



2022 - 2023

Signature
MANOR

PRICING
PAMPHLET

Featured on Insider's and New York Times'
Featured Venue on "Marry Me Now" TV Show Season 1

IWED Certified & Award-Winning Venue
BBB Winner of Distinction

6968 Howell Sugarland Rd Houston, TX 77083

713-541-1000

Welcome

TO SIGNATURE MANOR

PERSONALIZED SERVICES

We recognize the importance and deep significance of your wedding day. From the moment of your first visit to the departure of your last guest, you will experience a level of personalized service and a sense of our sincere commitment to you, your family, and your friends.

EXPERIENCED STAFF

Allow the experienced staff of Signature Manor and Houston Event Planning to guide you on your journey through the planning stages of the event. You can relax knowing that each event is specially catered to meet every need.

STUNNING SPACES

Nestled upon 4 acres of land, Signature Manor is a unique destination in Houston for your wedding.

- *Grand Ballroom* - decorated with sparkling chandeliers, this room can be divided into 3 separate sections to be used for different parts of your event
- *Foyer* - a beautiful entrance to our Grand Ballroom and can be used for ceremonies or cocktail hours
- *Lounges* - 2 separate getting ready spaces for on-site preparations
- *Verona Ballroom* - our smaller ballroom used for an entertainment/kids room
- *Gated Parking Lot* - complimentary on-site parking



Your
Special
Day
Deserves
The Best

Love is All You Need

All-Inclusive Package

WHAT'S INCLUDED

- Exclusive Use of the Venue for 8 hours (5 hour event)
- Pre-Wedding Planning Meetings (5 hours)
- Day of Coordinator (7 hours)
- Premier Reception Bar Package (3 hours)
- Buffet Dinner - Salad, Entree, & 2 Sides
- Pre-Reception Service (1 hour - 1 Beverage & 2 Apps)
- Wedding Cake (8", 10", & 12" round)
- Catering Staff
- Glassware, White China Dishware & Silverware
- White Dance Floor (20' x 20') & Stage (16' x 8')
- Dining Tables with In-Stock Linens
- Signature Chairs
- 3 Tables & Linens for Gifts, DJ, etc.
- Chair Covers (Spandex/Satin)
- Plate Chargers (Gold/Black/Silver)
- Essential Centerpieces
- Essential In-Stock Polycotton Napkins
- Choice of 2 Enhancement Services
- Soda Bar for 3 Hours

ENHANCEMENT SERVICES

Choice of 2 of the below services are included:

- Photographer for 5 hours, photo release & USB
- Photo booth service for 5 hours, with props
- DJ for 5 hours, with dance lighting
- Ceremony Set Up (up to 150 guests) with Signature chairs (1 hour ceremony & 4 hour reception)
- Upgrade reception chairs to clear or gold twisted metal Chiavari Chair
- 2 Lumi sparklers for first dance
- Sheer chiffon draping - all 4 walls
- Party like a rock star with one extra hour of event time
- Up to 3 additional hours for vendor setup or tear down
- \$800 Stage Décor Voucher



REQUIRED SERVICES

- 2 Security Officers - at \$50/hour per officer with a minimum of 5 hours
- Cleaning fee for Lounges & Verona Ballroom at \$200/room (*if used*)

2022-2023 PRICING

GUEST COUNT	SAT	SUN & FRI	MON - THURS
50	\$21,600	\$19,600	\$18,600
100	\$26,950	\$24,550	\$23,550
200	\$34,450	\$32,450	\$31,450
300	\$43,350	\$41,350	\$40,350

Additional guests are \$99 per person.

2024 Pricing 9% higher due to cost increases

Perfect Celebrations

Semi-Inclusive Package

WHAT'S INCLUDED

- Exclusive Use of the Venue for 8 hours (5 hour event)
- Day of Coordinator (7 hours)
- Pre-Wedding Planning Meetings (5 hours)
- Soda, Beer & Wine Reception Bar Package (3 hours)
- Buffet Dinner - Salad, Entree, & 2 Sides
- Catering Staff Members
- Glassware, White China Dishware & Silverware
- White Dance Floor (20' x 20') & Stage (16' x 8')
- Dining Tables with Essential Linens
- Signature Chairs
- 3 Tables & Linens for Gifts, DJ, etc.
- Chair Covers (Spandex/Satin)
- Choice of 1 Enhancement Service

ENHANCEMENT SERVICES

Choice of 1 of the below services are included:

- Plate Chargers (Gold/Black/Silver)
- Upgraded Linens for Cake & Head Table
- \$250 Decor Gift Certificate

REQUIRED SERVICES

- 2 Security Officers - at \$50/hour per officer with a minimum of 5 hours
- Cleaning fee for Lounges & Verona Ballroom at \$200/room (*if used*)



2022-2023 PRICING

GUEST COUNT	SAT	SUN & FRI	MON - THURS
50	\$21,600	\$19,600	\$18,600
100	\$26,550	\$24,550	\$23,550
200	\$34,450	\$32,450	\$31,450
300	\$43,350	\$41,350	\$40,350

Additional guests are \$99 per person.
2024 Pricing Increase is 9%

Outside Catering

Semi-Inclusive Package

WHAT'S INCLUDED

- Exclusive Use of the Venue for 8 hours (5 hour event)
- White Dance Floor (20' x 20') & Stage (16' x 8')
- Dining Tables with Essential Linens
- Gold/Clear Chiavari Chairs
- 3 Tables & Linens for Gifts, DJ, etc.
- In-Stock Polycotton Napkins
- Plate Chargers (Gold/Black/Silver)
- Glassware, White China Dishware & Silverware
- Beverages - Water & Iced Tea
- Catering Staff Service
- Cake Cutting Service
- Tables, Essential Linens, & Chafers for Buffet
- Caterer has access to warming boxes, coolers, and prep area

REQUIRED SERVICES

- 2 Security Officers - at \$50/hour per officer with a minimum of 5 hours
- Cleaning fee for Lounges & Verona Ballroom at \$200/room (*if used*)



2022-2023 PRICING

GUEST COUNT	SAT	SUN & FRI	MON - THURS
100	\$16,850	\$14,850	\$13,850
200	\$20,650	\$18,650	\$17,650
300	\$24,450	\$22,450	\$21,450
400	\$28,250	\$26,250	\$25,250

Additional guests are \$38 per person.
2024 Pricing Increase is 9%

Build Your Own Event

Venue Rental Only

WHAT'S INCLUDED

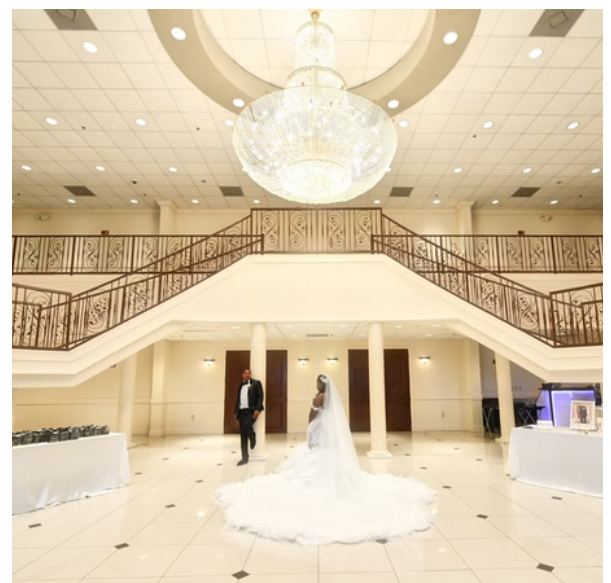
- Exclusive Use of the Venue for 8 hours (5 hour event)
- 25 Dining Tables
- 250 Signature Chairs
- 3 Tables for Gifts, DJ, etc.

REQUIRED SERVICES

- 2 Security Officers - at \$50/hour per officer with a minimum of 5 hours
- Outside Catering Usage Fee at \$475
- Cleaning fee for Lounges & Verona Ballroom at \$200/room (*if used*)
- Kitchen Staff (3 minimum) - \$40/hour with a minimum of 5 hours
- In House Staff at every 35 guests - \$40/hour with a minimum of 5 hours

IN HOUSE PRICING

SAT	SUN & FRI	MON - THURS
\$10,000	\$9,000	\$8,000



Micro Wedding

50 Guest Weekday Package

WHAT'S INCLUDED

- Exclusive Use of the one section of the Grand Ballroom for 7 hours (4 hour event)
- Day of Coordinator (7 hours)
- Pre-Wedding Planning Meetings (5 hours)
- Beer & Wine Reception Bar Package (2 hours)
- Buffet Dinner - Salad, Entree, & 2 Sides
- Catering Staff Members
- White Dance Floor (20' x 20') & Stage (16' x 8')
- 5 Dining Tables with Essential Linens
- 50 Signature Chairs
- 3 Tables for Gifts, DJ, etc.
- In-Stock Polycotton Napkins
- Glassware, White China Dishware & Silverware

2022-2023 PRICING | \$8,500

Additional guests are \$38 per person.

*Only offered Monday-Thursday



ADDITIONAL REQUIRED SERVICES

- 2 Security Officers - at \$50/hour per officer with a minimum of 5 hours
- Cleaning fee for Lounges & Verona Ballroom at \$200/room (*if used*)

Mini Wedding

30 Guest Weekday Package

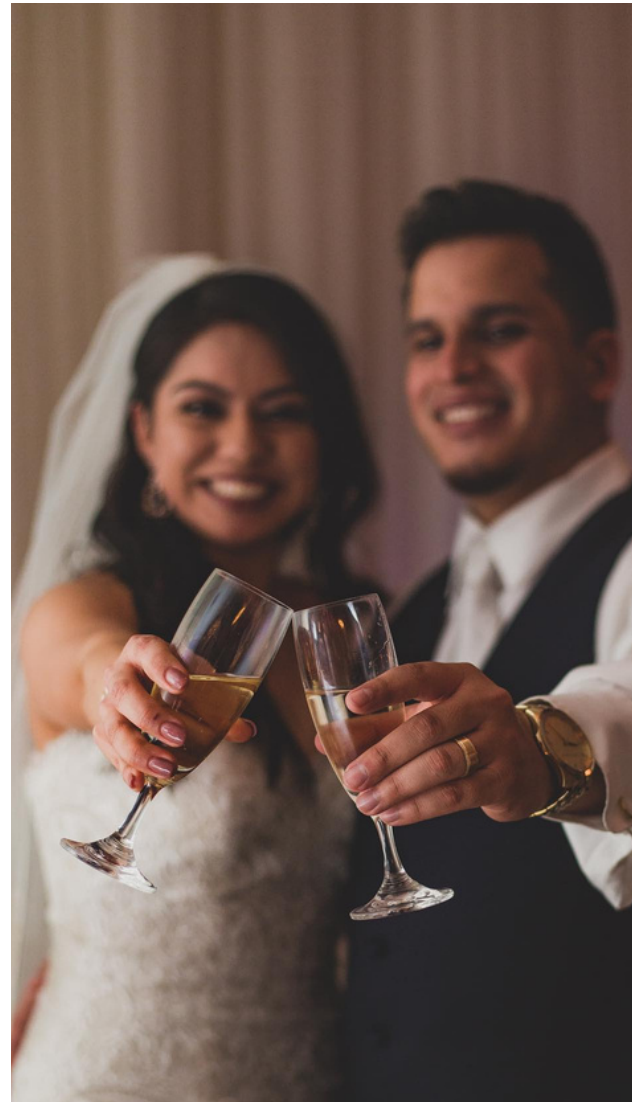
WHAT'S INCLUDED

- Exclusive Use of the Grand Staircase & Foyer for 4 hours (10am-2pm or 4pm-8pm)
- Access to Lounges for Getting Ready (2 hours)
- Day of Coordinator (4 hours)
- Champagne Toast for all of Your Guests
- 30 Gold Chiavari Chairs
- White Chiffon Backdrop 10x10
- Live Floral Bouquet and Boutonniere

2022-2023 PRICING

\$3,500

*Limited to ONLY Monday - Thursday



Elopement

JUST THE TWO OF US Weekday Package

WHAT'S INCLUDED

- Exclusive Use of the Grand Staircase & Foyer for 1 hour (Mon-Thurs between 11am - 4pm)
- Day of Coordinator (1 hour)
- Silk Floral Bouquet and Boutonniere
- White Chiffon Backdrop 10x10

2022-2023 PRICING

\$995

*Limited to ONLY Monday - Thursday



Frequently Asked Questions

The following is a brief list of our policies. Should you have any questions about bringing in outside services or items, please ask us.

PAYMENT TERMS

A deposit & signed contract is required to reserve your date. Payments are divided into monthly payments, final payment is due 30 days prior to your event. any additional hours will result in a fee. Prices listed do not include 8.25% sales tax and 21% service.

ALCOHOL

Signature Manor provides several options for bar services, including cash bar and consumption bar. As a TABC-certified facility, we do not allow any outside alcohol of any kind on our property.

CATERING

Allow our executive chef to provide you with the menu of your dreams. While many of our packages include a set menu, these are customizable to meet your unique tastes. Tastings are scheduled 90 days in advance of your event. Outside catering is welcome, but all caterers must be licensed, insured, and pay a security deposit.



VENDORS

Your outside vendors are welcome, but please note that Signature Manor allows for 2 hours of setup prior to your event and 1 hour for teardown after your event ends.

Please note all vendors must be approved by Signature Manor in advance; meet staffing and service requirements; be licensed, provide deposit, and insured with a minimum coverage of \$1,000,000.

PREFERRED VENDORS

For your convenience, we have a group of verified and hand-selected preferred vendors who are familiar with our venue and have a reputation for excellent service. For a list of these vendors, please ask us.

PLEASE NOTE: 2024 - 9% Pricing Increase due to the supply cost.

Contact Us

We'd love to discuss your vision for your special day.
To book a tour or check your date for availability,
please reach out to us.



www.SignatureManor.com



Call/Text: 713-541-1000



info@houstoneventplanning.com



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