

Brendan Manor

Wedding/Events Information & Policies



1. Brendan Manor requires a deposit of \$750.00 for the securing of the facility and date requested. The deposit will be applied to the total if the event is booked at Brendan Manor.
2. A ground usage fee of \$10 (ten dollars) per guest based on expected number of guests. Minimum ground usage fee is \$500 or actual number whichever is greater. This fee is for outside grounds usage. Brendan Manor is ideal for events of ten (10) to a maximum of two hundred (200).
3. Brendan Manor has a specific events coordinator. Our events coordinator is versed on the policies of Brendan Manor. You must use our events coordinator even if you have one of your own. The rate for our events coordinator begins at \$250 and is determined by an additional hourly fee based on her involvement in the planning and implementing of your event.
4. Brendan Manor's events coordinator will have complete cooperation by all parties. Brendan Manor's event coordinator has the final word in all situations. All weddings and events shall meet, coordinate, and plan with the cooperation and assistance of Brendan Manor's events consultant.
5. Brendan Manor catering of events is based on food choices beginning at \$14.95 - \$29.95 (lunch or dinner). Special menus or specialty items not normally used and served by Brendan Manor will have additional cost. Brendan Manor also offers a brunch; please inquire with the innkeeper or coordinator if you have a desire to facilitate a brunch. Other caterers are available upon request. Caterers must be those approved by Brendan Manor in all food selections. Their prices may vary from those of Brendan Manor, so please inquire with our coordinator about how we might assist with your catering needs.
6. Brendan Manor can arrange rentals of tables, chairs, linens, glasses, and all items needed for your special event.
7. Brendan Manor has four areas for weddings, rehearsals, dinners, etc.
 - Pergola and outside east fountain and pergola area
 - West yard area under the century old oak trees
 - Drive-way area— outside all concrete
 - Inside of Brendan Manor maximum 50 guest

8. When you book your event, Brendan Manor is pleased to offer a free photo opportunity up to one (1) hour. After one (1) hour, there will be a \$50 charge per hour for up to one more hour. Photo opportunities are by appointment only.
9. Brendan Manor must approve all outside vendors, caterers, and consultants.
10. All events and weddings are based on **3 hours** usage unless otherwise negotiated.
11. All outdoor events must provide additional restroom facilities at their cost. Brendan Manor will gift 50 percent of portable facilities as our gift to the event.
12. On site minister's fee shall be \$150 without a rehearsal, \$250 with a rehearsal. Brendan Manor will be happy to provide or secure clergy if needed.
13. If you choose to use an outside caterer, Brendan Manor shall be furnished the name and phone number. All food must be prepared off premises. No outside caterer may use Brendan Manor's kitchen or any other area for food preparation. Caterers must provide all set up, serving instruments, and must clean up and remove all items completely.

Time

Afternoon events (11:00 a.m. – 2:00 p.m.) Afternoon events are based on a maximum of a three-hour usage. All events are based on three hours of usage and 30 minutes will be used prior to actual event for guest arrival. House rental is not required for afternoon or day events prior to 3:00 p.m. Our wedding packages can take place starting as early as 11:00 a.m. and ending no later than 2:00 p.m. Thirty (30) minutes of this time is for the arrival of guests. Additional time may be purchased at a rate of \$350 an hour as long as it does not exceed 6:00 p.m.

Evening: Evening packages can take place in the evening starting as early as 3:00 p.m. and ending no later than 11:00 p.m. Your four (4) hours must occur between times prescribed in contract. Thirty (30) minutes of this time is for arrival of guests for ceremony. Extra time may be purchased for \$350 per hour as long as it does not exceed 11:00 p.m. Evening events must secure the entire house for the event at a cost of \$760 including applied taxes. The rooms must be reserved whether or not they are used as guest rooms on the night of the event. If a rehearsal is scheduled and is in the evening prior to the event, the entire house must be reserved for that evening as well. **All events must conclude by 11:00 p.m. (No exceptions).**

Extra time can be purchased before and or after contracted event if available and must be agreed upon prior to event.

All events shall be held for an agreed upon time commitment. If event extends past 15 (fifteen) minutes of agreed time an additional fee of \$350 per hour will be accessed based on 15-minute increments.

Ceremony Times:

Monday-Friday – May be scheduled anytime

Saturday – Morning hours or you must check with us for available times.

Sunday – May be scheduled anytime

Basic Wedding Packages

Runaway to LaGrange "Wedding Special" -- \$995

- Wedding for up to **8 guest** performed in the wedding area of choice. One of the four wedding areas of choice: Pergola, in the Parlor, Under the Century old oaks, or any other desired area.
- 2 hour maximum house usage (one hour of preparation and one hour for ceremony and reception)
- Wedding Cake for up to **8 guest**, china, crystal stemware, nuts, coffee, tea, punch, finger foods for eight & linens; additional guest up to 20 will be an additional \$25 per person.
- One bottle of sparkling cider or juice.
- One nights lodging for bride and groom (room of choice based on availability).
- Clergy may be arranged for additional fee. Completion & filing of all Marriage documents when our official officiates the ceremony.
- Water set-up for additional fee of \$25
- A 20 percent gratuity will be included additional gratuity may be added to the final billing.
- A seasonal fresh flower hand-tied Bridal arrangement and Grooms boutonniere provided for an additional \$145.00.
- **Due to the planning related to your Runaway to La Grange Special, we do not permit cancellations once your date is secured. The entire amount of the package is due at the time of the reservation and booking and is non-refundable.**

Wedding with Cake & Punch Reception -- \$2995

Based on 15-50 people for 2 ½ hours— morning and early afternoon only. Thirty minutes of this time is for guest arrival. Each additional person will be \$ 25.00 up to 100 maximum. A 20 percent gratuity will be accessed on the subtotal of event.

Includes:

- Elegant facility of choice and event time.
- Bridal Cake – Round 3 tiered. Size equal to number of people in contract.
- Groom's cake 1 tier round. Size equal to ½ number of people at the event.
- Your standing, indoor reception cakes listed above displayed in an elegant manor in the main dining area of Brendan Manor. Linens, flowers, candles, and a refined and gorgeous look that will make every event special.
- Adequate seating for number reserved. Fifty and below can be held in the house, 51 and above must be outside.
- Choice of ceremony areas.
- Punch
- Gourmet Coffee
- Tea (Iced or Hot)
- Ice water set up and station.
- Non-engraved napkins for daytime events—Linen napkins for nighttime events.
- On site wedding coordinator during event (an additional fee of \$75 per hour charged for coordinator usage.)
- Gift table

- Sign in table or stand
- Mints-nuts-bowls for event
- A beautiful hand-tied fresh flower Bridal bouquet and matching groom's boutonniere.
- Fees for on-site Wedding Officiate
- Completion and filing of Marriage documents
- Overnight accommodation for bride and groom or designated persons up to two in same room.
- The staff of Brendan Manor will provide photographs of your event taken by a non-professional photographer and present you with a non-edited CD as our gift.
- Janitorial Services (Set-up and Clean-up)
- Inclusive Package for up to 50--\$3495 plus 8.25% tax and a 20% gratuity.

Custom Packages –

Discuss pricing and additional options with our Wedding Coordinator or owner of inn. Brendan Manor is happy to create a custom wedding package for you. It is our desire to provide for you the most complete wedding package possible. It is our privilege to facilitate a complete package with music, food, flowers, and a romantic event designed just for you.

Alcohol

Brendan Manor does not have an alcohol license; therefore, the host of the party may bring their own beverages. You must provide all alcohol you wish to serve.

Brendan Manor's bar area set-up fee is:

Daytime: \$200 - \$300

Nighttime: \$400

(Includes: bar area, bar table, linens, ice, napkins, glasses for wine, champagne, and beer glasses or cups and disposal of trash) Does not include bartender.

For events scheduled Brendan Manor will provide the following at applicable and additional cost:

Brendan Manor will provide champagne glasses, wine glasses and/or beer cups for you event. You must hire a licensed bartender to serve the alcohol.

We prefer that you advise us of the bartender and phone number ahead of event. A bartender may be arranged for a fee of \$150 - \$250 per event. You must bring your alcoholic beverages prior to the event at a scheduled time with a Brendan Manor representative.

Bride and Groom will provide: Florist, photographer, guest book, wedding favors and any alcoholic beverages (if desired).

Deposits

A deposit of \$750 or 50 percent must be paid at the time of confirmed booking. No date will be considered held until the deposit is paid in full. Total payment must be paid in full 30 days prior to the event. In case one must cancel the event, the deposit is non-refundable. However, the deposit may be applied to another event within one calendar year. After that, no application to any event will be accepted.

There will be a deposit of \$750 to secure the date for your event.

A \$500 damage deposit is required to reserve Brendan Manor and *is in addition to the cost of your wedding and reception*. This deposit will be refunded within seven days after your event if no damage should occur and the event is not canceled.

Cancellation Policy

The deposit of \$750.00 is non-refundable if the event is canceled—no exceptions. If the total amount has been paid, six weeks before the event, this amount is non-refundable in the event you must cancel. In the event you have to cancel your event and you have paid for your event in full, then we will gladly reschedule your event and allow one (1) alternate date up to one year from original event date. Please understand that we usually only book one event per day and each booked event is important to us.

Payment Balance: The final payment (total amount of wedding package) is non-refundable and is due six (6) weeks before the events or wedding/reception date. In the event you have to cancel your event and you have paid for your event in full then we will gladly reschedule your

event and allow one (1) alternate date up to one year from original event date. Payment may be made by check, credit card, bank check, money order, cash, or credit card.

If you need to use American Express, please add 2 percent to the total of event for additional credit card processing fee. There will be no additional charge for use of Discover, MasterCard, or Visa.

We will be happy to provide recommendations for florist, cakes, caterers, photographers, and bartenders, etc. We are here to serve you and make your event a special day to remember.

Gratuity

A 20 percent gratuity will be added to all events final total.

Extras

Customize your Brendan Manor wedding to make it perfect!

Minister	\$150 - \$250
Tents	Prices vary by size
Personalized Grooms Cake	\$150 - \$200
Personalized Wedding Cake 6” 8” round	\$100 \$150
Security	\$175 (for events serving alcohol)
Iced Tea	\$2.50 pp
Hot Chocolate	\$2.50 pp
Coffee and set-up up to 25 people	\$75.00
Ice water set-up	\$50 - \$100
Bottled Water	\$1.00 per bottle
Soft Drinks/non-alcoholic beverages	\$1.25 per drink must be ordered thru Brendan Manor if serving at bar.
Chocolate Covered Strawberries	\$35 per dozen
Extra Time	\$350 per hour
Bartender	\$150 - \$250
Bar Fee/Set-up	Daytime: \$200 - \$300 Nighttime: \$400

(Includes bar, bar table, linens, ice, napkins, glasses for wine, champagne and beer, busing of glasses, disposal of trash. Does not include bartender. Non-alcoholic beverages must be ordered through Brendan Manor.

Rentals of all items: and example would be plates, glasses, tables etc. are based on rental cost for the event.

Brendan Manor Menu Options

The following are menu choices for the luncheon. Brendan Manor provides the following for each meal or event: linens, silverware, Royal Dalton china place settings, stemware, table decorations, table coverings, and all related items. Number of guests: 12-50

Please indicate your choice of menu selections.

1. Penne Pasta with special marinara sauce accompanied by side salad, dressings, bread, butter, dessert, iced tea, coffee, and Brendan Manor's own Tabitha's Tea. \$14.95
2. Manicotti cheese stuffed shells filled with mushroom and spinach mix. This entrée comes with salad, bread, butter, dressings, dessert, iced tea, coffee, and Tabitha's Tea. \$14.95
3. 5oz. grilled chicken in mushroom sauce, rice pilaf, one green vegetables, bread, butter, salad, dressing, dessert, iced tea, coffee, Tabitha's Tea. \$15.95
4. An Italian lasagna feast. Lasagna, salad, bread, butter, drinks and everything that makes this a favorite. \$ 15.95
5. Three salad luncheon/dinner, one fruit salad, one chicken salad, one spring salad with roast pecans, and mandarin oranges. Served with raspberry dressing, dessert and drinks. \$16.95
6. Pork tenderloin in natural sauces, new potatoes, broccoli, bread, butter, dessert, iced tea, coffee, and Tabitha's Tea. \$17.95
7. Sliced roast beef in natural gravy, two vegetables, bread, butter, dessert, and drinks. \$18.95
8. Beef and Bird, roasted sirloin steak served with a breast of chicken with rice pilaf, spring salad, bread, butter, dressings, and drinks. \$19.95
9. Stuffed chicken breast with mushrooms, cheese, and spinach. Rice pilaf, green vegetable in season, dessert, drinks, bread salad, and dressings. \$21.95
10. Beef Tenderloin with potatoes au gratin or twice baked potato, asparagus, bread, butter, drinks, dressings and all the trimmings. \$24.95
11. A full heavy hors d'oeuvres with shrimp, pork tenderloin, salads, dips, all decorations, three desserts, etc. \$22.95
12. Light hors d'oeuvres with a complete finger food menu. \$14.95 -\$17.95.
13. Heavy hors d'oeuvres with pork tenderloin, shrimp, plus a complete menu. \$19. -\$25.

14. Brunches are also provided for private parties and events. Cost including tax and gratuity is \$22.02. Menu is the choice of the host and Brendan Manor.
15. Special teas may be arranged for up to 24 guest for \$25.92 (including tax and gratuity). The menu will include scones, savorys, and sweets and will be at the discretion of the hostess of Brendan Manor.

Thank you for your inquiry and please let us know how we can assist you for the party you inquired about.

Thank you and we look forward to serving you,

Dan & Brenda Gilmore
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"One of the Best Little B & B's in Texas"
Embracing the past...making memories for tomorrow.

Selection Page and Confirmation

Meal selection number: _____ (please indicate meal selection number)

Total number of guests: _____

All meals and fees are subject to a tax of 8.25%

House Reserved: Yes No

Date of Reservation: _____ Total of House Reservation Fee: _____
(A HOT tax of 13% is applied to total house reservation.)

Guests may begin to arrive 30 minutes prior to the event. (This is considered part of the total time allotted for event.)

It is our desire to offer you our guest the best care and experience possible. Please assist us by communicating special needs prior to the event.

Deposit Paid: _____ Date _____ Amount of Deposit: _____

Type of Payment Method:

Credit Card # _____ Expiration Date: _____

Check: _____ Check # _____ Amount: _____

Final Payment Due: _____

Signature of Responsible Party: _____

Date: _____

Signature of Brendan Manor Representative: _____

Date: _____