



BRISCOE MANOR

Your Houston Wedding Venue



Wedding & Event Guide



Our Mission

The staff at Briscoe Manor is dedicated to ensuring that every celebration exceeds all expectations.

Offering personalized service and numerous amenities, our team ensures that your event is *seamless* and *gorgeous* as you imagined.





Connect

5801 FM 723 RICHMOND, TX 77406

a: 281.238.4700 | e: CONTACT@BRISCOEMANOR.COM

Briscoemanor.com

Creating *extraordinary* experiences
with true Texas *elegance*.



Facility Capabilities



BRISCOE CHAPEL

Up to 300
Guests for Ceremony



GRAND BALLROOM

Up to 350 Guests for Seated Dinner &
400 Guests for Reception Style



THE LAKESIDE

Up to 300
Guests for Ceremony



THE COURTYARD

Up to 200 Guests for Ceremony &
350 Guests for Cocktailing

Rental Includes

- 10 am access time
- 30 minute ceremony & 4 hour reception
- 1 hour of event breakdown
- Entertaining Groomsmen Lounge
- Two Security Officers
- Use of Venue for Bridal/Engagement Photo session
- Luxurious Bridal Suite with a Private Rose Garden Courtyard
- Ceremony Rehearsal
- Indoor and Outdoor Ceremony Options
 - Briscoe Chapel
 - The Lakeside
 - The Courtyard
 - Grand Ballroom

Planning Details

PRE EVENT

- Provide list of Preferred Vendors
- Review and confirm timeline created by clients or by their outside planner and/or coordinator
- Schedule Ceremony Rehearsal time
- Facilitate 2 meetings at the Venue - final meeting will be held no later than 30 days prior to event

DAY OF EVENT

- Manage the venue's rental items added for event
- Set out small personal items (guestbook, engagement photos, special toasting flutes)

* *Personal items list must be provided by the client and approved by the event specialist in the final meeting.*



Event Specialist

The Event Specialists will act as a liaison between the Client and the Venue to create an enhanced and positive experience with the property. We encourage each client to hire an outside Planner and/or Coordinator to guide them through the planning process and manage the Event or Wedding Day logistics.

Preferred Vendor Information

- An Event Specialist will provide you with the Preferred Vendor List.
- All outside Vendors must be approved and sign Waiver Forms (provided by Briscoe Manor's Facility License & Rental Agreement) at least 30 days prior to Event.
- Chairs for outdoor Ceremonies and all staging needs must be rented through Briscoe Manor and are an additional charge to the Client.
- Briscoe Manor does not have a sound system available. Selected Entertainment Vendor must provide equipment.
- All outside Vendors must be licensed and insured.

Facility Amenities

BRISCOE CHAPEL

Guestbook/Gift Table
Baby Grand Piano
(2) Iron Candelabras
Altar Table
Podium/Wireless Microphone
(for Readers and/or Vocalist)
Lapel Microphone for Officiant
(7) Iron Lanterns for Window Sills
(LED Candles included)
Wooden Cross (+300)

LAKESIDE

Tables for Guest book/Gift, DJ & Water Station

GRAND FOYER

Iron Easels
Grand Bookshelf
60" Round Table

THE COURTYARD

For Cocktailing:
(6) 36" Round Cocktail Tables
For Cocktailing:
Large Jenga and Cornhole
For Ceremony:
Tables for Guestbook/Gift, DJ & Water Station

GRAND BALLROOM

(40) 60" Round Tables
(350) Chiavari Chairs
(Mahogany with Ivory Cushions)
(1) Iron Lantern Centerpiece per Table
(LED candles included)
(6) 6' Farm Tables
6' Tables
(for Buffet, DJ, Dessert Station)
Black Mats
(for band if no stage is added)
48" Round Tables
(Cake, Sweetheart)



Venue Investment

Peak Months

MONDAY - THURSDAY | \$4,000

FRIDAY | \$6,500

SATURDAY | \$10,000

SUNDAY | \$6,000

Off-Peak Months

MONDAY - THURSDAY | \$3,000

FRIDAY | \$5,500

SATURDAY | \$9,000

SUNDAY | \$5,000

**Off-Peak Months include January, February, July & August*

**Pricing does not include 18% service fee, catering or beverage minimums.*

Food & Beverage Services

Minimum Expenditure for Catering Services:

MONDAY-THURSDAY | \$3,500

FRIDAY | \$6,000

SATURDAY | \$7,500

SUNDAY | \$5,000

Minimum Expenditure for Bar Services:

MONDAY-THURSDAY | \$1,000

FRIDAY | \$1,500

SATURDAY | \$2,000

SUNDAY | \$1,500

- All Food and Beverage Services will be provided in-house through The Manor Kitchen and Foster Services via separate agreements.
- Thirty days after booking Briscoe Manor, 50% of the catering proposal & 50% of the beverage proposal is due.
- No outside alcohol permitted on the property for any occasion, the only outside caterer permitted is Aga's Restaurant & Catering.

Booking & Reservation Deposit

To secure an event date, a 50% deposit of the venue rental cost and a signed facility license & rental agreement is required. Initial deposit is made with cash, check or cashier's check. A \$1,000 damage deposit will be due no later than 30 days prior to event.



Beyond Magical

#briscoemanor



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Download our Menus Online

