

# WEDDINGS

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TRADEMARK COLLECTION®  
BY WYNDHAM

Amanda Sutton Photography



A tall, square brick chimney rises vertically on the left side of the page. In the foreground, a building with a corrugated metal roof and several skylights is visible. To the right, a brick building with arched windows is partially obscured by trees with autumn foliage. The sky is a clear, pale blue.

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# WELCOME, WE'RE GLAD YOU'RE HERE



The Historic Brookstown Inn is truly unique, classically designed, comfortable, and backed by a renowned staff. Our venue can easily accommodate rehearsal dinners, wedding ceremonies, receptions, and wedding luncheons that impress even the most discriminating of tastes for up to 150 guests. Couple this with our impeccable, historic guest rooms, and in-house catering services, and you have the ideal location for any gathering.



# OUR TEAM



**Allison Watts**

Director of Sales

Allison who joined the Brookstown Inn team in August 2010 currently serves as the Director of Sales. She earned her degree in Hospitality Management at East Carolina University. Originally from Winston-Salem, she moved back to her roots!

After 15 years in the hospitality industry, Allison still is eager to learn and grow. She loves working with her team to plan an event and see it come to fruition by creating a seamless and memorable experience for guests.

Allison enjoys a good tomato sandwich, chips and salsa, relaxing by the pool, and traveling. Her husband, Evan, is also a Winston native and they reside in Winston-Salem with their son and 3 pets.

**Erik Baciуска**

Food and Beverage Director and Catering Services Manager

Erik was born in New Jersey and moved to North Carolina in 1999 with his family to Stokesdale. After studying Industrial Design and Drafting at Appalachian State University, he decided to follow his passion for the culinary arts, and moved to Charleston, SC to attend the Culinary Institute of Charleston. During his time in "Chuck Town" he was selected to be a part of the opening kitchen crew at "Husk" restaurant. Husk was voted "best new restaurant in America 2011" by Bon Appetite Magazine. Along the way, he has also spent years working in multiple roles including Executive Chef for Childress Vineyards, Samoan Ridge Country Club, Visions Catering, and more.

In his free time, Erik enjoys keeping seasonal gardens, canning, and pickling of seasonal vegetables or maintaining a flock of chickens for egg production.



*This is a wonderful inn with history  
and hospitality, a great choice for  
an all-in-one place experience.*

*- Kathy S.*





# THE VENUE



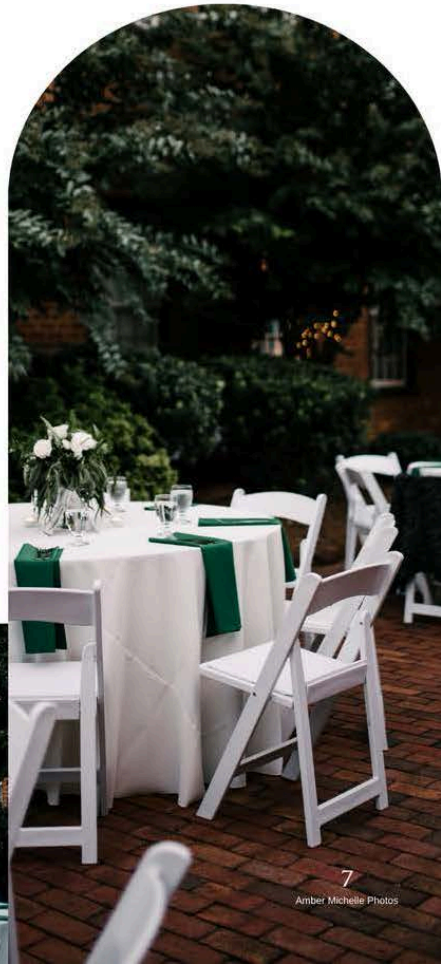
# The Courtyard

Wedding ceremonies for up to 150 guests can be hosted in our outdoor courtyard. The grounds are brick covered and lined with cherry blossom trees providing ample shade and beautiful coloring throughout the seasons. Step down into the Lower Courtyard for cocktail hour, before moving indoors to the Arista Mills Room for the reception. The Lower Courtyard can accommodate up to 100 for a ceremony, 150 guests for cocktail hour, or 48 for seated reception.

## Inclusions:

- Day of access to space from 10:00 am until 10:00 pm
- Use of Upper and Lower Courtyard\*\*
- White drape set-up for Courtyard archway
- White folding garden chairs for up to 150 guests
- 60" round tables and 6' rectangular tables
- Standard polyester linens and napkins
- In-House China, flatware and glassware
- Wrought-iron, freestanding easels
- Two Brookstown-branded corn hole boards and bags
- Rehearsal time up to one hour, subject to availability
- Complimentary self-parking on-site
- Wireless high-speed internet access

\*\*Indoor space rental is required when renting the Courtyard





# The Arista Mills Room

## Inclusions:

- Exclusive day of access to space from 10:00 am until 10:00 pm
- Wedding Suite rental for night before and night of wedding
- Padded banquet chairs for up to 150 guests
- White folding garden chairs for up to 150 guests. \$150 reset fee if used for both outdoor ceremony and indoor reception
- 60" round tables and 6' rectangular tables
- 8 bistro tables
- standard polyester linens and napkins
- Wrought-iron, freestanding easels
- Ambient, adjustable lighting
- Built-in 19x24 dance floor
- In-house China, flatware, and glassware
- Complimentary self-parking on-site
- Wireless high-speed internet access
- Spouse-to-be Getting Ready Room (included in the all-inclusive venue rental only)



The Arista Mills Room features exposed brick walls, antique structural elements, chandeliers, historic wood columns, oversized windows with ample natural light, and built-in dance floor. At its height, the factory was a spinning and weaving mill to manufacture the chambray cloth for work clothing. Now, the Arista Mills Room, also known as our ballroom, solely produces intimate gatherings or large celebrations for up to 150 people. The space features a foyer suitable for a cocktail hour and includes the original elements of the circa 1837 building. This is a space you can truly make your own!

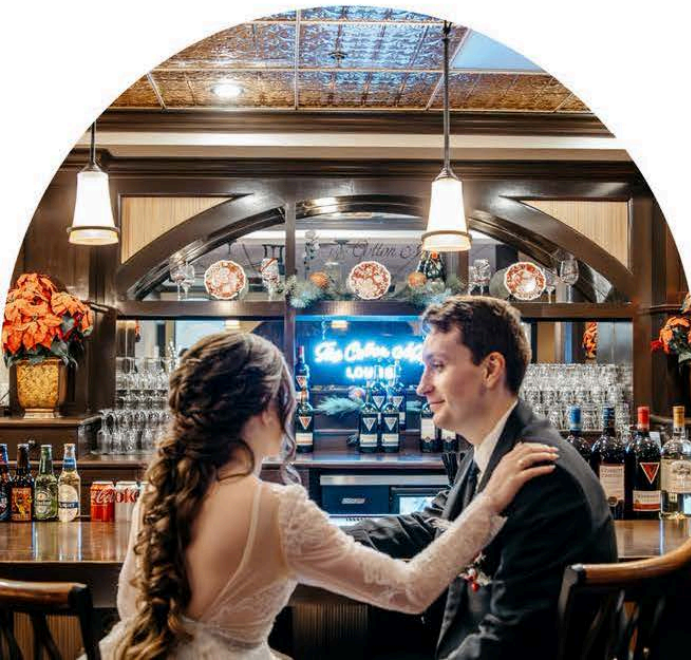






## The Cotton Mill Lounge

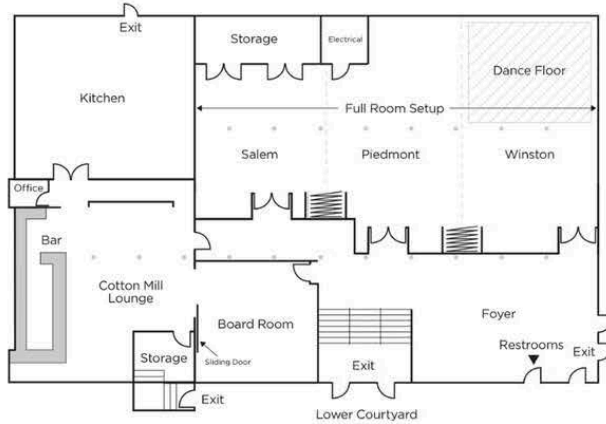
Past the Arista Mills entrance, the Cotton Mill Lounge carries a Jazz Lounge vibe featuring a full-service bar. Dark and Swanky with rich wood accents and grand bar, soft seating, and lighting accents. This interesting space is perfect for private functions such as welcome receptions and rehearsal dinners for up to 56 people. When this space is not being rented, the Lounge is utilized for our nightly wine and cheese receptions.



### Inclusions:

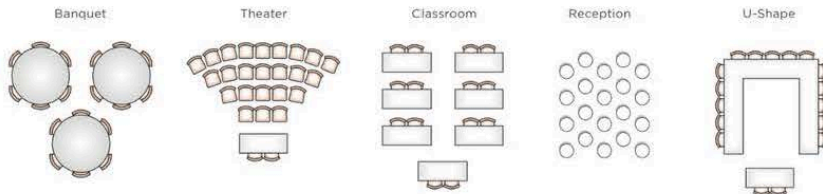
- Bar stools and bistro tables
- Padded banquet chairs or white folding garden chairs
- 60" round tables and 6' rectangular tables
- Standard polyester linens and napkins
- In-house China, flatware, and glassware
- Wrought-iron, freestanding easels
- Wireless high-speed internet access

# Floor Plans



## SEATING CAPACITIES AND ARRANGEMENTS

Room	Cocktail Reception	Banquet	50% Occupancy	Boardroom	U-Shape	Classroom	Theater	Square Feet	Room Size	Ceiling Height
Arista Mills	200	200	75	40	40	100	175	2,500	71x36	10 ft
Winston	75	50	25	20	20	30	50	984	24x41	10 ft
Piedmont	75	50	20	20	20	30	50	984	24x41	10 ft
Salem	25	40	25	20	20	20	40	575	23x25	10 ft
Foyer	100	56	28	N/A	N/A	N/A	100	748	22x34	12 ft
Boardroom	30	24	12	18	18	18	40	441	21x21	12 ft
Lounge	56	48	24	18	18	18	40	600	30x20	12 ft
Lower Courtyard	125	100	50	N/A	N/A	N/A	N/A	875	25x35	
Upper Courtyard	175	150	75	N/A	N/A	N/A	N/A	2,600	64x40	
Parlor	50	42	20	20	20	30	50	850	17x50	20 ft





# Venue Rental

## PEAK SEASON

April-June / September-November

Friday	Saturday	Sunday
\$5,000	\$6,000	\$5,000

## OFF PEAK SEASON

January-March / July-August / December

Friday	Saturday	Sunday
\$4,000	\$5,000	\$4,000

Additional charges include catering, 22% service fee and 7% sales tax. Holidays subject to blackout dates, surcharges, and/ or minimums. Day of access to space from 10:00 am until 10:00 pm





*"Our wedding experience with the Brookstown Inn was nothing but positive. From the beginning my husband and I knew it was the perfect venue for us."*

*Amber W.*





# THE MENU



The Cotton Mill culinary team at the Historic Brookstown Inn prides itself on its dedication to excellence in food and beverage services. They handle all coordination for your food and beverage needs throughout your event with on-site catering services.

Our chef will help you create a delicious, customized menu. From traditional southern faire to global cuisine, Cotton Mill Catering will provide guests with an unforgettable experience. Choose from Open Bar Packages, Host Bar or Cash Bar.

## Cotton Mill Catering





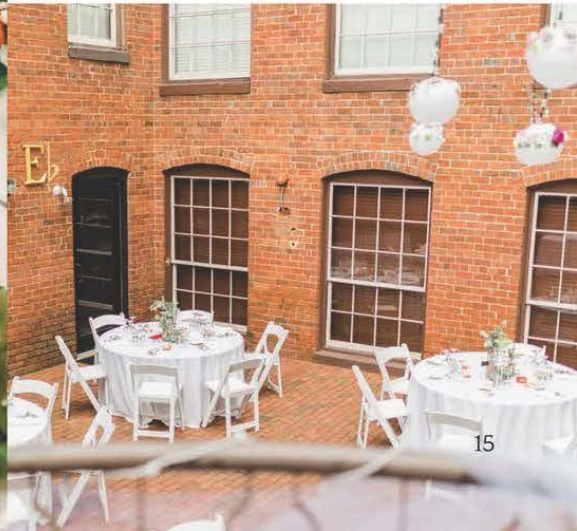
# Rehearsal Dinners, Welcome Parties & Farewell Brunches

Start the weekend celebrations off with a rehearsal dinner and welcome reception!

The rehearsal dinner is more than a meal, it is a cherished memory. Make your dinner unique with farm fresh ingredients and local wines. Following the dinner bring all your out-of-town guests together for an evening welcome party.

A Welcome Reception is a great way to include everyone who may be arriving the night before the ceremony but not a member of the wedding party. The Courtyard can transform from dinner service to cocktails and hors d'oeuvres without the hassle of booking a separate venue.

After a long night of celebration, a post-wedding brunch the following morning is a great way to send your guests off. Whether or not you join your guests for a last farewell waffle. They will appreciate and enjoy every bite!





# THE HOTEL





The Historic Brookstown Inn features 70 well-appointed and unique guest rooms with charming architectural elements of the mill including exposed brick and wood beams. We can block off rooms at a discounted rate for your out-of-town guests. Your guests will enjoy free breakfast, wine and cheese, and cookies before bed.

Wedding packages include two complimentary nights in one of our over-sized suites, which include large living room area, fireplace, and garden tub. The large, original windows and natural light make it an ideal setting for hair and makeup and getting ready photos!

## Accommodations





# OUR VENDORS



# Vendor Collection

We have had the opportunity to work with some incredible people in the wedding industry. Here is a collection of some of those people. We are constantly adding to this list, so please feel free to let us know if one of your vendors has gone above and beyond and deserves to be on this list!

## PHOTOGRAPHY

may include videography in package

David Howell Photography  
davidhowellphotos.com  
Instagram: @davidhowellphotos

Amanda Sutton Photography  
amandasuttonphotography.com  
Instagram: @amandasuttonphoto

Toujours photos  
toujoursphoto.com  
Instagram: @toujoursphoto

The Keelers  
hello.thekeelers@gmail.com  
Instagram: @the.keelers

Chelsea Renay  
chelsearenay.com  
Instagram: @chelsearenay

Lee Bottoms Photography  
leebottoms.com  
Instagram:  
@leebottoms\_wedding\_photography

1828 Collective - McKenna  
1828collective.com  
Instagram: @1828collective

Alex Paige Photo  
alexpaigephotomypixieset.com  
Instagram: @alexpaigephotomypixieset

Ellie Photo Co  
elliephotoco.com  
Instagram: @elliephotoco

## VIDEOGRAPHY

Camel City Videography  
camelcityvideo.com

## WEDDING PLANNERS

Charming Carolina Events & Weddings  
336.816.4204  
charmingcarolina.com

Coordinating Dreams  
336.473.2944  
coordinatingdreams.com

Hive and Co Events  
hiveandcoevents.com

## FLORISTS

Beverly's of Midway  
336.764.1091  
flowersbybeverly.net

Bo-Ty Walker Florist  
336.722.7673  
georgewalkerflorist.com

Dahlia's  
336.293.7726  
dahlias-flowers.com

Daly Floral Designs  
336.509.1020  
Instagram: @dalyfloraldesigns

Green Bee Floral Designs  
greenbeefloraldesigns.com

Twin City Floral  
336.416.1871  
Instagram: @twincityfloral

Tammy K Designs  
336.410.1522  
tammykdesign.com

## CAKES

allergen friendly\*

Cake and All Things Yummy  
336.310.4504  
cakeandallthingsyummy.com

Dewey's Bakery  
336.725.8321  
deweys.com

Louie and Honey's Kitchen  
336.288.9811  
Louieandhoneyskitchen.com

Maxie B's  
336.288.9811  
maxieb.com

Nothing Bundt Cakes\*  
336.306.9146  
nothingbundtcakes.com

Regi Originals  
336.924.4111  
regioriginals.com

The Humble Bee Shoppe\*  
336.293.7457  
thehumblebeeshoppe.co

To Your Health Bakery\*  
336.618.5275  
toyourhealthbakery.com

# Vendor Collection (continued)

We have had the opportunity to work with some incredible people in the wedding industry. Here is a collection of some of those people. We are constantly adding to this list, so please feel free to let us know if one of your vendors has gone above and beyond and deserves to be on this list!

## RENTALS

China Hutch Vintage Rentals  
336.817.8333  
chinahutchrentals@gmail.com

Party Reflections  
336.765.6560  
partyreflections.com

The Prettiest Pieces  
336.202.3758  
theprettiestpieces.com

## TRANSPORTATION

ABC Door 2 Door  
336.721.9921  
abcdoor2door.com

Triad Trolleys  
336.722.7777  
triadecoadventures.com

## BRIDAL BOUTIQUES

Bellissima  
336.602.1900  
bellissimabrides.com

## DJ

Triad DJ & Events  
336.420.1563  
triaddj.com

Kurt Myers  
336.721.1560  
kurt@wbfj.com

## Pipe and Drape

Triad DJ & Events  
336.420.1563  
triaddj.com



# HAPPILY EVER AFTER





TRADEMARK COLLECTION®  
BY WYNDHAM

200 Brookstown Ave

Winston-Salem, NC 27101

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Phone: 336-725 -1120

Email: [info@brookstowninn.com](mailto:info@brookstowninn.com)

Website: [www.brookstowninn.com](http://www.brookstowninn.com)

## FREQUENTLY ASKED QUESTIONS

### What kind of deposit do you require?

50% of the banquet room rental is due to confirm and is non-refundable. Acceptable forms of payment include credit card (Visa, Mastercard, discover and American Express), check or cash.

### Is there a service fee on top of the bill?

Yes, there is a 22% service fee which is added to all food, beverage, and alcohol totals.

### What does the service fee pay for?

The service fee covers the venue/catering labor and administrative costs. Additional items are dishwashing, facility maintenance, upkeep, walkthroughs, floor plans, sales staff, time, food and beverage director, chef, and tastings.

### Is that service fee considered gratuity?

The service fee is not gratuity. Gratuities are given voluntarily based on performance of service. You're welcome to add gratuity to your final invoice payment. If you'd prefer to provide the gratuity in cash, please place it in a sealed envelope and have a family member, friend, or wedding coordinator give it to the food and beverage director at the end of the night.

### What's the tax?

7%

### What is the fee or payment schedule?

A 50% deposit of the banquet room rental is due upon signing the contract.



### **When is the final payment due?**

Balance of invoice along with final guest count is due 2 weeks prior to the event date. All items billed on consumption will be processed 72 hours after the event.

### **Are there any cleaning fees, overnight charges, or insurance fees?**

Brookstown Inn reserves the right to charge a damage/cleaning fee if necessary after the wedding. The guest and client must exit per the agreed upon time. The Brookstown Inn has a \$1 million liability insurance policy. Security may also be required at the expense of the client.

### **What is the cancellation policy for all functions?**

From signing to one year out- 25% of estimated total revenue  
1 year to 6 months prior to function- 50% of estimated total revenue  
6 months to 90 days prior to function. -75% of estimated total revenue  
90 days prior to event date- 100% of contracted revenue, venue or banquet event order revenue, whichever is greater.

### **How many hours does the rental fee include, and is there an overtime fee if I stay longer?**

The rental fee covers 10 a.m.-10 p.m.. if you would like to come in earlier, there is a \$150 fee per hour. All events must end at 10:00 p.m. in courtesy to our in-house guests. Some exceptions May apply.

### **How many weddings will be booked on my special day?**

Just your wedding!

### **Do you provide wedding coordinating services?**

We do not provide wedding coordinating services. We are happy to recommend wedding coordinators, as well as, Express the importance of hiring a coordinator for your special day!

### **He will be our point person prior to the day of our wedding?**

Your sales representative. If for any reason your sales representative is not available, you will be given another point of contact.

### **Who will be the point person on the day of our wedding?**

The banquet director and the food and beverage director. Both depending on your final headcount.

### **Do you require us to use your catering services?**

Yes, we do require you to utilize our in-house catering services.

### **Can we do a food tasting before we finalize our menu selection?**

#### **Does it cost extra?**

Yes, we do provide a complimentary tasting for four guests. Before you finalize your menu selection. It is complimentary.

### **Can they accommodate special diets?**

Yes, we can accommodate special diets which we would need to know prior to the event.

### **Do you allow alcohol?**

Yes, we do allow alcohol, but it must be purchased and served by the historic Brookstown Inn

### **Do you allow us to bring in our own alcohol?**

We do not allow outside alcohol.

### **Are there additional charges for bar staff?**

There is a bartender fee of \$75 for the first hour and \$25 for each additional hour. 4 hours max. We recommend one bartender per 75 guests

### **Our tables, chairs, plates, silverware, and glassware provided, or will I have to rent them myself?**

Yes, all in house tables, banquet chairs (150), white garden chairs (150), in-house China, flatware, and glassware are provided. If you require specialty rentals, we are happy to help.

### **Do you allow outside desserts?**

Yes, we allow outside desserts including wedding cakes. Brookstown Inn is happy to provide cake cutting services, plates, forks, napkins, and serving utensils for the dessert or wedding cake.



### **Must I use vendors of your choosing?**

We have a list of recommended vendors, but do not require you to select from this list. We ask that you provide us with names and contact information of the vendors you are working with so we may assist with making the day of arrangements, especially for vendors who have never been to our venue.

### **How early can vendors get in the venue to set up?**

10:00 a.m. The day of the wedding.

### **At what time will my guests and vendors have to leave the facility?**

Guests must exit by 10:00 p.m. immediate family and close friends assisting with teardown and vendors must exit by 11:00 p.m.

### **Can we have a DJ or band and dancing?**

Yes, we ask that DJs and bands provide their own sound equipment. We have multiple outlets in the entire building to accommodate DJ and band equipment. We have a built-in dance floor in the ballroom (Arista Mills room).

### **Who is responsible for setting up and tearing down decor and when?**

Decoration is set by the client and /or the vendors anytime after 10:00 a.m.

### **Are there decoration limitations and do you allow candles?**

The brookstown Inn does not provide decorating services. This includes setting up or breaking down decorations. The brookstown Inn is not responsible for failure of setting up decorations. The brookstown Inn does not provide unloading or loading services of any decorations or items for events. No taping or pinning anything to the walls, 3M command strips may be used. No confetti, bird seed, glitter, faux flower petals for throwing, or rice may be used on the property. All candles must be votives or an appropriate plate and covered with hurricane glass. All decorations and personal items must be removed at the conclusion of your event. If decorations, flowers, etc. are not removed by the end of the night. There will be an extra charge. The hotel cannot accept responsibility for any items or personal property left behind.

**Do you have an inventory of decor (lighting, candle holders, vases, etc) We can borrow from?**

We do not have an inventory of decor. All decor is provided by the client.

**How many people can sit at one table?**

Eight people considered one table - 60" round

**Is there a secure area to store the winning gifts?**

We do not provide a secure area to store your wedding gifts. We require you to handle the gifts directly and we recommend storing them in your guest room or car.

**What is the backup plan for rain or inclement weather if using outdoor space?**

We can always move outdoor ceremonies indoors to the ballroom (Arista Mills room). The events staff will work with you the day before the wedding to determine if an outdoor or indoor space will be set for the wedding.

**Is there a shuttle service available?**

The Brookstown Inn does not provide shuttle service, but our events staff can work with you to find reliable services in the area for your guests.

**Are there adequate bathroom facilities?**

There are men's and women's restrooms located on the first floor of the East Wing with multiple stalls.

**Is the site handicap accessible?**

There is an elevator, handicapped parking spaces, and handicap entrances into the building. The only site that is not accessible is the lower courtyard. This is due to a small set of stairs.

**Is there ample parking? Will guests be charged for parking?**

We have ample on-site parking for our events and it is complimentary.

**Do you have signage to direct guests to my wedding?**

Yes, at each entrance to the venue there is a sign holder with the last name of the bride and Graham along with the room name and location of where the event is taking place.



### **Can we have our rehearsal dinner here? What about a morning after mimosa brunch?**

Yes, we would be happy to help with the rehearsal dinner or an after wedding mimosa brunch. Additional fees would apply.

### **Do you provide space for the rehearsal of the ceremony?**

A 1-hour rehearsal is offered complimentary, subject to availability. We will confirm the date and time 2 weeks prior to the event date based on our schedule. Due to the scheduling of events in the historic Brookstown in banquet spaces, we cannot guarantee a rehearsal time in reserved locations the night before a wedding.

### **Do you provide a bridal suite?**

We provide a complimentary guest room suite for two nights. Often, this is utilized as the bridal suite.

### **What overnight accommodations do you provide?**

The historic Brookstown Inn can block off rooms at a discounted rate for your out of town guests.

### **Can you hand out welcome bags when our guests check into the hotel?**

If you provide wedding welcome bags for your out-of-town guest, we require you to deliver them to the front desk before the guest arrival date. The front desk will individually hand out the welcome bags to your guests at check-in. Please do not individualize the gift bags. We will not put the gift bags in the guest rooms.