



# 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



## 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.

## 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 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



## 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.



## 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.

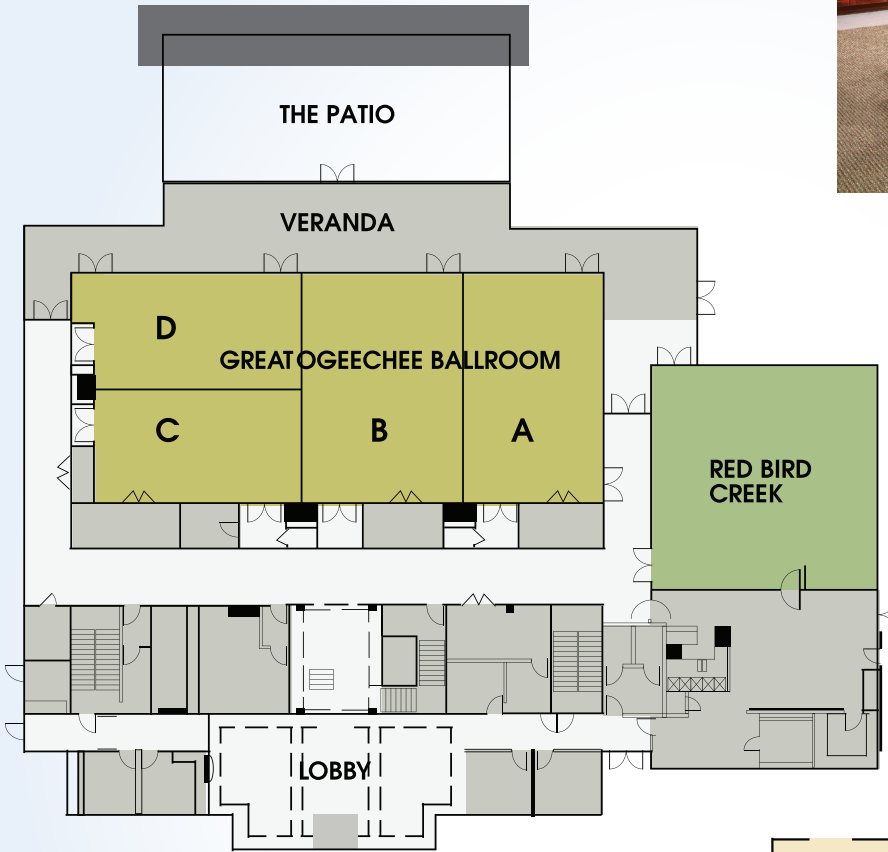
## Does the City Center have audio visual services?

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.

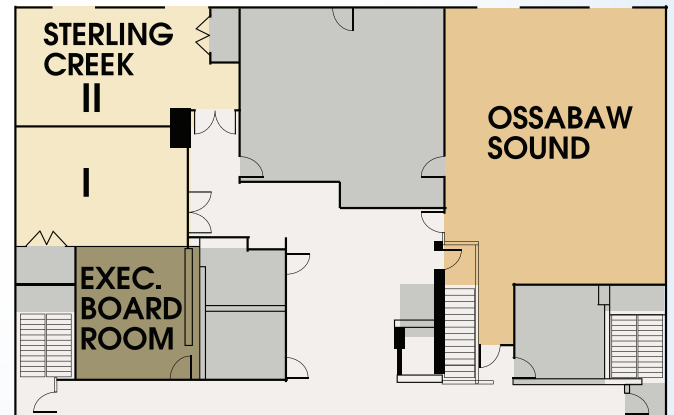




# Room LAYOUTS



FIRST FLOOR



SECOND FLOOR

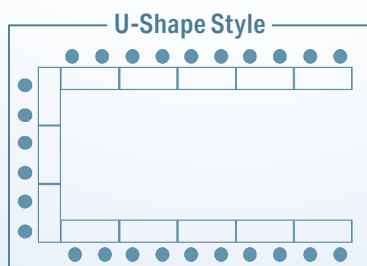
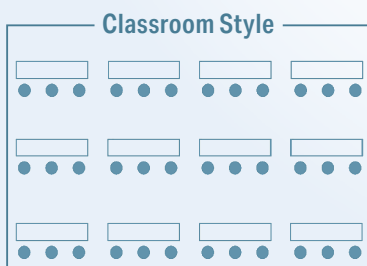
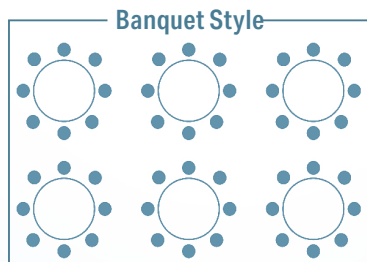
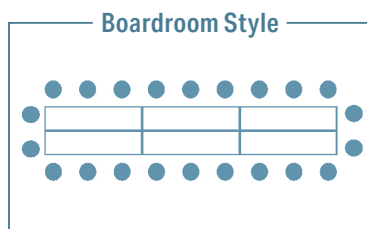
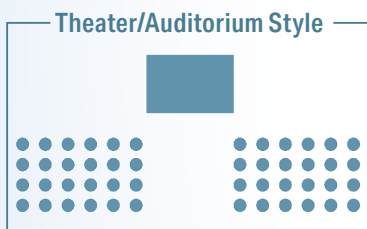




# Room Setup OPTIONS



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.





# 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	400	270	400	280	\$3,000
Ballroom A or B	1,100	100	70	120	80	\$750
Ballroom C or D	860	80	50	80	60	\$450
Ballroom A & B	2,250	220	150	250	140	\$1,500
Ballroom C & D	1,700	170	112	160	120	\$1,200
Ballroom B, C & D	2,785	290	190	160	120	\$1,900
Red Bird Creek	1,640	120	75	150	50	\$500
Outside Garden, Patio, Veranda <i>Garden chairs not included in rental</i>						\$500
Sterling Creek (full room)	890	80	50	50	40	\$400
Sterling 1	445	40	30	25	24	*\$250
Sterling 2	445	40	30	25	24	*\$250
Ossabaw	1,344	130	75	100	80	\$500
Executive Board Room	350	10-12	<i>Board room table and chairs</i>			\$350

\*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**

- **Screened porch** 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

**\$6,500**

**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

**Magnolia Grill**

912.756.3663  
 magnoliagrillcatering.com

**Sweet Senovia Cookie Co.**

912.947.7152  
 Mycustombakes.com/sweetsenovia  
 sweetsenoviacookieco@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

**Please Note:**

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.





# 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

Theater/Auditorium Style

Boardroom Style

Chevron Theater Style

Banquet Style

Classroom Style

U-Shape Style

## Additional Information

Any additional information to share concerning your event?

**SUBMIT**

