



WEDDING INFORMATION  
PACKET



## WHAT'S INCLUDED

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### Pre Wedding

- Consultation with our Personal Bridal Coordinator – *customize your wedding day details*
- Invitation-Only food tasting – *a Highgrove Estate hosted gala filled with drinks, dinner, and dessert*
- Consultation with our Catering Director – *customize your personalized menu*
- One hour wedding rehearsal – *the day before your wedding*

### Pre Ceremony

- Highgrove Estate Personal Bridal Coordinator- *will work with you and your vendors to ensure a stress free planning process and day of celebration*
- On-Site parking – *with attendants*
- Access to the house 3 hours prior to the on-site ceremony – *for wedding party and outside vendors*
- Bridal Suite – *includes complimentary lite fare, water bottles, and a Champagne toast for the bride & bridesmaids upon arrival*
- Groom's Suite – *includes complimentary snacks, water bottles, and a beer toast for the groom & groomsmen upon arrival*
- Special Suite – *a space for parents and grandparents to wait and anticipate*

### Ceremony (30 minutes included)

- Premium Lebleu water bottles – *chilled and ready for your guests upon arrival to the ceremony*
- White padded ceremony chairs – *on terrace lawn overlooking Lake Laurel*
- 2 planter urns – *placed under the grand ceremony pergola for your florist to fill*
- Grand 18 light crystal chandelier – *hangs underneath the grand ceremony pergola and lights up the space at night*

### Cocktail Hour (first part of the 4 hour reception)

- Gorgeous covered outside bar area
- Grand covered pergola and outside lounge area – *wood pergola dressed with large chandeliers and covering our striking outdoor brick fireplace*
- 3 cocktail tables – *with full-length linens (over 100 linen options)*
- Complimentary soft beverages – *tea, raspberry lemonade, and water*

### Reception (4 hours)

- Grand Ballroom- *our breathtaking window-wrapped room includes a fabric-draped ceiling, covered in twinkle lights, along with six vintage style chandeliers, and a grand brick fireplace*
- Bride & Groom Table - *choose from one of our three available table options (small round table with a full-length linen, 5x4 wooden farm table, 4x2 wooden farm table)*
- 48 inch round cake table with a full-length linen *(over 100 linen options available)*
- 66 inch round guest tables with full-length linens – *seat 10 each (over 100 linen options available)*
- Walnut Chiavari chairs w/ ivory seat cushions – *for all guests*
- Linen napkins – *white, black, or ivory*
- China, flatware, & stemware
- Complimentary vintage inspired lantern centerpieces
- Table numbers with silver stands
- 3 tall wrought iron easels – *available to use for signage, seating charts, etc.*
- Custom Classic Wedding Cake - *created by our personal in-house pastry chef (choose from a variety of our cake flavors)*
- Cake stand, cake cutters, and complimentary cake cutting included
- Champagne toast – *served to all guests during reception*
- Complimentary coffee station – *served late into the evening after cake cutting*
- Complimentary take-away newlywed package- *your wedding menu selections, slices of wedding cake, & Champagne*



## 1- CHOOSE YOUR DATE

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*(200.00 added for each additional half hour you choose to extend your event, past the 4.5 hours already included.)*

### *(2019 Rates)*

#### **PREMIUM MONTHS - May, June, September, October**

- Friday & Sunday = 4500 Rental Fee *(4500 food minimum)*
- Saturday = 7000 Rental Fee *(7000 food minimum)*

#### **(OFF SEASON) PREMIUM MONTHS - April, November**

- Friday & Sunday = 4000 Rental Fee *(4000 food minimum)*
- Saturday = 6000 Rental Fee *(6000 food minimum)*

#### **NON-PREMIUM MONTHS - February, March, July, August, December**

- Friday & Sunday = 3800 Rental Fee *(3800 food minimum)*
- Saturday = 5000 Rental Fee *(5000 food minimum)*

### *(2020 Rates)*

#### **PREMIUM MONTHS - May, September, October**

- Friday & Sunday = 5200 Rental Fee *(5200 food minimum)*
- Saturday = 7700 Rental Fee *(7700 food minimum)*

#### **(OFF SEASON) PREMIUM MONTHS - April, June, November**

- Friday & Sunday = 4700 Rental Fee *(4700 food minimum)*
- Saturday = 7200 Rental Fee *(7200 food minimum)*

#### **NON-PREMIUM MONTHS - February, March, July, August, December**

- Friday & Sunday = 4200 Rental Fee *(4200 food minimum)*
- Saturday = 5700 Rental Fee *(5700 food minimum)*

### *(2021 Rates)*

#### **PREMIUM MONTHS - May, September, October**

- Friday & Sunday = 5000 Rental Fee *(5000 food minimum)*
- Saturday = 8000 Rental Fee *(8000 food minimum)*

#### **(OFF SEASON) PREMIUM MONTHS - April, June, November**

- Friday & Sunday = 4500 Rental Fee *(4500 food minimum)*
- Saturday = 7500 Rental Fee *(7500 food minimum)*

#### **NON-PREMIUM MONTHS - February, March, July, August, December**

- Friday & Sunday = 4000 Rental Fee *(4000 food minimum)*
- Saturday = 6000 Rental Fee *(6000 food minimum)*



## 2- CHOOSE YOUR MENU STYLE

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### **FAMILY STYLE DINNER**

Tier 1 (65. per-person)

Tier 2 (75. per-person)

Tier 3 (85. per-person)

### **STROLLING DINNER**

Tier 1 (71. per-person)

Tier 2 (81. per-person)

Tier 3 (91. per-person)

### **SEATED DINNER**

Tier 1 (76. per-person)

Tier 2 (86. per-person)

Tier 3 (96. per-person)



## 3- CHOOSE YOUR TIER

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### *Menu Tier Selections*

*(Underlined items show changes within each tier)*

#### TIER 1

- **Three Base hors d'oeuvres**- served floating during cocktail hour
- First Course- *plated salad served with bread*
- Main Course- *choice of two entrees*
- Side Dishes- *choice of two sides*
- Custom Wedding Cake- *classic wedding cake created by our personal in-house pastry chef*
- Champagne Toast- *served to all guests during reception*

*\*\*The Strolling Menu - includes One Base Hors D'oeuvre, in addition to the Three Base Hors D'oeuvres already included. Also, you would choose from Three Dinner Stations, instead of a Salad with bread, Two Entrees, & Two Side Dishes\*\**

#### TIER 2

- **Three Base hors d'oeuvres**- served floating during cocktail hour
- **Signature Cocktail**- served during cocktail hour or as a welcome drink (based on one drink per guest)
- First Course- *plated salad served with bread*
- Main Course- *choice of two entrees*
- Side Dishes- *choice of two sides*
- Custom Wedding Cake- *classic wedding cake created by our personal in-house pastry chef*
- Champagne Toast- *served to all guests during reception*
- **Dessert Station**- *interactive & delicious dessert experiences served after cake cutting*

*\*\*The Strolling Menu - includes One Premium Hors D'oeuvre, in addition to the Three Base Hors D'oeuvres already included. Also, you would choose from Three Dinner Stations, instead of a Salad with bread, Two Entrees, & Two Side Dishes\*\**

#### TIER 3

- **Cookies & Cork**- *a welcome display of red wine, white wine & prosecco paired with signature house-made cookies*
- **His & Hers Signature Cocktails**- *served during cocktail hour (based on one drink per guest)*
- **One Base hors d'oeuvre + One Premium hors d'oeuvre**- *served floating during cocktail hour*
- **One Display**- *an interactive station served during cocktail hour*
- First Course- *plated salad served with bread*
- Main Course- *choice of two entrees*
- Side Dishes- *choice of two sides*
- Custom Wedding Cake- *classic wedding cake created by our personal in-house pastry chef*
- Champagne Toast- *served to all guests during reception*
- **Dessert Station**- *interactive & delicious dessert experiences served after cake cutting*

*\*\*The Strolling Menu - includes Three Base Hors D'oeuvres, instead of just the One Base Hors D'oeuvre, along with One Premium Hors D'oeuvre and One Display. Also, you would choose from Three Dinner Stations, instead of a Salad with bread, Two Entrees, & Two Side Dishes\*\**



## 4- CHOOSE YOUR BAR

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### *BAR SELECTIONS*

#### 1. OPEN FULL LIQUOR BAR

Open Liquor Bar - *Open 3.5 hours*

37.00 per person - based on guests over 21 yrs. old

\*Bartenders included

\*Wine service with dinner included

(5.00 per person added for each additional half hour you choose to extend)

#### 2. OPEN BEER AND WINE BAR

Beer + Wine Bar - *Open 3.5 hours*

27.00 per person - based on guests over 21 yrs. old

\*Bartenders included

\*Wine service with dinner included

(3.00 per person added for each additional half hour you choose to extend)

#### 3. CONSUMPTION BAR

Based on the amount of drinks consumed

600.00 bar set up fee

\*Bartenders included

(40.00 added for each additional half hour you choose to extend)

#### 4. CASH BAR

Guests pay for their own drinks

600.00 bar set up fee

\*Bartenders included

(40.00 added for each additional half hour you choose to extend)

#### 5. SOFT BEVERAGE BAR

Includes complimentary tea, raspberry lemonade, and water.

100.00 attendant fee

\*\*Coke products 2.00 each (optional)

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## ADD EVERYTHING BELOW

1. WEDDING DATE = \$ \_\_\_\_\_

2. MENU & TIER = \$ \_\_\_\_\_

3. BAR = \$ \_\_\_\_\_

#### SEE TAX & FEES BELOW:

1% Wake County Food & Beverage Tax (*Apply to Menu & Bar Only*)

22% Event Production Fee (*Apply to Menu & Bar Only*)

7.25% NC Sales Tax (*Apply to the entire event, as well as the Event Production Fee*)



## READY TO BOOK YOUR HIGHGROVE ESTATE WEDDING?

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### **Reserve your wedding date**

*Sign your contract through DocuSign & pay the date-reserving deposit through QuickBooks.  
\$2000*

## WHAT PAYMENTS ARE DUE AFTER BOOKING?

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### **2 Years prior to your wedding date**

*Pay the date-security deposit through QuickBooks.  
\$2000*

### **1 Years prior to your wedding date**

*Pay the date-security deposit through QuickBooks.  
\$2000*

### **6 Months prior to your wedding date**

*Pay the date-security deposit through QuickBooks.  
\$6000*

### **21 Days prior to your wedding date**

*Pay the final balance owed through QuickBooks.  
(Based on your final guest count, timeline, menu selections, bar selections, etc.)*