



### ***Facility Rental Rates:***

#### ***Friday and Sunday:***

<i>Location</i>	<i>Square Feet</i>	<i>Price</i>
<i>Wicklow Ballroom</i>	<i>2,700</i>	<i>\$2,500</i>
<i>Avondale Ballroom</i>	<i>2,700</i>	<i>\$2,500</i>
<i>Pergola (ceremony)</i>	<i>Garden</i>	<i>\$1,000*</i>

#### ***Saturday Afternoon***

<i>Location</i>	<i>Square Feet</i>	<i>Price</i>
<i>Wicklow Ballroom</i>	<i>2,700</i>	<i>\$2,800</i>
<i>Avondale Ballroom</i>	<i>2,700</i>	<i>\$2,800</i>
<i>Pergola (ceremony)</i>	<i>Garden</i>	<i>\$1,000*</i>

#### ***Saturday Evening***

<i>Location</i>	<i>Square Feet</i>	<i>Price</i>
<i>Wicklow Ballroom</i>	<i>2,700</i>	<i>\$3,500</i>
<i>Avondale Ballroom</i>	<i>2,700</i>	<i>\$3,500</i>
<i>Pergola (ceremony)</i>	<i>Garden</i>	<i>\$1,000*</i>

*\*To rent the Pergola for a ceremony only, the price would be \$2,000 and the ceremony would be from 2:00 pm - 3:00 pm. \*\**

*\*\*Helpful Hint: About 75% of the number of the guests you invite will attend\*\**

*\*\*Please note that Glendalough Manor has a 150 person minimum on a Saturday evening and a 78 person minimum on all days of the week.*

*\*\*Outdoor receptions are priced per event and availability. \*\**

*Ballroom price include: break down and set up of the room, tables, chairs, linens, chair covers, sashes, dinnerware, flatware, glassware, hurricane globe, dance floor, cake cutting, corking, audio visual, parking.*



*When you book your wedding at Glendalough Manor, you will be assigned a complimentary wedding director. You will meet your wedding director at the contract signing. She schedules all of your vendor appointments (Glendalough vendors), books Glendalough vendors, will have three meetings to discuss ceremony and reception details and runs the rehearsal the day before and the ceremony on wedding day,*

*\*\*For additional planning services, please ask a Glendalough Manor representative\*\**



## *Time Slots and Cost Plan*

### Ceremony:

*Friday*

*4 p.m. ~ 5 p.m.*

*7:00 p.m. ~ 8:00 p.m.*

*Saturday*

*12 p.m. ~ 1 p.m.*

*4:00 p.m. ~ 5:00 p.m.*

*7:00 p.m. ~ 8:00 p.m.*

*Sunday*

*\*\*Times may vary\*\**

### Reception:

*Friday*

*5 p.m. ~ 9 p.m.*

*8:00 p.m. ~ 12:00 a.m.*

*Saturday*

*1:00 p.m. ~ 5 p.m.*

*5:00 p.m. ~ 9:00 p.m.*

*8:00 p.m. ~ 12:00 a.m.*

*Sunday*

*\*\*Times may vary\*\**

### Cost Plan

*All Glendalough Manor clients will be placed on a cost plan unless the client wishes to pay in full.*

- ~ A non-refundable deposit is due to reserve the date of the requested event*
- ~ A budget analysis will be done directly after the contract signing*
- ~ The Budget analysis will then determine the client's monthly payments*
- ~ The amount of payment is figured by how far in advance the date is booked*
- ~ The final payment is due 30 days prior to the event date*
- ~ If the client wishes to pay in full, payment is due 10 days after the contract signing*