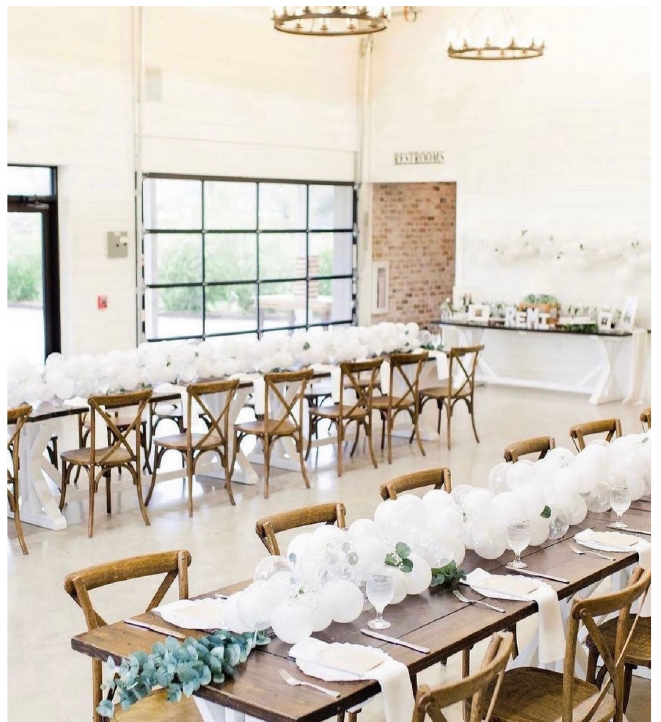




BRISCOE MANOR

WEDDINGS | CORPORATE | EVENTS



Southern Chic & Modern Country - Your Houston Event Venue

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WWW.BRISCOEMANOR.COM



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.

Facility Capabilities

Up to 100 guests (must be approved before booking)

Rental Includes

- (8) 8 Foot Rectangle Barn Wood Tables (Linens not included)
- (100) X Back Chairs
- (4) 60" Round Tables (Linens not included)
- (2) 6 Foot Rectangle Tables (Linens not included)
- String Lighting over the Courtyard
- Patio Seating
- Yard games for the courtyard area

Allocated Timing

Rental Period is 7 Hours Total*

- 2 hours for user/vendor setup
- 4 hours for reception
- 1 hour for event breakdown

*Additional hours (setup and event) may be purchased based on venue availability

Security

A minimum of 1 Security Officer will be required at all events. Security officers must be contracted through Briscoe Manor. Cost is \$45/hour per officer at a minimum of 4 hours. Officers arrive 30 minutes before the event time and leave 30 minutes after the event is over.

Linens

User must provide linens for all tables the user wishes to have linens on. The user must provide Briscoe Manor with the Linen vendor's contact information, along with a final table count, no later than 10 business days prior to the event date. A list of Preferred Linen Vendors is available.

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.



Planning Details

Pre Event

- Create floor plan
- Provide list of Preferred Vendors
- Review and confirm timeline created by Clients or by their outside Planner and/or Coordinator
- Facilitate final meeting prior to the event (in person or via phone call) to confirm final timeline and floor plan.

Day of Event

- Manage the Venue's rental items added for event
- Set out small personal items (guestbook, photos)
- Personal items list must be provided by Client and approved by Event Specialist in final meeting.

Our Mission

The staff at Briscoe Manor is dedicated to ensuring that every celebration exceeds all expectations. Offering personalized service and numerous amenities, our experienced Event Specialists ensure that your event is as seamless as you imagined.

Venue Investment

Monday-Thursday | \$800*

Friday | \$1,250*

Saturday | \$1,800*

Sunday | \$1,000*

** Does not include 18% Service Fee, Catering or Beverage Minimums.

*** Special Rates apply for the month of December, holidays & respected weekends.

Food & Beverage Services

Minimum Expenditure for Catering Services:

Monday-Thursday | \$1,500

Friday- Sunday | \$2,000

Minimum Expenditure for Bar Services:

Monday-Thursday | \$500

Friday - Sunday | \$800

- 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 \$750 damage deposit will be due with final payment.

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 and all staging needs for events 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 and power requirements to Event Specialist.
- All outside Vendors must be licensed and insured.

Briscoe Studio

The Barn at Briscoe Manor is available to rent as a studio space (by appointment only). The Barn offers an abundance of natural lighting and everything that a photographer or client would need to create a stunning portraits. Also available are an array of rental items, including backdrops, for your photo session. Pricing begins at \$150/hr



Beyond Magical





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