



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

Just Add Love Package



Wedding

Share your vows with your loved ones in our beautiful Grand Foyer or one of our spacious ballrooms onsite, pending ceremony guest count

One Hour Afternoon Wedding Ceremony

Includes setup of Chairs, Chair Covers and Sashes

Installation of Décor & Lit Columns for Ceremony

Complementary parking in a gated & secured lot

Includes Use of Venue for Pre-Wedding Pictures*

Reception

Enjoy a 5 hour elegant reception in one of our beautiful ballrooms

Includes tables and signature chairs to your contracted guest count

Includes gift table, registration table and cake table

(1) 18x18 ft Upgraded (white) Dance Floor

(1) 24x24 ft staging for your head table with signature chairs

Event consultation includes lighting preferences & linen choices.

Ballroom Layout Map and Seating Chart

Venue Coordinator to assist with your needs of the facility



Service & Decor

Includes the Premium Décor Package:

Choice of Spandex or satin Chair Covers and Sashes

Selection of satin Tablecloth & Runners

Choice of standard Plate Chargers

10 Chrystal Chargers for VIP

20 Assorted Crystal Centerpieces*

Chiffon Sheer draping around the entire Ballroom

14 Colorized LED accent lighting in Ballroom

Choice of two Specialty Services:

- Videographer with DVD for 5 hours
- Photographer for 5 hours, photo release & USB
- Photo Booth Service for 5 hours, with Props
- Flipbook Station for 3 hours, with Props
- 2 Low-rise Fog with 2 Lumi Sparklers for first dance
- Guest Valet Parking
- DJ Service for 5 hours, with Dance Lighting

Includes a two night suite at our partner hotel, courtesy room block, two Security Officers, set-up/tear down of venue fixtures, and Cleaning Fee





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Menu Selections

Includes professional wait staff, beverage staff, dinnerware, flatware, glassware and napkins
 Cake cutting fee included.

Pre-Reception

Choice of 2 hors d'oeuvres
 One hour of passed wine or non-alcoholic Rose

Appetizer

Selection of Salad: Caesar salad, Garden blend,
 or Spring mix

Entrée & Sides

Herb-Crusted Chicken and Lemon Pepper Salmon
 Choice of 2: French green beans, Roasted new
 potatoes, California blend vegetables,
 or assorted squash

Cake

Three-tiered Buttercream round Wedding Cake
 10-inch Groom's Cake



Beverages

Water, Iced Tea, Coke, Diet Coke, Sprite

Top Shelf Bar Package | 4 hours

Ciroc, Johnny Walker Black, Patron Silver,
 Bacardi, Bombay, Crown Royal, Hennessy VS
 House Wines & Domestic Beers

(Bud, Bud Light) Imported Beers (Heineken, Corona, Guinness)
 One Bartender, One Bar Back & Bar Set Up

****Special – Expires June 15, 2019****



Saturdays after 4pm 100 guests	\$25,000.00
Saturdays after 4pm 150 guests	\$30,000.00
Saturdays after 4pm 200 guests	\$35,000.00
Saturdays after 4pm 300 guests	\$45,000.00
Saturdays after 4pm 400 guests	\$55,000.00
Saturdays after 4pm 500 guests	\$65,000.00
Additional Guests // Children	\$100 / \$25.95
Additional Specialty Service	\$1,500.00
Additional Venue Rental Hour	\$900/hour

Fridays/Sundays 100 guests	\$20,000.00
Fridays/Sundays 150 guests	\$24,000.00
Fridays/Sundays 200 guests	\$28,000.00
Fridays/Sundays 300 guests	\$36,000.00
Fridays/Sundays 400 guests	\$44,000.00
Fridays/Sundays 500 guests	\$52,000.00
Additional Guests // Children	\$100 / \$25.95
Additional Specialty Service	\$1,500.00
Additional Venue Rental Hour	\$900/hour

Afterparty Additions @ \$20/person:

Ice Cream Station/ Mini Bar Burger Station/ Chips & Queso Station/ Quesadilla Station/ Assorted Sweets Station

*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