



Photo by Famzing

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.
Collections include The Mansion, Catering, Florals and Fixtures.
Let Camelot Event Group do the work and you enjoy the celebration!

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.

Check out the website today to see if your date is available and make an
appointment to see the Mansion.

After all, you are planning the wedding of your dreams.

Collections and galleries are available online at
www.gassawaymansion.com

106 Dupont Drive, Greenville, SC 29607

The Gassaway Mansion Packages

106 Dupont Drive, Greenville, SC 29607. For an Appointment, fill out our contact us page at www.gassawaymansion.com

Packages are based on 100 people, however, the Gassaway Mansion and property can accommodate several hundred people. The packages are simply to give you an estimate.

| Package 1 | Package 2, "Platinum" |
|--|---|
| Mansion Only Package | Mansion with Platinum Tent |
| Catering Sit down buffet for 100 people. Includes one entrée and four items from menu. (Includes Cake Cutting Fee) | Catering Sit down buffet for 100 people. Includes one entrée and four items from menu. (Includes Cake Cutting Fee) |
| Flowers (Customized to your taste and colors). | Flowers (Customized to your taste and colors). |
| Ceremony Flowers Basket on the Front Door Railings Decorated Arch Decorated or Garland or (Inside Ceremony) Large Flower Arrangement 2 Markers for Mother's Chairs | Ceremony Flowers Basket on the Front Door Railings Decorated Arch Decorated or Garland or (Inside ceremony) Large Flower Arrangement 2 Markers for Mother's Chairs |
| Reception Flowers Staircase Decorated Large Fresh Flower Arrangement on Food Table 15 Arrangements for the Banquet Tables | Reception Flowers Staircase Decorated Large Fresh Flower Arrangement on Food Table 8 Arrangements plus 5 Upgraded for the Banquet Tables |
| Personal Flowers 1 Bride's Bouquet 3 Bridesmaid's Bouquets 1 Throw Bouquet 2 Mother's Corsages 5 Other Corsages 8 Boutonnieres | Personal Flowers 1 Bride's Bouquet 3 Bridesmaid's Bouquets 1 Throw Bouquet 2 Mother's Corsages 5 Other Corsages 8 Boutonnieres |
| Rental Fixtures 200 Chairs– <i>(100 white chairs for Ceremony, 100 Chiavari Chairs for Reception)</i> 13 Banquet Tables 13 White Linens to the floor with Overlays 1 Captain's Table with Linens Easel for the Bridal Portrait Guest Book Stand Parking Attendant (200+ Guests, a 2 nd Parking Attendant is needed) | Rental Fixtures 1–40x80 Platinum Tent Tent Decor/Lighting 200 Chairs– <i>(100 white chairs for Ceremony, 100 Chiavari Chairs for Reception)</i> 13 Banquet Tables 13 Linens to floor w/ Colored Overlays 1 Captain's Table with Linens Easel for the Bridal Portrait Guest Book Stand Parking Attendant (200+ Guests, 2 nd needed) |
| The Venue Rental of The Mansion for Six Hours | The Venue Rental of The Mansion for Six Hours |
| TOTAL for all FOUR Services \$7144.00 plus Tax and Grat. | TOTAL for all FOUR Services \$9,744.00 plus tax and Grat. |
| The services mentioned above are exclusive to The Gassaway Mansion. | |

Common Add Ons to the Packages:

Each additional person over 100:
add \$32.56* 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.)

–A rehearsal and day of **wedding director** is available for an additional fee of \$300.00.

–**Pre dinner appetizers** \$4.50 per person.
 (2 items from the hors d'ouvres menu and bev.)

–Additional Entree \$3.50 per person accompaniment \$1.50.

–Additional Bridesmaids bouquets \$50.00

–20'X40' tent for ceremony \$320.00

–A two mic **sound system** \$150.00.

–High Boy Tables with linens \$26.00

–Heat for tent \$150.00

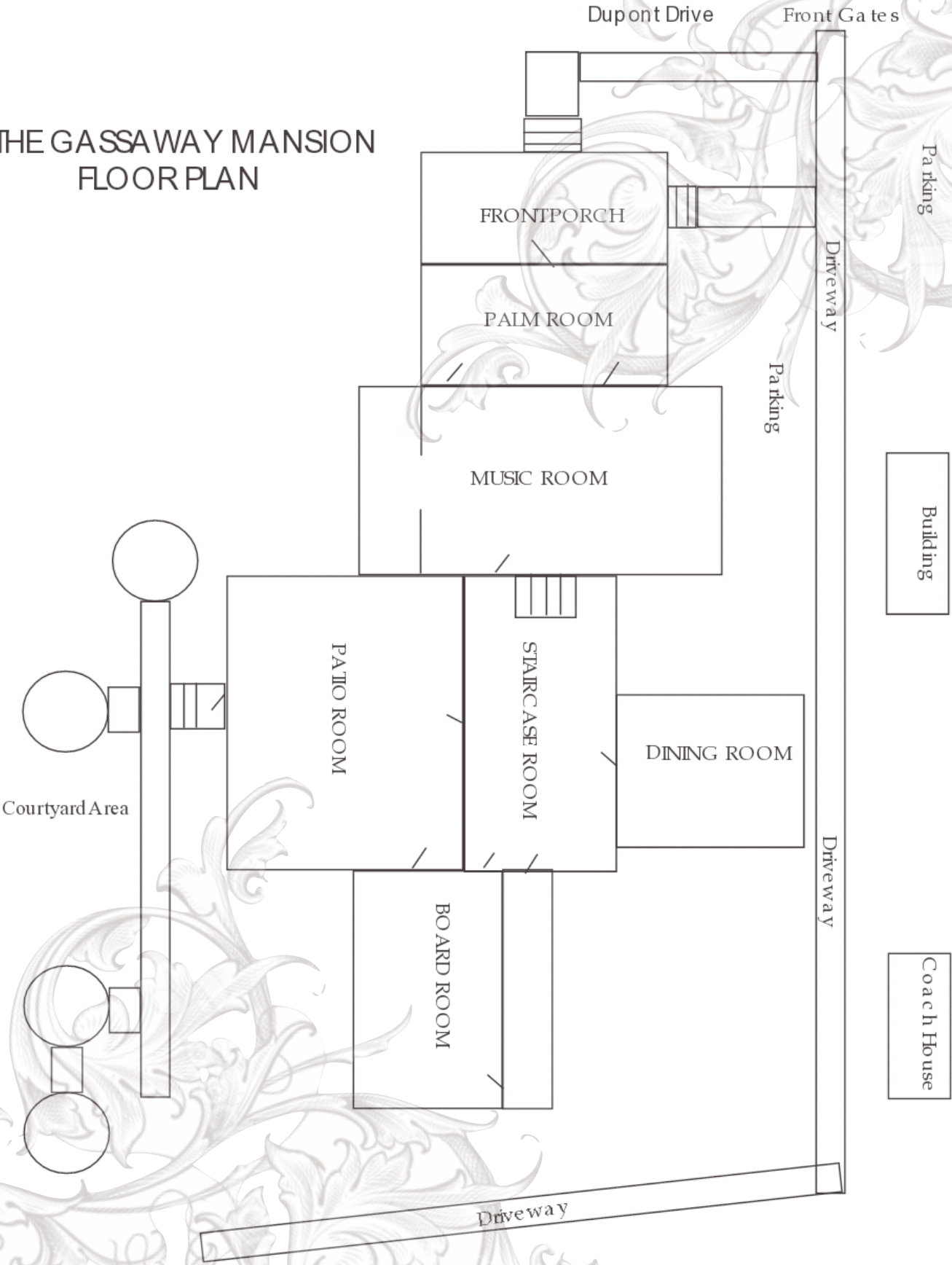
–Additional Hours \$250.00
 (All Events must end by 10pm)

–**Reception only events deduct \$125.00 for Ceremony Chairs.**
 Ceremony flowers are taken to the Ceremony Location.

***For more detailed pricing including tax and gratuity, or hors d'ouvres only events, fill out our contact form at www.gassawaymansion.com.**

| Hors D'oeuvre Receptions | | Dinners | |
|--|--|-----------------------------|---|
| Fruit Sampler Vegetable Platter with Dip Nuts, Mints, and one Beverage And a choice of any FOUR items below | | Entrees (Choose One) | |
| | Meatballs in Sauce | | Bourban Chicken |
| | Mini Quiche | | Barbecued Chicken Breast |
| | Hot Pimento Cheese Dip | | Lasagna |
| | Mini Ham Biscuits | | Roast Beef with Mushroom Gravy |
| | Cheese Sampler Tray | | Honey Glazed Ham |
| | Cocktail Weiners in Sauce | | Sliced Turkey Breast with Giblet Gravy |
| | Spinach and Artichoke dip w/cocktail bread | | Fried Chicken |
| | Croissant Sandwiches | | Shrimp with Cocktail Sauce (use as Appetizer) |
| | Seafood Dip w/ Salad Shrimp & Crackers | | Honey Dijon Chicken |
| | Chili Beef Dip with Chips | | Shrimp and Grits |
| | Mini Cheesecakes | | Chicken and Grits |
| | Chicken Salad Pastry Shells | | Chicken Tenders |
| | Dessert Sampler | | Southwestern Chicken |
| | Mini Baklava | | Chicken Breast with Mushroom Gravy |
| | Assorted Pinwheels | | Pork Tenderloin |
| | Canapes | | Beef Tenderloin (add \$4.00 per person) |
| | Frank in a Blanket | | Accompaniments (Choose Four) |
| | Hot Crab Dip w/ Cocktail Bread | | Green Beans Almondine |
| | Stuffed Mushrooms | | Cream Corn |
| | Stuffed Tomatoes | | Rice Pilaf |
| | Chicken Fingers (add .50 per person) | | Baked Potatoes |
| | Skewers | | Scalloped Potatoes |
| | \$12.95 Per Person | | New Potatoes |
| | \$1.75 per person for additional items | | Normandy Blend (Carrots, Broccoli, & Cauliflower) |
| | \$3.75 per person for Meat Carving Station with Bread & Condiments | | Macaroni & Cheese |
| | \$3.50 per person for Pasta Station | | Mashed Potatoes and Gravy |
| | \$3.00 per person for Mashed Potatoes Station | | Potato Salad |
| | \$3.00 per person for Large Shrimp with Cocktail Sauce | | Baked Beans |
| | \$3.00 per person for Chocolate Fountain with pretzels and marshmallows | | Tossed Salad |
| | \$.75 per person for Glass Plates and Cups | | Dressing & Gravy |
| | \$40.00- Cake Cutting Fee | | Fresh Fruit Tray |
| | \$.75 per person Coffee, Tea, Soft Drinks, Hot Apple Cider or Hot Chocolate. | | Pineapple & Cheddar Casserole |
| Minimum of 50 people. Gratuity for Catering Staff is 10% | | | Green Bean Casserole |
| | | | Slaw |
| Linda J's Catering Inc. The Official Caterer of the Gassaway Mansion and Serving the Upstate. | | | Pasta Salad |
| | | | Sugar Snap Peas |
| | | | Broccoli with Cheese Sauce |
| | | | Asparagus Vinaigrette |
| | | | Mixed Vegetable Casserole |
| | | | Potato Casserole |
| | | | Sweet Potato Casserole |
| | | | Squash Casserole |
| | | | Caesar Salad |
| | | | Spinach Greens Fruit and Vinegrette Salad |
| | | | Bread (Included) |
| | | | Coffee or Tea (Included) |
| | | | |
| | | | Chocolate Pound Cake |
| | | | Cake Squares |
| | | | Cobbler, Pies (Assortment) |
| | | | Cheesecake (Add \$.50 per person) |
| | | | \$15.95 per person (price includes non-disposable dinnerware) |
| | | | \$4.50 Pre Dinner Appetizers- beverage and two normal priced appetizers from the Hors D'oeuvre Menu. |
| | | | \$3.00 per person for additional entrees |
| | | | \$1.50 per person for additional accompaniments |
| | | | Minimum of 50 people. Gratuity for Catering Staff is 10% |

THE GASSAWAY MANSION
FLOOR PLAN



This is a Copy of Online Event Contract, Venue Contract Only Available Digitally. Email us to receive the booking link and the email subject should be: "Please Send Contract Link for The Gassaway Mansion"

The Gassaway Mansion Art Museum Inc.
(A religious non-profit)

106 Dupont Drive
Greenville, SC 29607
864.271.0188
Fax 864.242.9935

Sample Contract

Reserved by (Bride's Name): _____

Wedding Date _____

Bride's Address: _____

Actual Time _____ to _____

Event Time _____ to _____

Home Phone: _____

Work Phone: _____

Cell: _____

Groom's Name: _____

Married Names: _____

E-mail: _____@_____

Facebook: _____

How did you find out about The Gassaway Mansion? Circle all that apply:

Social Media Bridal Show Post Card Friend Internet Other _____

Total due to The Gassaway Mansion Art Museum Inc. Only: \$2500.00

Deposit: _____

Balance due to The Gassaway Mansion Art Museum Inc. Only: _____

The price of the facility is \$2500 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.

An additional sheet of general information will be given and a payment schedule will be arranged. The Planning Appointment with The Gassaway Group must be within one month from the booking date on this contract. Additional hours can be added for \$200.00, however, event end time can be no later than 10pm.

A non-refundable deposit of \$250 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 and cannot be replaced. 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.

The Gassaway Mansion Art Museum Inc. is not responsible for Acts of God, loss of utilities, liability, or any act beyond their control. 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 The Gassaway Group at The Gassaway Mansion: catering, flowers, and rental equipment. (The Gassaway Group is comprised of separate businesses).

Payment made to one member of The Gassaway Group cannot be transferred to another.

My signature on this contract verifies my agreement, understanding, and acceptance with The General Information sheet, the Payment Schedule sheet, this contract and the contracts with businesses within Camelot Event Group:

Bride: _____ Date: _____

Gassaway Mansion: _____ Date: _____

Payment Schedule

Today's Date: _____

Bride's Name: _____

Date of Event: _____

Address: _____

Email: _____

Home Phone: _____

Cell Phone: _____

of Months before Wedding: _____

Total to Camelot Event Group: \$ _____

Monthly Payment Amount: \$ _____ (All payments made to **Camelot Event Group**).

| Camelot Event Group | | |
|---|----------------|------------------------|
| (The following services are exclusive to The Gassaway Mansion. Camelot Events is comprised of separate businesses). | | |
| | Balance | Monthly Payment |
| The Gassaway Mansion | | |
| Linda J's Catering | | |
| Wheeler Rentals | | |
| Designer Concepts | | |
| TOTAL | | |

| Payment Due | Payment Made | Date | Check # | Balance Due |
|--------------------|---------------------|-------------|----------------|--------------------|
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Payments made over 30 days past due are in danger of event cancellation. Failure to contact The Gassaway Mansion in the case of cancellation within 30 days after last payment will result in the balance due and the date will be put back on the market. **No refunds or credits will be given.** All funds received will be put in the Bride's name. Camelot Event Group of businesses is not responsible for Acts of God, loss of utilities, liability, or any act beyond their control. Payment made to one member of Camelot Event Group cannot be transferred to another.

I, the undersigned, understand and agree to the information on this page.

Bride's Signature: _____ Date: _____

General Information

Just a few reminders to help your event go smoothly!

1. The Camelot Event Group is comprised of four separate services/businesses that are exclusive to The Gassaway Mansion: Linda J's Catering, Designer Concepts (Flowers), Wheeler Rentals (Wedding Fixtures), and The Gassaway Mansion. Thirty (30) days after booking The 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). Outside services will be needed for photography, cake, music, officiant, attire and anything listed on our brides checklist. Directing can be provided by Camelot Event Group for an additional charge as director is available.
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. D.J.'s and Bands 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 \$200.00 per hour. Wedding ceremonies should not start later than 6pm, due to city noise ordinance that ends at 10pm. Additional hours cannot be added after 10pm.
3. No furniture, plants, musical instruments, art and/or decorations of any kind may be moved or shifted in any way. However, for the sake of the wedding ceremony, certain pieces of furniture will be moved as deemed necessary by The Gassaway Mansion Staff.
4. Alcohol: Please see last page of this packet.
5. No smoking in the house; however, sand pots are available outside.
6. 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. Because the Bride's room is in our living quarters, friends and family are not permitted upstairs. Most Brides appreciate this rule. The Groom and Groomsmen come dressed for the wedding. Absolutely no children are allowed upstairs due to railings and spindles that are not childproof. Flower girls and Ring-bearers must come dressed. Hair and Makeup must be done prior to arrival.
7. 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. All scheduling is subject to our bookings. For outdoor weddings, the house will remain locked.
8. Birdseed is not allowed due to potential danger; however, flower petals, bubbles, bells, etc. may be used and only thrown outside. Silk flower petals and confetti may not be used. Currently we allow sparklers, however, we discourage them.
9. Dance floor DJ's must be in the Staircase Room only unless the Platinum tent with ½ sidewalls are used to protect the neighborhood from loud music. Due to The City of Greenville's Noise Ordinance, noise should be no louder than 70 decibels at the property line. Please ask your DJ, etc to download a decibel meter on their smart phone to monitor their noise levels. The Staff at the Mansion will also monitor the levels. This also applies to the ceremony. Bands can only play inside the Mansion. Family friendly music is appreciated.
10. Disposable Plates, forks and napkins for the cake must be provided by the customer. Glassware for cake must be rented by the caterer. Please have the cake delivered three (3) hours before the wedding. Review the Brides checklist for more items that need to be brought in.
11. You may need amplification for a minister or singer on the front porch, a sound system is available for rent or your dj can accommodate.
12. All fresh flowers belong to the Bride and silk flowers used to decorate are rented.
13. The Gassaway Mansion is a Christian non profit corporation.
Christian symbols/scripture may be displayed throughout the property, Mansion and staff.
14. **To make additions or changes to your order, please contact Linda Boyles at: 1.864.907.0308, during weekdays.**

Brides Checklist

- ☐ Wedding Gown
- ☐ Bridesmaids' Dresses
- ☐ Flower Girl Dresses
- ☐ Mother of the Bride/Groom Dresses
- ☐ Shoes
- ☐ Jewelry
- ☐ Veil
- ☐ Garter
- ☐ Groom's Tuxedo Attire
- ☐ Groomsman Tuxedos
- ☐ Fathers' Tuxedos
- ☐ Ring Bearer
- ☐ Officiant
- ☐ Marriage License
- ☐ Photographer
- ☐ Bridal Portrait
- ☐ Videographer
- ☐ Cake
- ☐ Cake Napkins
- ☐ Toasting Flutes
- ☐ Cake Knife
- ☐ Forks for the Cake
- ☐ Plates for the Cake
- ☐ Ceremony Music
- ☐ Reception Music
- ☐ Invitations
- ☐ Programs
- ☐ Champagne and Wine
- ☐ Coolers for the Champagne
- ☐ Ice for the Coolers
- ☐ Cork Screw
- ☐ Bubbles/Sparklers
- ☐ Favors for Guests
- ☐ Signage if needed
- ☐ Two weeks before the wedding, you will be emailed a directing link to fill out.

- ☐ Guest Book
- ☐ Unity or communion elements for ceremony
- ☐ Pen for the Guest Book
- ☐ Basket for Container to hold Cards
- ☐ Decorating Car Kit
- ☐ Transportation (Horse & Carriage or Limo)
- ☐ Photo booth
- ☐ Picture for Guests to Sign
- ☐ Pictures (Engagement Pictures)

Ask Others to Help You with:

- ☐ Serving Champagne and Wine
- ☐ Getting your Gifts after the Wedding
- ☐ Getting your Belongings after the Reception
- ☐ Getting your Cake and Food Leftovers
- ☐ Getting your Fresh Flowers
- ☐ Getting your personal items in the brides room.

We do the Rest!

Please contact Linda Boyles, during weekdays, to make additions or changes to your wedding:

864.907.0308

gassawaymansion@gmail.com

Alcohol Service:

The Gassaway Mansion is happy to offer our couples two choices for alcohol service, bring in your own wine OR hire Liquid Catering to provide a beer and wine service to your guests.

1. Bring in your own Wine: The bride and groom may provide their own wine and champagne, or hire Liquid Catering to provide a Wine Lovers package. If the couple opt to provide their own wine, the mansion will provide a table, but will not serve the wine or provide coolers. The party must bring in necessary coolers, ice, and cork screw, etc. With this option wine and champagne ONLY may be served, no beer may be on-site. In order to bring in your own wine, the total wedding guest count must be less than 150 people. With a larger guest count, alcohol service should be contracted with Liquid Catering.

2. Beer & Wine Service: If the couple would like to offer beer and wine to their guests, they must hire Liquid Catering directly to provide a full-service package that includes bartenders and product. The couple should contract with Liquid Catering directly upon booking the mansion to guarantee availability. Couples are not allowed to bring their own beer onto the property without service from Liquid Catering. Liquid Catering will remove all the alcohol from the property when service has ended.

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, kegs, 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 or causing problems will be asked to leave immediately.

No liquor is allowed on the property or in the parking lot at any time.

Alcohol service is limited to four hours. 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 lots. All alcohol must be consumed in the mansion or under the banquet tent outside. Any guests doing this will be asked to leave.

To Contact Liquid Catering:

www.liquid-catering.com

864-248-4850