



STANLEY HOUSE  
EVENT RENTAL



# VENUE RENTAL



## INCLUDES TABLES, LINENS, CHAIR SET UP, EVENT COORDINATION CATERING

Any food brought in must be provided by a licensed Caterer/Restaurant. They must meet with Stanley House staff to sign a catering agreement. They must be approved by Stanley House to cater the event. We recommend Adriane's Delectables!

## MUSIC

We have a bluetooth speaker system inside and outside. If you do not hire a DJ or outside professional you must bring a device and appoint someone from your party to play the music.

## EVENT COORDINATION

Planning session with our Event Coordinator & one event coordinator to supervise the event (This is not day of coordination). If you need a rehearsal, a one hour time slot will be arranged for you to come to the venue with your party prior to your event; make sure to bring your coordinator or wedding planner to conduct the rehearsal.

**OVERNIGHT ACCOMMODATION-** You have the option to reserve the hotel rooms for your exclusive use for \$1950. Following the event, all of the Stanley House hotel rooms would be reserved for you and your closest guests to spend the night! This includes 9 rooms that sleep 19 people, and includes gourmet breakfast the next morning.

# PRICING

FRI & SAT- \$3500 FOR UP TO 4 HR EVENT

(2 HR SET UP, 1/2 HR TAKE DOWN INCLUDED)

SUN - \$2500 FOR UP TO 4 HR EVENT

(2 HR SET UP, 1/2 HR TAKE DOWN INCLUDED)

WEEKDAY- \$300/HR, 2 HR MINIMUM

(MUST INCLUDE SET UP AND BREAK DOWN TIME)

PLUS 6% SALES TAX

# BAR OPTIONS

Bartender(s)- \$40 per hour for Beer/Wine Bar, \$45 per hour for Full Bar

\*\*If you're event has over 80 guests, you will need two bartenders \*\*

Beer/wine bar- \$2.50/pp

Includes- Bottle openers, limes, oranges, and wine stoppers

We ask that you provide your own alcohol.

Full bar- \$5.00/pp

Includes- Coca Cola products, pineapple juice, grapefruit juice, cranberry juice, orange juice, club soda, tonic, grenadine, lemons, limes

We ask that you provide your own alcohol.

Both the beer & wine and full bar options come with plastic cups and napkins.

Glassware Upgrade- elegant glassware upgrade \$3/pp & \$100 handle fee

Champagne towers- \$250 mini/\$400 full

Full size tower includes- 24 champagne glasses, champagne included

Mini tower includes- 12 glasses, champagne included

# FAQ

All deposits are non-refundable.

If the balance due is \$1000 or less, the payment is due in full in the first deposit.

Alcohol policy- If you rent out the whole house, at the end of the night the alcohol brought in for the event will be stowed until the next day.

# EVENT SCHEDULE

WHEN BOOKING- 50% deposit is due

60 DAYS OUT- Planning meeting, menu selection

45 DAYS OUT- Final payment is due and final guest count is due.

Any other charges or upgrades are due.

DAY OF- Any personal items brought in must come fully assembled. We ask that you designate a representative to set out the items and clean up at the end of the evening. **Any decor installation should be done by a professional and licensed vendor.**

# OUR VENDORS

## CAKE

Jennifer, Confection Perfection  
www.confectionperfectioncakes.com  
678-898-6625  
info@confectionperfectioncakes.com

## CATERING

Adriane, Adriane's Delectables  
adrianesdelectables.com  
404-966-3609  
adrianelarson@aol.com

## DJ

Jay Cathey  
JJC Entertainment and Events  
(770)-241-5414  
jjcentertainment@yahoo.com

## FLORAL

Melissa, A Delicate Petal  
adelicatepetal.com  
678-224-0350  
adelicatepetal@gmail.com

## TABLEWARE

Valerie Smith  
<https://www.theprissyplatecompany.com>  
770-401-8954  
theprissyplatecompany@gmail.com

## HAIR

Taylor Payne, Whitlock Wedding  
Hair  
561-676-8890  
whitlockweddinghair@gmail.com

## MAKEUP

Brittany Fishman  
Brittany@balancebybrittany.com  
Instagram- @fishmann  
404-771-4020

## CARRIAGE RENTAL

Rhonda, Once Upon a Time Horse &  
Carriage  
www.onceuponatimehorseandcarriage.com  
770-289-3504

## PHOTOGRAPHY

Pavel VK Photography  
pavelvk.com  
770-653-5714  
pavel@pavelvk.com

## VIDEOGRAPHY

Austin Wiggins, HindLight Media  
<https://www.hindlightmedia.com>  
706-506-5349  
austin@hindlightmedia.com



WHERE  
EVENTS  
COME TO  
LIFE.



*Stanley House*  
LUXURY INN - GRAND EVENTS