



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 \_\_\_\_\_ Approximate count \_\_\_\_\_

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

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

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

**Venue Fees and Rooms Reserved:**

Ceremony and Reception:     \$5,700 (Saturday)                     \$4,200 (Friday/Sunday)

Reception Only:                     \$4,500 (Saturday)                     \$3,000 (Friday/Sunday)

Professional Decorator:     Above totals will be increased by \$1,000 per package.

## 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 \$300/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 (\$3,500.00 / \$2,000.00) is required to book your date with us. Four months prior to your event, a second non-refundable deposit of \$2,200.00 is due, which will be applied to your reception. Final payment must be paid by your wedding date.

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

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

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

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

Deposits: 1<sup>st</sup>: \$ \_\_\_\_\_ received on \_\_\_\_\_ \$2,200 received on \_\_\_\_\_