



Photo by Dipietro Photography

# The Gassaway Mansion

FILLED WITH THE EXUBERANCE AND PROSPERITY OF THE ROARING 20'S, THE GASSAWAY MANSION IS THE PERFECT PLACE FOR YOUR WEDDING AND RECEPTION. ONE MILE FROM MAIN STREET, GREENVILLE, SOUTH CAROLINA, THE GASSAWAY MANSION IS THE LARGEST HOUSE IN THE UPSTATE AT 22,000 SQUARE FEET, AND IS LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES. A GRAND MAHOGANY STAIRCASE, WATERFORD CRYSTAL CHANDELIERS, ITALIAN TILE AND WALLS COVERED IN MAHOGANY AND CHERRY WOODWORK, FILL THIS STONE CASTLE-LIKE STRUCTURE THAT WOULD IMPRESS EVEN MR. GATSBY.

106 DUPONT DR. GREENVILLE, SC 29607

# GASSAWAY MANSION WEDDING PACKAGE

## The Venue

Rental of the Property for 6 Hours

## Catering

Buffet dinner for 100 people. Includes one entree and four accompaniments.  
(Includes cake serving fee)

## Flowers

(Customized to your taste and colors)

*Ceremony Flowers*

Backdrop and Aisle Decor

*Reception Flowers*

Large arrangement for Buffet Table

10 regular arrangements and 4 upgraded arrangements for banquet tables

Tent Hanging Decor and Front door Decor

*Personal Flowers*

1 Bride's Bouquet

3 Bridesmaid's Bouquets

1 Throw Bouquet

2 Mother's Corsages

5 Other Corsages

8 Boutonnieres

## Rental Fixtures

40x60 Platinum Tent

100 Charivari Chairs for Ceremony and 100 for Reception

14 Banquet Tables

14 Linens (With or without overlays)

1 Sweetheart Table with Linens

Easel

Gift Book/Guest Table

Parking Attendant

## Rehearsal and Day-of Coordinator

**Total of all Services Above Based on  
100 people:  
\$12905.50**

**Plus tax and catering gratuity.**

**Total for package 1 without Platinum tent:  
\$10935.50**

Each additional person over 100:

**\$45.00\* per person.**

( This includes Buffet dinner with one entree, fixtures for the wedding and reception, table florals-estimation per guest based on tables of 7.)

## Common Add-ons::

### Pre-dinner appetizers

**\$5.50 per person**

**2 items from the appetizer menu and beverage**

### Additional Entree

**\$4.50 per person**

### Additional Bridesmaids Bouquets

**\$72.00 each**

### One Mic Sound System

**\$200.00**

### Cocktail Table with linen

**\$32.00**

**Reception only events deduct the pricing for ceremony chairs. Decor can be done at offsite ceremony depending on location.**

**For a custom quote or tour, please fill out the form on the "Contact Us" page.  
GassawayMansion.com**



# SAMPLE CONTRACT

**This is a copy of Online Event Contract, venue contract only available digitally. The digital contract will be sent after an initial tour:**

Reserved by (Bride's Name): \_\_\_\_\_  
 Wedding Date \_\_\_\_\_  
 Actual Time \_\_\_\_\_ to \_\_\_\_\_  
 Bride's Address: \_\_\_\_\_  
 Event Time \_\_\_\_\_ to \_\_\_\_\_  
 Groom's Name: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Married Names: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Cell: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ @ \_\_\_\_\_  
 Facebook: \_\_\_\_\_

**Total of Gassaway Mansion Venue Only: \$4,000**

- The price of the facility is \$4,000 for the following rooms: The Palm Room, The Patio Room, The Staircase Room, The Dining Rooms, and the grounds.
- Six hours are allotted: 1 1/2 hours prior to the event for photography, etc; 4 hours for actual event; last half-hour for gathering items that belong to you, etc. Additional hours can be added for \$300.00, however, event end time can be no later than 10pm.
- A non-refundable deposit of \$500 is required to reserve the house and to guarantee your date.
- Cancellation Policy: All payments, deposits and all monies received are NON-REFUNDABLE and a credit will not be given. This contract binds the purchase of a specific date at this venue. A cancellation notice must be received directly from the Bride, in writing, in order to relinquish Bride of any remaining balance. Payments that are 30 days past-due will result in the wedding date being placed back on the market, unless other arrangements are made.
- Issaqueena LLC. (DBA The Gassaway Mansion) is not responsible for Acts of God, loss of utilities, liability, or any act beyond their control. If for any reason whatsoever, that the Gassaway Mansion and/or members of Camelot Event Group cannot perform their services on this date, customer agrees to move to our sister Venue (Edinburgh West) on an available Friday or weekday date at that venue, or move the event date to the nearest available Friday or weekday date within 2 years of the original event date.
- Customer understands that wedding or event liability or cancellation insurance is the responsibility of the customer to purchase from a 3rd party. The liability of all attending the event and their possessions on this property is the responsibility of the Bride.
- The following services are to be provided solely by Camelot Event Group at The Gassaway Mansion: catering, flowers, and rental equipment. Camelot Event Group is comprised of separate businesses). Payment made to one member of Camelot Event Group cannot be transferred to another.
- The Gassaway Mansion and Camelot Event Group has the right to take and use photography and video, for publicity purposes, without compensation to the customer.
- The Gassaway Mansion and Camelot event group has the right to modify its regulations and procedures, without notice.
- If any clause in this contract is found to be invalid or unenforceable by a court of law, the remainder of this contract shall remain in full force and effect without regard to the invalidated clause.
- My signature on this contract verifies my agreement, understanding, and acceptance with The General Information sheet, the Payment Schedule sheet, this contract and the spreadsheet agreements with businesses within The Camelot Event Group:





## GENERAL INFORMATION

1. Camelot Event Group is comprised of five separate services/businesses that are exclusive to Edinburgh West: Linda J's Catering, Designer Concepts (Flowers), Bordeaux Inc. (Wedding Fixtures), day-of coordinating (Colleen Wheeler) and the rental of Gassaway Mansion. No later than thirty (30) days after booking Gassaway Mansion the wedding will be planned with Camelot Event Group. Deposits will be made on the rest of the services, and a payment schedule will be planned. (See Payment Schedule Page). Outside services will be needed for photography, cake, music, officiant, attire and anything listed on our brides checklist.
2. You will be given six (6) hours total for your event: 1 ½ hours before the wedding for dressing and photography, four (4) hours for the actual event, and the last ½ hour for gathering your belongings. DJ's turn off their music at the end of the 5 ½ hours or when the Bride and Groom bid farewell to their guests. Each additional hour can be added for a charge of \$300.00 per hour. Wedding ceremonies should not start later than 6pm, due to city noise ordinance that ends at 10pm.
3. Alcohol: Beer, wine, and champagne must provided by our exclusive bartending services. No hard liquor is allowed on the property. Please review last page of this packet for alcohol policies. Please review last page of this packet for alcohol policies. If Camelot Event Group decides that security might be necessary, an off duty police officer will be hired by the Venue and compensated by the contracted Customer.
4. No smoking in or near the mansion and tent; however, sand pots are available outside.
5. The Bride's room is only for the Bride, her mother and attendants. If possible, it is best for the Mothers and Attendants to come dressed for the wedding. The Groom and Groomsmen come dressed for the wedding. Hair and Makeup should be done prior to arrival.
6. Rehearsals are free of charge; however, they are subject to our bookings. Rehearsals can be scheduled one month prior to the event. In the case of a wedding scheduled on Friday evening and another wedding scheduled on Saturday, both weddings can rehearse on Thursday within two hours of each other or one on Friday before that bridal party arrives. Rehearsals should be no longer than an hour and a half.
7. Send-off: Birdseed, silk flower petals, fireworks, and confetti are not allowed. Sparklers, bubbles, and biodegradable items are allowed.
8. Due to Greenville County's Noise Ordinance, noise should be no louder than 70 decibels at the property line. (90 at the source) The Staff at Gassaway Mansion will monitor the levels. This also applies to the ceremony. Family friendly music is required. Sub Woofers are not permitted. Camelot Event Group has the right to discontinue any DJ Service/sound system/band/live music if they do not comply.
9. Because of the noise ordinance, if a band is hired, they should be kept to 6 piece or less. Only one breaker will be provided for the band. Vendor meals, including band members, are served from the buffet along with the guests. Electric drums are required. We do not accept riders from bands.
10. Disposable Plates, forks and napkins for the cake must be provided by the customer. Glassware for cake must be rented from the caterer. Review the Brides checklist for more items that need to be brought in. Only permitted and licensed bakers are allowed.
11. You may need amplification for a minister or singer a sound system is available for rent or your DJ can provide this.



## GENERAL INFORMATION

12. All fresh flowers belong to the Bride. Silk flowers as well as containers/props used to decorate are rented.
13. Because of the South Carolina heat, all ceremonies in late May - September should take place no earlier than 5:00 PM.
14. Because Gassaway Mansion is a semi-inclusive venue and day-of coordination is included, outside wedding planners and coordinators are not allowed.
15. Gassaway Mansion is a Christian owned facility. Christian symbols/scripture may be displayed throughout the property, building and staff.
16. Typically, only two planning appointments are needed. The initial planning appointment takes place within thirty days of when the deposit is placed and is used to start the monthly payment plan. The finalizing appointment must take place before the final payment (around three weeks before the wedding) and is used to finalize details. Final numbers are given at this finalizing meeting. Details (such as flowers and linens) are not set until this meeting. Any changes to the spreadsheet should be made at this meeting.
17. Taste testings - Sample plates are available upon requests for pick-up during event times only based on availability. A request email should be sent from the bride with the items menu items of interest. Sample plates should be requested and picked up before finalizing meeting as changes cannot be made afterwards.
18. Christmas/Winter decor will be up for all events that take place from Thanksgiving to January 1st. These items cannot be moved or taken away (i.e. Winter trees, garlands, etc.). However, all decor will be neutral in color (Metallics, white flocked, winter greens).
19. Faux flowers are used for all backdrops, and hanging and outdoor decor. Fresh flowers are used for centerpieces and personal flowers. Concerning faux flowers, to be able to offer the reasonable price points for decor we use a base of greenery and white flowers, and add the chosen colors of the event.
20. Illegal drugs are prohibited on the property. Police will be called if any guest consume illegal drugs or attend an event on the property after consuming illegal drugs.
21. Customer agrees that updates can be made to the property, buildings, inside and out as well as general decor.

# BRIDE CHECKLIST

- |                          |                            |                          |                       |
|--------------------------|----------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Photographer               | <input type="checkbox"/> | Mother's Dresses      |
| <input type="checkbox"/> | Videographer               | <input type="checkbox"/> | Father's Tuxedos      |
| <input type="checkbox"/> | DJ or live music           | <input type="checkbox"/> | Groomsmen's Attire    |
| <input type="checkbox"/> | Wedding Cake               | <input type="checkbox"/> | Flower girl dress     |
| <input type="checkbox"/> | Cake Napkins               | <input type="checkbox"/> | Ringbearer attire     |
| <input type="checkbox"/> | Cake Knife/Server          | <input type="checkbox"/> | Bridal Portrait       |
| <input type="checkbox"/> | Forks and Plates for Cake  | <input type="checkbox"/> | Invitations           |
| <input type="checkbox"/> | Cake Napkins               | <input type="checkbox"/> | Programs              |
| <input type="checkbox"/> | Toasting flutes for couple | <input type="checkbox"/> | Send-off items        |
| <input type="checkbox"/> | Officiant                  | <input type="checkbox"/> | Favors                |
| <input type="checkbox"/> | Marriage License           | <input type="checkbox"/> | Signage               |
| <input type="checkbox"/> | Wedding Dress              | <input type="checkbox"/> | Guestbook / Pen       |
| <input type="checkbox"/> | Veil                       | <input type="checkbox"/> | Unity elements        |
| <input type="checkbox"/> | Jewelry                    | <input type="checkbox"/> | Container for Cards   |
| <input type="checkbox"/> | Shoes                      | <input type="checkbox"/> | Decor for getaway car |
| <input type="checkbox"/> | Garter                     | <input type="checkbox"/> | Transportation        |
| <input type="checkbox"/> | Groom's Attire             | <input type="checkbox"/> | Photobooth            |
| <input type="checkbox"/> | Bridemaid's Dresses        | <input type="checkbox"/> | Father's Tuxedos      |

Ask others to help you with these items after the send-off:

- |                          |                    |
|--------------------------|--------------------|
| <input type="checkbox"/> | Gifts              |
| <input type="checkbox"/> | Person Belongings  |
| <input type="checkbox"/> | Leftover food/cake |
| <input type="checkbox"/> | Fresh flowers      |



# ALCOHOL POLICY



Beer & Wine Service: If the couple would like to offer beer and wine to their guests, they must hire the below bartending service, to provide a full-service package that includes bartenders and product. All alcoholic drinks must be provided by the bartender (before, during, and after the ceremony). Guests and bridal party are not allowed to bring in their own alcohol (i.e. coolers). The couple should contract with the bartending service directly upon booking the mansion to guarantee availability. If Camelot Event Group decides that security might be necessary, an off duty police officer will be hired by the Venue and compensated by the contracted Customer. Couples are not allowed to bring their own alcohol onto the property without service from one of these companies below. The bartending service will remove all the alcohol from the property when service has ended.

**No liquor is allowed on the property or in the parking lot at any time.** This includes through the bartender. After the event has concluded any leftover alcohol must be packed up and removed. Guests should not be allowed to take alcohol “to-go”. Guests should not consume alcohol or “tailgate” in the parking area. All alcohol must be consumed in the reception areas.

General alcohol service rules:

All guests consuming alcoholic beverages must be at least 21 years of age. All alcohol must be labeled with a federally approved label; no home brews, flasks or homemade punches are allowed. All guests must keep their personal consumption to a moderate level. Guests who are over intoxicated, passing drinks to minors, bringing in outside alcohol or causing problems, will be removed from the property immediately. If a guest actions is or might effect the intoxication level of others in attendance Edinburg West has the right to shut down the entire event. Edinburg West staff will confiscate any outside alcohol.

All Bars must be coordinated with our exclusive bartending company:

Bearded Bartenders  
beardedbartenders.com  
(864) 525-5205