



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

2021 Intimate Event Package

Planning Services

In-House professional event planner from Houston Event Planning for 5 hours
 Planning services include vendor meeting, layout creation, timeline assistance, onsite 7-hour event management on the day of the event.

Reception

Enjoy an elegant event in one of our beautiful ballrooms for 4 hours
 Inclusive of tables and signature chairs to your contracted guest count.
 Complimentary Luxury Dressing Rooms/Lounges with beverages and snacks

(1) 24 by 24 White Dance Floor & (1) 16 by 8 staging for head table
 Complimentary parking in a gated and secured lot



Includes the In-stock Premium Décor:

- Chair covers (Satin & Spandex) with Sashes
 **Upgrade Availability to Chiavari Gold Twist or Crystal-Clear Ghost Chairs for \$3 per chairs
- Assorted in-stock Polycotton, Satin, and Crinkle Taffeta table linens.
- Standard Gold, Silver, or Black Chargers
- Floating Candle Trios

Catering & Beverage Selection

Includes professional wait staff, beverage staff, dinnerware, flatware, glassware & napkin (White, Signature Cream, Red, or Black) Inclusive of cake cutting, iced tea, and water.



~Unlimited Beer & Wine Bar Package for 2 hours~

House Wines (California, Chilean, New Zealand, Australian)
 Domestic Beers (Bud, Bud Light) Water, Iced Tea, Coke, Diet Coke, Sprite
 Bartender and Bar Set-up Included

Plated Dinner: House Salad, Herb Crusted Chicken Breast with Creamy Garlic Mash potatoes and Seasonal Vegetables.

Guest Count	Room	Non- Saturday Pricing
Up to 25 Guests	Verona	\$4,500.00
Up to 50 Guests	Verona	\$6,000.00
Up to 75 Guests	Ballroom I	\$7,500.00
Up to 100 Guests	Ballroom I	\$9,000.00
Add ceremony for \$1,500.00 Additional Hour \$900		**Not Valid on Saturdays or Holidays**
Additional Guests \$50pp Kids \$20pp		

All package items and pricing are subject to availability and season. No additional coupons or discounts may be combined with this offer. Restrictions may apply. Only valid for 2021 Excludes the months of November & December of 2021. 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