



Houston Event Planning & Signature Manor
6968 Howell-Sugarland Rd.
Houston, TX 77083
Phone(713)541-1000
Fax(713)541-1954

2021 Just Add Food Special

Planning Services

In-House professional event planner from Houston Event Planning, an award winning planning firm for 5 hours. Planning services include vendor meeting, layout creation, timeline assistance, and onsite 7 hour event management of the day of event at the venue

Reception

Enjoy an elegant Event reception in one of our beautiful ballrooms for 5hrs.

Inclusive of tables and signature chairs to your contracted guest count

Includes set-up and tear down of the venue fixtures

(1) 18 by 18 Upgraded White Dance Floor

(1) 16 by 8 staging for your head table with chairs

Upstairs Luxury lounge with Beverage and Snacks

Kids Room area for Event Child Services as an option

Security Officers

Décor Package

Choice of in-stock chair covers and sash

(*Upgrade Chivari Chairs for +\$3 per unit)

Choice of in-stock Poly cotton or Satin for guests tables

Gift Table, registration table, and cake tables w/ in stock linens

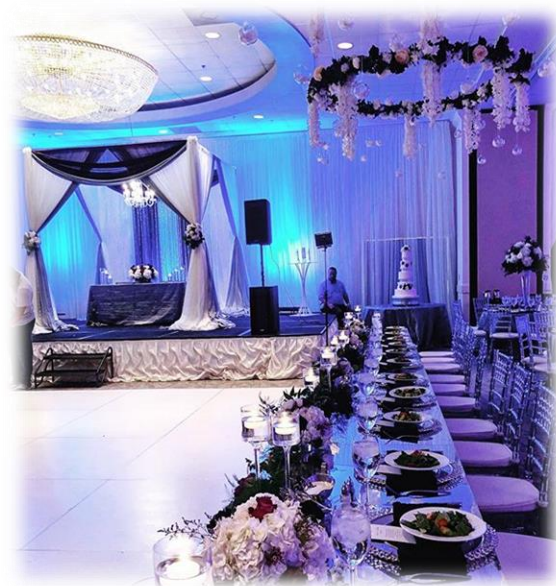
White Chiffon Draping Backdrop with 2 accent colors

14 LED Up lighting Wall Lights

Premium Crystal Centerpieces (One per centerpiece per 8 guest)

30 Crystal Rim Chargers for VIP Guests

Gold or Silver Chargers for guests



Package Perks Selection: (Choose One)

Standard Round 3 tier Wedding cake (Cakes by Gina)

Grand Entry or first dance with 2 Lumi Sparklers

3 hrs Photobooth services with Props (Snapstation)

2 Royal Chairs or Love Seat

Glass Top Sweetheart Table (crystal or roman base)

Custom Globo Monogram Light on the dance floor

All package items and pricing are subject to availability and season.
Restrictions may apply. Not valid on November & 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



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Outside Catering & Beverage Selection

Includes professional wait staff, beverage staff, 3 Kitchen staff, dinnerware, flatware, glassware & napkin (White, Signature Cream, Red, or Black) Inclusive of cake cutting, iced or hot tea, and water, up to 18 chafers with stenos, serving utensils, and buffet tables with linens.

Basic Beverage:

Ice Tea, Water, and Sodas

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 Lumi Sparklers for first dance with fog
- DJ Service for 5 hours, with Dance Lighting
- Upgrade your event chairs to Clear or Twisted Metal for your guest count



Special Package Expires 6/31/21

100 Guests	Monday- Thursday \$11,700.00 Friday/Sunday \$13,400.00 Saturday Packages \$16,750.00
200 Guests	Monday- Thursday \$14,350.00 Friday/Sunday \$16,400.00 Saturday Packages \$20,500.00
300 Guests	Monday- Thursday \$17,500.00 Friday/Sunday \$20,000.00 Saturday Packages \$25,000.00
400 Guests	Monday- Thursday \$21,000.00 Friday/Sunday \$24,000.00 Saturday Packages \$30,000.00
500 Guests	Monday- Thursday \$24,500.00 Friday/Sunday \$28,000.00 Saturday Packages \$35,000.00
Additional Guest \$55ppl Kids \$20.00 Extra Venue Hour \$900 Speciality Service \$1,500 Add Ceremony \$1,500 Subsitute Mocktail for Bar at no additional cost	

*****Special Discount 20% off for Unlimited Hours Bar package.
 Plus if you add additional hours to the bar it is only \$5ppl/hr *****

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