



Houston Event Planning & Signature Manor
 6968 Howell - Sugarland Rd.
 Houston, TX 77083
 Phone (713) 541-1000
 Fax (832) 645-7232

Signature Venue Pricing

Enjoy a 5-hour elegant event in one of our beautiful ballrooms
 Includes round tables (10 people per table) and chairs to your contracted guest count
 Setup and teardown of the venue fixtures and cleaning fee
 Event consultation includes lighting preferences & linen choices.
 Ballroom Layout Map and Seating Chart
 Venue Coordinator with 5-hours of pre-planning services
 Complimentary parking in a gated and secured lot



Monday-Thursday	\$6,500.00
Friday & Sunday (10am-4pm)	\$7,000.00
Friday & Sunday (after 4pm)	\$8,000.00
Saturdays (prior to 2pm)	\$9,000.00
Saturdays (after 2pm)	\$10,000.00
Add wedding ceremony	\$1,500.00
Additional Hour	\$900/hour

**Subject to availability*
 All package items and pricing are subject to availability and season.
 Restrictions may apply. Not valid on holidays.
 Price does not include 8.25% Taxes and 21% Service Charge.
 Venue reserves the right to change package contents
 due to availability and preferred vendor schedule





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—Frequently Asked Questions—

Can we bring our own alcohol or drinks (beer, liquor, sodas, and mixers, etc)?

No, due to the fact that we are a TABC-licensed facility, which means that we have the capability to mix and serve drinks. We are happy to assist with any special requests you may have, simply let us know.

Can we provide our own outside catering instead of using your in-house catering?

Yes, we are happy to accommodate any outside caterer, so long as they are licensed and insured. Signature Manor must be listed as an additional insured. We charge a vendor processing fee of \$75 for outside caterers, this allows us to verify the caterer's documents such as health permit and insurance.

Can we hire our own decorator to decorate the facility?

Yes, though they must be insured and Signature Manor must be listed as an additional insured. We charge an outside vendor processing fee of \$50. We do not allow the use of nails, tape, tacks, or any other adhesive material on our walls. Ice sculptures, confetti and balloons must be removed from the premises after the event or a cleaning fee will be assessed.

What if my outside vendor does not have insurance?

You can purchase wedding insurance that will cover your outside vendors. However, please keep in mind that outside caterers must have their own insurance and cannot be covered by blanket insurance policies.

For other questions or concerns, please contact us at 713-541-1000.

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—Additional Items—

Vendor Processing Fee for outside caterers: \$75*

Vendor Processing Fee for outside vendors: \$50*

**excludes Signature Manor partner vendors*

Outside Catering Service

includes premium dinnerware, flatware and glassware for \$7.25 per person

Buffet Set Up

includes 3 buffet tables, linens, chafers (up to 10), service utensils & gel sternos
\$250.00 per setup

Staff Minimums

\$25 per person/ hour, minimum 5 hours

Signature Manor requires a minimum of 3 kitchen staff for all events.

Every 50 guests require a minimum of 2 staff for buffet style service. No outside staff allowed.

Additional staff can be hired for plated service at standard rates.

Security Officer Minimums

\$45/hour with a minimum of 5 hours

All events held at Signature Manor require a minimum of 2 officers on site 100+ guests,
and an additional officer for every 50 guests for larger events.



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Beverage Service Options

Non-alcoholic Beverage Service

Includes Water, Iced Tea, Coffee & Sodas (Coke, Sprite, Diet Coke)
includes soda bar attendant and soda bar setup

\$1.75/person for 1 hour of service

\$8.75/person for 5 hours of service

Beer and Wine Service

Includes House Wines (California, Chile, New Zealand, Australia)

Domestic Beers (Budweiser, Bud Light)

Water, Iced Tea, Coke, Diet Coke, Sprite

Bartender & Bar Setup (4 hr minimum)

\$20/person for 4 hours of service

\$5/person for additional hours of service

Basic Full Bar Service

Vodka, Tequila, Gin, Whiskey

House Wines & Domestic Beers

Water, Iced Tea, Coke, Diet Coke, Sprite

\$28/person for 4 hours of service

\$7/person for additional hours of service

Top Shelf Bar Service

Grey Goose, Johnny Walker Black, Patron Silver, Bacardi, Bombay Gin, Crown Royal

House Wines & Domestic Beers

Water, Iced Tea, Coke, Diet Coke, Sprite

\$38/person for 4 hours of service

\$9.50/person for additional hours of service

