

Wellspring

MANOR & SPA



Fall 2022

# Weddings at Wellspring

[www.wellspringmanor.com](http://www.wellspringmanor.com)

# About Wellspring Manor & Spa

An intimate, yet spacious 5-suite destination, Wellspring Manor & Spa is the ultimate in luxury, tranquility and service.

Nestled on a 7.35 acre estate in the heart of Prince George's County, Maryland, Wellspring is an oasis of peace, quiet, and renewal created for guests seeking a luxurious, relaxing, wellness-infused experience.

From nightly turn down service to our on-site spa, entertainment/meeting center to curated guest room packages, you'll feel like you've been transported to another time and space.

Wellspring Manor & Spa offers brides, grooms, their families and their guests an elegant, first-class destination unlike anything else in the region!



A close-up photograph of a bride in a white lace wedding dress holding a bouquet. The groom's hands are visible, resting on the bride's hands. The background is a soft, out-of-focus outdoor setting.

# Beautify Your Celebration!

*Looking for a picturesque backdrop for your upcoming nuptials?*

Consider Wellspring Manor & Spa.

Our beautifully landscaped estate located just 15 miles from the Nation's Capital will make your special day come alive!

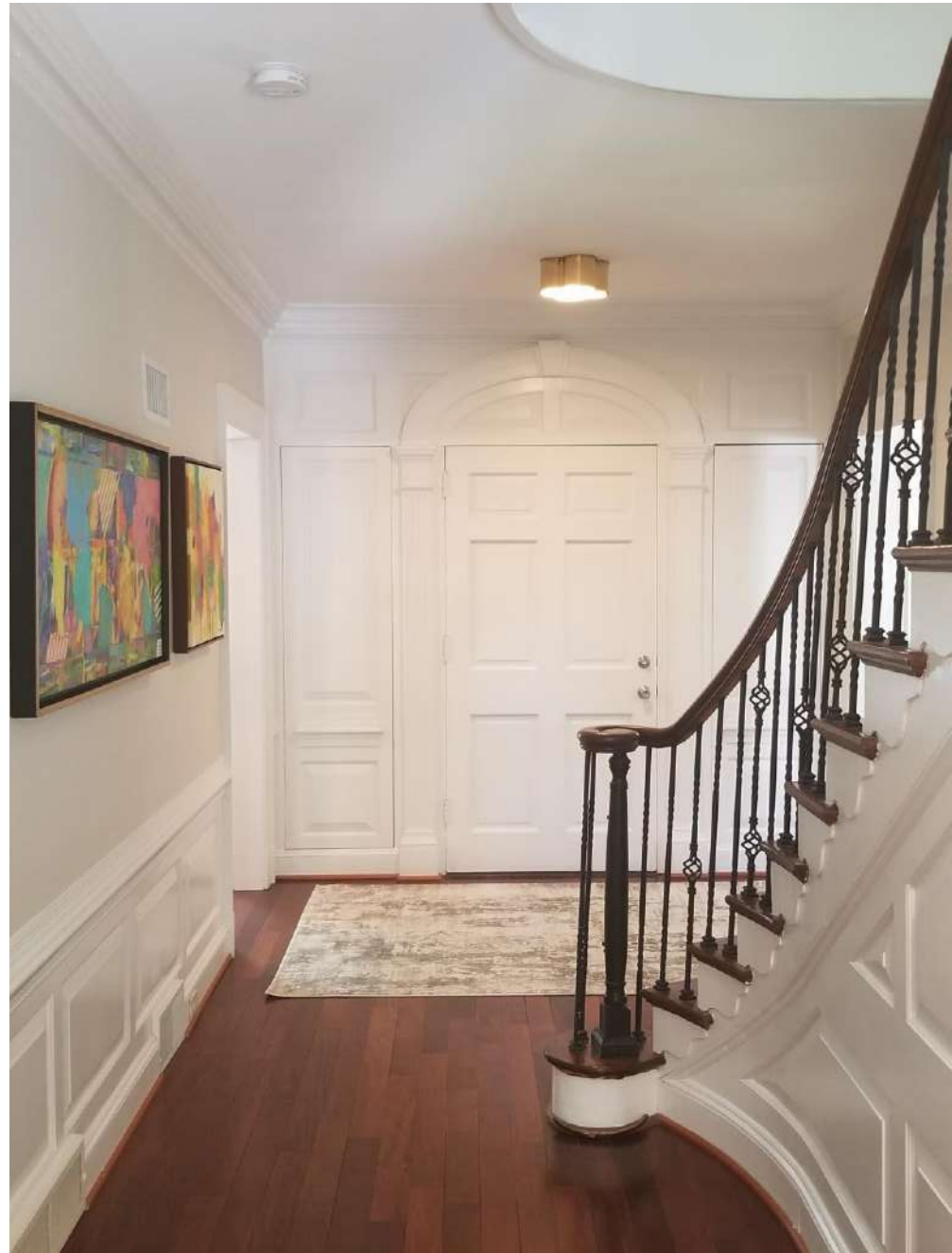
From our close proximity to downtown Washington, DC to our unique multi-purpose space in "The Barn" to our oversized outdoor entertainment space, you and your guests can experience the transforming power that nature has on the soul and spirit.

Consider us for your wedding, wedding shower, rehearsal dinner or for additional housing for your out-of-town guests. We welcome the opportunity to host you.

# Space Options

Choose from a range of beautifully appointed indoor and outdoor spaces across our estate for your pre, day of, and post-wedding celebrations.

Designed to accommodate celebrations of 50 or less, you and your guests can enjoy our historic manor, expansive patio, relaxing barn and rejuvenating *Spa Sanctuary* to gather, meet, celebrate and be restored.





# Wedding Amenities

Our goal is to help facilitate the flawless execution of your wedding celebration. Our wedding package includes each of the following amenities:

- Exclusive use of the property for up to 8 hours (includes set up time; events must conclude by 9 pm)
- Tables, Chairs (folding, chivari or crossback for up to 50 guests), and Linens (\$250 cleaning fee applies)
- Complimentary Hi-speed Wireless Internet Service
- Free on-site Parking for up to 40 Vehicles
- Beautifully Landscaped Grounds for engagement, pre and day of ceremony photoshoots
- Complimentary spa treatments for the bride and groom



# Space Specifications

## *The Manor*

Designed with the discerning guest in mind, our manor is beautifully appointed to evoke relaxation, elegance and comfort. Featuring a stately living room, separate dining room, library, six fireplaces, and five guest rooms all equipped with private, spa-inspired bathrooms, the Manor offers a beautiful setting to entertain family and friends, or simply enjoy some time away to before or after your wedding celebration. Maximum overnight guest capacity is 12.

## *The Coltrane Room*

Let yourself be transported to our Coltrane Room and take in an intimate gathering of your groomsmen before the festivities begin. An ideal space for smaller gatherings, The Coltrane Room comfortably seats 16 guests, theatre style. (Alternative set ups also available.)



# Space Specifications

## *The Barn*

Our multipurpose space is the perfect space to host your ceremony, gather with your bridal party or simply unwind with family before or after your ceremony.

Adorned with breathtaking art from over 35 artists from around the world, The Barn can be transformed from a chapel to a banquet space based on your needs and preferences!

Equipped with an oversized foyer, check-in desk, two restrooms, an assortment of moveable furniture, bar/kitchenette, fireplace, pool table and deck, The Barn offers a unique backdrop for your most important wedding related celebrations!

Maximum capacity:

- Rehearsal Dinner 24 guests
- Standing Reception 50 guests
- Seated Dinner 40 guests



# Space Specifications

## *Outdoor Space*

Take your celebration outside and enjoy our oversized 2,000 sf patio, 20x40 inground pool with pool house, private terrace with water wall and three beautifully landscaped terraces.

For celebrations of up to 50 guests, our outdoor space creates breathtaking options that will surprise and delight everyone. Whether for your ceremony, pre-reception or reception, or simply as a place to gather ahead or after the festivities, Wellspring Manor & Spa is the Prince George's County's most beautiful, hidden gem that you never knew about. Discover it for yourself!





# Pre-Wedding Wellness Retreats

Weddings don't have to be stressful. Allow Wellspring Manor & Spa's beautifully manicured lawns and thoughtfully appointed spaces create an oasis of relaxation for you and your bridal party before your big day.

Our Pre-Wedding Wellness Retreat option gives you and your closest friends and family the chance to enjoy:


- Complimentary daily yoga/meditation sessions
- Special Wedding Wellness Retreat Breakfast menu options
- Curated welcome gift bags that compliment your wedding colors and theme
- Afternoon tea/smoothie/protein break
- Complimentary massage and/or facials for the bride & groom



# Micro Weddings

Intimate celebrations are our specialty! Consider our Micro Wedding Package offering for celebrations of 20 or fewer guests!

- Day-of on-site Micro-wedding Coordinator
- 3-hour rental to include full use of grounds (outdoors) and/or The Barn
- 1 hour for set-up and 1 hour for breakdown
- Outdoor or Barn Ceremony for up to 20 guests
- Inclusion of up to 20 chivari chairs (gold or silver only), white linens + 5 cocktail tables
- Sweetheart table with white linen and complimentary centerpiece floral arrangement
- 10% discount for future stay at Wellspring within 6 months of elopement/micro-wedding ceremony



# Wedding Event Rental Fees & Guidelines

*Effective Fall 2022*

*Please note that rates and guidelines are subject to  
change at the sole discretion of Management.*



# Wedding Package Rates

Options	Rates
Rehearsal Dinners* Bridal Showers* Bachelor Parties*	\$1,895 – up to 4 hrs (Fridays & Saturdays)
Rehearsal Dinners* Bridal Showers* Bachelor Parties*	\$1,695 – up to 4 hrs (Sundays – Thursdays)
Pre-Wedding Wellness Retreats	\$4,295 / 1 night \$6,995 / 2 nights (up to 12 guests)
Wedding Day Rate** (up to 8 hrs)	\$4,950 (Fridays-Sundays) \$4,250 (Mondays- Thursdays) + \$2,195 for overnight accommodations for up to 12 guests
Micro Weddings* (up to 4 hrs)	\$3,995 (up to 20 guests)

*\*Includes use of The Barn or Cascade Terrace only*

*\*\*Wedding rate includes full use of property including The Manor, The Barn & The Spa*

*Rates are subject to change*

# Rental Fees

All 4-hour and micro-wedding agreements allow for one hour prior to and at the end of each event for set up and break down.

Overtime will apply at the rate of \$250/hour to rentals that exceed their contracted rental period.

Full wedding rental rates allow for use of the property for up to 1 hour for the wedding rehearsal on the day prior to the wedding) and up to 8 hours on the day of the wedding. The 8-hour allowance includes time for set-up and break down.

Wedding Wellness Retreats and Exclusive Use Rentals are available with 1-night or 2-night options; pricing for 3, 5 and 7-day options also available upon request.



# Our Approved Caterers

Caribbean Caterers (Caribbean)

[www.caribbeancaterers.com](http://www.caribbeancaterers.com)

301.255.0001 - Gillian DeSouza

Catering by Seasons (New American)

<https://www.cateringbyseasons.com/>

(301) 477-3515

Kindle Cuisine (Traditional/New American)

<https://www.kindlecuisine.com/>

240-491-2760 - Chef Renee Weaks

Get Plated Catering & Events (Traditional)

<https://www.getplateddc.com/>

(240) 480-1852

Spilled Milk Catering (Traditional/New American)

<http://www.spilledmilkcatering.com/>

(202) 525-6455



***Please note that we do not permit guests to bring in food or beverages from the outside sources. All food and beverage services and items must be provided by our group of approved caterers. (Wedding cakes excluded.)***

# Frequently Asked Questions/Important Information

## **How many guests can Wellspring Manor & Spa accommodate?**

Wellspring Manor & Spa is an intimate destination designed for overnight groups of up to 12 guests, indoor and outdoor events of 50 guests or less. We regret that we are unable to accommodate groups or events with larger guest counts.

## **Can I reserve space for an event rental online?**

Wellspring Manor & Spa is pleased to rent space for events that are suitable for our space. In an effort to ensure that we fully understand the nature of your event, we request that all rentals be done in person or with one of our Event Specialists by phone.

## **Can I view the property before I reserve space?**

Once we have had a preliminary discussion with you about your event and determine that our space is a suitable venue, we encourage you to schedule a time to tour the property. In that we also accommodate overnight guests and respect their privacy, all tours must be scheduled in advance during our viewing days of Sundays & Wednesdays, 12-5 pm. Please contact us at [info@wellspringmanor.com](mailto:info@wellspringmanor.com) or call 301.288.6002 to schedule a tour.



# Frequently Asked Questions/Important Information

## Do I have to use a wedding planner?

Use of a professional planner is required for all full (8-hour) wedding reservations. Use of a professional planner is strongly encouraged for micro-weddings. We will also meet with you 30 days and again at 7 days prior to your event to review and confirm all details.

## Can I bring in my own food/caterer?

Wellspring Manor & Spa has carefully curated a diverse list of caterers to meet our guests' culinary and style preferences. Guests are invited to select a caterer from among our list of approved caterers and are not permitted to bring in their own food, beverages or alcohol.

## Do you provide floral arrangements?

Wellspring works with local area florists covering a wide range of styles and prices. We are happy to make a recommendation based on your needs. If you choose to host a micro-wedding with us, we would be happy to create arrangements for you in-house. Please reach out for details.

## Do I have to provide my own sound system? Can I have a live band?

Wellspring does not provide on-site audio-visual equipment. Because we are located in a residential community, **we also do not allow live bands to perform on the grounds.** Use of recorded music or solo musicians is encouraged. We also encourage you to work with your planner or a local audio-visual company for your sound and lighting needs.





# Frequently Asked Questions/Important Information

**Can I ship my wedding supplies to Wellspring prior to my wedding day?**

We are unable to store your items in advance of your wedding day. All wedding related items and deliveries must be made directly to you and may not be shipped to Wellspring.

**What is included with my rental?**

Included amenities and equipment vary based on the nature of your rental.

- *The Manor*: On-site Guest Experience Manager (required), daily made-to-order breakfast for up to 10 guests, linens, daily snack service, guest room amenities (soaps, towels, facecloths, robes, slippers), indoor event space for up to 40 guests (50 outdoors), banquet tables, chivari chairs (not to exceed 50).
- *The Barn*: Exclusive use indoor/outdoor meeting/event space for up to 40 guests, banquet tables, chairs & linens.\* Outdoor tents are available for rent upon request.
- *The Spa Sanctuary*: Please note that our spa is for the exclusive use of our overnight guests and cannot be rented outside of an Exclusive Use rental.
- **Parking**: Overnight parking is available for up to 12 vehicles. On-site event parking is available for up to 40 vehicles. Off-site parking (shuttle service) is required for more than 40 vehicles and can be arranged through your Event Specialist.
- All rentals require a refundable security deposit.



\* \$250 Cleaning Fee applies

# Frequently Asked Questions/Important Information

## How soon can I access the space on the day of my rental?

As our guest, you are welcome to enter the space you have contracted for during the hours stated on your rental agreement. In recognition of the privacy and security of our other guests, entering the property outside of contract hours is not permitted.

## Is alcohol or smoking allowed?

Guests are not permitted to bring outside alcohol on the premises or use DIY bar services at any time. We invite you to discuss your event's beverage needs with our Event Specialists.

In the interests of our guests' health and in keeping with our goal of being a wellness-infused destination, smoking anywhere on the grounds of Wellspring Manor & Spa is strictly prohibited. This includes cigarettes, cigars, cannabis, vaping and all other forms of smoking. Evidence of smoking or vaping of any kind on the grounds, in event space or in guest rooms will result in a \$750 cleaning fee per space.

## Are there any cancellation fees?

All cancellations requested 60 full days prior to the event will result in an 85% refund. All cancellations requested between 59 and 30 full days of the event will result in a 50% refund. Any cancellations within 30 full days of the event are non-refundable.



# Photo Gallery





# Photo Gallery

## Additional Important Information:

- Please note that Wellspring Manor & Spa does not offer hourly rental of its space.
- All rental agreements require a deposit of 50% of the total estimated cost to secure space, and a refundable security deposit ranging from \$500 - \$1,000 depending on the nature of the rental. Refunds of security deposits within 5-7 days of event conclusion are subject to the condition of the premises following any rental period.
- Final payments for all rentals must be received at least 14 days prior to the event.
- Acceptance of event space requests is at the sole discretion of the management of Wellspring Manor & Spa. Wellspring Manor & Spa reserves the right to decline event requests that it deems inconsistent with its brand, purpose and physical space limitations.

The logo for Wellspring Manor & Spa is contained within a large white circular border on a black background. The word "Wellspring" is written in a large, elegant, gold-colored cursive script. Below it, the words "MANOR & SPA" are written in a smaller, white, all-caps, sans-serif font, with each letter spaced out.

Wellspring  
MANOR & SPA

*For more information, please contact  
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or 301.288.6002*