



Photo by Marshall Graham 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.
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 Buffet dinner for 100 people. Includes one entrée and four items from menu. (Includes Cake Serving Fee)	Catering Buffet dinner for 100 people. Includes one entrée and four items from menu. (Includes Cake Serving 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 Captains table arrangement	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- (100 white chairs for Ceremony, 100 Chiavari Chairs for Reception) 14 Banquet Tables 14 Linens with Overlays 1 Sweetheart Table with Linens Easel for the Bridal Portrait Guest Book Stand Parking Attendant	Rental Fixtures 1-40x80 Platinum Tent Tent Decor/Lighting 200 Chairs- (100 white chairs for Ceremony, 100 Chiavari Chairs for Reception) 14 Banquet Tables 14 Linens with Overlays 1 Sweetheart Table with Linens Easel for the Bridal Portrait Guest Book Stand Parking Attendant
Rehearsal and Day-of Coordinator	Rehearsal and Day-off Coordinator
The Venue Rental of The Mansion for Six Hours	The Venue Rental of The Mansion for Six Hours
TOTAL for all FOUR Services \$8,962.75 plus Tax and Catering Grat.	TOTAL for all FOUR Services \$10,900.75 plus tax and Catering Grat.
The services mentioned above are exclusive to The Gassaway Mansion.	

Common Add Ons to the Packages:

Each additional person over 100:

add \$35.00* 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.)

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

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

-Additional Bridesmaids bouquets \$60.00

-A two mic **sound system** \$150.00.

-High Boy Tables with linens \$26.00

-Additional Hours \$300.00
(All Events must end by 10pm)

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

-Upgrade to crystal Napoleon chairs for ceremony for \$3.50 per person (based on availability)

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

Menu

Hors D'oeuvre Receptions

\$13.95 per person

(For heavy hors d'oeuvre receptions, price includes disposable dinnerware)

Fruit Sampler, Vegetable Platter with Dip, one additional beverage, and a choice of any FOUR items below

- ❖ Meatballs in Sauce
- ❖ Mini Quiche
- ❖ Hot Pimento Cheese Dip
- ❖ Mini Ham Biscuits
- ❖ Cheese Sampler Tray
- ❖ Cocktail Wieners in Sauce
- ❖ Spinach and Artichoke Dip w/Cocktail bread
- ❖ Croissant Sandwiches
- ❖ Seafood Dip w/ Salad shrimp & Crackers
- ❖ Chili Beef Dip w/ Chips
- ❖ Mini Cheesecakes
- ❖ Chicken Pastry Shells
- ❖ Dessert Sampler
- ❖ Mini Baklava
- ❖ Assorted Pinwheels
- ❖ Caprese Skewers
- ❖ Frank in a Blanket
- ❖ Hot Crab Dip w/ Cocktail Bread
- ❖ Stuffed Mushroom
- ❖ Stuffed Tomatoes
- ❖ Shrimp w/ Cocktail Sauce
- ❖ Chicken Fingers (+.50 per person)
- ❖ Charcuterie Board (Counts as 2 items)

Add-ons

- ❖ \$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
- ❖ \$3.50 per person for Mashed Potato Station
- ❖ \$3.00 per person for Large Shrimp w/ Cocktail sauce
- ❖ \$3.00 per person for Chocolate Fountain w/ pretzels and Marshmallows
- ❖ \$1.00 per person for additional drinks (ex. soft drinks, hot apple cider, or hot chocolate, punch, lemonade)

Desserts

- ❖ Chocolate Pound Cake
- ❖ Cake Squares
- ❖ Cobbler, Pies (assortment)
- ❖ Cheesecake (+ \$.50 per person)

Minimum \$1,200 for catering
10% Gratuity for Catering staff

Linda J's Catering
GassawayMansion@gmail.com

Dinners

\$16.95 per person

(included in package)

Entrees (Choose one)

- ❖ Bourbon Chicken
- ❖ Barbecue Chicken Breasts
- ❖ Lasagna
- ❖ Roast Beef w/ Mushroom Gravy
- ❖ Honey Glazed Ham
- ❖ Sliced Turkey Breast w/ Giblet Gravy
- ❖ Fried Chicken
- ❖ Shrimp w/ Cocktail Sauce
- ❖ Honey Dijon Chicken
- ❖ Shrimp & Grits
- ❖ Chicken & Grits
- ❖ Chicken tenders
- ❖ Southwestern Chicken
- ❖ Chicken Breast w/ Mushroom Gravy
- ❖ Pork Tenderloin
- ❖ Beef Tenderloin (+ \$4.00 per person)

Accompaniments (Choose four)

- ❖ Green Beans Almondine
- ❖ Southern Style Green Beans
- ❖ Green Bean Casserole
- ❖ Cream Corn
- ❖ Rice Pilaf
- ❖ Baked Potatoes
- ❖ Scalloped Potatoes
- ❖ New Potatoes
- ❖ Normandy Blend (Carrots, Broccoli, and Cauliflowers)
- ❖ Macaroni and Cheese
- ❖ Mashed Potatoes and Gravy
- ❖ Potato Salad
- ❖ Baked Beans
- ❖ Dressing and Gravy
- ❖ Fresh Fruit Tray
- ❖ Slaw
- ❖ Pasta Salad
- ❖ Sugar Snap Peas
- ❖ Broccoli w/ Cheese Sauce
- ❖ Asparagus Vinaigrette
- ❖ Roasted Brussel Sprouts
- ❖ Mixed Vegetable Casserole
- ❖ Pineapple & Cheddar Casserole
- ❖ Potato Casserole
- ❖ Sweet Potato Casserole
- ❖ Squash Casserole
- ❖ Tossed Salad
- ❖ Caesar salad
- ❖ Spinach Greens, Fruit, and Vinaigrette Salad

- ❖ Bread (Included)
- ❖ Coffee, Tea, and Water (included)
- ❖ \$4.50 per person to add pre-dinner appetizers (1 beverage, 2 items on hors d'oeuvre menu)
- ❖ \$3.50 per person for additional entrees

Alcohol Service:

Beer & Wine Service: If the couple would like to offer beer and wine to their guests, they must hire one of the below bartending services, to provide a full-service package that includes bartenders and product. The couple should contract with the bartending service directly upon booking the mansion to guarantee availability. 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.

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 asked to leave immediately. Gassaway Mansion staff has permission to confiscate any outside alcohol.

No liquor is allowed on the property or in the parking lot at any time. This includes through the bartender.

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 area. All alcohol must be consumed in the reception areas.

The Bearded Bartender

864-525-5205

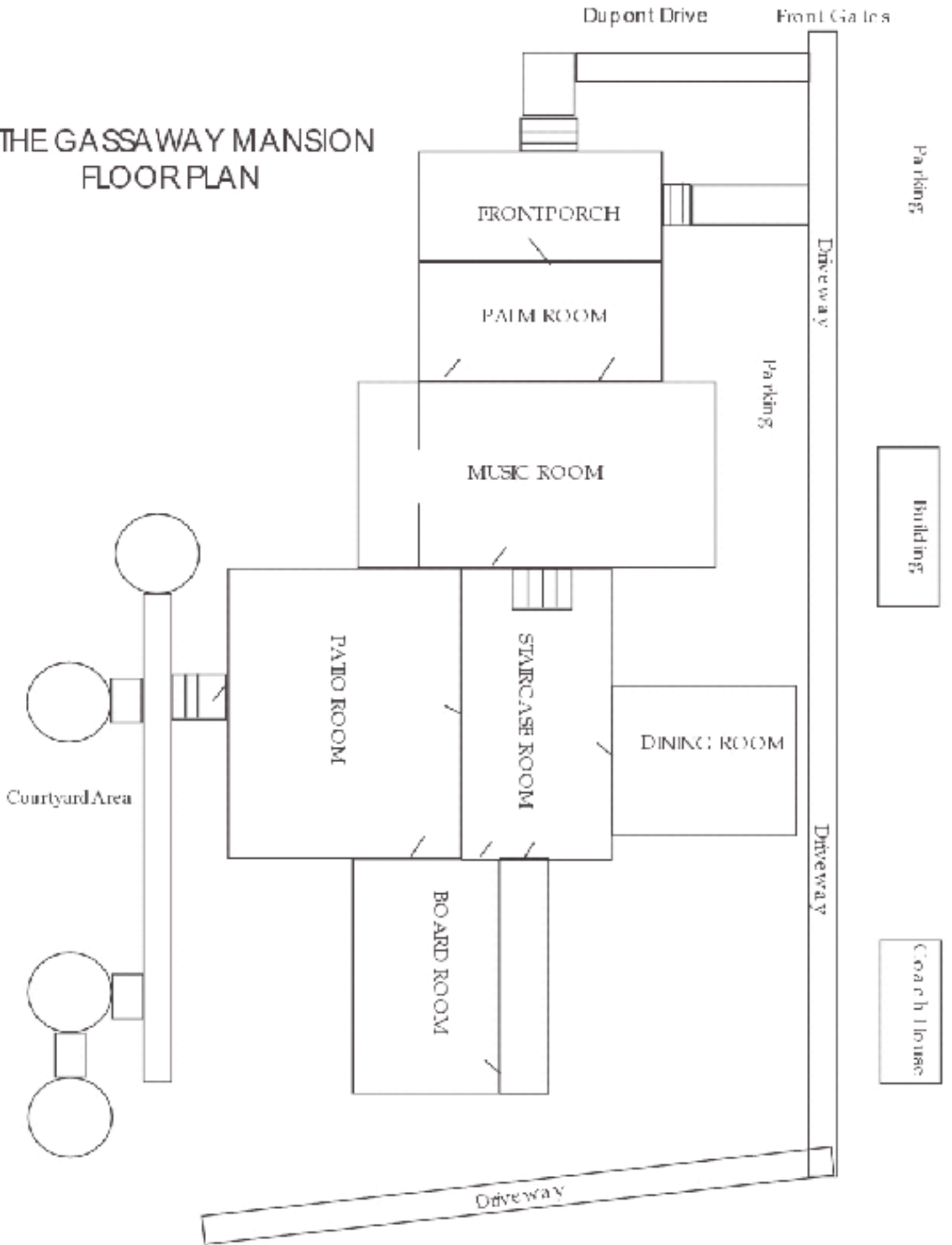
www.BeardedBartenders.com

Southern Libations

864-906-8400

<https://southernlibationsevents.com/>

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.

Sample Contract

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 _____

Event Time _____ to _____

Bride's Address: _____

Groom's Name: _____

Married Names: _____

Home Phone: _____

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 of The Gassaway Mansion Art Museum Inc. Only: \$3,350.00

The price of the facility is \$3350 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. The Gassaway Mansion Art Museum Inc. 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 The Gassaway Group (doing business as The 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 Sunday date at that venue, or move the event date to the nearest available Friday or Sunday 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 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 spreadsheet agreements with businesses within The Camelot Events 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		
Bordeaux Inc.		
Designer Concepts		
TOTAL		

Payment Due	Payment Made	Date	Check #	Balance Due

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), Bordeaux Inc. (Wedding Fixtures and Directing), 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.
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 \$300.00 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. The Groom and Groomsmen come dressed for the wedding and hang out in the Billiard room. Children are not 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.
8. Send-off: Birdseed, silk flower petals, fireworks, and confetti are not allowed.
9. Due to Greenville County's Noise Ordinance, sound from DJs and bands should be no louder than 70 decibels at the property line. The Staff at The Gassaway Mansion will monitor the levels. This also applies to the ceremony. Family friendly music is appreciated. Disc Jockey Sub Woofers are not permitted.
10. Before booking a band, band contracts and the band's rider must be approved by the Gassaway Mansion.
11. Disposable Plates, forks and napkins for the cake must be provided by the customer. Glassware for cake must be rented from 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. Please use permitted and licensed bakers.
12. 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.
13. All fresh flowers belong to the Bride and silk flowers used to decorate are rented.
14. Because The Gassaway Mansion is a semi-inclusive venue and day-of coordination is provided, outside wedding planners and coordinators are not needed.
15. The Gassaway Mansion is a Christian non profit corporation. **Christian symbols/scripture may be displayed throughout the property, Mansion 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 takes place about a month out from the wedding and is used to finalize details.
17. Samples plates are available upon requests for pick-up during event times only.
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.

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 for the couple
- Cake Knife
- Plastic Forks for the Cake
- Plastic Plates for the Cake
- Ceremony Music
- Reception Music
- Invitations
- Programs
- Sparklers or items for send-off
- Favors for Guests
- Signage if needed (tables numbers, reserved signs, etc.)
- Fill out directing form: You will receive a finalizing appointment email with a directing form link to fill out around your last payment.
- 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:

- 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.

Please contact Linda Boyles or Kennedy Kapanzhi during weekdays:

gassawaymansion@gmail.com