

Smoky Mountain Mansion

559 Atoah Rd., P.O. Box 2059, Robbinsville, NC 28771 (828) 479-4220

We Request the Pleasure of Hosting your Wedding

Thank you for considering the Smoky Mountain Mansion for your very special occasion. The enclosed material has been prepared to provide you with the information we think necessary to make your event effortless and simple. The Mansion makes it possible for your Wedding and Reception to be casual, or a most elegant affair, for you and 100 or more of your closest friends.

We invite you to visit with us. (This does not obligate you in any way as we want you to preview the Mansion before making your final decision). While here you can meet our Event Manager and our Wedding Planner, and discuss your needs.*

**Note: (For your preview visit, we are open weekdays from 9-5 and weekends by appointment. Call ahead to reserve sufficient time for your preview visit and to be sure that our Wedding Planner is available.*

The Mansion was built in the late 1990's as a private residence and was purchased by new owners in September 2001. After many upgrades, plus the addition of an outdoor pavilion and a beautiful "gazebo", it was opened in the spring of 2002 as a full-house rental catering to corporate retreats, family reunions, and most specifically to "destination weddings".

With six comfortable and well-appointed rooms, (to accommodate the immediate wedding party), additional function rooms including a conference center, dining room, game room, lovely grounds, elegant yet functional facilities, the "Mansion" is the perfect choice for your Wedding and Reception. For guests, (other than the immediate wedding party), who require overnight accommodations, we have a few wonderful vacation rental cabins. (See our website: CabinsToRent.com). We can also reserve a block of rooms at the nearby Microtel, and assist you in providing details about other alternative accommodations.

The Mansion's "Weekend Wedding" plan

The Mansion's "Weekend Wedding" Plan covers the accommodations, use of all Mansion facilities, and many extras such as flower arrangements and decorations. This "all-inclusive" plan also includes the Rehearsal dinner, exclusively catered by the Mansion's staff, Limousine service, Hairdresser for the bride, maid-of-honor, and two moms; all of your soft drinks, ice, and mixers, a non-alcoholic punch with bartender services and a personal website for you with pre-wedding and post-wedding photos. For the Wedding Service, we provide the Officiant (Minister) and the Pianist for the wedding music. The Reception Buffet (extra cost) varies in price based on your choice of a "simple" or "lavish" menu, although we include the Wedding Cake in your package. The other options available include a Photographer, Videographer, extra nights at the Mansion, and a honeymoon cottage.

Weekend Wedding Time Line

The following "time line" is suggested for a smooth flowing wedding and reception. If you require changes, (such as an earlier or later time for the Wedding and Reception), notify our wedding planner of your needs.

FRIDAY

From noon onwards: Bride & Groom and immediate wedding party arrive. If not previously obtained, bride & groom may secure wedding licenses locally up to 4:30 pm. (Room assignments should be planned ahead of time; accommodations both on-site and off-site are noted on subsequent pages).

Late Afternoon: Wedding rehearsal and meet with Minister & Pianist if booked.

6:00pm- Happy Hour 7:00pm- Rehearsal dinner 8:00pm onwards-socializing.

Note: We can accommodate extra guests, besides the wedding party, for the rehearsal dinner, if requested.

SATURDAY (time line subject to change at your discretion)

7:30 - 9:30 am – Continental breakfast provided by catering staff at Mansion.

12:00 noon – 1:00 pm - A sumptuous Luncheon is provided for the immediate wedding party.

10:00 - 3:00 - Final wedding preparations take place; fresh flower deliveries, Guest seating arranged for on Gazebo lawn (Pavilion in inclement weather), hair stylist provides services for Bride and others as required. Pianist sets up at Gazebo; music system tested and ready.

1:00 - Start of pre-wedding photography and videography.

2:00 - Bride, groom, and attendants finish dressing. Groomsmen prepare to greet guests and assist in seating arrangements. Parking attendant arrives to assist guests.

3:00 - Limousine shuttle service starts from Cabins and/or Microtel (as needed).

3:30 - Guests should be at Mansion by now (invitations should state this time). Music starts.

3:45 - Bride and escort arrive at Wedding Service area; wedding service begins.

4:00 - 4:15 - Service ends; guests gather on lawn or front steps entrance for "receiving line."

4:30 - Guests are offered light refreshments (punch, cookies, etc.) plus Bar Service if required inside Mansion. Wedding party has official formal photographs taken; pavilion is arranged for tables and seating for the Reception.

5:00 - Bride throws bouquet from balcony.

5:30 – Pavilion is opened for guests; Wedding Reception party, Bar opens in Pavilion, Food is in place and buffet Reception dinner begins.

5:30 – "D.J." is set-up and music begins by 6:00.

6:00 - Champagne toasts; speeches, dancing, other traditional activities as desired. Party continues to "whenever" based on wishes of bride & groom.

SUNDAY

7:30am to 9:30am - Continental breakfast at Mansion for Mansion houseguests

12:00 noon – Departure from Mansion.

Facility Fees: All-inclusive Plan - \$6995.

(Off-season discount of 15% applies to Facility Fee during months of January through March)

When the Mansion hosts your Wedding and Reception, our entire facility is devoted to your affair. Your experience is totally private and exclusive. The Facility Fee is the same for Large or Small weddings and is based on an immediate wedding party of up to 16 persons.

All-inclusive Plan includes:

- *Six well-appointed sleeping rooms for the immediate wedding party for two nights. Rooms have a total of 3 kings, 6 queens, and 4 roll-away singles.*
- *Up to ten (10) hours of staff consulting time prior to your event.*
- *Use of all amenities including game room, hot-tub, office, gathering room, conference room, Gazebo, outdoor pavilion, grounds and hiking trail.*
- *Attractive floral decorations, color-coordinated for your wedding.*
- *Continental breakfast for all guests staying at the Mansion.*
- *Catered rehearsal dinner for immediate wedding party at the Mansion*
- *Personal Web-site created and posted for your wedding information.*
- *Pre-wedding buffet luncheon for guests staying at the Mansion.*
- *Officiant (Minister) and Pianist provided for the Wedding Service*
- *Professional "DJ" for Reception music and entertainment*
- *Limousine shuttle service for guests staying off-site.*
- *Bartender, ice, and non-alcoholic punch, and Wedding Cake at Reception.*
- *Alcoholic beverages available nearby – Mansion staff can assist in your order*

Supplemental Accommodations for Guests

The Mansion offers six nearby Vacation Cabins, ranging from one to three bedrooms with pullout sleeper couches. They are secluded and fully equipped with hot tubs and all amenities. They rent from \$95 and up per night, and are ideal for guests who wish to combine a vacation in the area while at your wedding. For Cabin details see website: www.CabinsToRent.com

Alternately, there is a new Microtel with 50 rooms just two miles away, and a new "B&B" with eight rooms nearby. Their rates range from \$65 to \$135 per night for a double occupancy room or suite. To assure reservations, we suggest that you have us reserve a block of rooms for your guests. If they call the Microtel directly, they should give them the name of the wedding party.

We can provide this information to all invited guests with an informational package that covers nearby attractions for your guests to enjoy while in the area.

General Information

DEPOSIT REQUIREMENT: *We require a deposit in the amount of \$2500 before we can reserve space for your special event. We accept cash and checks or Visa and Master Card.*

THE FINAL BALANCE *for your celebration will be due 30 days prior to the Event. This balance will be based on a guaranteed guest head count at the Reception, for which you are responsible. Should this number increase you will be billed for additional guests over the guaranteed final count. A \$1,000 returnable "security" deposit may also be required.*

BESIDES THE FACILITY: *Seating will be in place for the Wedding Service. For the Reception all linens, wine & champagne glasses and table decorations are included. Included in the Facility Fee are basic silk flower arrangements and other decorations that are appropriate for your wedding. Optional services needed, such as a videographer, photographer, fresh flowers and the bridal bouquet, can all be provided by the Mansion or other local sources. As part of our staff consulting, we will assist in those selections as required.*

ALCOHOLIC BEVERAGES, *such as Champagne, Wine and Beer are available by special arrangement from a nearby licensed NC retail outlet. On request, we can furnish you with their current "wine list" inclusive of the price schedule, from which you can make your selections. The purchase of alcoholic beverages are then made directly from this licensed retailer.*

WE REQUEST *that you plan for all these services needed, along with the level of catering required, soon after booking the Facility. We require that the final guest count and final menu selection for the Reception buffet, be finalized and in our hands no later than 30 days prior to your event.*

CANCELLATION POLICY: *If it is necessary to cancel your event within two weeks of making your deposit and the Event date is 120 days or more in the future, your deposit, minus a \$200 handling fee, is returnable. If cancellations are made after the two-week grace period, the Facility fee deposit is non-refundable, unless we are able to re-book the Facility for the same dates you reserved.*

NO SMOKING *policy is in effect inside the Mansion and inside the Pavilion. Guests may throw flower petals, but not rice. Other "no-no's" include – no outside caterers are permitted, and we respectfully request that guests refrain from entering the kitchens while our catering staff is at work. Use of the hot-tub carries a restriction on any use of soaps, oils, or any contaminant. Guests may order alcoholic beverages, but kegs of beer require a \$20.00 handling fee if returned by mansion staff to distributor location. Some variations in menus can be considered, but there are limitations to the variety and extent of changes that may be possible. Please do not request exotic or unusual menu items. In the event of damage to property or losses incurred during your stay, we reserve the right to deduct these costs from the "security" deposit, and the renter agrees to accept this responsibility.*

Dining and Reception Menus

The Mansion's exclusive in-house catering staff will cater your event schedule and dining needs. We pride ourselves on having an inspired cuisine with specialty dishes created from the freshest local ingredients. Management has had the experience of owning and operating fine restaurants in past years, thus giving assurance of meals that are pleasing to both the eye and palate.

Rehearsal Buffet Dinner

Casual Outdoor- Cook-out standard; (up to 30 persons included in Facility Fee – add \$15 per person over 30) includes Delicious gourmet barbecue; fresh-baked buns; hamburgers, hot-dogs, baked beans, cole-slaw, soft-drinks

Optional sit-down dinner (up to 16 persons included in Facility Fee) **includes:**

Hors D'Oeuvres -Shrimp Cocktail - Cheese Assortment - Crackers - Spinach and Onion dip - Mixed Nuts

Your dinner selection includes salad and choice of one entree and two sides:

Grilled Steak (to your order) – **Baked Chicken breast** in wine and garlic sauce – **Spaghetti and Meat Balls** – **Vegetable Lasagna** - Eggplant Parmesan, **Baked Potato** or **Garlic Mashed Potatoes** – **Stir-fry Vegetable Medley** - **Wild Rice** - **Steamed Asparagus** with **Garlic Butter** - **Tender Baby Carrots** - **plus Hot Dinner Rolls & New York Cheesecake**

Reception Buffet Meal Service

(Prices based on 40 or more people)

Simple Hors D'Oeuvres Menu (\$19.00 per person)

Vegetable Tray - (Carrots, Peppers, Cucumbers, Broccoli, Cauliflower, Olives and Cherry Tomatoes with a savory Vegetable Dip) - **Fruit Tray** (Strawberries, Pineapple, Grapes, Kiwi, Cherries, Bananas, Assorted Apples and fruit dip) - **Finger Sandwiches** (Pimento Cheese, Chicken Salad, Ham and Swiss, Cream Cheese and Pineapple served on Raisin Bread), **Specialty Cheese Balls** served with assorted crackers- **Mixed Nuts** - **Wedding Mints**

Expanded Reception Buffet Menu (\$29.00 per person)

Expanded Hors D'Oeuvres includes above menu with the following additions:

Hot Meatballs in BBQ sauce plus one **Gourmet Hot Entrée** from Deluxe Menu (see below) –

Ham pinwheels - **Cold Meat Tray**

(Roast Beef, Turkey, Ham, and Sliced Cheese served with sliced croissants)

Stuffed Mushrooms **Pickle Tray:** **Kosher Dills**, **Bread & Butter**, **Sweet Pickles**, **Stuffed Olives**

(Add shrimp cocktail for an additional \$3.00 per person)

***Deluxe Reception Buffet Menu (\$39.00 per person)**

(choice of two entrees and two sides)

Includes all items from the simple and expanded menus plus Gourmet Hot Entrees:

Chicken Mara Bella or **Vegetable Lasagna** (House Specialties) - **Baked Virginia Ham** –

Chicken Breast in Wine & Garlic sauce – **Pork Loin** – **Eggplant Parmesan**

Sides: - **Vegetable Medley** topped with sautéed onions and mushrooms – **Wild Rice** – **Garlic Mashed Potatoes** – **Baby Green Peas** - **Creamed Corn** – **Baby carrots** in house sauce

*** Beverages include non-alcoholic punch, soft drinks, tea and coffee**

***Wedding Cake** is included and is sized based on number of people at the Reception

***Specialty requests may be available at extra charge**

EVENT CONTRACT

(Effective May 1, 2005)

Between the Smoky Mountain Mansion, 559 Atoah Rd., P.O. Box 2059, Robbinsville, NC and

Bride: _____ Groom: _____

The Bride & Groom (as evidenced by this Agreement signed by one or both parties) agree that the Smoky Mountain Mansion will be rented for the period of Friday noon to Sunday noon (dates) _____ for the purpose of having a wedding in accordance with details outlined in the attached wedding plan. To reserve these dates, a deposit of \$2500. is required, which, in the event of a cancellation, is non-refundable, except in accordance with the Mansion's policies which become part of this Agreement. The deposit shall be applied to the Facility Fee. The schedule of services, to be furnished by the Mansion, is noted below, and may, from time to time, prior to the Event, be modified by mutual agreement. Certain numbers may be considered approximate, and will be finalized no later than 30 days prior to the Event.

- | | |
|---|----------|
| <input type="checkbox"/> Facility Fee for use of entire Mansion, including accommodations for the Wedding Party | \$ 6995. |
| <input type="checkbox"/> Floral arrangements (in Bride's color) and Decorations in Mansion, Pavilion and Grounds | Included |
| <input type="checkbox"/> Rehearsal Dinner (casual outdoor catered cookout) for up to 30 persons | Included |
| <input type="checkbox"/> Optional "Formal" catered Rehearsal Dinner for up to 16 persons | Included |
| <input type="checkbox"/> Continental breakfast Saturday & Sunday mornings for Wedding Party staying at Mansion ... | Included |
| <input type="checkbox"/> Saturday Luncheon for Wedding Party staying at Mansion preceding Wedding | Included |
| <input type="checkbox"/> Soft Drinks, mixers and Ice provided for Wedding Party <u>and</u> all Guests | Included |
| <input type="checkbox"/> Use of Mansion's Limousine and Driver for shuttle service (and other) all day Saturday | Included |
| <input type="checkbox"/> Bartender (1) for Reception (for up to 50 persons) plus extra bartender if required | Included |
| <input type="checkbox"/> Hairdresser(s), pre-wedding, on Saturday for up to six (6) persons | Included |
| <input type="checkbox"/> Your personal Web-site prepared with pre-wedding and post-wedding photos & description ... | Included |
| <input type="checkbox"/> Pavilion with chairs, tables, linens, punchbowl, wine & champagne glasses, candleabras, etc. | Included |
| <input type="checkbox"/> Use of Mansion's sound system for Wedding music and Reception | Included |
| <input type="checkbox"/> Wedding Cake provided by exclusive Mansion caterer's Professional Cake-maker | Included |
| <input type="checkbox"/> Officiant (Minister) provided by Mansion for Rehearsal and Wedding Ceremony | Included |
| <input type="checkbox"/> Pianist during Wedding Ceremony (includes planning and music selection at Rehearsal) | Included |
| <input type="checkbox"/> "D.J." for music at Reception (4 hours) | Included |
| <input type="checkbox"/> Catered Reception (buffet) for _____ Guests at \$ _____ per person (from \$19 - \$ 39) | \$ _____ |
| <input type="checkbox"/> Plus Gratuity (Reception function only; other meal functions gratuity is included) @ 17% ... | \$ _____ |
| <input type="checkbox"/> Photographer (optional) to be arranged for by Mansion ... from \$ 750. | \$ _____ |
| <input type="checkbox"/> Videographer (optional) to be arranged for by Mansion ... from \$ 750. | \$ _____ |
| <input type="checkbox"/> Additional lodging nights for wedding party (Thursday and/or Sunday) @ \$975 per night ... | \$ _____ |
| <input type="checkbox"/> "Breakage" security deposit, returnable if no problems | \$ _____ |
| <input type="checkbox"/> Other: _____ | \$ _____ |
| <input type="checkbox"/> Total of all charges before taxes | \$ _____ |
| <input type="checkbox"/> State & County taxes.....@10% = | \$ _____ |

Sub-Total

Deposit paid by _____ Cash _____ Check _____ Visa _____ Master Card \$- 2500.

Card #: _____ **Balance Due ...** \$ _____

Name on Card: _____ (30 days prior to Event)

Agreed to by Renter: _____

Address: _____

City _____ State _____ Zip: _____

Phone: (_____) - _____

Signed by Renter: _____ Dated: _____

Agreed to by Mansion by: _____ Dated: _____