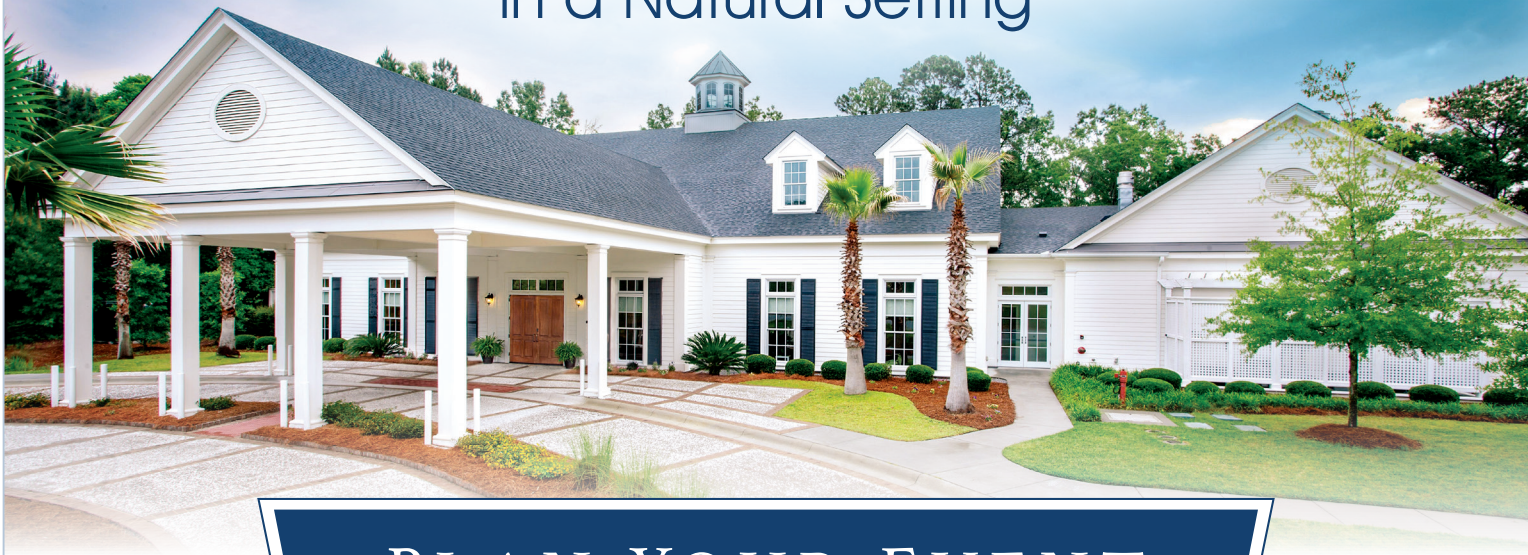




# Southern Hospitality

## in a Natural Setting



PLAN YOUR EVENT  
at Coastal Georgia's premier venue.

The **Richmond Hill City Center** provides the perfect setting for your special event. Whether you are planning an elegant wedding, an intimate gathering, a corporate business conference, training seminar, or festive party, our flexible event spaces provide options of both beauty and functionality.



Just 12 miles from Savannah, Georgia, in a beautiful park setting shaded by majestic oaks draped with Spanish moss and nestled beside natural wetlands, Richmond Hill City Center is a welcoming environment. The facility offers both indoor and outdoor spaces, free wi-fi, free parking, and close proximity to several hotels and restaurants.

*Please consider scheduling an appointment for a personal tour so our knowledgeable team can assist you in creating an exceptional event.*

912.445.0043 • [info@richmondhillcitycenter.com](mailto:info@richmondhillcitycenter.com) • [RichmondHillCityCenter.com](http://RichmondHillCityCenter.com)

# FAQ

Frequently Asked Questions



## Do I need an appointment to see the City Center?

Appointments are not required, but they are suggested. We want to ensure staff is available to give you the one-on-one attention you deserve when planning your event.

## How do I reserve the rental space?

Once you have discussed your rental needs with our staff, we will provide you with a contract that requires a deposit. The deposit is dependent on the total cost due to RHCC. The space is not considered reserved until the deposit is paid.

## What's the maximum amount of time I can rent space?

A standard rental time is 10 hours. Your block of time includes the time you need to set up before the start of your event, the event itself, and the time you need to clean up after your event.

## Does the City Center set up the room for my event?

The RHCC will pull the correct number of tables and chairs you request for your event and have them easily accessible; setting them up is your responsibility. However, if you prefer the RHCC to do the set up, it can be arranged in advance with a charge of \$250.

## Does the City Center clean up after my event?

It is your responsibility to clean up any décor, remove trash, and break down the tables and chairs used for your event (unless otherwise noted). It is also your responsibility (or your caterer's responsibility) to ensure the kitchen area is cleaned and all trash is removed. You are NOT expected to vacuum, clean common areas, etc. RHCC will provide standard cleaning (vacuum, clean bathrooms, etc.) following your event. If you would like the RHCC to break down and remove the tables and chairs, this can be prearranged for a \$250 fee.

## Does the City Center have catering or food & beverage services?

RHCC does not have in-house food and beverage services, but we can provide a list of preferred vendors who are familiar with our facility and have the required licenses and insurance. However, you may also select a caterer of your choice, provided they have the correct licenses and insurance. There is a catering kitchen with a refrigerator, dishwasher, warming oven, microwave, ice machine, sinks, and counter space.



# FAQ

Frequently Asked Questions



## Is alcohol allowed at the City Center?

Yes, alcohol is allowed, but it must be served by a licensed bartender. We can recommend liquid catering services that have the proper licenses and insurance to serve alcohol at private events.

## Does the City Center have audio visual services?

The RHCC has screens, projectors and TV screens that can work with laptops. We have a basic sound system with microphones as well. If you have complex A/V needs, please advise our team in advance so we can assess our capabilities for your needs, or plan to secure a third-party audio-visual vendor for your event.

## Are table linens available at the City Center?

RHCC has a limited number of linens in-house that can be rented; however, we can also coordinate the rental of specific colors and sizes with advance notice. Standard linens rent for \$25 each. Specialty fabrics or colors will vary in price.

## Does the City Center do event planning?

We can be as involved as you need us to be! We can coordinate catering, décor, florals, etc. if you like. There is a coordination fee involved depending on which services you need.

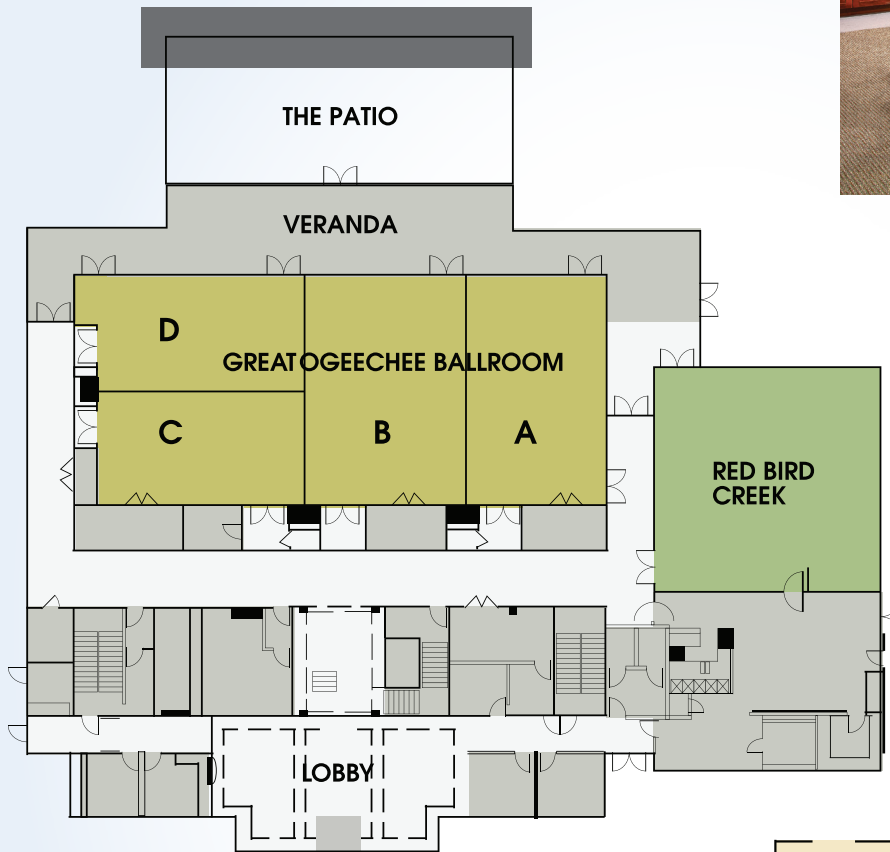
## How much does it cost to rent the City Center?

Your rental fee is based on which room(s) you use for your event, if you request set up/tear down services, event coordination services, table linens, etc. Discounts are offered for certain rental times and multiple-rent commitments. An RHCC staff member will thoroughly discuss your fees in detail.

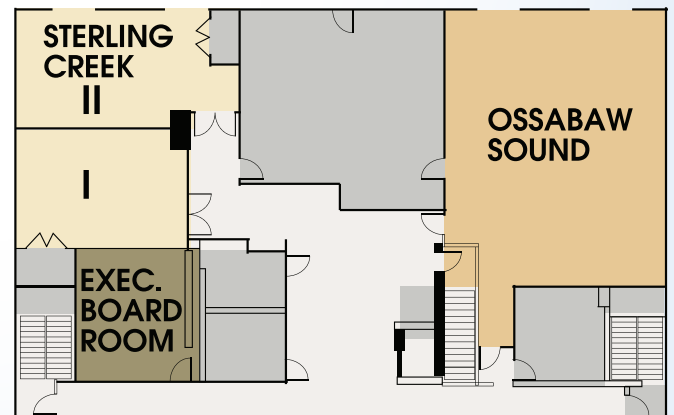




# Room LAYOUTS



FIRST FLOOR



SECOND FLOOR





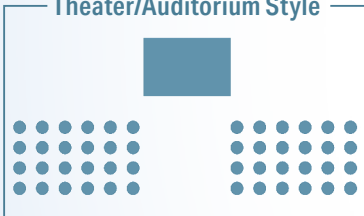
# Room Setup OPTIONS



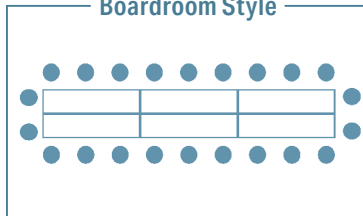
Richmond Hill City Center can transform the room into a variety of configurations and breakout options for any type of event, including wedding receptions, awards banquets, fundraisers, business meetings, and more.



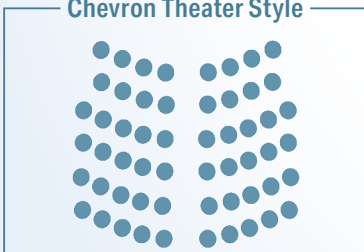
Theater/Auditorium Style



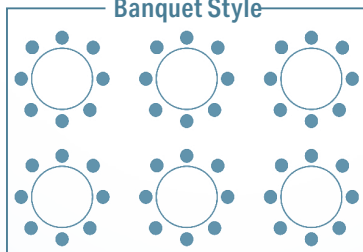
Boardroom Style



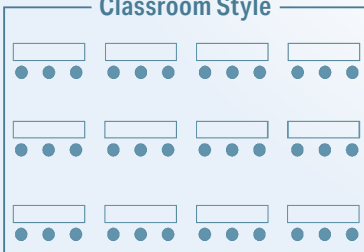
Chevron Theater Style



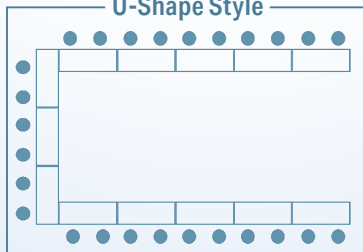
Banquet Style



Classroom Style



U-Shape Style





# Richmond Hill City Center PRICING

## Pricing For Richmond Hill City Center

Room Name	Square Footage (approx.)	Theater Seating	Classroom Style	Cocktail Party	Dinner Seating	Rental Fee
Ogeechee Ballroom	3,975	430	175	400	300	\$3,000
Ballroom A or B	1,100	130	50	100	80	\$750
Ballroom C or D	860	90	40	85	70	\$450
Ballroom A & B	2,250	240	94	225	160	\$1,500
Ballroom C & D	1,700	180	70	160	130	\$1,200
Ballroom B, C & D	2,785	300	116	265	225	\$1,900
Red Bird Creek	500	70	40	75	64	\$650
Outside Garden, Patio, Veranda <i>Garden chairs <b>not</b> included in rental</i>						\$500
Sterling Creek (full room)	890	90	35	80	60	\$400
Sterling 1	445	45	25	35	24	*\$250
Sterling 2	445	45	25	35	24	*\$250
Ossabaw	1,344	130	60	130	100	\$500
Executive Board Room	350	10-12	<i>Board room table and chairs</i>			\$250

\*Restrictions apply

- **\$100 discount**/use for multi-date commitment (minimum of four rentals in same year)
- **10% discount** for rentals Monday-Friday, 9 a.m.-5 p.m.
- **15% non-profit discount**

### Included in Rental As Needed

(as long as quantity does not exceed in-house supplies)

- **Round (60 inch) tables**
- **Round (72 inch) tables**
- **6 ft. rectangle tables**
- **8 ft. rectangle tables**
- **Banquet chairs**
- **Podium**
- **AV screens & projectors**
- **Cocktail tables** (up to 10)
- **Two bar serving carts**

- **Veranda & Patio** included in ballroom rentals
- **Catering Kitchen** (ice machine, refrigerator, warming ovens, 3 compartment sink, dishwasher, prep area, trash cans)

### Available for Additional Fees

- **Room set up & tear down** (\$250 for each)
- **Table linens** (depends on quantity/color)
- **Linen napkins** (depends on quantity/color)
- **Specialty chairs** (depends on quantity & color)
- **Event coordination** (booking of caterers, décor, florals, etc.)

### Please Note:

Event set-up is the responsibility of the renter unless otherwise discussed. Renters responsible for all trash removal after event. Renters may select their own food and liquid catering providers. All vendors must be fully licensed and insured. Events must end by 11 p.m. Standard rental is for a 10-hour time frame. Other options may be available with prior discussion.







# Richmond Hill City Center PRICING WEDDING PACKAGE

## \$5,000

### Includes:

- **Great Ogeechee Ballroom** (any configuration), Veranda & Patio
- **Two conference rooms** for bridal suite and groom's room
- **Friday access for set up** (time TBD)
- **Two-hour rehearsal time** Friday evening

### Included in Rental As Needed

(as long as quantity does not exceed in-house supplies)

- **Round (60 inch) tables**
- **6 ft rectangle tables**
- **8 ft. rectangle tables**
- **Banquet chairs**
- **Podium**
- **AV screens**
- **Cocktail tables** (up to 10)
- **Two bar serving carts**
- **Dance floor**
- **Catering kitchen** (ice machine, refrigerator, warming ovens, 3-compartment sink, prep area, trash cans)
- **Set up & tear down** of room by RHCC staff (tables/chairs only – not décor)

### Available for Additional Fees

- **Table linens**  
(price depends on quantity and color)
- **Linen napkins**  
(price depends on quantity and color)
- **Specialty chairs**  
(price depends on quantity and color)
- **Event coordination**  
(booking of caterers, décor, florals, etc)



## Preferred VENDORS

### Caterers

#### Barnes Catering

912.354.8745 • barnesrestaurant.com

#### Chef Katie Elzey

912.312.5888  
katiecateringrichmondhillga.com

#### Georgia Comfort Kitchen

912.421.4109 • GeorgiaComfortKitchen.com

#### Magnolia Grill

912.756.3663 • magnoliagrillcatering.com

#### Sweet Senovia Cookie Co.

912.947.7152  
Mycustombakes.com/sweetsenovia  
sweetsenoviacoookieco@gmail.com

#### The Painted Chef

912.531.0782 • Thepaintedchef.com

#### Thrive Catering

912.508.6068 • cateringbythrive.com

### Liquid Caterers

#### Jeff's Beverage

912.756.7878

#### Magnolia Grill

912.756.3663 • magnoliagrillcatering.com

### Florals

#### Ashley's Stems

912.531.9577 • ashleysstems@gmail.com

### Accommodations

#### SpringHill Suites

912.445.6090

#### Sid Was Here (AirBnB)

912.574.4473

### Event Rentals

#### Coastal Event Rentals

912.980.7326 • Ceventrentals.com

### Event Designers/Decorators

#### Ashley Standford

912.531.9577 • ashleysstems@gmail.com

#### Janae Carter

912.434.1360 • IG: thechrysalisexperience

### Guitarist & Vocals

#### Logan Thomas

678.756.7263 • Loganthomasmusic.com

### DJ

#### Best Night Entertainment

912.910.9799 • bestnightdj.com

### Fun Extras

#### Travelin' Toms Coffee Truck

912.955.8667 • Travelintomscoffee.com



912.445.0043 • info@richmondhillcitycenter.com • RichmondHillCityCenter.com



# Request for PROPOSAL

## Customer Information

## Event Information


## Catering

Will you be serving food? ☐ Yes ☐ No

Will you be serving alcohol? ☐ Yes ☐ No

## Music Information

If you will have music at your event, please indicate:

☐ Live musicians/band ☐ DJ ☐ CD, playlist or streaming

## Audio/Visual Needs (Choose all that apply)

☐ Projector & Screen ☐ Podium ☐ Microphone

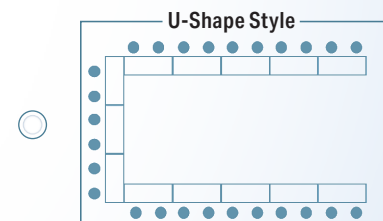
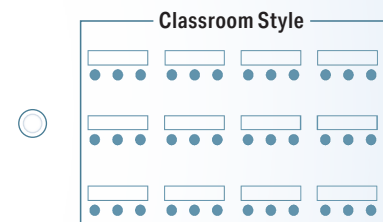
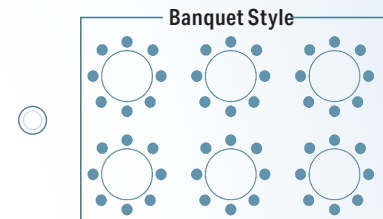
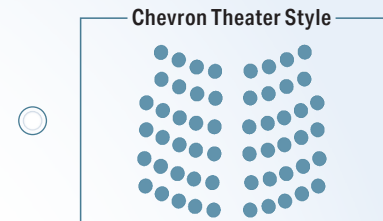
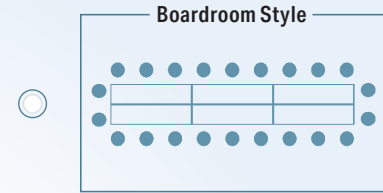
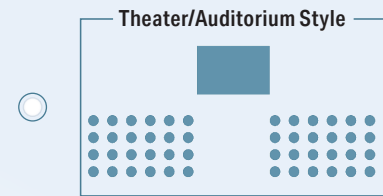
## Table Linens

☐ RHCC to Supply ☐ Supplying Your Own

## Other Items & Services (Choose all that apply)

☐ Set Up ☐ Tear Down ☐ Dance Floor ☐ Caterer Coordination  
☐ Florals/Centerpieces Coordination ☐ Additional Décor Coordination

## Set Up Information



## Additional Information

Any additional information to share concerning your event?

**SUBMIT**