

Different Setting. Different Pace.

Briscoe Manor's pristine corporate setting offers 15,000 square feet of covered locations and experienced on-site coordinators to facilitate your individual needs for executive meetings, leadership retreats, and team building exercises, company-wide picnics, annual stockholder reviews, holiday socials and more!

Our serene and secluded setting creates the perfect environment for focusing your team's attention on the business at hand and inspiring creative thinking. Our rustic limestone architecture, rolling hills and a Texas country atmosphere will make you feel like you've left the office *miles away!*

We have designed several options to provide the ideal location – like our Governor's Boardroom, which features a spacious executive table in a sophisticated meeting facility overlooking our hacienda style courtyard, or the elegant Grand Crofton Ballroom for professional events of up to several hundred. You can also choose to unwind in a happy hour-setting at the Ranger's Bar or host your corporate event in the great outdoors at one of our flexible lakeside locations.

Our setting and our pace will leave the stress in the city; especially if you choose one of our *Signature Executive Packages* that gets you away from the power-point presentations and into our kitchen or fun activities. Whatever you choose, we will transform your next meeting into a new kind of Texas experience.

Signature Executive Packages

Pricing upon request

- Culinary Challenge
- Grillin' and Grins
- Mystery Dinners
- Texas Style Olympics
- Massages and Margaritas
- Partner with Premier Team Building Planners

www.cosmocoolconcepts.com

BRISCOE MANOR

TRUE ELEGANCE ★ TRUE HERITAGE

Briscoe Manor Reception Only Packages Weekday, Weeknight & Weekend

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

Weekday Corporate/Social Package includes:

- Onsite manager/coordinator
- Six to Eight hour rental – includes setup, hosting event and breakdown/cleanup
- Indoor (ballroom) tables, chairs and iron hurricane centerpieces included
- Texas Briefcase – full multi media package, WiFi, drop down screen (boardroom), laser pointer, LCD projector, mobile screen, podium, dry erase board, iron easels, flip charts, pens and markers. Onsite outdoor activities – washers, horseshoes and fishing.

Sunrise Events	7AM - 3PM or 8AM - 4 PM	Eight Hours
Sunset Events	4PM -10PM or 5PM – 11PM	Six Hours

Venue Investment:

Boardroom Only	Sunrise \$ 500	Sunset \$ 750
Briscoe Chapel Amy's Courtyard	Sunrise \$ 750	Sunset \$ 1550
Grand Foyer Amy's Courtyard Crofton Ballroom Ranger's Retreat	Sunrise \$ 2000	

* All other evening weekday corporate/social events – see below for pricing packages *

Weekend 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
- Eight hour rental – includes setup, event and breakdown/cleanup
- Day 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.
- On-Site Building Manager during the event.

Venue Investment:

			Catering Minimum
Sunrise Events –	Saturday or Sunday Morning	4,500	\$ 5000
Sunset Events –	Weeknight (Mon-Thurs)	3,000	\$ 3000
	Friday or Sunday Evening	5,500	\$ 6500
	Saturday Evening	7,000	\$ 8000

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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
- 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

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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, entertainment, etc...)
- Assistance in contacting and booking Outside Providers (third party services)
- Provide client 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
- Create timeline of events for vendors – be sure your scheduled events meets your rental agreement with venue and catering service
- Notifies and collects required proof of insurance and/or waiver claims from Outside Providers
- One week prior to event, call and confirm Outside Providers arrival times and setup details
- Manage all event setup and breakdown
- Check in and out of all Outside Providers
- Execute event timeline and production details
- Welcome all guest and assists 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
- Manage reception floor and behind the scene details during dinner and dancing
- Confirm that all client belongings are safely packed and loaded in designated 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 *