



Houston Event Planning & Signature Manor
6968 Howell - Sugarland Rd.
Houston, TX 77083
Phone (713) 541-1000
Fax (832) 645 7232

Simply Manor

Enjoy an elegant wedding reception in one of our beautiful ballrooms for 5 hours

Inclusive of tables and signature chairs to your contracted guest count

Includes gift table, registration table, cake table and buffet tables

Client's choice of in-stock poly cotton linen (White, Red, Green, Blue, and Black)

(1) 12 by 12 Upgrade **White Dance Floor** and (1) 16 by 8 staging for your head table with chairs

8 LED Wall Lights

Includes set-up and tear down of the venue fixtures and cleaning fee

Venue Coordinator to assist with needs of the facility

Linen and Lighting Temperature Consultation with Venue Coordinator

Ballroom Space Layout Map for your seating needs

Complimentary parking in a gated and secured lot

Includes Security Officer

Space Rental for Ballroom I-III \$8500.00

Outside Catering Service for 350 ppl

With beverage option below:

Includes premium dinnerware, flatware and glassware
Professional Wait Staff, Beverage Staff and Kitchen Staff





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Beverage Service Options (4hrs)

Non-Alcoholic Beverage Service \$28.95 per person

Includes Water, Ice Tea, and Sodas

Basic Full Bar Service \$36.95 per person

Vodka, Tequila, Gin, Whiskey

House Wines (California, Chilean, New Zealand, Australian)

Domestic Beers (Bud, Bud Light)

Water, Ice Tea, and Sodas

Top Shelf Bar Service \$43.95 per person

Grey Goose, Johnny Walker Black, Patron Silver, Bacardi, Bombay Gin, Crown Royal

House Wines (California, Chilean, New Zealand, Australian)

Domestic Beers (Bud, Bud Light, Miller, Shiner Bock)

Imported Beers (Guinness, Heineken, Corona)

Water, Ice Tea, and Sodas

MONTHLY SPECIAL – EXPIRES October 15, 2011

Number of Guests	Package Cost
Minimum 350 Guests	
Add Lounge with Spandex cocktail tables, Cube Lites, and 2 Sofas	\$1750.00
Add Photo and Video for 5 hours	\$2000.00

All package items and pricing are subject to availability and season.

Restrictions may apply. Not valid on Holidays, May, June, November, or December months.

Price does not include 8.25% Taxes and 21% Service Charge.

Venue reserves the right to change anything in the package due to availability and preferred vendor schedule