



Oakwood Country Club Complete Wedding Guide



Photograph by Brandon Jackson

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Photograph by Kayla Evatt

Weddings at Oakwood Country Club

We are delighted that you may be thinking of having Oakwood Country Club host your Big Day!!! Planning your dream wedding will be very exciting, but with all the decisions and logistical details, it can also become overwhelming. Our staff is here to help make the planning process a stress-free experience. We are happy to answer questions, provide suggestions, and act as a liaison for all venue-related concerns throughout the wedding planning process.



Planning Process

If you have your wedding at Oakwood, you will meet with our Director of Events to begin the planning process. Our Director of Events will be sure to understand exactly what both the bride and groom want for their guests on their day and do their best to convert these visions into a reality.

Once we have discussed your expectations of Oakwood, a Proposed Event Contract will be provided to you based on these discussed details. To help get you started, the following page gives you an idea of what costs are associated with weddings and how Oakwood can help!

When it comes to a budget for your Big Day, we understand that it can be quite intimidating once you total everything up. This is one of the reasons why Oakwood decided to include so many perks into its “Room Rental” Price.

At Oakwood, your budget will come down to the following:

Basic Wedding Budgeting 101 <i>{all numbers are from trusted wedding websites}</i>			
	Estimate	2018 Average	Actual Cost
Venue Rental Price {Reception/Ceremony}	\$300 - \$18,000	\$19,000	
Food & Beverage per person	\$40 - \$200	\$70 {\$7,000 for 100}	
Wedding Cake/Dessert	\$100 - \$1,000	\$530	
Alcohol (if applicable)	\$500 - \$8,000	\$3,000	
Day of Wedding Coordinator	\$500 - \$1,000	\$2,000	
Dresses	\$800 - \$12,000	\$1,600	
Suit	\$80 - \$1,000	\$280	
Photographer	\$1,200 - \$5,000	\$2,700	
Videographer		\$2,000	
Musicians/DJ/etc.	\$0 - \$10,000	\$2,000	
Flowers	\$100-\$3,000	\$2,400	
Invitations/Save-the-Dates	\$100 - \$1,000	\$390	
Other Miscellaneous details: Favors, Officiate, Rings, Transportation, Hair & Makeup, Gifts to Bridal Parties, Honeymoon, etc.	\$500 – \$ 20,000 {lots of options to factor in!}	\$290 Officiant \$860 Transport. \$250 Favors \$120 Hair \$100 Makeup	
TOTALS <i>{for italicized items only}</i> :		\$31,530	

Oakwood CC Wedding Budgeting <i>{all numbers are directly from previous weddings at Oakwood}</i>			
	Estimate	Average	Actual Cost
Room Rental Price {Reception/Ceremony}	\$600 - \$2,449	\$2049	
Food & Beverage per person*	\$20 - \$55	\$30 {\$3,000 for 100}	
Wedding Cake/Dessert*	\$250 - \$500	\$400	
Alcohol (if applicable) *	\$300 - \$4,000	\$1,050	
Day of Wedding Coordinator**	\$200 - \$400	\$300	
TOTALS <i>{for italicized items only}</i> :		\$6,749	

*These prices are pre-tax and service charge

** If you are getting married at Oakwood, we require either an off-site wedding coordinator or our own day-of wedding coordinator to ensure your wedding goes off without a hitch!

Amenities included:

- ♥ Tables and chairs
- ♥ Most set-up and break down included
- ♥ Professional wait staff (*bartender is not included in rental fee however*)
- ♥ White or black chair covers, if preferred
- ♥ Basic white or black linens
- ♥ Access to our “Décor Closet,” which houses gold and silver chargers, silver candelabras, wooden slabs, votive holders and candles, table runners, and much more!
- ♥ Use of our surround sound system, complimentary wireless, and even our televisions (*if you’d like you have a slideshow or video during your wedding or rehearsal*)
- ♥ Complimentary parking (*almost 100 parking spaces, not including Overflow parking*)
- ♥ A room to get ready for both the bridesmaids and the groomsmen!
- ♥ Use of Oakwood grounds for engagement or bridal photos~ Oakwood has some of the best views for sunsets on our patio and back terrace, as well as gorgeous photo opportunities on our front lawn and oversized porch.
- ♥ Food tasting and special time limits {*see page 8*}



For an even more “over-the-top” event consider our extra amenities:

- | | |
|---|---|
| ➤ Use of up to three satellite bars | \$85 set-up fee/bar |
| ➤ Bartender fee | \$20/hour, minimum of two hours |
| ➤ Corking fee | \$11/bottle |
| ➤ Use of colored napkins | \$0.30/napkin |
| ➤ Use of colored tablecloths (85” square) | \$4/linen |
| ➤ White or ivory floor-length tablecloths | \$16/linen |
| ➤ Use of the large field | \$200 |
| ➤ Green padded Chiavari chairs outside | \$3/chair |
| ➤ Use of OCC golf carts | \$100/golf cart <i>OCC staff drivers only</i> |
| ➤ Converting a room | \$200 (Ballroom), \$100 (other rooms) |

Venue Rental Prices

Room	Dimensions	Capacity	Tues-Sun	OCC Members
Board Room	18 x 24	22	\$79	\$40
West or East Room	20 x 30	60	\$249	\$100
Ballroom	60 x 40	180	\$2,049	\$600
All Upstairs Rooms	N/A	300	\$2,249	\$700

Special Pricing

As Oakwood has hosted many weddings and have learned many lessons along the way, we do highly encourage renting all rooms so that your guests may enjoy a separate room for cocktail hour (while the newlyweds are taking pictures), reception, and another room for your main course. Of course, this depends on the size of your wedding and your personal preferences. This is absolutely not a requirement, but highly recommended!

- ✓ The Ballroom includes either the West or East Room
- ✓ Active Oakwood members get a significant discount on all rented rooms.
- ✓ Any couple being sponsored by a member will receive a 25% discount on the room rental, and the OCC member will hold no liabilities.
- ✓ You will receive a 10% discount on the room rental fee if you book your event for the months of February, July, or August (with no additional discounts applying).
- ✓ If you choose Oakwood for your wedding, you will receive a 50% discount on the room rental if you decide to have your bridal shower, your rehearsal dinner, or (in the future) your baby shower someday! This discount does not apply to your wedding rental room rate, but towards the other event.



Important Dates & Information

Date and Deposit

Event booking is based on a first-come, first-serve basis. A deposit, equal to 50% of your venue rental fee is required to reserve your date. We can place a hold on a date without receiving a deposit until you have made your final decision; however, if another potential client wishes to have an event on the same date, we will contact you to secure a deposit within one week or the other client will have the ability to have the date and room. The date and rooms are guaranteed only once the deposit has been received. Deposits and payments can be made with cash, check, credit card, or Oakwood member charge and are applied to the balance of your final bill.

Payment Schedule

- A deposit, equal to 50% of the venue rental fee (or \$25 minimum), is due upon officially reserving the date. The deposit becomes non-refundable within 90 days of the wedding.
- Sixty days prior to the event, a payment of 50% of the quoted amount is due. This amount will include any open bar estimate. Payments are considered non-refundable within 45 days of the event.
- One week before the wedding, the balance is due. Concerning any type of open bar, the client will be required to fill out a credit card authorization form so that Oakwood can charge any excess balance within a week after the wedding. If the total is lower than the bar estimate that was previously paid, Oakwood will send you a refund for the extra amount paid within two weeks.
- There will be a finance charge of 1.5% charged monthly on any unpaid accounts. In the event this matter is turned over to an attorney, the client will be responsible for all attorney's fees and other costs of collection.

Headcount & Menu

- For our weddings, a finalized menu must be decided upon sixty days prior to your wedding, as that is the same date that 50% of the balance is due.
- Oakwood must be notified of the final headcount at least one week before the event. Food and beverage will be charged according to this final headcount number or the actual number of guests on the day of the event, whichever is greater. If the final headcount is not provided, the estimated number on the Event Contract will serve as the guarantee.
- Due to fluctuating wholesale food and beverage prices, menu prices will be guaranteed 30 days prior to the event, but in no case will be more than 10% higher than the prices on the signed contract.



Food Tasting

When you book your wedding at Oakwood, you have the option to receive a food tasting. This will include up to two entrees, two appetizers, two sides, and two drinks for two people. There will be an additional \$20 charge per person who joins the tasting, as well as an additional \$5 per additional item per person. For any couples who aren't yet ready to commit to Oakwood, we will do these tastings for \$50 for two people.

Food tastings should be scheduled at least 60 days before your wedding date.

Time Limit

At Oakwood Country Club, we want you to enjoy your wedding without having to worry about what time your guests must leave or face a large fine. That being said, Oakwood does not have a time limit for your wedding day, the set-up time that comes beforehand, or the breakdown time after your wedding. We will do our best to work with your schedule in order to accommodate drop off times for cake, flowers, etc., as well as ensure your musicians or DJ have plenty of time to set up.

Room Design and Conversion

Room layout and specifications can greatly impact the capacity of the space. The capacities listed on page 6 are subject to change depending on table and food requirements. We can accommodate 180-200 guests for a plated wedding, 260 guests for a wedding with a buffet or food stations, and up to 300 guests for a cocktail-style event. All specifications should be agreed upon at least two weeks prior to your wedding date.

If you choose to have any part of your event outdoors, we prefer 48 hours' notice for rain plans if you decide to move the event inside. We will do our best to accommodate your requests for moving the event indoors; however, Oakwood reserves the right to relocate the ceremony inside if the likelihood of weather is greater than a 50% chance within three hours of the event.



Restrictions

While we do allow clients to use our wide variety of decorations in our décor closet, there are some restrictions that apply:

- No decorations may be hung from the ceiling.
- Wall decorations must not damage or puncture the wall.
- Any flame must be surrounded by flame-retardant material (*glass*).
- Fire exits must not be blocked.

Alcohol Policy

Oakwood Country Club abides by all Virginia ABC laws regulating the sale and consumption of alcohol. We will request valid ID from all guests that look under the age of 40. We reserve the right to refuse service to anyone at any time. No outside alcoholic beverages may be brought onto club premises or may leave club premises. In select circumstances, champagne and/or wine purchased outside of the club may be allowed into the club and will be subject to a corking fee.

Extreme Circumstances

As we cannot predict Mother Nature, severe situations may prohibit an event from taking place. The owners and managers will work together to try to accommodate a fair solution to such unforeseen circumstances.

Conduct

At Oakwood Country Club, we expect proper conduct at all events by our members and guests. We ask that the clients will cooperate with our staff if a guest needs to be asked to leave for any reason.

Accessibility

Oakwood does have a wheelchair accessibility ramp at the front of the building, leading into the Main Foyer. We do have ten handicapped parking spots close to the building. All rooms are accessible by wheelchair aside from the third floor, which is the location of the business offices and the Conference Room.

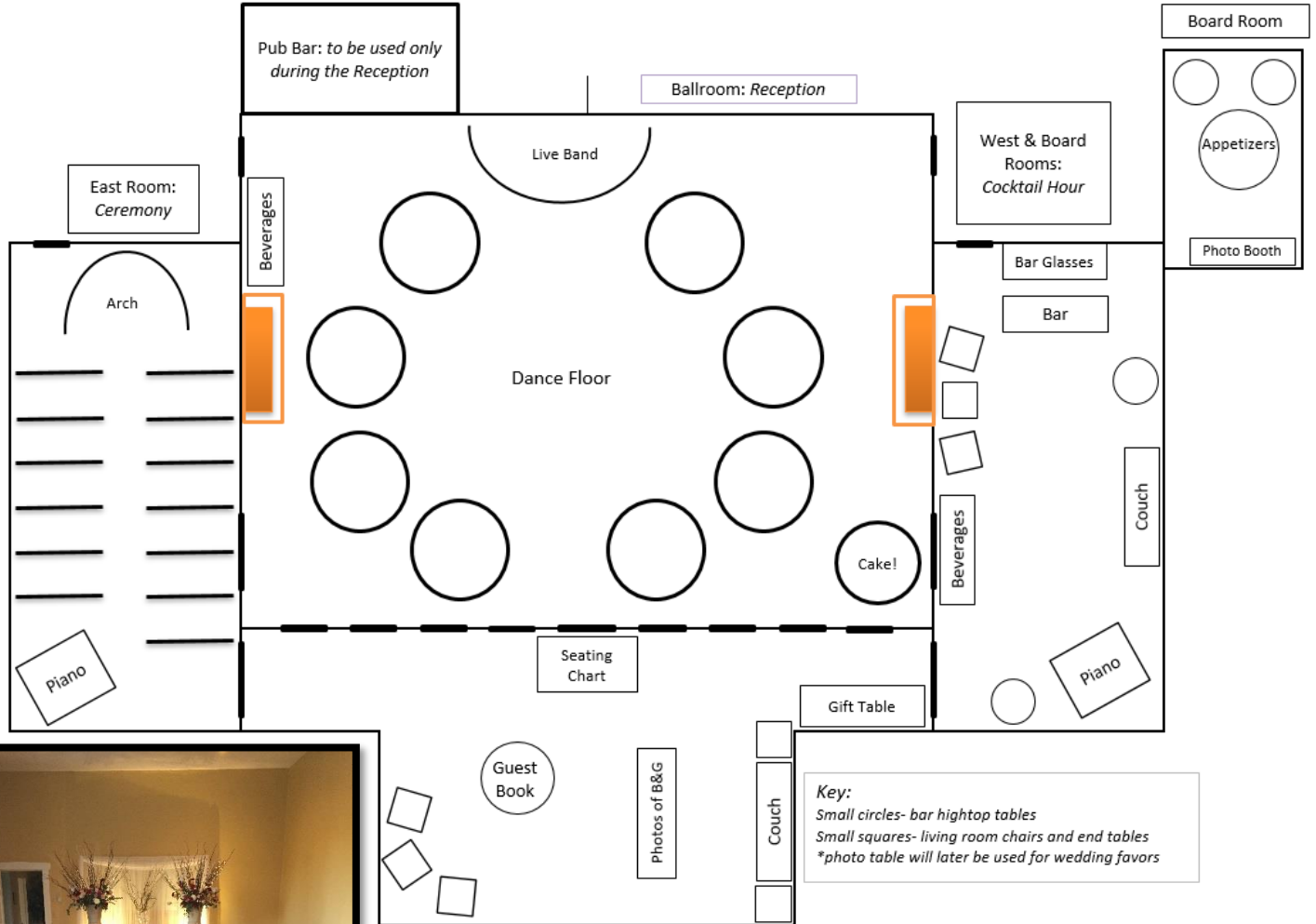
Property Damages Fee

The client accepts full responsibility for any damage to our grounds, facilities, or materials. In such an instance, they will receive a bill detailing the total replacement costs, including labor if applicable. The club is not responsible for any loss or damage to any personal items not removed at the end of the event.

Floor Plan Examples

Example A: Ceremony and Wedding for 60-75 guests

{Plated dinner, appetizers and cocktail hour, live music}

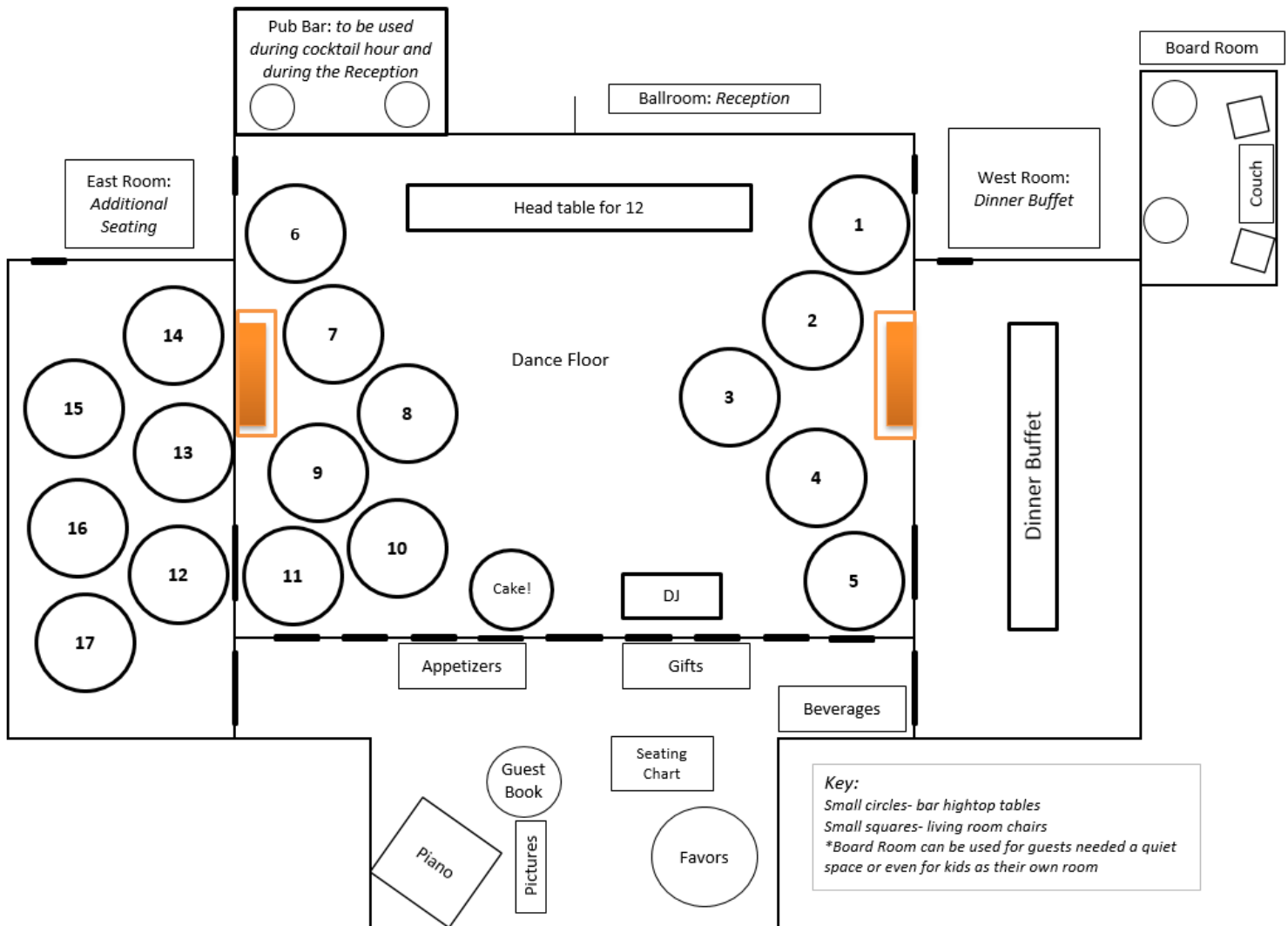


Photograph by Stone Blue Productions>



Example B: Wedding Reception only, for 120-170 guests

{Buffet dinner, appetizers and cocktail hour, DJ}



Available Support Team for your Big Day!

While we are (possibly) almost as excited as you are about Oakwood Country Club hosting your wedding, we want to be sure that you are equipped with a local guide that will help you as you navigate through finding the vendors that will help to make your event perfect!

*Please note that you are not limited to using this list
These vendors have been used by our clients before

Music

Musicians

Renee Ruth* (Singer & Pianist) {434} 851-1300

Tanner Odle/Baton Rouge Quintet* (Musician Booker) {549} 860-6916

Bands

Apple Butter Soul* (Ty Scott) {434} 610-4941

Heat of the Night Band* (Cheryl Payne) {540} 494-7473

The House Band* (Marion Buck) {434} 386-1404

DJ's

Craig Whitacre* {540} 860-6916

Obehi the DJ* {434} 253-5751

Freddy Mac* {301} 325-7249

DJ T-Rex (Travis Tosi) * {434} 426-1059

Florist

Love Blooms by Doyle's* {434} 846-6581

Cheryl's Secret Garden {434} 239-0247

Kathryn's Flowers {434} 846-6494

RS Exclusive* {434} 420-0301



Photography

Adam Mullins Photography {434} 374-7357 www.themullinsphotoco.com

Amber Stinnett Photography* {434} 944-0526 www.AmberStinnett.com

Megan Vaughan Photography* {469} 765-5230 www.megan-vaughan.com

Stone Blue Productions* {434} 420-2583 www.stoneblueproductions.com

Abigail Jill* www.AbigailJill.com

Sherry Conrad* {434} 258-7041 www.SherryConrad.com

Brittany Titus* {770} 710-7364 www.BrittanyTitusPhotography.com

Fire Away Photography (Chris Wilson) * {540} 309-7203

www.fireawayphotography.com

Out of Twig (Karissa Grantham) * www.ootwig.com

Kimberly Burke Photography* {434} 209-3641

www.kimberlyburkephotography.com

Videography

Brown Bowtie Videography (Derrick Brown) {434} 381-0415

www.brownbowtie.com

Mitch Vaughan Productions {214} 663-3663 www.mitch-vaughan.com

One Story Weddings (Jonah Guelzo) {424} 789-9419

www.onestoryweddings.com

Hotel Accommodations

The Virginian Hotel {434} 229-3200

712 Church Street

Craddock Terry Hotel {434} 455-1500

1312 Commerce Street

Holiday Inn Downtown {434} 528-2500

601 Main Street

The Little Extras

Event Coordination & Designer

RS Exclusive (Sandra Guelzo) * {434}

420-0301

Uplighting

Castle Event Lighting {434} 525-6894

Vintage Rentals

Happily Ever After Event Rentals (Melanie Woods) {434} 941-7217

Photo Booth

Grinnin Booth {703} 625-2377

Sanders Family Photo* {434} 534-7125

Announcement in the News & Advance

Cathy White {434} 385-5509 cwhite@newsadvance.com

Transportation

Emerald Limousine Service {434} 221-6223

Dance Lessons

Virginia Dance Studio {434} 525-9410

29 Thomas Jefferson Road, Forest

Red Shoes Dance Academy {434} 277-1930

3700 Candler's Mtn. Rd., Lynchburg

Calligraphy/Signage

Painted Faith Co. (Jessie Hogue) {253} 266-9621

Scripted (Kira Appel) {434} 234-4525



{for her}

Wedding Dresses

Celebration Bridal {434} 237-5557

920 Main Street, Lynchburg

Ashley Grace Bridal {434} 534-3490

16955 Forest Road, Suite F, Forest

Church Street Bridal {434} 847-7751

626 Church Street, Lynchburg

Dress Alterations

Amanda's Alterations {434} 239-7396

Hair

Jessica Comiskey Hair {714} 394-3089 www.hairbyjessicacomiskey.com

Studio Style & Spa {434} 525-4806 www.studiostylespa.com/bridal

1076 Thomas Jefferson Road, Forest

Ashlee Dearing* {434} 420-8582

Makeup

In Your Face Makeup Art (Chantay)* {434} 944-3324

www.inyourfacemakeupart.com

Laci Fore Makeup Artistry {434} 907-8508 www.laciforemakeupartistry.com

Makeup by Summer (Hubbard) {434} 221-8957 www.makeupbysummer.com

Tiarra Diamond {540} 526-8786

Linda Hudson* {434} 841-9209

{for him}

Tuxedo Rentals

Jos. A. Bank {434} 384-3918

4925 Boonsboro Road, Lynchburg

Men's Warehouse {434} 239-2674

3405 Candler's Mtn. Rd., Lynchburg

Celebration Bridal {434} 237-5557

920 Main Street, Lynchburg

Formal Elegance {434} 237-7838

22634 Timberlake Rd., Lynchburg

Hair

Gentleman John's Classic Barber Shop {434} 841-0330

Paulie's Barbershop {434} 616-4571

Ninth Street Parlor {434} 846-7400



About Oakwood Country Club

Oakwood's history dates to the late 19th century. The Lynchburg Gun Club held a prominent place in the society among the most affluent men of a very prosperous Lynchburg. A 15-acre tract south of the present Randolph College was home to this club. This club changed its name to Oakwood Club at the turn of the 20th century. In 1912, the prominent men in charge agreed to move to the "country" to purchase the 100-acre Clofton Farm and chart a new course that remains home to our club grounds today.

Oakwood Country Club, Inc. was officially chartered in 1914 in what is now Lynchburg City but was then still part of Campbell County. J.M. Lewis was the architect of the distinctive clubhouse that survives to date in spite of a major fire in the 1920s. For a detailed historical perspective, we submit you will make discoveries at the Jones Memorial Library in Lynchburg, Virginia. A local historian, Chambers, devoted a page to Oakwood in his book that may also be of interest.

The history that relies more on personal recollections are the fabulous stories of the individuals who provided leadership or were content in simply enjoying their lengthy membership in Oakwood. Generations of families literally grew up at the club. It is an unmistakable fact that the club is regarded as somewhat of a community asset.

Revisions to Fees & Guidelines

Aside from previous contracts that have already paid a deposit, this Complete Wedding Guide is effective as of August 22, 2019.



Photograph by Brittany Titus Photography

We greatly appreciate your interest in Oakwood Country Club and look forward to working with you in the future!



Contact Us!

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elyssae@oakwoodcc.net

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Lynchburg, VA 24503
{434} 384-8181
www.oakwoodcc.net