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www.weddingwire.com/HamptonInnColAlto

www.hampton-inn.com/hi/lexington-historic

www.facebook.com/ColAlto

Col Alto Weddings

We are honored that you are considering the Hampton Inn Col Alto for such a special day. With over 3,500 square feet of special-event space, Hampton Inn Col Alto features diverse venues ideal for weddings big or small. We are committed to giving you the very best service possible to make sure your special day is a huge success. Again, we appreciate your interest and look forward to working with you. Below is some information regarding Hotel rooms and Manor House rooms as well as indoor and outdoor banquet and ceremony options. Most of our services are offered A la Carte to give you the most flexibility for your special day. Please let us know if you have any questions about any of our offerings.

ROOM BLOCK CONTRACTS

Reasons to create a room block with us:

- We are the #1 Hotel on Trip Advisor in the Lexington Area
- Col Alto Manor House is a registered historical landmark
- 86 rooms to choose from
- Guaranteed room availability
- Negotiated rates
- Everyone stays together which means more time spent with family and friends
- Located less than three blocks from local downtown boutiques, restaurants and attractions
- Hilton Honors points for each enrolled guest who is paying for their own accommodations
- Free room for the Bride and Groom if more than 30 rooms are utilized the night of the wedding*
- FREE one-day Historic Cabin use if more than 30 rooms are utilized/night blocked*

*Available for groups that are holding a ceremony and/or reception on-site

Manor Rooms

We have a total of 10 Historic Manor House rooms. The Historic Manor House rooms are decorated in period style with king or queen beds. They are all nonsmoking and are limited to adults 18 years or older. Four rooms have king beds with fireplaces, two rooms have queen beds with fireplaces, and the other four rooms have queen beds without fireplaces. Each room is unique. The rates of these rooms vary depending on the time of year. The manor house rooms come with complimentary hi-speed wireless internet access, turndown service, use of terrycloth bathrobes, a wine service at check-in, and breakfast brought to your room. If you are interested in contracting a block of manor house rooms for your event, we are happy to work with you. A refundable \$500.⁰⁰ deposit is required upon reserving your rooms and is returned to you providing that all reserved manor house rooms are utilized. We also offer Bridal Room options. Please contact us for more information.

Hotel Rooms

We have a total of 76 Hotel rooms. They are all nonsmoking and come with complimentary hi-speed internet access, in-room iron/ironing board, the Fresh & Clean Hampton Bed, in-room coffee and tea, as well as microwaves and refrigerators in every room. We also provide a complimentary hot breakfast served in our breakfast area each morning from 6:00AM to 10:00AM. Rates vary. If you are interested in contracting a block of hotel rooms for your event, we are happy to work with you. While there is a contract required for all room blocks, there is no deposit required on these rooms. By signing the room block contract you are entering into an agreement to fill every blocked room. We offer room blocks for 10 to 30+ rooms/night. For room blocks over 30 rooms/night an Attrition Clause applies. Any unreserved rooms will return to our inventory 30 to 60 days prior to the arrival date to be sold at our regular rate. We encourage you to tell family and friends to make reservations as soon as possible so that if you need additional rooms in your block we can add them while rooms are available. You may also give your guests a wedding code so that they may make their reservations online.

ON-SITE CEREMONY AND RECEPTION COMPLIMENTARY AMENITIES

- Beautiful, floor-length table linens available in ivory or white (indoor only)
- Custom set-up and clean-up
- The best room rates for you and your guests
- Complimentary Bridal Room*
- On-site Event Coordinator
- All-day event space use

CEREMONY

We have several locations for a wedding ceremony at the Hampton Inn Col Alto. We would love to set up an appointment to review all areas of the property that are available for a ceremony.

Front Circle (A Col Alto Favorite)

Located in front of the Historic Manor House, the Front Circle is an ideal wedding venue for wedding ceremonies. Make a grand entrance through the doors of the Col Alto Manor House and start your way down the aisle. With its lush landscaping, intimate feel and expansive surrounding grounds, it is sure to make your day memorable. We provide set-up and clean up. Chairs and other décor provided through a third-party vendor. Please contact us for pricing.

Bottomley Terrace

Located on the side of the Historic Manor House, the covered Bottomley Terrace overlooks the expansive lawn and provides a unique ceremony space for weddings with 24 or fewer guests. Make your grand entrance through the side doors of the Col Alto Manor House and start your way down the aisle. Chairs and other décor provided through a third-party vendor. Please contact us for pricing.

OUTDOOR RECEPTION

With over 7 expansive acres to choose from, there are many options for your reception. Lush green grass, mature trees and carriage paths create a unique setting for your special day. We can accommodate lawn receptions for up to 300 people. At this time we are only able to provide the lawn, but we have many experienced vendors that can assist you with a tent, tables, chairs and linens. Beer and wine are allowed under the guidelines of the Virginia ABC Laws. Additionally, all alcohol must stay within the banquet area and be served by a third-party bartender. We require that you have portable restrooms available; minimum of 1 per 100

expected guests. We also have the option to repurpose two hotel rooms to use for restrooms. We can discuss this option further if you are interested. A noise permit must be obtained from the City of Lexington if any amplified entertainment is used. Tents may be set up the day prior to the event and taken down the day following the event. All contracted vendors must register proof of licenses and insurance with the hotel. The maximum power available for outside events is 50 amps. This is sufficient for a DJ, but a band will require a generator. Event can begin at any time, but must end by 11:00PM. We make sure that the lawn will look great for your event. The rental fee is \$1,000.⁰⁰ + tax. We ask that a deposit of \$333.⁰⁰ be returned with the signed event contract. The final amount of \$667.⁰⁰ plus all applicable sales tax is due 30 days prior to the event. Our cancellation policy is 60 days prior to the event date.

INDOOR RECEPTION

We have approximately 3,000 square feet in our banquet facility. We can accommodate approximately 200 people. Want more flexibility? This space can be divided into two spaces for smaller weddings or for couples who want to have their ceremony and/or cocktail hour and reception all in the same place. Every space no matter how big or small features adjustable lighting and a large wall of windows for soothing natural light. We do not have catering on property; therefore, we do not restrict from any outside catering. Inside the banquet room, we provide tables, chairs and table linens. We also provide a custom set-up and clean-up of the room. We have plenty of parking to accommodate your guests with an additional reserved conference parking area. We are happy to provide a list of vendors we have worked with in the past. Beer and wine are allowed under the guidelines of the Virginia ABC Laws. Additionally, all alcohol must stay within the banquet area and be served by a third-party bartender. We set up the room the day prior to your event to allow you plenty of time to decorate if needed. Your event can start at your desired time and must end by 11:00PM.

Rockbridge/Lexington Room

This room can accommodate up to 200 people depending on the set-up of the room. In order for everyone to be as comfortable as possible, we recommend that no more than 144 be seated in a banquet-style reception. This will guarantee that you have plenty of room for a bar area, food tables, DJ or band, and a dance floor. If you prefer to also have your ceremony indoors, that can also be accommodated under the same room rental rate. The rental fee for a wedding in the Rockbridge/Lexington Room with alcohol is \$1,000.⁰⁰ + tax. We ask that a deposit of \$333.⁰⁰ be returned with the signed event contract. The final amount of \$667.⁰⁰ plus all applicable sales tax is due 30 days prior to the event. Our cancellation policy is 60 days prior to the event date. Please let us know if you do not plan on having alcohol at your event.

Rockbridge Room

This room can accommodate up to 130 people depending on the set-up of the room. This is recommended for smaller weddings. The rental fee for a wedding in the Rockbridge Room with alcohol is \$600.⁰⁰ + tax. We ask that a deposit of \$200.⁰⁰ be returned with the signed event contract. The final amount of \$400.⁰⁰ plus all applicable sales tax is due 30 days prior to the event. Our cancellation policy is 60 days prior to the event date. Please let us know if you do not plan on having alcohol at your event.

Lexington Room

This room can accommodate up to 70 people depending on the set-up of the room. This is recommended for even smaller weddings. The rental fee for a wedding in the Rockbridge Room with alcohol is \$400.⁰⁰ + tax. We ask that a deposit of \$133.⁰⁰ be returned with the signed event contract. The final amount of

\$267.⁰⁰ plus all applicable sales tax is due 30 days prior to the event. Our cancellation policy is 60 days prior to the event date. Please let us know if you do not plan on having alcohol at your event.

Historic Cabin

The cabin can accommodate up to 25 people depending on the set-up of the room. The cabin is original to our property, but has been upgraded with modern amenities including a kitchenette with full size refrigerator, sink and microwave as well as its own private restroom. It also has a great covered porch area. This space is perfect for smaller events or as a common meeting space for guests during a wedding weekend. Rates vary depending on use. Please contact us for more information.

Tucker Parlor/Study

The parlor can accommodate up to 25 people depending on the set-up of the room. It is located within the main Manor House and boasts two fireplaces and gorgeous windows. White use hours are more limited, it is available for intimate gatherings. Rates vary depending on use. Please contact us for more information.



INTIMATE WEDDING PACKAGE

Small is beautiful. Celebrate one of the biggest days of your life with our all-inclusive intimate wedding package at the Hampton Inn Col Alto. Weddings are all about celebrating love and for many couples, the most romantic and special way to do so is to be surrounded by only their favorite people. Whether you have lavish taste, but are on a tight budget, or you want a fuss-free way to celebrate your marriage with those who matter most, Col Alto provides you with a Pinterest-perfect wedding.

Our Intimate Wedding Package Includes:

- On-site Event Coordinator
- Two-night stay in 5 Historic Manor House rooms for friends and family of the Bridal Couple (for a total of 10 people, 1 couple per room, 18 years or older)
- Two-night stay in the Historic Manor House for the Bride and Groom
- Wine for each guest at check-in
- Fresh flowers in all guest rooms
- Complimentary hot breakfast each morning (guests may choose to eat in the dining room or have their breakfast delivered to their room)]
- Choice of ceremony decor
- Ceremony Space (applicable tables, linens, chairs, etc.)
- Professional bridal bouquet with choice of flowers and boutonniere for the Groom
- Choice of reception decor
- Reception Space (applicable tables, linens, chairs, etc.)
- Fresh flowers for ceremony and reception with choice of flowers
- Champagne or sparkling cider for toasts
- Catered lunch or dinner for 12 with menu choices
- Two-layer wedding cake with choice of flavors and fillings (includes complimentary cake tasting for two, advance scheduling is necessary)
- Special wedding gift for the Bride and Groom
- Set-up and clean-up

* Couples will need to provide their own minister or officiate for the wedding ceremony and their own photographer. If wine or beer is requested, the couple will be required to provide it.

The ceremony can be held outdoors on the Front Circle or the Bottomley Terrace, weather permitting. If the wedding is unable to be held outdoors or if the couple prefers an indoor venue, the Lexington Room will be available. The reception can be held in the Tucker Parlor or the Historic Cabin. Whether your wedding is traditional, glamorous, rustic chic, or simple we have the perfect venue for your intimate group. Have a truly special, dream wedding on a budget at the Hampton Inn Col Alto and make each guest feel like they are truly a special part of your day.

Total Cost: \$5,000.⁰⁰ +applicable taxes

This package requires a \$500.⁰⁰ non-refundable deposit, payable at the time the contract is signed and returned. The balance must be paid 30 days prior to the wedding date.