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
- **Mansion Only Package**

<table>
<thead>
<tr>
<th>Catering</th>
<th>Flowers</th>
<th>Ceremony Flowers</th>
<th>Reception Flowers</th>
<th>Personal Flowers</th>
<th>Rental Fixtures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit down buffet for 100 people. Includes one entrée and four items from menu. <em>(Includes Cake Cutting Fee)</em></td>
<td>(Customized to your taste and colors).</td>
<td>Basket on the Front Door Railings Decorated Arch Decorated or Garland or (Inside Ceremony) Large Flower Arrangement 2 Markers for Mother’s Chairs</td>
<td>Staircase Decorated Large Fresh Flower Arrangement on Food Table 15 Arrangements for the Banquet Tables</td>
<td>1 Bride’s Bouquet 3 Bridesmaid’s Bouquets 1 Throw Bouquet 2 Mother’s Corsages 5 Other Corsages 8 Boutonnieres</td>
<td>200 Chairs– <em>(100 white chairs for Ceremony, 100 Chiavari Chairs for Reception)</em> 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 <em>(200+ Guests, a 2nd Parking Attendant is needed)</em></td>
</tr>
<tr>
<td><strong>The Venue</strong></td>
<td><strong>Rental Fixtures</strong></td>
<td><strong>The Venue</strong></td>
<td><strong>The Venue</strong></td>
<td><strong>The Venue</strong></td>
<td><strong>The Venue</strong></td>
</tr>
<tr>
<td>Rental of The Mansion for Six Hours</td>
<td>1–40x80 Platinum Tent Tent Decor/Lighting 200 Chairs– <em>(100 white chairs for Ceremony, 100 Chiavari Chairs for Reception)</em> 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 <em>(200+ Guests, 2nd Parking Attendant is needed)</em></td>
<td>Rental of The Mansion for Six Hours</td>
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### Package 2, “Platinum”
- **Mansion with Platinum Tent**

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<thead>
<tr>
<th>Catering</th>
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<tbody>
<tr>
<td>Sit down buffet for 100 people. Includes one entrée and four items from menu. <em>(Includes Cake Cutting Fee)</em></td>
<td>(Customized to your taste and colors).</td>
<td>Basket on the Front Door Railings Decorated Arch Decorated or Garland or (Inside Ceremony) Large Flower Arrangement 2 Markers for Mother’s Chairs</td>
<td>Staircase Decorated Large Fresh Flower Arrangement on Food Table 8 Arrangements plus 5 Upgraded for the Banquet Tables</td>
<td>1 Bride’s Bouquet 3 Bridesmaid’s Bouquets 1 Throw Bouquet 2 Mother’s Corsages 5 Other Corsages 8 Boutonnieres</td>
<td>1-40x80 Platinum Tent Tent Decor/Lighting 200 Chairs– <em>(100 white chairs for Ceremony, 100 Chiavari Chairs for Reception)</em> 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 <em>(200+ Guests, 2nd Parking Attendant is needed)</em></td>
</tr>
<tr>
<td><strong>The Venue</strong></td>
<td><strong>Rental Fixtures</strong></td>
<td><strong>The Venue</strong></td>
<td><strong>The Venue</strong></td>
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</tbody>
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### 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 Menu

**Fruit Sampler**  
Vegetable Platter with Dip  
Nuts, Mints, and one Beverage  
And a choice of any FOUR items below

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Meatballs in Sauce</td>
<td>$4.00</td>
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<tr>
<td>Mini Quiche</td>
<td>$4.00</td>
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<tr>
<td>Hot Pimento Cheese Dip</td>
<td>$4.00</td>
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<tr>
<td>Mini Ham Biscuits</td>
<td>$4.00</td>
</tr>
<tr>
<td>Cheese Sampler Tray</td>
<td>$4.00</td>
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<tr>
<td>Cocktail Weiners in Sauce</td>
<td>$4.00</td>
</tr>
<tr>
<td>Spinach and Artichoke dip w/cocktail bread</td>
<td>$4.00</td>
</tr>
<tr>
<td>Croissant Sandwiches</td>
<td>$4.00</td>
</tr>
<tr>
<td>Seafood Dip w/ Salad Shrimp &amp; Crackers</td>
<td>$4.00</td>
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<tr>
<td>Chili Beef Dip with Chips</td>
<td>$4.00</td>
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<tr>
<td>Mini Cheesecakes</td>
<td>$4.00</td>
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<tr>
<td>Chicken Salad Pastry Shells</td>
<td>$4.00</td>
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<tr>
<td>Dessert Sampler</td>
<td>$4.00</td>
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<tr>
<td>Mini Baklava</td>
<td>$4.00</td>
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<tr>
<td>Assorted Pinwheels</td>
<td>$4.00</td>
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<tr>
<td>Canapes</td>
<td>$4.00</td>
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<tr>
<td>Frank in a Blanket</td>
<td>$4.00</td>
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<tr>
<td>Hot Crab Dip w/ Cocktail Bread</td>
<td>$4.00</td>
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<tr>
<td>Stuffed Mushrooms</td>
<td>$4.00</td>
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<tr>
<td>Stuffed Tomatoes</td>
<td>$4.00</td>
</tr>
<tr>
<td>Chicken Fingers (add .50 per person)</td>
<td>$4.00</td>
</tr>
<tr>
<td>Skewers</td>
<td>$4.00</td>
</tr>
</tbody>
</table>

**$12.95 Per Person**  
$1.75 per person for additional items  
$3.75 per person for Meat Carving Station with Bread & Condiments  
$3.50 per person for Pasta Station  
$3.00 per person for Mashed Potatoes Station  
$3.00 per person for Large Shrimp with Cocktail Sauce  
$3.00 per person for Chocolate Fountain with pretzels and marshmallows  
$.75 per person for Glass Plates and Cups  
$40.00– Cake Cutting Fee  
$.75 per person Coffee, Tea, Soft Drinks  
Hot Apple Cider or Hot Chocolate.

**Minimum of 50 people.**  
Gratuity for Catering Staff is 10%

### Main Menu

#### Entrees (Choose One)

- Bourbon Chicken  
- Barbecued Chicken Breast  
- Lasagna  
- Roast Beef with Mushroom Gravy  
- Honey Glazed Ham  
- Sliced Turkey Breast with Giblet Gravy  
- Fried Chicken  
- Shrimp with Cocktail Sauce (use as Appetizer)  
- Honey Dijon Chicken  
- Shrimp and Grits  
- Chicken and Grits  
- Chicken Tenderloin  
- Southwestern Chicken  
- Chicken Breast with Mushroom Gravy  
- Pork Tenderloin  
- Beef Tenderloin (add $4.00 per person)

#### Accompaniments (Choose Four)

- Green Beans Almondine  
- Cream Corn  
- Rice Pilaf  
- Baked Potatoes  
- Scalloped Potatoes  
- New Potatoes  
- Normandy Blend (Carrots, Broccoli, & Cauliflower)  
- Macaroni & Cheese  
- Mashed Potatoes and Gravy  
- Potato Salad  
- Baked Beans  
- Tossed Salad  
- Dressing & Gravy  
- Fresh Fruit Tray  
- Pineapple & Cheddar Casserole  
- Green Bean Casserole  
- Slaw  
- 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 $5.00 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 appetizers  
- $1.50 per person for additional entrees

**Minimum of 50 people.**  
Gratuity for Catering Staff is 10%
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

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: ____________________________________

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: 1½ 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).

<table>
<thead>
<tr>
<th>Balance</th>
<th>Monthly Payment</th>
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<tbody>
<tr>
<td>The Gassaway Mansion</td>
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<tr>
<td>Linda J’s Catering</td>
<td></td>
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<tr>
<td>Wheeler Rentals</td>
<td></td>
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<tr>
<td>Designer Concepts</td>
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<tr>
<td>TOTAL</td>
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<table>
<thead>
<tr>
<th>Payment Due</th>
<th>Payment Made</th>
<th>Date</th>
<th>Check #</th>
<th>Balance Due</th>
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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. Additional hours cannot be added after 10pm. Wedding ceremonies should not start later than 6pm, due to city noise ordinance that ends at 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.

14. To make additions or changes to your order, please contact Linda Boyles at: 1.864.907.0308, during weekdays.
Wedding Gown
Bridesmaids’ Dresses
Flower Girl Dresses
Mother of the Bride/Groom Dresses
Shoes
Jewelry
Veil
Garter
Groom’s Tuxedo Attire
Groomsmen 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