



The Ribault Club, situated on beautiful Ft George Island was built as a clubhouse for the affluent and opened its doors in 1928. It hosted grand parties and elegant affairs of all kinds during the late 20's and 1930's. Listed on the National Register of Historic Places, it stands as a gracious reminder of elegant Old Florida.

The 6,000 square feet of event space boasts neoclassical features with 36 sets of French Doors that open out toward and beautiful lawn and the river beyond. The clubhouse, coupled with its breathtaking natural setting make it the ideal venue for your most special day.

RENTAL INFORMATION

The Ribault Club is rented for a 6 hour block of time from 4pm-10pm. The club is made available to you starting at 9:30am (10:30am for vendors) on the day of your event. Unlike other venues we only book one event a day, so you and your guests will have the mansion to yourselves, and our entire focus will be on your event.

The facility is booked on a first come-first served basis and requires a 50% non-refundable deposit to guarantee your day.

You have the flexibility to use your own preferred vendors for everything from catering to music to decorations, allowing you to fully customize your event. We also have a list of outstanding suppliers that we would be happy to share with you.

Please note that we do require a licensed and insured Wedding Planner, Caterer and Bartender for all events. Caterers must be full service and provide sufficient staffing for food service, table clearing and cleanup on site. WE do not allow drop-off catering. Bartenders must be with a professional mobile company that can provide liquor liability insurance. All contracted vendors must be pre-approved by Ribault's General Manager or Event Manager prior to signing a contract with the vendor.

A portion of the Ribault Club is a public exhibit area that is open from Wednesday-Sunday, 9am-5pm. Note that there can be no alcohol served during these hours, but also note that this exhibit is open for your guests to enjoy as well.

FACILITY CAPACITY

Ballroom & North Salon

Seated at Round Tables-Up to 180 guests

Cocktail Style Reception-Up to 200 guests

Dining Room & South Salon

Seated at Round Tables-Up to 135 guests

Cocktail Style Reception-Up to 150 guests

Full Facility

Seated at Round Tables-315 guests

Cocktail Style Reception-350 guests

Building Rental Fees

Ballroom & North Salon-\$4,700

Dining Room & South Salon-\$3,700

Full Facility-\$5,800

Rental Fees include: standard cleaning fee, use, set up and breakdown of rental furniture listed below, use of kitchen facility and equipment, and bride's and groom's rooms. We do not supply linens, place settings, dance floors or outdoor lighting. Please note that all decorations and personal trash should be removed by the Client and/or contracted vendors immediately following the event.

Saturday events require rental of the full facility

Overtime (after 10pm) \$250/hour (until midnight)

When booking, please choose one of the three facility options above

Additionally, we do require that you be covered for \$1,000,000 worth of wedding liability insurance. A single liability policy will cover your rehearsal, wedding ceremony and reception. There are several companies that offer these services, such as WedSure.com and Wedsafe.com

Furniture Available for Use

Included in the Rental Fee...

- 175 Fruitwood Chivari Chairs with Brown Cushions-indoor use only
 - 24-60" Round Tables-Designed to seat up to 10 guests
 - 5-48" Round Tables-Designed to seat up to 6 guests
- 4-48" Square Tables-available for seating, cake table, gift table, etc.
- 6-72" Long Rectangular Tables-available for head table, buffet, etc.
- 6-36" Round Hightop Tables-42" high-available for cocktails hour/receptions



Wedding Planning Services

Due to the coordination involved with various vendors at the Ribault Club, we require that you utilize the services of a professional Wedding Planner.

Our in-house Wedding Planners are intimately familiar with both the facility and the local area and can give you the best, most stress free experience possible. It is the best investment you can make in order to ensure that all the moving parts involved in your wedding come together perfectly.

We offer three levels of service as well as an additional hourly rate for anything you'd like to include in your package...

Day of Ceremony Coordination

\$1200

Our "Day of" Coordinator is essential for any couple that wants to do most of the planning themselves, but when their wedding day arrives, they need a professional to execute all their hard work and planning

- Provide on-site Wedding Management & oversee the entire event on your wedding day
- One in-person Planning Session 2 months prior to your wedding to create the final room set-ups, overall event schedule and timeline creation of events for the day of the wedding
 - Be the point of contact for your wedding vendors & guests should questions or issues arise
 - Direct rehearsal with your wedding party and officiant
 - Direct and line-up your bridal party for the ceremony
 - Make sure pictures run seamlessly and on-time, cue musicians and entertainment
 - Coordinate the change-over or cocktail hour
 - Oversee that your reception runs and looks as planned

- Confirm that all vendors are on time and present
- Prepare send-props and have ready at the front door

Event Coordination \$2000

Our Event Coordinator is for couples that need a little more advice and guidance throughout their time planning their perfect wedding. It includes everything in the “Day of” package, plus these additional Wedding Coordinator duties.

- Initial in person meeting once your date is booked to discuss style, tone & budget of your wedding
- An additional 3 planning meetings to develop your room set ups, overall event schedule and timeline (either in-person, Face Time or Skype)
 - Offer Vendor recommendations based on your ideas and input
 - Serve as primary point of contact for your vendors and coordinate all deliveries and set ups
- Communicate final schedule with vendors & finalize vendor details the week of the wedding
 - Develop a “must have” shot list for your photographer
- Develop your set up, event, and breakdown timelines to ensure smooth load-in and load-out
 - Manage and handle last minute details for your wedding

Full Service Wedding Coordinators \$3000

Our Full Service Wedding Coordinators are for the couples who want a full-time professional overseeing every aspect of their wedding day. Our Full Service Wedding Coordinators include everything in the “Day of” and Event Coordinator Packages as well as all listed below.

- Establishing priorities and developing and tracking the budge

- Hands on assistance with developing your overall theme and vision for your wedding
- Source & present specific vendors; schedule and attend all vendor meetings with you while managing the contract process
- With your direction and input, select Wedding Suite to include: Wedding Monogram, Save the Date Cards, Rehearsal Dinner Invitations, Escort Cards, Seating Charts, Menu Cards, Place Cards, Programs, etc.
 - Assist with floral design and décor
 - Direction with menu development and selections
- Assist with entertainment selection, including coordinating rehearsals and staging needs
 - Orchestrate delivery of guest and wedding party gifts and favors
 - Acting as point of contact for all vendors
 - Coordinating accommodations, transportation & child care
 - General advice & consultation, etiquette information
- Setup of wedding accessories such as guest book, place cards, favors, etc.
- Coordinating pinning of boutonnieres and ensuring VIPs receive flowers
 - Assisting the family, wedding party and guests as needed
 - Distributing final payment and gratuity to vendors
 - Dealing with any unforeseen hiccups

Need a Little Extra Help?

\$100/hour

We now offer an add-on hourly rate for those important things you might need a little bit of help with, such as...

- Setting up the Dining Room, Laying Linens, Placing Décor Items
 - Stuffing & sending save-the-date and wedding invitations
 - Assembly and packaging of wedding favors.
 - Help with DIY projects
- Assistance with the selection of the bride's and bridal party's attire
- Coordination of the Rehearsal Dinner & Post-Wedding Brunch by recommending and securing your venue and finalizing details
 - Helping to store your décor, before & after your wedding
- Breaking down and packing up your décor and/or wedding flowers after your reception

Angie Martino

Wedding Planner & Designer

Phone: 904-556-4680

email:angiemartino@bellsouth.net



Let me help you make
your event a perfect one!

As Your Wedding Planner...

My goal is to deliver a memorable experience by investing hard work and creativity into every event! I've always admired all aspects of what a good hostess and a good party entails, and I love to see people happy celebrating a wedding milestone or a simple life occasion without worries.

My Background...

My experience with weddings, planning and events started in Lima, Peru. I have diverse design and event production experience beginning in 1992. I was Art Director and Co-Owner of an advertising agency. I have also worked in the field of fine stationary printing.

I moved to Fernandina Beach in 2003 where I fell in love, got married and had a son...we are a happy American-Peruvian Family! I've been working at the Ribault Club for the past 5 years, and have organized weddings and events on my own as well. With my dedication and experience will make sure your special occasion runs smoothly from start to finish.

Education and Skills...

Graduate of The Toulouse Lautrec Design Institute. I'm an active Calligrapher and am bilingual (Spanish & English). I am creative, organized and a fast problem solver. I am authentic, friendly and honest.

Summer Perkins

Wedding Planner

Phone: 904-563-5666

Email: summer@theribaultclub.com



Every great event starts with a great plan. Let me help you make it magical!

As Your Wedding Planner...

It's my job to ensure that your big day runs as smoothly as possible so that you can relax and focus on making memories! I treat every wedding or event as if it were my own, and though most of my clients start off as strangers, by the end we usually feel more like family. I also recognize that no two weddings are alike, so I strive to do whatever I can to accommodate each couple's individual needs & circumstances.

My Background...

I have been with the Ribault Club for over 3 years now, and in the event coordination industry for over 12 years! I've done a little of everything, from planning weddings to in-home parties, trade shows, concerts, large fundraising events, birthday parties and even baby showers! I am a married mother of two so I have a lot of experience with time management, multi-tasking and staying organized. I am also a Nassau County native, so I am very familiar with the area.

Education and Skills...

Studied Business Management at The University of Maryland. I also work as a photographer in my free time, so I have a good understanding of what is needed to set you and your photography team up for success! My friends would say that I am creative, hardworking, trustworthy and cool under pressure.