



1970 Kibby Road  
Jackson, Michigan 49203

Cascades Manor is the premiere Jackson area wedding venue to host your special day. Let our vintage charm, impeccable food, service, and natural park grounds be the unique setting for a memorable wedding reception. Cascades Manor is located just south of the crossroads of I-94 and US-127, making it conveniently located between Lansing and Ann Arbor. We are able to provide you with full-service wedding reception amenities for a small intimate gathering or a large group of friends and family. Our outdoor Wedding Gazebo is a beautiful location for your ceremony and can be added to your wedding reception booking, if desired.

Date \_\_\_\_\_ Final Count Due \_\_\_\_\_

Bride \_\_\_\_\_ Phone \_\_\_\_\_

Groom \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Approx count \_\_\_\_\_

Home Address \_\_\_\_\_

Guest Arrival \_\_\_\_\_ Departure \_\_\_\_\_ Overtime After \_\_\_\_\_

Early Arrival for Wedding Party \_\_\_\_\_ Security Service \_\_\_\_\_

**Venue Fees and Rooms Reserved:**

\$1,200 (Saturday)      \$800 (Friday/Sunday)      \$900 Additional Fee for on-site Ceremony

Myers Room      Sparks Room      East Wing      Gazebo      ALL-DAY RENTAL

## Cascades Manor Wedding Information, Policies, and Contract

Cascades Manor provides all the food and beverages for your event. We do allow wedding cakes or specialty desserts to be brought in from a commercial bakery. Special requests or dietary needs can be accommodated if given enough notice. All menu planning must be completed 60 days prior to your event. When reserving the Myers Room on a Saturday evening, a minimum guest count of 125 with full dinner is required.

Bar service may be ordered for your reception. Our staff will discuss the many options with you to find the best fit. Bar service is available for a maximum of 4 hours and security service is required at a rate of \$25/hr.

We offer two options for your reception rental. Our "Reception Package" allows you up to 5 hours for your reception and our staff handles all the set up and tear down. Our "All Day Reception Package" allows up to 7 hours of additional set up time for a professional decorator, prices are listed on the reverse. We do not allow confetti, glitter, or anything to be taped to our walls or ceilings. An overtime rate of \$250/hr will be billed if time exceeds the agreed upon package.

Cascades Manor also offers on-site ceremonies to be added to your reception. Our Gazebo is a beautiful setting for an outdoor ceremony. Indoor space for your ceremony is also available for cooler months or as a backup in case of inclement weather.

An initial, non-refundable deposit (\$1200.00 / \$800.00) is required to book your date with us. Four months prior to your event, a second non-refundable deposit of \$1000.00 is due, which will be applied to your reception. Final payment must be paid by your wedding date.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Cascades Management: \_\_\_\_\_

\$ \_\_\_\_\_ received on \_\_\_\_\_ 2<sup>nd</sup> Deposit of \$1,000 received on \_\_\_\_\_

Cascades Manor **may use** **may not use** photos of our event for their social media.

Wedding Reception Package  
Saturday \$1200.00      Friday / Sunday \$800.00

Our standard package includes 5 hours for your reception. Overtime is charged at a rate of \$250/hr. An appointment will be set up before your reception for you to come in with your decorations. Our experienced staff will set your event for you. Food and bar are charged separately and must be provided by Cascades Manor. The package includes:

Bartender Service	Linen Tablecloths	Colored Napkins
Head Table	Card Cage	Dance Floor
Cake Table	Cake Cutting Service	

Wedding Reception Package with All Day Rental  
Saturday \$2400.00      Friday / Sunday \$1600.00

The all-day package includes everything listed in the standard reception package but, it includes 10 hours of time rather than 5. This extra time is allotted for professional decorator to handle your reception set up instead of our staff.

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Wedding Ceremony & Reception Package  
Saturday \$2100.00      Friday / Sunday \$1700.00

Our standard ceremony & reception package includes 7 hours for your event. Typically, this time is broken down as follows: 1-hour pre ceremony for dressing and pictures, 1 hour for ceremony / pictures, and 5 hours for reception. Your time may be used any way you like, this is just an example. Overtime is charged at a rate of \$250/hr. An appointment will be set for the day prior to your wedding date for you to come in with your decorations. We also include a 1-hour block with your wedding party to familiarize everyone with the venue and do a ceremony dry run. Food and bar are charged separately and must be provided by Cascades Manor. The package includes:

Bartender Service	Linen Tablecloths	Colored Napkins
Head Table	Card Cage	Dance Floor
Cake Table	Cake Cutting Service	Outdoor Chairs if Gazebo is used
Dressing Room with light snacks for the wedding party		
Ceremony location, indoors or outdoors		

Wedding Ceremony & Reception with All Day Package  
Saturday \$3100.00      Friday / Sunday \$2500.00

The all-day ceremony & reception package includes everything listed in the standard ceremony & reception package, but it includes 12 hours of time rather than 7. This extra time is allotted for professional decorator to handle your reception set up instead of our staff.