

Weddings – accommodates 325 guests April – Early December & 110 guests January - March

STANDARD AMENITIES INCLUDED IN ALL WEDDING PACKAGES

- **Use of Entire Estate including The Wedding Suites & Grounds for Photos** – Standard arrival time is 10 am.
 - **Wedding Designer** – To assist in the wedding process by selecting and coordinating design elements, the event flow and timeline, as well as best utilization of the space, minimum of 2 meetings.
 - **Butler/ Host for the day** – All day service, with special attention to those last minute bridal needs. Also welcomes guests for the ceremony or cocktail reception.
 - **5' Round Dining Tables** – To seat 8 - 10 guests as needed.
 - **Banquet Tables** – For required bars [or drink stations], buffets, escort cards, etc.
 - **Cocktail Tables** – For the cocktail reception.
 - **White Garden Chairs** – up to 300
 - **Classic White China, Silverware, Stemware**
 - **Basic Set-Up / Tear-Down** – To include escort cards, preassembled table numbers, guestbook, cake knife, toasting flutes & card box
 - **Onsite Security** – Off duty uniformed officers are onsite during your event
 - **Private Tasting** – For up to 6 total people, to help create your custom wedding menu.
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SATURDAY PEAK SEASON RENTAL (April – Early December)

SUNDAY HOLIDAY RENTAL (MEMORIAL DAY & LABOR DAY SUNDAY)

Rental Cost:	\$6,000
Food, Beverage & Service	\$75 per guest
$\$6,000 + [\text{number of guest} \times \$75] =$	total estimated minimum spend

FRIDAY & SUNDAY PEAK SEASON RENTAL (April - Early December)

Rental Cost:	\$3,500
Food, Beverage & Service	\$70 per guest
$\$3,500 + [\text{number of guest} \times \$70] =$	total estimated minimum spend

FRIDAY, SATURDAY, SUNDAY OFF-PEAK SEASON RENTAL (January, February, March)

Rental Cost:	\$2,500
Food, Beverage & Service	\$70 per guest
$\$2,500+ [\text{number of guest} \times \$70] =$	total estimated minimum spend

Ceremony Rehearsal may be held at Pinecroft based on space availability. There is not a charge for the rehearsal space, however it cannot be guaranteed until 30 days prior to the event date. Should space not be available, your Ceremony Lead will travel to a location of your choosing (within I-275 loop) to conduct your rehearsal.

To Book Your Event or Schedule a Tour - 513.841.9999

ADDITIONAL FEES

The following items **must be purchased** through Funky's Event Services and will be added to your total invoice: Linens, Lighting, Rentals, Valet Parking. Fees will reflect specific items selected by the client.

Ceremony: \$1500 flat fee includes rehearsal coordination, chair set up & strike, ceremony coordination team, movement of ceremony décor to alternative locations on property, coordination of balcony bouquet toss and wedding party introductions.

Complete Set up & Strike: \$250 flat fee includes set up & strike of all client décor that can be set up in advance. Should extra personnel be required because of the amount of décor needing to be set up during a flip, additional fees of \$75 per employee will be apply. Additional personnel is determined by the sales manager/designer.

Audio/Visual: Ceremony music & microphones must be contracted through Toad Productions unless you have engaged the services of another professional DJ company to perform these services. Fees are determined based on goods & services secured.

PARTNER VENDORS

Funky's Event Services has developed special partnerships with the regions finest vendors. Engaging their services has many benefits to you and the overall ease and success of your event!

- 1) They are very familiar with The Transept and understand the uniqueness of working in the space
- 2) They are vetted professionals who meet our high standards of service excellence
- 3) They are able and willing to meet our service timing requests
- 4) They are a member of our single source initiative which means their invoice can be added to your Funky's bill so you only have one invoice to pay
- 5) They are part of our team so we will manage them through the process and on the event day
- 6) We **DONOT UPCHARGE** any of our partner vendor services. Managing them and adding their invoice to our bill is just one more way that we help to ensure a quality event for you!

DESIGN SERVICES

Funky's Event Services is a full event production company. Your sales manager is trained as a Designer and is eager to help you create a vision from scratch or bring your Pinterest board to life. We use our partner vendors in addition to an incredible array of other talented artisans and purveyors to make your event everything you wish it to be and more!

The complete menu of options will be presented & discussed during your initial design meeting.

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Frequently Asked Wedding Questions

✓ **Can I tour Pinecroft Mansion?**

Yes, all tours are private and by appointment only. Please contact our Sales Manager at 513.841.9999 or Pinecroft@Funkyscatering.com.

✓ **Can you “hold my date”?**

In order to be fair to all potential clients, we are unfortunately not able to hold dates. It is very easy to book an event at Pinecroft Mansion, simply return the signed contract with the deposit and the date is yours!

✓ **What is the Deposit?**

The deposit to book your wedding date is \$3,000 and is due with the signed contract.

✓ **Is there enough parking for my event?**

There are approximately 250 parking spaces on property. If you are interested, we can also assist with securing valet services for you, ask your Event Designer about costs for valet.

✓ **Can you accommodate my ceremony?**

Yes! There are a couple of options on the estate depending on the size of your group. The ceremony fee is not included in the facility rental.

✓ **Do you provide Catering?**

Pinecroft Mansion is managed by Funky’s Catering Events. We are a fully custom caterer that can create and customize any menu to suit your event theme or tastes, we can even prepare meals from your own recipes! All food & beverage will come from Funky’s with the exception of wedding cake/cupcakes and favor items.

✓ **Is gratuity included with the catering cost?**

It is the philosophy of Funky’s Catering Events that gratuity is earned, it is not expected. Therefore, you will never see an automatic gratuity charge on your invoice. If you would like to add gratuity onto your final payment, the staff would be most grateful but this is always at your discretion.

✓ **What is a service fee and do you charge one?**

Often gratuity and service fee are confused with one another. A gratuity would go to the staff servicing your event. A service fee is most often a charge the facility uses to cover the expense of the overall operation of a venue. We NEVER charge a service fee.

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