



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/MEETING SET UP AND VENUE RENTAL
RECEPTION HALL AND PAVILION
~FRIDAYS AND SATURDAYS CAN ONLY BE BOOKED 60 DAYS IN ADVANCE~

EIGHT (8) HOUR RENTAL
MAXIMUM 100 GUESTS
\$1500.00

Reception Hall, Two Bathrooms, Catering Kitchen, Pavilion and Cottage Bathroom

Includes set up and break down of all tables and chairs.

Ten 60" round guest tables.
Ten chairs will be placed at each table.

Six (6) 90x156 Banquet Tables
Guest Parking Lot

Caterer must bag and place all garbage in the green rolling cans
under the carport at the Manor House.

*Linens are not included. They can be added for \$25.00 each.

\$1,500.00 Set Up, Break Down and Venue Rental
\$90.00 SC Sales Tax
\$1590.00 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 mailed following a walk through with Magnolia Manor.



ADD ONS:

Table Linens \$25.00 Each

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.

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:

- ☐ Catering kitchen has been cleaned and left as found by the caterer.
 - ☐ 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: _____

