



7 Cooks Glen Road, Spring City, PA 19475

Vincent Forge Mansion Rental Packages

Vincent Forge Full-Service Planning Rental Package to Include:

- Rental Fee for Venue & Mansion on your Event/Wedding Date, the Day Prior and the Day Following. Full Access and Accommodations for 22 Guests at the Vincent Forge Mansion and Grounds for Friday Afternoon - Sunday Afternoon : **\$10,000**
- Full-Service Event/Wedding Planning by our In-House Planner: **\$8,000**
 - Wedding/Event To-Do Checklist to Keep you on Track - Assistance with Budget Construction
 - Referrals and Contract Negotiations with all of our Preferred Vendors
 - Contracting & Organizing Additional Hotel Room Blocks for Guests
 - Guest Transportation Coordination
 - General Decor and Design Guidance
 - Setting up vendor meetings/consultations/tastings and attending when possible
 - Organize vendor meeting at venue 4-6 weeks prior to wedding day
 - Floor plans of ceremony, cocktail hour and reception layout
 - Assistance with Seating Charts for Wedding Reception
 - Creation and execution of all event timelines - and coordinating with Vendor Timelines
 - Hotel gift bag assembly and delivery (Cost of items for Gift Bags additional)
 - Wedding day decor and personal item set-up
 - Wedding day emergency kit
 - Gratuity Guideline for Vendors
 - Collection and dispersal of all personal items and retrieval at end of reception
 - Coordinating Valet Service needs - Drawing up contract with Preferred Valet
 - Management of Tent Installation and Personalized Tent Details or Upgrades
 - Coordinating Restroom Trailer Rental
 - Ceremony rehearsal coordination
 - A total of **14 hours** of service from Lead Planner on the Wedding Day
 - An Assistant Planners for **10 Hours** of service on the Wedding Day
 - Full-Management of the event from moment of booking through event/wedding weekend



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- Preferred Catering List offered to Clients - Customized Pricing
Table & Chair Rentals to be included in Catering Packages
- Valet Parking Services: **Approximately \$2,000 - Price to be passed along to Client**
- Restroom Trailer Rental: **Approximately \$2,500 - Price to be passed along to Client**
- **Additional Costs:** Event Tenting of your Choice of Locations - South Lawn or West Lawn: **Price Determined with The Party Center and passed along to Client**

Total Full-Service Rental Package Price: \$18,000



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Vincent Forge Partial-Planning Service Rental Package to Include:

- Rental Fee for Venue & Mansion on your Event/Wedding Date, the Day Prior and the Day Following. Full Access and Accommodations for 22 Guests at the Vincent Forge Mansion and Grounds for Friday Afternoon -SundayAfternoon : **\$10,000**
- General Planning Coordination by our In-House Planner: **\$4,000**
(When Outside Planner comes with Client)
 - Vendor Referrals and References
 - Organize vendor meeting at venue 4-6 weeks prior to wedding day
 - Floor plans of ceremony, cocktail hour and reception layout
 - Creation and execution of all event timelines
 - Coordination and confirmation of vendor contacts and timelines
 - Ceremony rehearsal coordination
 - A total of **12 hours** of service from Lead Planner on the Wedding Day
 - Gratuity Guideline for Vendors
 - Coordinating Valet Service needs - Drawing up contract with Preferred Valet
 - Management of Tent Installation and Personalized Tent Details or Upgrades
 - Coordinating Restroom Trailer Rental
 - Assistance with Managing event from moment of booking through event/wedding weekend - Working with Client's Planner
- Preferred Catering List offered to Clients - Customized Pricing
Table & Chair Rentals to be included in Catering Packages
- Valet Parking Services: **Approximately \$2,000 - Price passed along to Client**
- Restroom Trailer Rental: **Approximately \$2,500 - Price to be passed along to Client**
- **Additional Costs:** Event Tenting of your Choice of Locations - South Lawn or West Lawn:
Price Determined with The Party Center and passed along to Client

Total Partial-Service Rental Package Price: \$14,000



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Vincent Forge Off-Season OR Micro-Wedding Planning Rental Package to Include:

- Off-Season (December-March) OR Micro-Wedding Rental Fee for Venue & Mansion on your Event/Wedding Date, the Day Prior and the Day Following. Full Access and Accommodations for 22 Guests at the Vincent Forge Mansion and Grounds for Friday Afternoon -SundayAfternoon : **\$5,000**
- In-House Planner & Private Chef: **\$4,000**
 - General Planning Coordination
 - Vendor Referrals and References
 - Creation and execution of all event timelines
 - Coordination and confirmation of vendor contacts and timelines
 - Ceremony rehearsal coordination
 - Assistance with Managing event from moment of booking through event/wedding weekend
 - A total of **8 hours** of service from Lead Planner on the Wedding/Event Day
 - Private Chef and Menu included for Rehearsal Dinner & Farewell Brunch
- **All Micro-Wedding Events - Limited to Guest Count of 22 or less**
- **All Off-Season Events to take place inside Mansion - Limited to Guest Count of 22 or less**
- **Private Chef and Event/Wedding Day Menu Pricing TBD based upon customized menu**

Total Partial-Service Rental Package Price: \$9,000