



MAGNOLIA MANOR

INN & EVENTS

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WHERE MEMORIES ARE MADE

207 WESTMINSTER HIGHWAY

WESTMINSTER, SOUTH CAROLINA 29693

864-723-4046

PARTY/SHOWER/FAMILY REUNION SET UP AND VENUE RENTAL

MAIN FLOOR OF THE MANOR HOUSE

-FRIDAYS AND SATURDAYS CAN ONLY BE BOOKED 60 DAYS IN ADVANCE-

SIX (6) HOUR RENTAL

MAXIMUM 50 GUESTS

\$500.00

Main Floor of Manor House

Includes Dining Room, Full Kitchen, Two Sun Porches, Hydrangea Room,
Living Room, Library, Entrance and Bathroom

Hydrangea Room with four 60" round guest tables.

Ten chairs will be placed at each table.

Rectangle dining table with ten chairs beside the Kitchen

Dining table for food display in Dining Room

Buffet for food display in Dining Room

Guest Parking Lot

(2) Beverage Dispensers

(1) Coffee Urn

(3) Rectangle White Platters

(6) Large White Serving Bowls

(6) Medium White Serving Bowls

(1) 3 Tier White Serve Set

(2) Oval White Divided Bowl

(2) Rectangle White Divided Tray

(1) Gold Round Cake Stand

(1) Gold Low Square Cake Stand

(2) Utensil Baskets

(1) Cream Pitcher

Clients will ensure the event space, dishes, utensils, and accoutrements are cleaned and returned to their proper place. This includes wiping down all surfaces, vacuuming floors and mopping floors. All trash is to be removed from the building.
There are three green rolling trash cans located under the carport.

\$500.00 Set Up and Venue Rental
\$30.00 SC Sales Tax
\$530.00 Total Due

Must be paid in full when contract is signed.

4% Convenience fee for debit cards, credit card or any form of electronic payment.
\$250.00 Security deposit to be paid 15 days prior to the event date. The security deposit will be returned at the end of the event following a walk through with Magnolia Manor.

ADD ONS:

(40) Dinner plates, coffee cups with saucers, bread plates, salad/dessert plates, dinner forks, dinner spoons, dinner knives and water glasses can be added for an additional \$125.00. *They must be clean and put back at the end of the event.

Event break down, clean up and garbage removal is available for an additional fee of \$250.00.

Four Table Linens \$75.00

Event Coordination \$75.00 Per Hour

PROPERTY RULES AND REGULATIONS

We do not allow smoking or vaping on property.

We do not allow pets.

We have a strict policy of no confetti, glitter, body glitter or hair glitter on property.

No staples, pins, nails or command strips can be used with decor installations.

We do not allow furniture to be moved.

Due to the age of the house and having original pine floors, we do not allow skinny heeled shoes in the main house.

Date: _____ Client: _____

Signature: _____

Date: _____ Magnolia Manor by : _____

POST-EVENT WALK-THROUGH CHECKLIST

Please note: If any of the items below are not completed,
your entire security deposit will be forfeited.

Please ensure the following have been completed prior to your final walk-through:

- ☐ All serving pieces have been washed, dried, and returned to their original location.
- ☐ Beverage dispensers have been disassembled, cleaned, reassembled, and returned to their original location.
- ☐ Coffee urn has been disassembled, cleaned, reassembled, and returned to its original location.
- ☐ All floors have been swept, vacuumed, and mopped.
 - ☐ No furniture has been moved.
- ☐ Countertops and tabletops have been wiped clean.
- ☐ All kitchen and bathroom trash has been removed.
- ☐ Refrigerator has been completely emptied and wiped clean.
- ☐ Kitchen sinks have been cleaned and left free of food debris.
- ☐ No glitter or confetti has been used or remains on the property.
 - ☐ No pets were brought onto the property.
- ☐ No smoking or vaping occurred anywhere on the property.
- ☐ No damage has occurred to walls, doors, windows, or other interior surfaces from tape, adhesives, nails, tacks, or other fastening materials.

Acknowledgement

By signing below, I acknowledge that I have read and understand the Post-Event Walk-Through Checklist and understand that failure to complete any of the above items will result in the forfeiture of my entire security deposit.

Printed Name: _____

Signature: _____

Date: _____



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Event Liability Insurance Requirement

Any event serving alcohol is required to provide proof of Event Liability Insurance no later than 15 days prior to the event date.

The policy must:

Provide a minimum of \$1,000,000 per occurrence and \$3,000,000 aggregate coverage.
List Magnolia Hospitality Group, LLC as an additional insured, along with the Bride and Groom (or Event Hosts) as the named insureds.

For your convenience, Magnolia Hospitality Group, LLC can arrange the required Event Liability Insurance for an additional fee of \$300.00. Clients are also welcome to purchase an equivalent policy through the insurance provider of their choice, provided all coverage requirements are met.

Acknowledgement

By signing below, I acknowledge that I have read and understand the Event Liability Insurance Requirement regarding the service or consumption of alcohol on the premises.

I understand that if alcohol is present at my event without the required event liability insurance being submitted and approved prior to the event, my entire security deposit will be forfeited, and Magnolia Manor Inn & Events reserves the right to immediately terminate the event, requiring all guests to vacate the premises.

Printed Name: _____

Signature: _____

Date: _____