

Briscoe Manor Wedding and/or Reception Packages

The following Rental and Service Rates are applicable to the following Briscoe Manor Wedding and/or Reception Packages (special rates for holidays and December):

Wedding and Reception Package includes:

- Full use of the following Briscoe Manor Facilities –
 - Ceremony – Briscoe Chapel or Balke’s Lakeside (outdoor venue)
 - Reception – Crofton Ballroom or Balke’s Lakeside (outdoor venue)
 - Other – Amy’s Courtyard
- Wedding Coordinator for the directing of the Rehearsal, Ceremony and Reception events.
- Event Security – Two Officers for a maximum of six hours each. Should the size of the event require extra Officers and/or hours, additional charges shall apply, see below.
- Bridal Photo Session - Up to 4 hours use of the Briscoe Facilities based upon availability.
- Luxurious Bridal Suite & Entertaining Groomsmen Lounge.
- Rehearsal Time – up to 90 minutes under direction of Wedding Coordinator.
- On-Site Building Manager during the event.

Reception Only Package includes:

- Full use of the following Briscoe Manor Facilities –
 - Reception – Crofton Ballroom or Balke’s Lakeside (outdoor venue)
 - Other – Amy’s Courtyard
- Wedding Coordinator for the directing of the Reception event.
- Event Security – Two Officers for a maximum of six hours each. Should the size of the event require extra Officers and/or hours, additional charges shall apply, see below.
- Bridal Photo Session - Up to 4 hours use of the Briscoe Facilities based upon availability.
- Luxurious Bridal Suite & Entertaining Groomsmen Lounge.
- On-Site Building Manager during the event.

For the amenities to be included with the Facilities, please see the attached schedule.

Briscoe Manor Facility Amenities

The following Amenities are included in the above pricing of Briscoe Manor facilities.

Briscoe Chapel includes:

- Sign In Table
- Baby Grand Piano
- Iron Alter Candelabras (2)
- Rustic Alter Table
- Podium
- Wireless Microphone (officiate)

Amy's Courtyard (for Cocktails) includes:

- Up to Ten 36" Round Tables
- Up to Five 60" Round Tables
- Up to One Hundred Mahogany Garden Chairs

Crofton Ballroom includes:

- 60" Round Tables – number based on guest count
- Iron Hurricane Centerpiece with 3" Pillar Candle (one per table)
- Chivari Chairs with Ivory Cushions
- Bride's Cake Table – 60" round
- Buffet Tables – up to five 60" tables
- DJ Table – 60" table

Grand Foyer includes:

- Iron Easels (2) for Bridal Portraits
- Grand Bookcase for Gift Placement

Balke's Lakeside Porch includes:

- Up to Ten 36" Round Tables
- Up to Forty Mahogany Garden Chairs/ Cocktailing
- Up to 300 Garden Chairs/Ceremony

Other Amenities Available for Rental:

- Stage for Band, Head Table, Prayer Bench, etc
- Other Tables and Chairs as Requested
- Candle Package – Chapel or Ballroom
- Outdoor Heaters, Cooling Fans or Outdoor Fire Pit
- Special Up Lighting for Effect
- Custom Props or Décor
- Specialty Linens

Day of Coordinator Services

Briscoe Manor offers the unique Day of Coordination service package with your venue rental agreement. Not only are you hosting your event with one of the premier event facilities in the Houston area but, you are also reserving a Day of Coordinator and their professional services for your peace of mind. One of the hallmarks of Briscoe Manor is their signature style of service and warm Texas hospitality ~ guidance from the smallest detail to the biggest concern...

Day of Coordination

- Offer preferred vendor listing for third party services (i.e. floral, cake, photo, etc...)
- Assistance in contacting and booking Outside Providers (third party services)
- Provide bride, groom and two guests with invitation to private tasting and vendor expo
- Assistance in scheduling catering consultation and confirming payment schedule with caterer
- Create customized floor plan and setup notes based on event style and needs
- Assist with gathering all details to create Wedding Ceremony & Reception template – bridal party processional notes, special songs or traditions, etc...
- Create timeline of events for vendors, bridal party, ceremony and reception flow – be sure your scheduled events meets your rental agreement with venue and catering service
- Notify and collect required proof of insurance and/or waiver claims from Outside Providers
- Provide ceremony program templates and assist with creating the order of ceremony, processional details and reserved pew seating
- One week prior to event, call and confirm Outside Providers arrival times and setup details
- Coordinate and direct rehearsal and ceremony
- Provide Onsite Bridal Emergency Kit
- Manage all event setup and breakdown
- Check in and out of all Outside Providers
- Execute event timeline and production details
- Assist with pinning personal floral for bridal party and family
- Welcome all guest and assist with directing late arrivals into ceremony area
- Gather all ceremony attendees, bridal party and officiate for processional line up and assist with signaling everyone for ceremony
- Gather wedding party and family members for post ceremony photos with photographer
- After photos and before grand entry, will bustle wedding dress and coordinate pre reception drinks and appetizers with caterer for bride and groom (private time)
- Make copy of Marriage License for BM file and one copy for client (i.e. honeymoon)
- If needed, assist MC with bridal party line up and introductions for special guests (i.e. parents)
- Manage reception floor and behind the scene details during dinner and dancing
- During reception, will load wedding gifts and inventory items (if not being used) into pre designated gift vehicle
- Collect cake accessories/rentals and top layer of cake to load with gifts
- Confirm that all client belongings are safely packed and loaded in designated vehicle (i.e. bride and grooms departure vehicle or parents of bride or groom).
- Coordinate "To Go" food for bride and groom departure vehicle
- Assist MC with coordinating all guests to exit once event concludes for departure farewell
- Follow up with client post event (one week) to ensure that client received all belongings and proceed with closing of file

Additional services, outside of standard services listed above will be billed based on services requested and hours of consultation performed (i.e. event design – linen, floral, custom lighting, rental equipment, shuttle service, party favors, themed events) ~ custom service package *

“You not only helped us with planning and executing such a special day, but did it in a fashion that made us feel like our wedding was just as important to you and your staff as it was to us.” Terri Foster, MOB