



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

2021 Just Add Love Package



Planning Services

Complementary in-house event planner from Houston Event Planning for 5 hours of planning services

Planning services include vendor meetings, layout creation, timeline assistance, and onsite 7hr event management on the day of event.

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. (2)

Hospitality Lounges for couple & wedding party with beverages and snacks

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, Security officer.

(1) 24x24 ft Upgraded (white) Dance Floor

(1) 16x8 ft staging for your head table with signature chairs

Event consultation includes lighting preferences & linen choices.

Ballroom Layout Map and Seating Chart

Service & Decor

Includes the Premium Décor Package:

Choice of Spandex or satin Chair Covers and Sashes

Selection of in stock satin or crinkle taffeta tablecloth.

Choice of standard Plate Chargers

10 Chrystal Chargers for VIP

Assorted Crystal Centerpieces* (One per 8 guests)

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 Pros

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

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



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Beverages served all night
 Water, Iced Tea, Coke, Diet Coke, Sprite

Top Shelf Bar Package | 4 Hour Service
 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

Menu Selections

Includes professional wait staff, beverage staff, dinnerware, flatware, glassware, and napkins.

Pre-Reception | 1 Hour Service

Choice of 2 hors d'oeuvres (Mini Crab cakes, Jack Daniels Whisky Meatballs, Pigs in a blanket, Tomato Basil Soup with Grill Cheese, Caprese Salad on a skewer, and so much more.
 One hour of passed wine or non-alcoholic Rose.



Appetizer

Caesar salad, Garden blend, or Spring mix with assorted house dressing

Entrée & Sides

Herb-Crusted Chicken and Lemon Pepper Salmon
 Choice of 2 sides: Roasted new potatoes,
 California blend vegetables, or assorted squash and so much more.

Cake

10-inch Groom's Cake
 Buttercream Round Wedding Cake
 (100-175ppl) Three-tiered (176-250ppl) four-tiered
 (256-350) five-tiered (351-500) six-tiered

Hotel Stays & Courtesy Room Block

Includes a one-night suite at our partner hotel, courtesy room block.

Pricing based on number of guests.

50 Guests	Monday- Thursday \$15,400.00	Friday/Sunday \$17,600.00	Saturday Packages \$22,000.00
100 Guests	Monday- Thursday \$18,889.50	Friday/Sunday \$21,588.00	Saturday Packages \$26,985.00
200 Guests	Monday- Thursday \$25,469.50	Friday/Sunday \$29,108.00	Saturday Packages \$36,385.00
300 Guests	Monday- Thursday \$29,400.00	Friday/Sunday \$33,600.00	Saturday Packages \$42,000.00
400 Guests	Monday- Thursday \$34,650.00	Friday/Sunday \$39,600.00	Saturday Packages \$49,500.00
500 Guests	Monday- Thursday \$39,900.00	Friday/Sunday \$45,600.00	Saturday Packages \$57,000.00
Additional Guest \$75ppl Kids \$25.95 Extra Venue Hour \$900 Speciality Service \$1,500			



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