

MAGNOLIA MANOR INN & EVENTS
207 WESTMINSTER HIGHWAY
WESTMINSTER, SOUTH CAROLINA 29693
864.723.4046

THOUGHTFULLY PRICED ALL INCLUSIVE PACKAGE:

TEN (10) HOUR RENTAL

Sunday-Friday

50 Guests: \$8,900

75 Guests: \$9,400

100 Guests: \$9,900

Saturday

50 Guests: \$9,900

75 Guests: \$10,400

100 Guests: \$10,900

Reception Hall, Pavilion, Chapel, Cottage, Main Garden, Meadow,
Make Up Studio and Family Sitting Room (bottom level of main house).

*The library and entry (main level of main house) for photography opportunities.

Includes set up and break down of all tables and chairs for the ceremony and reception

Private use of 10 acre estate

Ceremony Chairs in the Woodland Chapel

*Woodland Chapel capacity is 100 guests

Reception Chairs in the Pavilion and/or Reception Hall

60" Round Tables (Guest Tables)

1- Couple's Table

1- Cake Table

5- Banquet Tables

White, Ivory or Black Linens

Wedding Coordinator

Day of Wedding Director

Magnolia's Artificial Floral Rentals

Photographer

DJ

Couple's Wedding Cake

Southern BBQ Dinner Buffet (Upgrades Available)

Disposable Service-ware

Send Off with Bubbles and/or Sparklers

Garbage Removal

Parking

One Day Event Insurance

PHOTOGRAPHY:

Our experienced, professional wedding photographer Kenny Fey will capture ceremony and reception, beginning with photos taken two hours prior until your departure (approximately six total hours).

Two hours for photos prior to ceremony and three hours for ceremony & reception.

He will provide you with a flash drive with copying rights!

*Additional hours are \$300 per hour.

MUSIC:

DJ Service for the ceremony and reception.

COORDINATOR:

Your coordinator provides a two hour in person initial planning session. You will choose table linens, discuss guests seating, floor plans, florals, music, select ceremony and reception sites, discuss catering, beverage options, cake, departure plans, rehearsal time and any additional services to be added to your package. 20 hours are included with this package. 15 hours are allocated for event day.

Additional hours are \$75.00 per hour once the 20 hours are reached.

DAY OF WEDDING DIRECTOR:

Your wedding director includes one hour rehearsal, two hours pre-ceremony and four hours of event time.

FLORALS FOR ALL INCLUSIVE PACKAGE:

*All florals are rentals. They must be returned or your security deposit will be forfeited.

Ten lanterns with artificial greenery rings as centerpieces for guest tables

Two artificial wreaths on the Woodland Chapel doors

One artificial floral bridal bouquet with wrapped stems

Up to six artificial floral bridesmaids bouquets with wrapped stems

Two small mothers' wristlets

One groom's boutonniere

Up to six boutonnieres for groomsmen

Two fathers' boutonnieres

Officiant's boutonniere

Fresh flower petals for flower girl to toss

Fresh flowers for wedding cake

**Fresh customary special occasion florals are an additional \$1,500

WEDDING CAKE FOR ALL INCLUSIVE PACKAGE:

A beautiful one tier with three layers round vanilla couple's cake with a smooth buttercream icing and fresh flowers to finish.

PROPERTY RULES AND REGULATIONS

We do not allow smoking or vaping in any structure on property.

We do not allow pets.

We have a strict policy of no confetti, artificial petals, 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 heart pine floors, we do not allow skinny heeled shoes in the main house.

To confirm your date a 25% non-refundable deposit and signed contract is required. The remainder of the balance can be paid in installments. The balance must be paid in full 30 days prior to the event date. A security deposit of \$750.00 must be submitted at the time of your final payment.

A final walk through will be completed with our onsite manager at the end of the event.

Security deposits are mailed within seven (7) business days of your event.

A 4% convenience fee is charged for all payments via PayPal, Venmo and Credit/Debit Cards.

Includes all local and state taxes



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:

☐ No furniture has been moved.

☐ Refrigerators in the Groom's Cottage and Make Up Studio have been completely emptied.

☐ All floral rentals are returned if applicable.

☐ All irons, steamers and other small appliances used have been unplugged.

☐ No linens have been stained and damaged due to make up, food, dirt, etc.

☐ No glitter, confetti or artificial petals have been used or remains on the property.

☐ No pets were brought onto the property.

☐ No smoking or vaping occurred in any structure on the property. No cigarette butts left behind other than in the ashtrays provided in the Cottage Patio Area.

☐ No damage has occurred to Magnolia Manor (Magnolia Hospitality Group LLC) property.

☐ All personal items removed by the contracted end of event time.

☐ All guests off property at the contracted end of event time and

☐ No health and sanitation required cleanup involving vomit, blood, or excessive bodily fluids.

☐ No excessive clean up required due to event, guests and/or client/s.

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: _____

TIMELINE EXAMPLE FOR TEN (10) HOUR RENTAL

WEDDING CEREMONY AND RECEPTION

100 GUESTS

4:00PM CEREMONY: WOODLAND CHAPEL

RECEPTION: PAVILION

Day of Director: TBD

Magnolia Manor Manager/Coordinator: TBD

Photographer: TBD

Officiant: TBD

Catering: TBD

9:00am Grounds Blown Off

Pavilion set with tables, chairs and water/beverage station.

Reception Hall set with buffet

11:00am Wedding Party Arrives, Bridal Party in Manor House and Groomsmen in Cottage

12:00pm Chapel Blown Out, Seats Wiped Down, Cross on Porch

12:30pm Linens Dropped and Centerpieces in place

Guest Tables : Ivory Linens

1:30pm Photographer Arrives

2:00pm Caterer Arrives

2:00pm Photos with Bridal Party

3:00pm Photos with Groomsmen

3:30pm Wedding Guests Begin Arriving

3:45pm Bridal Party to Pavilion to line up for ceremony

3:55pm Bridal Party to walk to the Woodland Chapel

4:00pm Ceremony Begins in Woodland Chapel: Alyssa to take bride and FOB in golf cart to Woodland Chapel

4:30pm Reception in Pavilion

4:50pm Bride and Groom to enter pavilion and announced.

5:00pm Prayer and dinner is served.

5:30pm Speeches (Optional)

5:45pm Cake Cutting and Bouquet Toss (Optional)

6:00pm Enjoy your family and friends!

7:55pm Guests gather for bubble send off

8:00pm Bubble Send Off