be on-site to provide coordination and direction for your special day.

## ***ADDITIONAL SERVICE OFFERINGS***

Your Wedding Coordinator is happy to assist you with the many additional details of your wedding planning. Please inquire about the following services:

- Pole Tent Rentals
- Frame Tent Rentals
- Dance Floor Rentals
- Heater Rentals
- Gift Basket Deliveries
- Amenity Basket for Honeymoon Cottage
- Additional Ceremony Musicians

Prices subject to 21% Service Charge and 7% Sales Tax



## **FREQUENTLY ASKED QUESTIONS**

### **Q: Must I use Cottage Rental Agency's preferred vendor list?**

A: The Cottage Rental Agency of Seaside, Florida requires you to select from our preferred list of caterers, florists, photographers, videographers, as well as our entertainment provider. This ensures that you will receive the highest level of quality and service for your event, as we partner with an elite group of event professionals on the Emerald Coast. We are pleased to offer catering options which provide individualized service and menus that are appropriate for any size function. Our preferred vendors are familiar with our standards, rules & regulations and are licensed & insured to provide you with the best possible service.

### **Q: Must I use Cottage Rental Agency's beverage services?**

A: Due to State of Florida liquor license and safe serving laws, all beverages must be ordered by and served by the Cottage Rental Agency of Seaside, Florida.

### **Q: How late may our reception extend?**

A: Out of respect for guests and homeowners residing in the community, the Town of Seaside and Walton County observe a 10:00 PM nightly town noise ordinance for events.

### **Q: What is the weather back-up for my wedding ceremony and reception?**

A: Rain back-ups are assigned to each event 72 hours prior. Your weather back-up depends on the size and location of your event. Your Wedding Coordinator can assist you in making a final decision if the need arises.

### **Q: Where do our guests park for the wedding?**

A: There are several public parking areas in the Town of Seaside, including Smolian Circle. Your Wedding Coordinator can provide a town map, detailing the area(s) closest to your event location. For additional information, please refer to the town map on our website at [www.cottagerentalagency.com](http://www.cottagerentalagency.com).

### **Q: What is the earliest that I may check into my cottage?**

A: When renting a cottage with the Cottage Rental Agency, check-in time begins at 4:00 PM and check-out is no later than 11:00 AM. An early check-in time may be requested, but no guarantees may be made. Housekeeping requires time to thoroughly clean your cottage, prior to your arrival.

### **Q: What may be used as a "throw" when I leave my reception?**

A: To help uphold the environmental integrity for the Town of Seaside, bubbles & rose petals are very popular approved "throws" for the Seaside, Florida Bride. The use of sparklers, confetti, bird seed and rice are prohibited by the Town of Seaside.

### **Q: What is my payment schedule for event venues rented with the Cottage Rental Agency?**

A: To reserve an event with the Cottage Rental Agency, a \$1,000.00 non-refundable deposit is required at the signing of the contract. This deposit is applied to your overall venue charges. All additional payments will be detailed in your wedding contract, with all balances due in full 30 days prior to your event. When booking a reception buy-out, a 30% accommodations deposit is required to reserve the room block buy-out and event space.