



Walters & Walters



Washington Duke
Inn & Golf Club®

Traditions You'll Treasure Forever



It's your Wedding

Relax! Enjoy! Experience!

Your seasoned wedding event specialist will offer confidence that every detail of planning will be as enjoyable as the greatest event of your life, your wedding day.



Ceremonies Include...

- White, natural wood or black garden ceremony chairs
- Sound system with lavalier microphone for officiate
- Rehearsal practice site



Receptions Include...

- Wedding Specialist to assist with reception details
- Private menu tasting for up to four people (after first deposit)
- Custom Menu Options: Plated, Buffet or Stations
- Complimentary Cake Cutting
- Preferred Vendor List
- Overnight Accommodations for Bride & Groom
- Gold Banquet Chairs
- Ivory China
- Glassware
- Flatware
- Cream or Navy Linens
- House Centerpieces
- Votive Candles
- Dance Floor (Indoor Only)
- Stage for Entertainment
- Complimentary Self-Parking for Guests



Capacities

Presidents Terrace

400 Ceremony

400 Cocktail Reception

280 Plated Served Event

Ambassador Ballroom

200 Cocktail Reception

160 Plated Served Event

Presidents Ballroom

600 Cocktail Reception

400 Plated Served Event

Food and Beverage

The Washington Duke Inn & Golf Club is a full service hotel, and as such will provide for all of your food and beverage needs.

Weather Policy

In the case of potential inclement weather, your wedding event specialist will make a final decision regarding outdoor venues. This will be made four hours in advance of the start of the event. Your event will be automatically moved to the indoor location if: the forecast exceeds 30% chance of precipitation; the heat index exceeds 95°; the wind chill is below 65°, as reported on wunderground.com. If your event is moved, it may result in some of your rental items not being used. Cancellation fees will apply.

Outdoor Events

A back-up location for inclement weather is required to confirm your outdoor event. If a meal is to be served outdoors, a tent is required, regardless of weather. The Inn's dance floor may not be used outdoors. Your wedding event specialist is pleased to assist in all manner of rentals and fire inspection of tents. Music is allowed outdoors: 9am until 10pm on the Terrace on the Green; 9am until midnight on the Presidents Terrace.

Children's Meals

We offer creative and custom children's menus to compliment the style of your event.



Deposit Schedule

First Deposit	25% due with contract
Second Deposit	25% due 30 business days prior to event date
Final Balance	10 business days prior to event date

Important Deadlines

Seasonal Tasting	Menu Tasting 4-6 months prior to event date
Finalized Menus	1-2 months prior to event date
Finalized Details	30 days prior to event date
Guarantee Due	10 business days prior to event date
Final Guest Count	10 business days prior to event date



Do You Need a Wedding Planner?

Will you need a wedding planner? We have listed several areas where wedding planners have been helpful in planning your special day.

- Offer guidance on wedding etiquette
- Develop timeline with monthly checklists
- Assist with finding and booking suitable vendors based on wedding budget and style
- Schedule and attend creative partner meetings
- Oversee accommodations for out-of-town guests
- Assist with production and distribution of welcome bags
- Coordinate transportation
- Detail your wedding weekend schedule and timeline for creative partners and bridal party



- Design and direct wedding ceremony rehearsal
- Unlimited hours of availability on wedding day
- Provide wedding day emergency kit
- Manage delivery and set up by creative partners on wedding day
- Distribute and pin all bridal party and family flowers
- Bustle wedding dress after ceremony
- Maintain guest list, escort cards, place card, menus and meal assignments
- Communicate with band or DJ during reception to organize first dance, special songs, cake cutting and bouquet toss
- Distribute creative partner gratuities and final payments
- Responsible for collecting gifts and personal items (such as guest book, toasting flutes, etc.)
- Coordinate couple's grand exit

Creative Partners

Planners

A Southern Soiree: Megan Gillikin
www.asouthernsoiree.com

A Swanky Affair: Amanda Scott
www.aswankyaffairnc.com

Erin McLean Events: Erin McLean
www.weddingplannernc.com

Grace Leisure Events: Grace Beason
www.graceleisureevents.com

Photography

Brian Mullins Photography
www.brianmullinsphotography.com

Martha Manning
www.marthamanning.com

Walters & Walters
www.waltersandwalters.com

Florists

Floral Dimensions
www.floraldimensionsdurham.com

Kelly Odom Flowers
www.kellyodom.com

Tre Bella Flowers
www.trebellaflorist.com

Watered Garden Florist
www.wateredgardenflorist.com

Music

Bunn DJ Company
www.bunndjcompany.com

Carolina Productions & Entertainment
www.carolinaproductions.net

East Coast Entertainment
www.eastcoastentertainment.com

SPIN DJ
www.spinnc.com

Videographers

Heart Stone Films
www.filmsforlife.com

Ink Spot Crow
www.inkspotcrow.com

Cake

Ashley Cakes
www.ashleycakes.com

Guglhupf Bakery
www.guglhupf.com

Sweet Memories Bakery
www.sweetmemoriesbakery.com



Let the magic begin

Schedule a tour and share your unique vision.

Wedding Event Specialists

Bethany Butti • 919.313.2185 • bbutti@wdigc.com

Candace Ranieri-Lewis • 919-313-9616 • cranieri-lewis@wdigc.com

Overnight Accommodations Specialist

Colleen P. Musser • 919.313.9603 • cpayne@wdigc.com

Establish a room block early for your overnight guest





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