

CHURCHILL DOWNS
WEDDINGS
& OCCASIONS

MAKE YOUR DAY ICONIC

Details Guide





LET'S START PLANNING

FINDING THE PERFECT VENUE JUST GOT EASIER

At Churchill Downs, our knowledgeable and professional staff know the right questions to ask to ensure you enjoy being a guest at your own event.

From vendor management, to anticipating day-of needs, we strive to make this the event of a lifetime.

During your planning meeting and complimentary food and wine tasting, we will cover all of the essentials.

Our wedding checklist, along with skills in timeline and layout development, allow us to prepare our team and exceed your expectations.

Wedding PACKAGES

PRE-EVENT

- VIP staging room
- Parking for guests included
- Dedicated event manager and catering captain
- Chef and onsite meal preparation
- Pre-event food and wine tasting* (*minimums may apply*)

CEREMONY

- One hour event time (*added setup and breakdown*)
- Cushioned white wooden folding chairs
- Ceremony ritual table
- Wired microphone*
- Ceremony rehearsal

RENTAL UPGRADES AVAILABLE

*Select spaces

RECEPTION

- Five hour event time (*added setup and breakdown*)
- Banquet tables, cocktail tables and chairs
- Linen eight point tablecloths and linen napkins
- Glassware, flatware and china
- Custom menu cards, buffet labels and bar signage
- Directional signage and easels
- Large wooden dance floor
- Standard power for entertainment
- Built-in, wooden or black high-top bars
- Cake cutting and service with cake knives displayed
- Bottle of sparkling wine for newlyweds with flutes displayed
- Bartenders included with hourly bar packages
- Butler passing service
- Monogram or image on mounted screens
- Built-in-house music and audio*



CAPTURING MEMORIES

Photography & Videography

Hundreds of picture perfect locations, including the iconic Twin Spires and Paddock, are accessible for your use on the day of the event.

You and your wedding party will have a designated guest services team member to escort you and your vendors to various trackside, garden and cityscape settings.





CULINARY OFFERINGS

Food and beverage is available through our in-house catering service.

Cocktail hour and dinner services are all inclusive of quality equipment, staffing and the space set up to your preferred layout. There is **NO ROOM RENTAL** for reception spaces here with us. Dinner and bar charges go toward meeting a food and beverage minimum.

Most packages include passed hors d'oeuvres, multi-course menus, cake-cutting service, as well as bar which are all customizable.

CUSTOMIZABLE BAR PACKAGES,
INCLUDING BUT NOT LIMITED TO:

- Hosted hourly per person*
- Hosted consumption per drink*
- Hosted to cash budget limit*
- Cash bars*

Preferred pricing is available for additions like ceremony, rehearsal dinners and Sunday brunch for couples with the reception hosted here at Churchill Downs.

TABLESCAPE OFFERINGS

TABLES

ROUND

- 60" or 72" in assigned spaces
- Seating 8 or 10 guests

LONG

- 6' banquet with linen
- Four 6' wooden farm*

COCKTAIL

- Black spandex
- Eight point linen
- Linenless*
- Four bourbon barrel

CHAIRS

- In-room banquet seats
- Cushioned white-wood folding chairs

RENTAL UPGRADES AVAILABLE

*Select spaces

LINENS

- White, black and ivory
- Eight point

NAPKINS

- Assorted colors and folds

CHINA

- Gold-rimmed ivory
- White bone

FLATWARE

- Classic tapered silverware

GLASSWARE

- Water, wine, rocks and teacup
- High-end single use
- Commemorative available for purchase



ENHANCEMENTS

BIG BOARD Feature your monogram, crest or photo

HORSE VISIT Create an authentic Kentucky experience with a visit from a beautiful horse AND trainer from the barns—Trackside or in the Paddock

BUGLER The Call to the Post is a unique way to be introduced into your reception, or as a way to ask guests to take their seats.

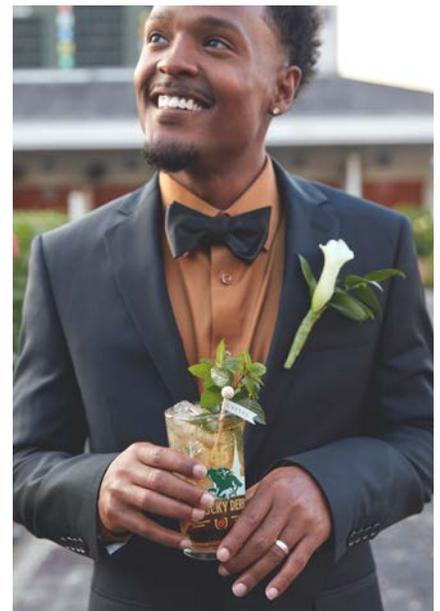
TOURS Historic walking tours of the grounds will enchant your guests, perfect upon arrival, following your ceremony or during cocktail hour.

FAVORS Commemorative Derby and Oaks glasses are a lovely keepsake for your special day. Upgrade to include a specialty cocktail.

SOUVENIRS A gift shop kiosk can be set up with a variety of fashionable and festive items for your guests to purchase.

HATITUDE Entertain your guests with an interactive fascinator, hat and fedora-making experience using an array of embellishments.

*Based on availability





FREQUENTLY ASKED *Questions*

HOW DO I BOOK MY WEDDING DATE?

A signed special event contract and 50% deposit based on your food and beverage minimum and rental to lock-in your date and event space.

CAN I GET READY ONSITE?

A VIP holding room is included for couples interested having hair and makeup done onsite and as staging area prior to wedding events. Wedding party brunch packages available for delivery with advance orders.

WHEN WILL OUR FOOD TASTING OCCUR?

Tastings are suggested six months out from the wedding and require four weeks notice to schedule. Our chef offers complimentary tastings Tuesdays – Thursdays at 2 p.m. for four total. Additional guests are \$125 each.

Tastings include an advanced selection of five hors d'oeuvres, three salads, four entrées and four cake flavors.



FREQUENTLY ASKED *Questions*

WHAT TIME CAN SETUP AND BREAKDOWN OCCUR?

Vendor setup may begin at 10 a.m. the day of, unless otherwise noted. Night-of load out is required. Day prior setup and later pickup optional based on availability and month.

HOW CAN WE DECORATE OUR WEDDING?

Our event spaces have a great amount of character and will include many of the basic needs for your wedding. Most of all additional decor is welcome, but there are restrictions such as balloons, glitter, open flame (select locations) and adhering items to surfaces. Ask your event manager for specific requests or assistance in finding and sourcing decor you will love!

DO YOU HAVE PREFERRED VENDORS?

We are happy to share many talented vendors who have worked on site. Although encouraged, it is not required.



FREQUENTLY ASKED *Questions*

WHEN DOES CHURCHILL DOWNS HAVE LIVE RACING?

Racing takes place during the Spring Meet (April – June), September Meet (mid-late September) and Fall Meet (November). We are open for private events all year round!

WHERE CAN OUR GUESTS PARK?

Parking is open and free (excluding Derby Week). Your event manager will advise you of the lot and entry gate that is closest for your guest arrival to the event space.

GRATUITY

A 19% service charge and 6% sales tax is applicable to all items.
Tips are always appreciated but not expected.



