



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. 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 planners 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,

Conference Services & Weddings Department

Conference Services & Weddings Department
Cottage Rental Agency - Seaside, FL

PO Box #4896
Seaside, FL 32459
(800) 591-8696

Weddings@CottageRentalAgency.com



CEREMONY VENUES

Whether indoors or outdoors, Seaside, Florida offers the perfect venue for wedding ceremonies, receptions and rehearsal dinners.

CEREMONY VENUE CHOICES:

VENUE	SEATING CAPACITY	PRICING
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

* Ceremony Venue Rentals incur an additional 21% Service Charge for Planning & Coordination Services

Ceremony Venue Pricing Includes:

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

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

- Professionally Trained Wedding Planner, 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 coordination (arriving 2 hours prior to wedding ceremony)
- Assistance with post-ceremony photography session



RECEPTION VENUES

RECEPTION VENUE CHOICES:

VENUE	SEATED	COCKTAIL	PRICING
Lyceum Meeting Room	80 people	100 people	\$2,000.00
Seaside Pavilion	30 people	50 people	\$2,500.00
White Sand Beaches	80 people	100 people	\$2,500.00
Seaside Pavilion & Beach	80 people	100 people	\$3,500.00
Inn by the Sea (Vera Bradley) & Inn by the Sea Green Buy-Out (Includes 2-night stay in Inn by the Sea Rooms #1-9 and Motor Court Rooms #5-6)	60 people	80 people	Prices starting \$5,340.00
Motor Court Courtyard & Inn by the Sea Green Buy-Out (Includes 2-night stay in Motor Court Rooms #1-9 and Inn by the Sea Suites #8-9)	120 people	150 people	Prices starting \$4,920.00

** Reception Venue Rentals incur an additional 21% Service Charge for Planning & Coordination Services

Reception Venue Pricing Includes:

- 4-Hour Venue Rental
- Housekeeping Services
- Reception Planning & Coordination Services (see below)**

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

- Professionally Trained Wedding Planner, 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 coordination for duration of the wedding reception



INTIMATE WEDDING & VOW RENEWAL PACKAGES

These intimate wedding & vow renewal packages are especially designed for ceremonies and receptions Sunday – Thursday (year round) and the months of November – February (Sunday – Saturday). 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)
- 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. 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 Conference Services & Weddings Manager 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 230 cottages includes everything from 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 planners 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 Conference Services & Weddings Manager 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 Conference Services & Weddings Manager will be on-site to provide coordination and direction for your special day.

ADDITIONAL SERVICE OFFERINGS

Your Conference Services & Weddings Manager 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: How late may our reception extend?

A: Out of respect for guests and homeowners residing in the community, the Town of Seaside observes 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 Conference Services & Weddings Manager 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 Conference Services & Weddings Manager 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.

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

A: When renting a cottage with the Cottage Rental Agency, 4:00 PM is the earliest guaranteed check-in time 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 environmentally 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.



CONSUMPTION BAR SELECTIONS

Special Collection = \$9.00 per drink

Knob Creek Bourbon
Grey Goose Vodka

Bombay Sapphire Gin
Patron Silver Tequila

Crown Royal Reserve
Mt. Gay Rum

Johnny Walker Black Scotch

Premium Brands = \$8.00 per drink

Smirnoff Vodka
Crown Royal

Tanqueray Gin
Jose Cuervo Tequila

Jack Daniels Bourbon
Dewar's Scotch

Captain Morgan Rum
Bacardi Light Rum

Beer – Priced as marked (Place check four selections)

Domestic = \$4.00 each

Bud
 Bud Light
 Michelob Light
 Michelob Ultra

Import = \$5.00 each

Amstel Light
 Corona
 Heineken

Wine & Champagne – Priced per bottle (Please see attached selections)

Beverages = \$2.00 each

Coke, Diet Coke, Sprite, Bottled Water

Upgraded Stemware

Please speak with you Conference Services & Weddings Manager for Pricing

Bar Tender (1 per 75 guests) = \$75.00 each (up to 4 hours)

Please speak with your Conference Services & Weddings Manager for information on specialty drinks & special orders. All beverage selections are due thirty days prior to your event date. A final head count & deposit is due to your Conference Services & Weddings Manager two weeks prior to your event.

Client Signature _____ Date _____

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



WINE & CHAMPAGNE SELECTIONS
(Priced per Bottle)

Champagne

Perrier Jouet Champagne	\$78.00
Moet & Chandon White Star	\$75.00

Sparkling Wines

Zardetto Prosecco Brut	\$33.00
Veuve de Vernay	\$23.00

Medium to Full Bodied White Wines

Chardonnay, Clos du Bois	\$34.00
Chardonnay, Sterling	\$28.00

Light White Wines

Pinot Grigio, J	\$32.00
Pinot Grigio, Stella	\$24.00
Sauvignon Blanc, Dry Creek	\$24.00

Medium Bodied Red Wines

Merlot, Beringer	\$29.00
Merlot, Bogle	\$24.00
Shiraz, Yalumba Barossa	\$31.00

Full Bodied Red Wines

Cabernet Sauvignon, Clos du Bois	\$38.00
Cabernet Sauvignon, Liberty School	\$32.00

Please speak with your Conference Services & Weddings Manager for information on special wine orders. All beverage selections are due thirty days prior to your event date. A final head count & deposit is due to your Conference Services & Weddings Manager two weeks prior to your event.

Client Signature _____ Date _____

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