



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

Signature Venue Pricing

Enjoy a 5-hour elegant event in one of our beautiful ballrooms.
 Includes round tables (10 people per table) and chairs to your contracted guest count.
 Setup and teardown of the venue fixtures and cleaning fee
 Event consultation includes lighting preferences & linen choices.
 Ballroom Layout Map and Seating Chart
 Venue Coordinator with 5-hours of pre-planning services
 Complimentary parking in a gated and secured lot



Monday-Thursday	\$6,500.00
Friday & Sunday (10am-4pm)	\$7,000.00
Friday & Sunday (after 4pm)	\$8,000.00
Saturdays (prior to 2pm)	\$9,000.00
Saturdays (after 2pm)	\$10,000.00
Add wedding ceremony	\$1,500.00
Additional Hour	\$900/hour

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



—Frequently Asked Questions—

Can we bring our own alcohol or drinks (beer, liquor, sodas, and mixers, etc)?

No, since we are a TABC-licensed facility, we have the capability to mix and serve drinks. We are happy to assist with any special requests you may have, simply let us know.

Can we provide our own outside catering instead of using your in-house catering?

Yes, we are happy to accommodate any outside caterer, so long as they are licensed and insured. Signature Manor must be listed as an additional insured. We charge a vendor processing fee of \$75 for outside caterers, this allows us to verify the caterer's documents such as health permit and insurance.

Can we hire our own decorator to decorate the facility?

Yes, though they must be insured, and Signature Manor must be listed as an additional insured. We charge an outside vendor processing fee of \$50. We do not allow the use of nails, tape, tacks, or any other adhesive material on our walls. Ice sculptures, confetti and balloons must be removed from the premises after the event or a cleaning fee will be assessed.

What if my outside vendor does not have insurance?

You can purchase wedding insurance that will cover your outside vendors. However, please keep in mind that outside caterers must have their own insurance and cannot be covered by blanket insurance policies.

For other questions or concerns, please contact us at 713-541-1000.

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—Additional Items—

Vendor Processing Fee for outside caterers: \$75*

Vendor Processing Fee for outside vendors: \$50*

**excludes Signature Manor partner vendors*

Outside Catering Service

includes premium dinnerware, flatware and glassware for \$7.25 per person

Buffet Set Up

includes 3 buffet tables, linens, chafers (up to 10), service utensils & gel stenos \$250.00 per setup

Staff Minimums

\$25 per person/ hour, minimum 5 hours

Signature Manor requires a minimum of 3 kitchen staff for all events.

Every 50 guests require a minimum of 2 staff for buffet style service. No outside staff allowed.

Additional staff can be hired for plated service at standard rates.

Security Officer Minimums

\$45/hour with a minimum of 5 hours

All events held at Signature Manor require a minimum of 2 officers on site 100+ guests, and an additional officer for every 50 guests for larger events.

Fixtures	
Stage Pricing 4ft by 8ft by up to 2ft • 12ft by 24ft \$810 (9 Pieces) • 12ft by 16ft \$540 (6 pieces) • 8ft by 16ft \$360 (4 pieces)	\$90 per unit
Stage White Boards Pricing 4ft by 8ft • 12ft by 24ft \$405 (9 Pieces) • 12ft by 16ft \$540 (6 pieces) • 8ft by 16ft \$360 (4 pieces)	\$45 per unit
Dance Floor White 4ft by 4ft • 16ft by 16ft \$864 (16 pieces) • 20ft by 20ft \$1,350 (25 pieces) • 24ft by 24ft \$1,944 (36 pieces)	\$54 per unit

**Subject to availability*



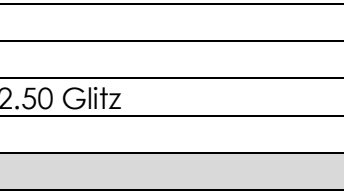

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Popular Special Additions

Staging Décor & Draping	Price	
Chiffon Draping for entire 4 wall space	\$2,500	
One full wall panel	\$1,000	
10ft by 10ft Standard Canopy (Plain)	\$1,000.00	
10ft by 10ft Standard Canopy (2 tone)	\$1,500.00	
Round Canopy	\$2,500.00	
16ft-20ft Chiffon Backdrop Basic \$750	\$750-\$6,500	
Accent Panels \$100 each Crystal Curtain Panel \$150		
23.5ft by 15ft Starry Night LED Backdrop	\$2,800	
Geometrics: Square & Circular Small \$750 large \$1200	Florals is by Linear ft	
Ceiling Drapes *Depending on Size \$18/linear foot	\$450-\$1800.00	
Floral Beams \$45 linear foot Fresh Varies \$65-80 Linear foot	\$45-80 per Linear Ft	
Hanging orbs with flowers or lights	\$18-\$30 per unit	
Stage Columns (Mirrored)	\$175 each	
Silver or Crystal Pedestal	\$125 per unit	
Special Effects & Lighting		
Lumi Sparkers for Entry and First Dance up to 2 mins	\$550 per unit	
Fogbubbles (3 times)	\$385 per unit	
LED Fog Fire or Snow Machine (2 times)	\$350 per unit	
One Time Low Line Fog First Dance	\$400 per unit	
LED Up lighting (Mini Cube \$65 or Bar \$85)	Pin Spots \$100	
Birch LED Light trees	\$100 per unit	
Table Scape Items		
Chivari Chair (Metal Twisted or Clear) with padding	Rental \$8-\$10	
Satin Chair Covers with Sashes	\$3.50 per unit	
Spandex Chair Cover with Sashes	\$5.50 per unit	
Bands	\$1.50 Standard \$2.50 Glitz	
LED Light Up Round Tables	\$350 per unit	
Specialty Chairs & Sweetheart Table		
Royal Chair (Gold or Silver)	\$250 per unit \$450 (Set King & Queen)	
Heart Love Seat	\$350 per unit	
Royal Column or Crystal Sweetheart table	\$250 per table	
LOVE Table	\$350 per table	
Other Specialty Items		
Photo Booth for 4 hours \$750 Flip Book \$475/hr	Varies	
Specialty Services DJ Services, Photography, videography	\$1,200-\$2,800.00	
Centerpieces		
Low Floral Centerpieces (Round or Square vases)	\$35-65 per unit	
Floral Tall Clear Trumpet Vases Hydrangeas, lemon leafs, roses, spray roses, ferns, and wax flowers	\$150-\$200 per unit	
Crystal Centerpieces	Low (\$45-\$85)	
**Add Fresh Flowers for additional cost	Tall (\$85-\$150)	
Sunken Floral Collection	\$35-\$60	