



# Wedding & Reception Packages

## Rehearsal Dinner Package - \$1,750.00

\*Venue Rental for up to 4 Hours (\*Access to venue must include decorating & breakdown hours)

- ❖ Seating for up to 100 guests
  - Choice of 2 Locations: Inside the Mansion or on the Backyard Patio
  - Ample Parking
  - LED Customizable Outdoor Lighting
  - Personalized Floor Plan Design
  - Buffet Setup
  - Tables & Chairs
  - Host or Hostess for Guest Information
  - Venue Setup & Breakdown
  - Cleaning & Trash Removal
  - Security for up to 100 Guests

## I Do – I Do Package - Ceremony Only - \$1,950.00

\*Venue Rental up to 4 Hours – Pre-Ceremony & Pictures 2 Hours / Ceremony & Family Pictures 2 Hours  
(\*Access to venue must include decorating & breakdown hours)

- ❖ Choice of 2 Ceremony Sites: Front Brick Patio or Backyard Patio
- ❖ Gold Dressing Suite for Pre-Ceremony Dressing & Preparations with Private Bathroom
  - Bottle of Bubbly & Chocolate Covered Strawberries
- ❖ Brown Dressing Suite for Pre-Ceremony Dressing & Preparations with Private Bathroom
  - Billiard Table
- ❖ Pre-Ceremony Guest Access (Foyer, Front Yard & Backyard)
  - Foyer restrooms will be open to guests 30 minutes before & after Ceremony
  - Guests are not allowed to gathering inside the Mansion prior to Ceremony
- ❖ Ceremony Seating for 150 Guests
  - White Garden Chairs
- ❖ Additional Services Provided w/ Package
  - One Hour Rehearsal Time
  - Ceremony Coordination
  - Host or Hostess for Guest Information
  - Free Access to Venue for Portrait Sessions (Normal Business Hours)



### *Circa 1920 Package - Reception Only - \$3,950.00*

\*Venue Rental up to 8 Hours – Reception maximum of 6 Hours / Remaining 2 Hours for Setup/Breakdown of Personal Items (\*Access to venue must include decorating & breakdown hours)

- ❖ Access to Downstairs, Front Yard, & Backyard Patio
- ❖ Guest Seating for up to 150 (Actual Seating Determined by Final Headcount)
  - Gold Chivari Chairs w/ Cushions (Inside) White Garden Chairs (Outside)
  - Round Tables: 12 - 60" & 10 - 48'
  - Rectangle Tables: 4 of each – 4', 6', & 8'
- ❖ Vendor Tables
  - Mahogany Cake Table
  - Beverage Station Tables
  - Buffet Tables (1 – 48" & 2 – 8')
  - Sign-In Table
  - DJ Table
- ❖ Access to Carriage House Bar
  - Kegeator (Holds 2 Full Size Kegs & 1 Quarter Size Keg)
  - 2 – Cocktail Tables with Black Linens & Candle Centerpieces
  - 14 foot Bar
- ❖ Additional Services Provided w/ Package
  - Host or Hostess for Guest Information
  - Personal Floor Plan Design
  - Table/Chair Setup & Breakdown
  - Cleaning & Trash Removal
  - Ample Parking Across the Street
  - LED Customizable Outdoor Lighting
  - Security for up to 150 Guests
  - Free Access to Venue for Portrait Sessions (Normal Business Hours)
- ❖ Additional Services Available through the Astin Mansion
  - Day Of Coordination
  - Event Labor
  - Cake Cutting
  - Linens
  - Floral Design
  - Décor Rentals
  - Specialty Lighting
  - Additional Rental Assistance
- ❖ Additional Guests over 150 – Client will be billed for additional tables, chairs, & linens if needed.



### 7 Fireplaces Package– Ceremony & Reception - \$4,950.00

\*Venue Rental up to 12 Hours – 6 Hours Bridal Party Dressing / Setup / Pre-Ceremony Pictures & 6 Hours Ceremony/Reception & Breakdown

(\*Access to venue must include setup/decorating/breakdown hours)

- ❖ Gold Dressing Suite for Pre-Ceremony Dressing & Preparations with Private Bathroom
  - Bottle of Bubbly & Chocolate Covered Strawberries
- ❖ Brown Dressing Suite for Pre-Ceremony Dressing & Preparations with Private Bathroom
  - Billiards Table
- ❖ Per- Ceremony Guest Access (Foyer, Front Yard & Backyard)
  - Foyer restrooms will be open to guests 30 minutes before Ceremony
  - Guests are not allowed to gathering inside the Mansion prior to Ceremony
- ❖ Guest Seating for up to 150 (Actual Seating Determined by Final Headcount)
  - Gold Chivari Chairs w/ Cushions (Inside) White Garden Chairs (Outside)
  - Round Tables: 12 - 60" & 10 - 48'
  - Rectangle Tables: 4 of each – 4', 6', & 8'
- ❖ Vendor Tables
  - Mahogany Cake Table
  - Beverage Station Tables
  - Buffet Tables (1 – 48" & 2 – 8')
  - Sign-In Table
  - DJ Table
- ❖ Access to Carriage House Bar
  - Kegeator (Holds 2 Full Size Kegs & 1 Quarter Keg)
  - 2 – Cocktail Tables with Black Linens & Candle Centerpieces
  - 14 foot Bar
- ❖ Additional Services Provided w/ Package
  - Host or Hostess for Guest Information
  - Personal Floor Plan Design
  - Table/Chair Setup & Breakdown
  - Cleaning & Trash Removal
  - Ample Parking Across the Street
  - LED Customizable Outdoor Lighting
  - Security for up to 150 Guests
  - Free Access to Venue for Portrait Sessions (Normal Business Hours)
- ❖ Additional Guests over 150 – Client will be billed for additional tables, chairs, & linens if needed.



*Astin Legacy Package – Friday 12:00 pm – Sunday 12:00 pm - \$6,950.00*

- ❖ 48 Hours of Access to the Mansion (Hours cannot be broken up)
- ❖ Rehearsal Dinner Package as Described Above
- ❖ All 3 Second Floor Bedrooms for Overnight Accommodations  
(Friday Night, Occupancy maximum 8 total Guests, except during dressing)
- ❖ Honeymoon Package in the Luxurious Green Suite (Saturday Night)
- ❖ Gold Dressing Suite for Pre-Ceremony Dressing & Preparations with Private Bathroom
  - Bottle of Bubbly & Chocolate Covered Strawberries
- ❖ Groom's Dressing Suite for Pre-Ceremony Dressing & Preparations with Private Bathroom
  - Billiards Table
- ❖ Per- Ceremony Guest Access (Foyer, Front Yard & Backyard)
  - Foyer restrooms will be open to guests 30 minutes before Ceremony
  - Guest are not allowed to gather inside the Mansion prior to Ceremony
- ❖ Front Yard Ceremony Seating for 150 Guests
  - White Garden Chairs
  - Ceremony Coordination
- ❖ Guest Seating for up to 150 (Actual Seating Determined by Final Headcount)
  - Gold Chivari Chairs w/ Cushions (Inside) White Garden Chairs (Outside)
  - Round Tables: 12 - 60" & 10 – 48"
  - Rectangle Tables: 4 of each – 4', 6', & 8'
- ❖ Vendor Tables
  - Mahogany Cake Table
  - Beverage Station Tables
  - Buffet Tables (1 – 48" & 2 – 8')
  - Sign-In Table
  - DJ Table
- ❖ Access to Carriage House Bar
  - Kegerator (Holds 2 Full Size Kegs & 1 Quarter Keg)
  - 2 – Cocktail Tables with Black Linens & Candle Centerpieces
  - 14 foot Bar
- ❖ Additional Services Provided w/ Package
  - Host or Hostess for Guest Information
  - Day of Event Coordination
  - Personal Floor Plan Design
  - Table/Chair Setup & Breakdown
  - Cleaning & Trash Removal
  - Ample Parking Across the Street
  - LED Customizable Outdoor Lighting
  - Security for up to 150 Guests
  - Free Access to Venue for Portrait Sessions (Normal Business Hours)
- ❖ Additional Guests over 150 – Client will be billed for additional tables, chairs, & linens if needed.



### *An Oak Floor Occasion*

*A Complete 10 Hour Ceremony & Reception for 50 or Less - \$5,950.00*

*4 Hours Venue Rental for Dressing, Personal Décor Set-up, Pre-Ceremony Pictures & 6 Hours Ceremony/Reception & Breakdown.*

*The Astin Mansion's Oak Floor Occasion is perfect for the Wedding Clients who want sheer elegance without the hassle of stressing over the details.*

#### ❖ Ceremony

- Outdoor Ceremony with White Garden Chairs (*Front Yard or Backyard*)
- Ceremony Coordination
- Bridal Dressing Suite for Bride & Bridal Party w/ Strawberries & Champagne
- Groom's Dressing Suite
- One Standard Rose Bridal Bouquet & One Matching Rose Boutonniere

#### ❖ Reception

- Day Of Reception Coordination (*Limited to Venue Services & Timeline Only*)
- Table Décor (Vintage Books, Candles, & or Glassware)
- White Hydrangea in Glass Vase or Bowl for Guest Table Centerpieces
- Silver Cake Stand
- Astin Mansion White China, Flatware & Paper Napkins
- Cake Cutting Service
- Dancing in our Exquisite Wood Room or Beautiful Backyard Patio
- Mahogany Cake Table, Beverage Tables, Sign-In Table, & DJ Table
- Access to Carriage House Bar
- Host or Hostess for Guest Information

#### ❖ Additional Services Provided w/ Package

- Access to Venue for Bridal & Engagement Sessions (*Normal Business Hours*)
- 1 Security Officer for Reception
- All Venue Setup, Breakdown, Cleaning, and Trash Removal
- Additional Guests (Up to 20) \$20.00 Each
- Includes One Hour of Details Discussion (*Color Choice & Basic Coordination Info*)

While our package covers everything needed for an absolutely stunning Wedding from a Ceremony, Reception, & Coordination aspect, the following additional services will most likely need to be sourced based upon each Bride's personal needs:

Officiate

Caterer

Photographer / Videographer

DJ or Band

Cakes

Bar Services & Bartenders

**\*Sales Tax**

All prices subject to 8.25% Sales Tax, and must be paid in full 14 days prior to event date.

**\*Holiday Rates**

The Astin Mansion charges an extra \$500.00 Holiday Rate for the following Holidays and or the weekend they are associated with:

***New Years Eve, Easter, 4<sup>th</sup> of July, Thanksgiving, & Christmas Week***

**\*Discounts**

A facility discount is applied during January, February, July & August for the Circa 1920 Package (\$300.00) & 7 Fireplaces Package (\$500.00). These same discounts will also be extended to Wedding Couples whom are Active Military, First Responder, Veterans and Public Educators for the Circa 1920 & 7 Fireplaces Packages any time of year. Proof of Service/Employment is required for Discount.

Discounts cannot be applied to the Oak Floor Package or the Legacy Package. Monthly Signing Specials can be applied to any package and combined with eligible discounts. (*\*Note: Multiple Discounts cannot be combined.*)

**\*Legacy Package**

We do not allow pre- or post-parties not scheduled by the Astin Mansion. Non-wedding guest access will be limited to an approved list of guests & vendors in accordance to occupancy limitations.

**\*Bar Services**

We require the use of a select group of Bartending Services for all events. A list of these vendors will be provided to you at your Contract signing. However, wedding clients are welcome to provide their own beer, wine, & champagne, with the condition that a TABC licensed bartenders from the Astin Mansion serves all alcoholic beverages. If a client wants liquor or specialty drinks on their bar, then all bar items must be purchased through one of our current and approved Bartending Services.

**\*Security**

The first Security Officer is included in your purchased package. One Security Officer is required for every 150 Guests. Additional guests over 150 will require an additional Security Officer.

**\*Catering**

The Astin Mansion offers full-service catering. The Astin Mansion strongly recommends the use of the Astin Mansion's catering services (D'Vine Cuisine) at all events. The use of any other catering service will result in a \$250.00 Outside Catering Kitchen Rental Fee. You will also be required to hire staff either from your Outside Caterer or the Astin Mansion to work your buffet. Self-Serve or Client manned buffets are not allowed for food handling and safety reasons, no exceptions.

**\*Additional Services Available through the Astin Mansion**

Day of Event Coordination – Catering – Linens & Rental Assistance – Floral & Décor Design  
Overnight Accommodations – Specialty Lighting – Staffing