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**Plan #1 – Basic Use - \$200**

**OUTDOOR WEDDING**

Use one of several beautiful outdoor locations for up to 2 hours. No other buildings, rooms, chairs, tables, sound system, or rest rooms would be available. You may add up to two (2) hours at \$50 per hour, or any part of an hour for cleanup.

Other events may be scheduled in other facilities which may overlap wedding hours, but not wedding location.

(See “Wedding Party Responsibilities”



Pavilion

**Plan #2 – Basic Use - \$500**

**FOR INDOOR WEDDING**

Use only The Great Room of The Manor House or the Pavilion for up to 2 hours. No other buildings or rooms would be available. Chairs, sound system, and rest rooms available. You may add up to two (2) hours at \$50 per hour, or any part of an hour for cleanup.

Other events may be scheduled in other facilities which may overlap wedding hours, but not wedding location.

(See “Wedding Party Responsibilities”



Great Room

**Plan #3 - \$750**

**THE PAVILION WEDDING**

Exclusive use of entire grounds for up to two (2) days during the hours of 10 a.m.-10 p.m. each day. Use would include the Pavilion for reception or dinner, Pavilion sound system, tables and chairs for up to 40 (inside only), and outdoor sound system. Use does not include other rooms in the Manor House for reception or dinners, the Guest Lodge, or other equipment.

You may add up to two (2) hours on day 3 at \$50 per hour, or any part of an hour for cleanup.

Rooms in the Guest Lodge are available for a Bride's room and a Groom's room at \$75 per room, per day, using the hours of 10 a.m.-10 p.m. each day .

Rooms are also available in the Guest Lodge for overnight guests at \$75 per room, per day. Check-in time is 2 p.m. and check out time is noon.

(See “Wedding Party Responsibilities” on back page.)

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## **Plan #4 - \$1200**

### **THE MANOR HOUSE WEDDING**

Use of entire grounds for up to two (2) days during the hours of 10 a.m.-10 p.m. each day. Use would include The Great Room for reception or dinners, audio and projection equipment, tables and chairs for up to 65 (indoor use only), dining room and kitchen for light food preparation by either wedding party or caterer, and ice machines. Use does not include the Pavilion, any other building, or other equipment.

You may add up to two (2) hours on day 3 at \$50 per hour, or any part of an hour for cleanup.

Rooms in The Manor House are available for a Bride's room and a Groom's room at \$75 per room, per day, using the hours of 10 a.m.-10 p.m. each day.

Rooms are also available in The Manor House for overnight guests at \$75 per room, per day. Check-in time is 2 p.m. and check out time is noon.

(See "Wedding Party Responsibilities" on back.)



### **Wedding Party Responsibilities**

1. **NOTICE:** No alcoholic beverages, or drugs or fireworks are permitted on the grounds or in any building of Oaks Manor. Smoking is only permitted at the outdoor smoking area provided at the Hosta Garden located at the northeast corner of The Manor House.
2. The wedding party is responsible for the actions of your guests.
3. The wedding party is responsible for the removal of garbage and trash of either the wedding party or caterer upon completion of events.
4. The wedding party is responsible to notify your caterer of these policies. If your caterer feels he needs to adjust any of these policies, they are to check with the director of Oaks Manor *before* the event.
5. The wedding party nor the caterer is permitted to cook any food in The Manor House kitchen.
6. The wedding party is responsible to supply tables and chairs for outdoor use.
7. Decorations are the responsibility of the wedding party and should be removed immediately after the wedding.
8. The wedding party is to provide all dishes, table ware, tablecloths, parking attendants, serving utensils, and other items used for receptions, dinners, etc.



# **OAKS MANOR**

## **Wedding Guidelines**



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