

Edwards Mansion

Quinceañera & Sweet "16" Packet



In a picturesque setting of orange groves, palm trees and mountain vistas, the friendly hospitality of earlier days in Redlands linger on at Edwards Mansion. Located halfway between Los Angeles and Palm

Springs, this four-acre site includes an 1890 restored mansion, conference and party pavilions, gazebos, a chapel, a Victorian Tea Garden and ample parking space.

*Edwards Mansion
2064 Orange Tree Lane
Redlands, California 92374
(909) 793-2031*

*For pictures and a virtual tour visit our website:
www.edwardsmansion.com*

The Services of Edwards Mansion

Our event planners will assist you in planning the special event at the Mansion with every detail. You are cordially invited to visit us in our Design Center where we offer you a complete service, from the major plans for the ceremony and reception to other services. The mansion provides catering, music, event coordinator, invitations and many other special event-related services.

Other services located here or available through Edwards Mansion for the special event:

- ♥ *Professional Photographers*
- ♥ *Video Taping of Event*
- ♥ *Horse & Carriage*
- ♥ *Musicians*
- ♥ *Resident Florist*
- ♥ *Cakes*
- ♥ *Resident Pastor*

Ceremony Settings

We offer three lovely settings for the ceremony – the Orange Tree Chapel and two Garden Gazebo areas. By reserving one of these settings, you are assured these basic services are available to you:

- ♥ *Direction at the rehearsal by our experienced coordinators*
- ♥ *The Dressing Room, available one hour before the ceremony*
- ♥ *Guest book table*
- ♥ *Pianist*

The Orange Tree Chapel

The Orange Tree Chapel seats one hundred and ten guests with accommodation of up to one hundred and forty guests. In addition to the basic services, the Orange Tree Chapel offers:

- ♥ *A kneeling bench*
- ♥ *Two large brass candelabras with central unity candelabra, including candles*
- ♥ *Piano or Organ*

The Garden Gazebo areas

We offer you a choice between our East Garden Gazebo and our West Garden Gazebo. The East Gazebo seats up to 400 guests and the more private West Gazebo seats up to 250 guests. The Garden Gazebo offers, in addition to the basic services:

- ♥ Unique lighting for evening ceremonies
- ♥ Piano

Reception Settings

We offer six different reception settings. Every one of them has its own unique characteristics.

Greenhouse

Our Greenhouse is perfect for small receptions. This plant-filled, sun-splashed room seats a maximum of 75 guests. Heating and A/C available.

Edwardian Suite

The Edwardian Suite is located on the second floor of the mansion and seats up to 75 guests. A pink and white tiled dance floor is located next to the dining area.

Crystal Garden Room

The Crystal Garden Room is a covered patio area adjacent to the Mansion that seats up to 200 guests. It can be heated during the winter and is open-air for the spring and summer. Seating varies with seasons.

Victorian Tea Garden

This beautiful open-air area is perfect for spring and summer receptions. It is located next to the Chapel and seats approximately 200 guests.

Orange Grove Pavilion – East

This large party canopy with a fabric-draped ceiling, white lights and a dance floor seats up to 350 guests. A minimum of 100 guests required. It is heated and enclosed for cooler weather and open-air for spring and summer.

Orange Grove Pavilion – West

The West Pavilion is even larger than the East Pavilion. It seats up to 400 guests and also has a large dance floor. A minimum of 150 guests required. It is heated and enclosed for cooler weather and open-air for spring and summer.

Your Event

The Rehearsal

The Ceremony Coordinator is normally the only member of our staff at the rehearsal. If you bring in your own minister, it is necessary that he be present for the rehearsal.

The Ceremony

On the ceremony day, each birthday girl is given two hours for the use of the chapel or one of the gazebo areas. This includes one hour prior to the ceremony and the ceremony lasts a half hour and a half hour after for pictures. You are also free to take pictures anywhere on our beautiful grounds, without time limits, after your chapel or gazebo pictures have been taken. Dressing rooms are available one hour before the ceremony. Parties are requested to clear everything out of the dressing rooms prior to the ceremony. Rice is not permitted because it can cause accidents. Please do not throw fresh petals in the chapel as they can stain the carpet. Silk flowers however are permitted.

The Reception

Our consultants will arrange everything for all your reception needs. We encourage you to visit them at our Design Center on the first floor of the Mansion. We provide virtually every accessory at very competitive prices.

Edwards Mansion is famous for the quality and excitement generated as a result of our experience in planning receptions. We are available to handle every detail for you.

Photography

We encourage you to use our resident photographers because they are so familiar with the natural settings and our other props located throughout the grounds. This cuts the photography time, which your waiting guests will appreciate. If you use an outside photographer, it is helpful for the photographer to consult with our Coordinator concerning recommended photography procedures in the Chapel.

Music

Your coordinator will give you prelude musical choices. We will play your special requests not on our list, provided you supply the sheet music.

Resident Florist

It is definitely to your advantage to use our resident florist for your flower needs. However, if you bring in an outside florist, please keep in mind that we do not have refrigeration for outside florists, so flowers should not be delivered more than an hour before the ceremony.

Pricing List

Basic Ceremony Fee:

\$995.00

*Chapel Ceremony or Garden Gazebo Ceremony
(Includes coordinator, dressing room, kneeling bench and pianist)*

Resident Pastor

\$250.00

Reception / Banquet Areas

Room Rental Charge

Crystal Garden Room, Tea Garden, Pavilions

\$4495.00 up to 4 hours

\$400.00 for each additional hour

Greenhouse, Edwardian Suite

\$3495.00 up to 4 hours

\$300.00 for each additional hour

Discounted Rates Monday - Thursday

\$2495.00 - \$3495.00 up to 4 hours

\$200.00 for each additional hour



Cake - \$5.50 estimated / per person – optional
Linen charge - \$3.95 - \$6.95 / per person – option

Catering

We have our own in-house caterer, Corbetts Catering, who we highly recommend. They have an extensive and diverse menu covering many different ethnic styles. Their menu is available in our office for your perusal. You may bring in your own catering if you wish at no additional cost.

Bar Service

Bar service and alcoholic beverages must be provided by Edwards Mansion. No alcoholic beverages may be brought in by the customer or caterer. A full bar menu will be provided to you if you wish to have a bar set up for your event.

Payment Procedures

A \$200.00 deposit will reserve your date for the ceremony.

The final payment for the event is due three weeks prior to the event. This payment may be made at the Design Center during a planning meeting with one of our consultants or you may choose to mail us your check, or call in with a credit card number.

A \$300.00 deposit is required to hold the reception date and time. This advance fee is due when the ceremony is reserved. 50% of the balance is due 3 months prior to the event. The complete balance of the billing is due 3 weeks prior to the event date. Any additions made on the date of your event must be paid for at that time.

Please write the date of the function on the advance payment check. Mail advance deposit to:

*Edwards Mansion
2064 Orange Tree Lane
Redlands, Ca 92374*

The advance fee for the ceremony and reception is NON – REFUNDABLE.. If you need to change your date, your deposit will be transferable if original date is booked by another customer.

General Information

In an effort to offer the best possible environment for beautiful events full of fond memories, we have refined the following policies over the years. We dislike “Do’s and Don’ts” but we know it is the best way to prevent misunderstandings and unnecessary frustration. All planning and arrangements are made in advance through our Design Center with the assistance of one of our consultants.

All ceremonies held on our grounds are directed by Chapel personnel. One of our ceremony coordinators will help you in finalizing the details of your ceremony.

Every effort should be made for the rehearsal and ceremony to start on time. Room rental fee may vary depending upon the time and day of the week.

Bar service is available which can be arranged as either a hosted or no-host bar (minimum guarantee). Entertainment must be coordinated through the Mansion. Resident musicians and DJ’s are available.. Independent DJ’s and bands tend to be less responsive to reasonable requests regarding sound levels, length of breaks, dress codes, general appearances and overall compatibility with necessary house rules. Additionally, our resident DJ’s have done hundreds of receptions here, understand the reception coordination and are very sensitive to our customer’s needs. DJ’s (or other entertainers) may be required to turn down the music and not make any announcements when there is an outdoor ceremony taking place.

Thank you for letting us be a part of your special occasion. For more detailed information regarding pricing and services offered by the mansion, please call us at (909) 793-2031 or we invite you to visit us here at the mansion anytime for a complete tour and estimate. No appointment is needed. Our office hours are as follows: Monday-Friday from 10:00 am to 6:00 pm. Also, visit our website at: [www. EDWARDSMANSION.com](http://www.EDWARDSMANSION.com).