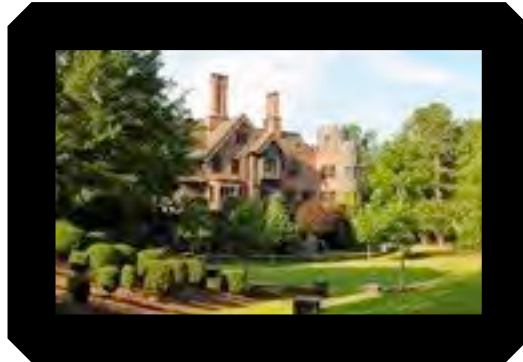


BISHAM MANOR




Where Southern Hospitality Meets English Nobility


General Information

Bisham Manor is an 11,000 square foot exquisite 1920's English Tudor Style Castle with 17 acres of multiple levels on immaculately kept formal gardens and lawns.

Includes

- ❖ Exclusive use of the Castle on the day of your event
- ❖ Use of Bisham Manor for engagement photos
- ❖ 21 foot by 21 foot wood dance floor
- ❖ Bridal Suite for the bride to dress in only
- ❖ 100 Chairs for Wedding Ceremony
- ❖ Table & Chairs for 100 Guests for reception ❖ Table linens (champagne or silver)
- ❖

Time Line for Wedding

One Hour rehearsal prior to the wedding
Two Hours before ceremony wedding party only for pictures
One Hour Ceremony
Four Hour Reception

Décor

Decorations must be pre-approved by Bisham Manor Staff. No decorations are allowed to leave any kind of residue; this includes confetti, glitter, silly string, tacks, staples, tape or any other items inside or outside Bisham Manor. Only votive candles & candles in hurricanes are allowed. Centerpiece candles must be drip-less & have a protective surface underneath. All décor brought in by bridal party MUST be removed by the end of the event. The use of sparklers, firecrackers, confetti, glitter, birdseed, & rice are PROHIBITED. You may use ribbon & bell wands, bubbles, lavender buds & rose petals.

Vendors

Vendors must be pre-approved by Bisham Manor & must present Certificate of Insurance & Business License 60 days prior to event. Photographers must sign an agreement with Bisham Manor to give rights to use of photos.

Food

You are free to select a licensed bakery of your choice. Ask about Bisham Manor's preferred vendors list. The Manor is not responsible for food storage. Vendors must contact Bisham Manor 2 weeks prior to event. It is strongly suggested that all vendors visit the facility prior to event. All food must be prepared offsite and vendor must provide their own supplies. Vendors are responsible for removing their garbage from the premises. No vendor food is allowed to leave with guest.

Wine & Beer & Non-Alcoholic Beverages All wine and beer must be pre-purchased through Bisham Manor and will be served by event staff. Alcohol will not be served after 11:30pm. No outside alcohol may be brought onto the premises; if any is found, it will be confiscated. You must also purchase alcohol insurance through our insurance provider.

Music & Entertainment

All entertainment must stop playing by 11:00pm. This will allow the breakdown of all equipment and off premises by midnight.

Additional Information

- ❖ The wedding party/guests may not use the kitchen, Private Rooms or 3rd floor.
- ❖ The manor will only be open to the bridal party prior the wedding all guest and family will be escorted to the ceremony area when they arrive Please do not have guest and family arrive more than 30 minutes prior to wedding ceremony.
- ❖ Wedding party may arrive no more than two hours prior to event for pictures only
- ❖ All wedding party should come dressed and ready for pictures with exception of the bride who may put on her dress here but must have makeup and hair done.
- ❖ Wedding will have a one hour allotted time
- ❖ Wedding Reception will last no more than four hours.
- ❖ Bisham Manor is a smoke free facility ❖ Children must be supervised at all times.
- ❖ No weapons or firearms allowed on property.
- ❖ Bisham Manor shall not be liable for any loss or theft of personal property.
- ❖ A Bisham Manor Representative will be present for entire event.

Pricing Guide

Monday – Thursday \$4,000.00

Friday or Sunday \$4,500.00
Saturday \$5,000.00

Rental Agreement

By law, no one under 21 years of age may consume or taste alcohol beverages. Guest under 25 MUST present photo id. Bisham Manor reserves the right to ask the entire party to leave if a minor is consuming alcohol or an adult is providing alcohol to a minor. The lessee renting Bisham Manor shall ensure that no underage drinking is allowed. Should the lessee/guest drink alcohol, then the lessee takes complete responsibility for the consumption of alcohol and cannot hold Bisham Manor responsible for any accidents, damages, injuries, or death. Bisham Manor reserves the right to not serve any guest that may appear to be intoxicated. The lessee is required to sign agreement and give a copy to all their vendors who will be working on the premises of Bisham Manor. It will be the responsibility of the lessee to keep all vendors informed of any concerns or changes made.

Bisham Manor shall not be liable for any claims, damage, loss, or injury sustained by you or your guest due to your use of our facility. It is agreed and understood that you hereby expressly release and discharge Bisham Manor and its owners from any demands claims & actions arising out of any such causes.

There will be a \$1,200.00 security/damage deposit due upon booking. Damage deposit is not included in the first payment and must be paid by final payment. It will be refundable 10 business days after event providing Bisham Manor has assessed no damages have occurred to property. . Damage or loss that occurs during your event time will result in lessee's responsibility to pay 100% of the costs incurred by the damage or loss of Bisham Manor or any of the grounds.

Deposit is due at time of booking to secure your date. If for any reason the event is cancelled, the deposit will not be returned. If you decide for a future date, the deposit will be applied to that date but must be within 1 year of original date.

All payments must be paid in full 30 days prior to event. Payments Accepted: Cash, Check, Credit Card
RETURNED CHECKS FOR INSUFFICIENT FUNDS WILL BE ASSESSED A \$50.00 FEE

Bisham Manor cannot and will not be responsible for acts of God, inclement weather or the parties' change of plans.

I, _____ (Lessee's Name) have read and agreed to all terms in this contract.

Lessee's Signature
Date

Date

Approved by

Bisham Manor Coordinator

Date

Bisham Manor Event Agreement Form

Date of Event _____ Type of Event _____ No. of Guest _____ Hours of
Event _____

Notes
