



## Facility Rental Rates

	<b>Ceremony Times*</b> (ceremony pricing below)	<b>Reception Times</b>	<b>Minimum Head Count</b>	<b>Ballroom Pricing</b>
<b>Friday</b>	4:00pm-5:00pm	5:00pm-9:00pm (Avondale)	100 guest minimum	\$2500
	7:00pm- 8:00pm	8:00pm-12:00am (Wicklow)	150 guest minimum	\$3500
<b>Saturday</b>	12:00-1:00pm	1:00pm-5:00pm (Wicklow)	150 guest minimum	\$3000
	4:00pm-5:00pm	5:00pm-9:00pm (Avondale)	120 guest minimum	\$2500
	7:00pm-8:00pm	8:00pm-12:00am (Wicklow)	180 guest minimum	\$3500
<b>Sunday</b>	2:00pm-3:00pm	3:00pm-7:00pm (Avondale)	100 guest minimum	\$2500
	5:00pm-6:00pm	6:00pm-10:00pm (Wicklow)	150 guest minimum	\$3000

**Ballroom Capacities: Avondale Ballroom (250 capacity)**

**Wicklow Ballroom (450 capacity)**

## **Ceremony in Gardens at Pergola: Capacity: 500 guests**

**When reception is also at Glendalough \$ 1,000**

**Ceremony only (Saturday from 1:30pm-2:30pm) \$ 2,000**

- ❖ Helpful Hint: About 75% of the number of guests you invite will attend
- ❖ Outdoor receptions are priced per event and availability
- ❖ Ballroom price includes: break down and set up of the room, tables, chairs, linens, dinnerware, flatware, glassware, hurricane globe, dance floor, cake cutting, corking, audio visual, and parking

\*Glendalough Manor has 18 different color sashes available to rent for \$1 per sash.

### **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

If the client wishes to cancel the event, \$1,000. of the initial deposit of \$1,230. is a non-refundable deposit after you have signed the agreement. We offer a refund of \$30 dollars if you pay by check, cash, or money order.

*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 \*\**