



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

# 2019 Special Moments



Enjoy an elegant event in one of our beautiful ballrooms for 5 hours Inclusive of tables and signature chairs to your contracted guest count

**Complimentary Dressing Rooms/Lounges with beverages and snacks**

Includes set-up/tear down of the venue fixtures and cleaning fee

(1) White Dance Floor & (1) 16 by 8 stage for head table

Complimentary parking in a gated & secured lot

**Expert Venue Coordinator** (3 Meetings)  
 Guest tables and Event Décor consultation  
 Ballroom Space Layout Map, Timeline Creation,  
 and onsite event management.



**Includes Specialty Décor:**

(\*\*Select one)

**Package A**

Spandex or Satin Chair Covers and Sashes  
 Choice of Standard Silver or Gold Chargers  
 Satin or Crinkle Taffeta Linen  
 Low Centerpieces: hydrangeas + roses & greenery  
 Chiffon Draping around the walls with LED uplights

**Package B**

Twisted Chiavari Chairs  
 Choice of Standard Silver or Gold Chargers  
 Satin or Crinkle Taffeta Linen  
 Chiffon Draping around the walls with LED uplights  
 Mirror and Crystal Candle for tea lights

**Cocktail Hour**

Wine and Champagne service for 1 Hour & two chef's choice of premium hors d'oeuvres

**Unlimited Beer & Wine | 3 hours**

House Wines & Domestic Beers  
 Ice Tea, Sodas with Bar Set up  
 (Budweiser, Bud Light)

**[OR]**

**Unlimited Mocktail Bar | 5 hours**

Shirley Temple, Roy Rogers, Sparkling Punch,  
 Cranberry Rose & Assorted Sodas

**Specialty Vendors (Choose One):**

Photographer for 5 hours with photo releases  
 Videographer for 5 hours + USB  
 DJ service with Basic Lights for 5 hours  
 Photobooth for 5 hours





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**Buffet Dinner Selection**

Includes professional wait staff, beverage staff, dinnerware, flatware, glassware & napkins  
 Inclusive of cake cutting, iced tea, and water

**Garden Salad**

With raspberry vinaigrette, Ranch, or Italian and breadsticks

**Cajun Chicken Fettuccine**

Marinated chicken served over a bed of fettuccine and combined with creamy Alfredo

**Bow Tie Pasta with Merlot Marinara**

Bow Tie Pasta accompanied by our rich marinara sauce

**Carving Station:**

Roast Beef with Dinner Rolls

**3-Tier Buttercream-frosted Cake**

OR choice of dessert station  
 (Assorted Cheesecakes, S'mores, Ice Cream, bananas foster, or candy station)

**Vegetables (choice of two):**

Sautéed vegetable medley, roasted Red potatoes, French green beans, assorted squash, or California blend vegetables

Saturdays after 4pm   100 guests	\$18,300.00
Saturdays after 4pm   150 guests	\$22,300.00
Saturdays after 4pm   200 guests	\$26,500.00
Saturdays after 4pm   250 guests	\$30,500.00
Saturdays after 4pm   300 guests	\$34,500.00
Saturdays after 4pm   400 guests	\$42,500.00

**Wedding 10am-2:00pm Discount 20% off**

Additional Venue Rental Hour	\$900/hour
Additional Specialty Services	\$1,500.00
Add Ceremony with chairs covers & Sashes with Arch column- 1HR	\$2,000.00
Lumi Sparkler \$500 per unit	
(2) Low Fog \$350 + Operator Fee	

**SPECIAL: EXPIRES JUNE 30 2019**

Fridays/Sundays   100 guests	\$14,600.00
Fridays/Sundays   150 guests	\$17,800.00
Fridays/Sundays   200 guests	\$21,200.00
Fridays/Sundays   250 guests	\$24,400.00
Fridays/Sundays   300 guests	\$27,600.00
Fridays/Sundays   400 guests	\$34,000.00
Additional Adult Guests / Children	\$68.00 /\$19.95
Upgrade Basic Bar 3Hr	+\$12ppl
Upgrade Top shelf Bar 3Hr	+\$18ppl

\*Subject to availability

All package items and pricing are subject to availability and season.  
 Restrictions may apply. Not valid on May, June, or December months.  
 Price does not include 8.25% Taxes and 21% Service Charge.

Venue reserves the right to change anything in the package due to availability and preferred vendor schedule