



WEDDING & EVENT GUIDE

Welcome to Post 6!

FRESHLY BUILT IN 2019 ON OVER 120 ACRES AND LOCATED ONLY 15 MINUTES FROM DOWNTOWN CHAPEL HILL, POST 6 IS PROUD TO OFFER ALL THE MODERN CONVENIENCES YOU NEED FROM AN EVENT VENUE WHILE OFFERING A LITTLE GETAWAY FROM THE HUSTLE & BUSTLE.

Post 6 is the home of the American Legion, Chapel Hill whose members are made up of US Veterans and their families. We offer event space to the community at large without sponsorship to host their dream weddings, birthday celebrations, fundraising galas, corporate trainings and more!

Unlike other area venues that offer space for only weddings or only corporate functions, Post 6 offers over 14,000 sq ft of interior space to accommodate the 10 person board meeting and up to the 218 person reception. Post 6 has the ideal event space year round, rain or shine, and we look forward to hosting you, too!

BOOK TODAY!

www.post6events.com | info@post6events.com
984-201-0818





POST 6 WAS A WONDERFUL VENUE FOR OUR WEDDING. IT WAS THE FIRST PLACE THAT WE VISITED, AND NOTHING ELSE WAS GOOD ENOUGH AFTER THAT. WE CAME BACK AFTER CHECKING OUT A TON OF OTHER VENUES AND REALIZING NOTHING COULD MEASURE UP...

-C. COOPER, FEBRUARY 2022



WEDDING PACKAGES

Appreciation Package

\$3,700*

- Includes Use of:
 - South Hall Entrance/Exit
 - The Ballroom
 - 1 Get Ready/Flex Room:
 - The Executive Boardroom
 - Shared Use** Of:
 - Prep Kitchen for Caterers
 - Outdoor Courtyard & Gazebo
 - Restrooms
 - Parking
- (**Sharing with Clubroom & Auxiliary events depending on facility schedule. No Courtyard Ceremonies possible with this package due to shared use.)
- Up to 10 Hours of Continuous Use, Up Until 11:00PM

Legacy Package

\$6,600*

MOST POPULAR

- Includes Exclusive Facility Use:
 - Main Entrance/Exit
 - South Entrance/Exit
 - The Clubroom
 - The Ballroom
 - 2 Get Ready/Flex Rooms:
 - The Auxiliary Room
 - The Executive Boardroom
 - Prep Kitchen for Caterers
 - Outdoor Courtyard & Gazebo
 - Restrooms
 - Parking
- Up to 10 Hours of Continuous Use, Up Until 11:00PM

*Price plus room cleaning fees, however, no taxes are required.

Packages Also Include:

- Complementary access to our full 123 acres, outdoor courtyard, and lakeside gazebo for Engagement Photography
- Complementary Ceremony Rehearsal up to 1 Hour
- Ability to use your own caterers and vendors for linens, flatware, A/V, additional rentals, etc.
- BYOB without corkage fees with NC ABC Special Permit
- Large commercial prep kitchen for your caterer(s)
- 125+ paved parking spaces and covered entrances
- Expansive windows and skylights for gorgeous natural lighting
- Set-up and tear-down of Post 6 tables and chairs:
 - up to 18, 72inch round tables
 - up to 180 banquet chairs
- Large wooden dance floor and stage included in Ballroom
- Allseated.com Ballroom diagrams for optimal space planning
- High-quality sound system with wireless microphone
- Flexible timing for vendor deliveries
- Complimentary Wi-Fi

MEETINGS & EVENTS

From Birthday Parties to Fundraisers to Corporate Trainings-- and Everything in Between, Post 6 has the Space to Accommodate Your Special Event!



The Ballroom

- Pricing:
 - \$370/hour with South Wing Entrance
 - Up to 150, Banquet-Style
 - Or Up to 180, Reception-Style
 - or \$510/hour with The Clubroom
 - Up to 200, Banquet-Style
 - Or Up to 218, Reception-Style
 - 4 Hour Minimum Rental
- Built-in Stage, Dance Floor, Projector, Overhead Speakers, & More!



The Clubroom

- Pricing:
 - \$195/hour (4 Hour Minimum)
- Accommodates:
 - Up to 100 Reception Style
- Built-in Bar, Designer Lounge Furniture, 3 Flat Screen TVs, Gas Fireplace, Direct Access to Ballroom & Outdoor Courtyard & More!
- Ideal for Cocktail Hours, Birthday Parties, Brunches, Additional Reception Space, & More!



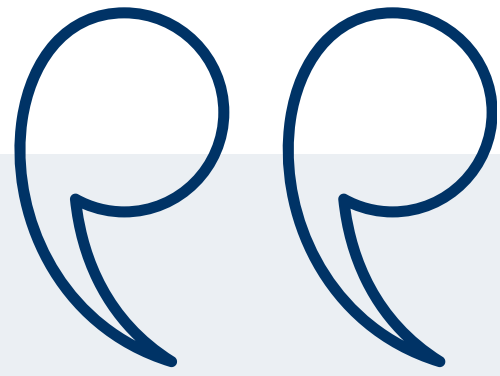
Auxiliary Room

- Pricing:
 - \$95/hour (4 hour minimum)
- Accommodates:
 - Up to 24 in Classroom Style
 - Or up to 31 Mixed-use
- Ergonomic Meeting Room Chairs, Ample Natural Lighting with Adjustable Shades, 1 Flat Screen TV for Presentations, Direct Access to Clubroom & Outdoor Courtyard
- Ideal for Corporate Trainings, Small Parties, Business Showcases, Bridal Get Ready Room, & More!



The Executive Boardroom

- Pricing:
 - \$55/hour (4 Hour Minimum)
- Accommodates:
 - Up to 10 at Conference Table
 - Or up to 14 Total
- Leather Executive Room Chairs, In-table Power & High Speed Ethernet Outlets, Ample Natural Lighting with Privacy Shades, 1 Flat Screen TV for Presentations
- Ideal for Private Offsite Meetings, Remote Workspaces, Bridal Get Ready Room, and More!



WE LOVED HAVING OUR BUSINESS AWARD EVENT AT POST 6. IT'S LOVELY! IT WAS FAR ENOUGH AWAY FROM CITY CENTER TO FEEL LIKE A RETREAT. OUR ATTENDEES LOVED IT SO MUCH THAT WE BOOKED AGAIN FOR NEXT YEAR!

***-M. STEAGALL, EVENTS DIRECTOR,
CHAPEL HILL CHAMBER OF COMMERCE
FROM JUNE, 2022***



FACILITY PRICING & PACKAGE OFFERINGS:

ROOM/PACKAGE	GROUP SIZE	SUGGESTED SEATING	PRICE	CLEANING FEE	SECURITY DEPOSIT	MIN. RENTAL HOURS
The Ballroom/The Executive Boardroom	Up to 170	Banquet Style: up to 170 Reception Style: up to 190	\$370/hour	\$185	\$1000	4
The Ballroom/The Clubroom	Up to 218	Banquet Style: up to 200 Reception Style: up to 218	\$510/hour	\$255	\$1000	4
The Clubroom	Up to 100	Reception Style: up to 185	\$195/hour	\$95	\$1000	4
The Auxiliary Room	Up to 31	Classroom Style: up to 24 Mixed-use: up to 31	\$95/hour	\$45	50%	4
The Executive Boardroom	Up to 14	Board Table: up to 10 Total: up to 14	\$55/hour	\$25	50%	4
Full Facility	Depends on Use	Depends on Use	\$660/hour	\$320	\$1000	4
The Legacy Package	Up to 218	Ballroom: Banquet Style: up to 200 Ballroom: Reception Style: up to 218	\$6,600	\$320	\$1000	10
The Appreciation Package	Up to 200	Ballroom: Banquet Style: up to 170 Ballroom: Reception Style: up to 200	\$3,700	\$185	\$1000	10

PRICING AS OF 1.20.24 AND IS SUBJECT TO CHANGES WITHOUT NOTICE

FAQS

DO YOU HAVE BE A MEMBER OR NEED TO BE SPONSORED TO BOOK AN EVENT HERE?

No! We are an venue built and enjoyed by veterans and their families, but is welcome to all! No sponsorship or member connection is required.

HOW LONG CAN YOU HOLD MY PREFERRED EVENT DATE FOR ME?

Everyone receives a 60 day automatic hold as a courtesy after submitting their event inquiry form on our website, but once that 1st requestor is informed another party wants to rent the space on their held date, the first requester has a week to sign the contract and pay their deposit before being released to the new requester.

HOW MUCH IS THE DEPOSIT AND WHEN WOULD IT BE DUE?

A security deposit is required at time of booking either paid via personal check or ACH (Bank to Bank Transfer). This deposit is completely refundable after the event if no transaction charges, excessive cleaning, and/or damages accrue during the rental period.

WHAT ARE THE PAYMENT TERMS?

After the security deposit, we break up the remaining balance into two equal payments for your convenience. The first payment is due 60 days prior to your event, and the remaining is due 30 days out.

WHAT IS YOUR CANCELLATION POLICY?

If you simply need to change your date, we will do our very best to accommodate a new date without penalty if scheduled within the same calendar year. In the event you need to cancel the event all together, you would forfeit your security deposit entirely.

DO YOU REQUIRE EVENT INSURANCE?

Yes, we require a Event Certificate of Insurance (Col) from the rental client only. This is fairly easy to obtain with all the specific requirements detailed on our contract.

DO YOU OFFER ANY IN-HOUSE CATERING?

No, but lucky for you, we allow our renters to have food from any professional restaurant, catering, or food service provider they choose. We have a large commercial kitchen which your vendors can use for prep and storage as well.

WHAT ARE YOUR REQUIREMENTS REGARDING ALCOHOL?

Another benefit that sets us apart from other venues is that we allow you to bring in your own alcohol (BYOB) without corking fees. We only require to receive a copy of your obtained NC ABC Commission Limited Special Occasion Permit. If alcohol will be served, and liquor liability endorsement is required with event insurance.

WHAT ITEMS DO I NEED TO RENT/BRING IN FOR MY EVENT?

We provide indoor tables and chairs for functions in The Ballroom & Auxiliary room and everything else would be up to the client's responsibly to provide (ie. linens, outdoor ceremony chairs, plates, glassware, etc.)

WHAT ARE YOUR SPECIFIC OPENING AND CLOSING TIMES?

We allow rental periods to begin as early as 8AM and up to 11PM inclusive of set-up and tear-down.

DO YOU REQUIRE A DAY-OF-COORDINATOR?

Yes, but this person does not have to be a professional day-of-coordinator (although highly encouraged for weddings.) We simply need a designated day-of contact person who can speak on behalf of the clients (if unavailable) and is responsible for all guests and vendors to adhere to contract requirements.

IS PARKING AVAILABLE?

Yes! We have over 120 of paved spaces! All complementary and convenient for you, your guests, and vendors.

DO YOU OFFER OVERNIGHT ACCOMMODATIONS?

No, but we are located only 15 minutes from downtown Chapel Hill with plenty of hotel options of your choosing.





**IF YOU HAVE ANY ADDITIONAL QUESTIONS
OR READY TO LOCK IN YOUR EVENT DATE,
REACH OUT TODAY!**

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