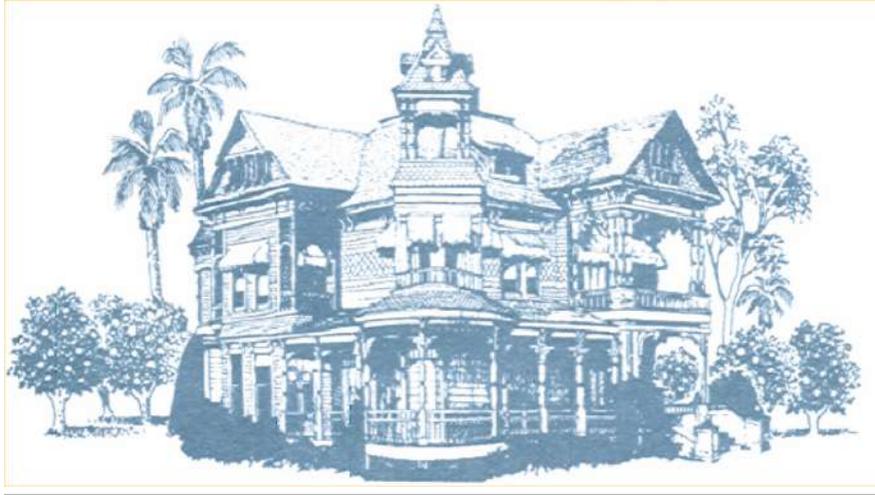


# *Edwards Mansion*

## *Special Events Information Packet*



*In a picturesque setting of orange groves, palm trees and mountain vistas, the friendly hospitality of earlier days in Redlands linger on at Edwards Mansion. Located halfway between Los Angeles and Palm Springs, this four-acre site includes an 1890 restored mansion, conference and party pavilions, gazebos, a wedding chapel, a Victorian Tea Garden and ample parking space.*

*Edwards Mansion  
2064 Orange Tree Lane  
Redlands, California 92374  
(909) 793-2031*

*For pictures and a virtual tour visit our website:  
[www.edwardsmansion.com](http://www.edwardsmansion.com)*

## *The Services of Edwards Mansion*

*Our event planners will assist those planning a special event at the Mansion with every detail. We welcome:*

- ♥ *Baby dedications*
- ♥ *Birthdays*
- ♥ *Proms and school dances*
- ♥ *Conferences/Business meetings*
- ♥ *Fund-raisers*
- ♥ *Holiday parties*
- ♥ *Special celebrations*

*You are cordially invited to visit us in our Event Design Center where we offer you a complete service, from the major plans for the wedding and reception to other services. The mansion provides catering, music, event coordinator, invitations, Bridal Suites and many other special event-related services.*

*Other services located here or available through Edwards Mansion for your special day:*

- ♥ *Professional Photographers*
- ♥ *Video Taping of Event*
- ♥ *Horse & Carriage*
- ♥ *Musicians*
- ♥ *Resident Florist*
- ♥ *Cakes*



*We offer three lovely settings for Baby Dedications:*

*The Orange Tree Chapel*

*The Orange Tree Chapel seats one hundred and ten guests with accommodation of up to one hundred and forty guests.*

*The Garden Gazebo areas*

*We offer you a choice between our East Lawn Gazebo and our West Lawn Gazebo. The East Lawn seats up to 400 guests and the more private West Lawn seats up to 250 guests.*

***Baby Dedication Fee:***

***\$695.00***

***Resident Pastor***

***\$250.00***

*Reception Settings*

*We offer six different reception settings. Every one of them has its own unique characteristics.*

*Greenhouse*

*Our Greenhouse is perfect for small receptions. This plant-filled, sun-splashed room seats a maximum of 75 guests. Heating and A/C available.*

*Edwardian Suite*

*The Edwardian Suite is located on the second floor of the mansion and seats up to 75 guests. A pink and white tiled dance floor is located next to the dining area.*

*Crystal Garden Room*

*The Crystal Garden Room is a covered patio area adjacent to the Mansion that seats up to 200 guests. It can be heated during the winter and is open-air for the spring and summer. Seating varies with seasons.*

*Victorian Tea Garden*

*This beautiful open-air area is perfect for spring and summer receptions. It is located next to the Chapel and seats approximately 200 guests.*

*Orange Grove Pavilion – East*

*This large party canopy with a fabric-draped ceiling, white lights and a dance floor seats up to 350 guests. A minimum of 100 guests required. It is heated and enclosed for cooler weather and open-air for spring and summer.*

*Orange Grove Pavilion – West*

*The West Pavilion is even larger than the East Pavilion. It seats up to 400 guests and also has a large dance floor. A minimum of 150 guests required. It is heated and enclosed for cooler weather and open-air for spring and summer.*

## *Your Special Event*

### *The Reception*

*Our consultants will arrange everything for all your reception needs. We encourage you to visit them at our Event Design Center on the first floor of the Mansion. We provide virtually every accessory, from invitations to cake tops at very competitive prices.*

*Edwards Mansion is famous for the quality and excitement generated as a result of our experience in planning receptions. Whether you desire a simple stand-up affair or need the services for a more elaborate occasion, we are available to handle every detail for you.*

### *Photography*

*We encourage you to use our resident photographers because they are so familiar with the natural settings and our other props located throughout the grounds.*

### *Resident Florist*

*It is definitely to your advantage to use our resident florist for your flower needs. However, if you bring in an outside florist, please keep in mind that we do not have refrigeration for outside florists, so flowers should not be delivered more than an hour before the event.*

### *Catering*

*We have our own in-house caterer, Corbetts Catering, who we highly recommend. They have a wide and diverse menu covering many different ethnic styles. Their menu is available in our office for your perusal. You may bring in your own catering if you wish at no additional cost.*

### *Bar Service*

*Bar service and alcoholic beverages must be provided by Edwards Mansion. No alcoholic beverages may be brought in by the customer or caterer. A full bar menu will be provided to you if you wish to have a bar set up for your event.*



## *Pricing List*

### *Reception / Banquet Areas*

#### *Room Rental Charge*

##### *Crystal Garden Room, Tea Garden, Pavilions*

*\$4495.00 up to 4 hours*

*\$400.00 for each additional hour*

##### *Greenhouse, Edwardian Suite*

*\$3495.00 up to 4 hours*

*\$300.00 for each additional hour*

##### *Discounted Rates Monday - Thursday*

*\$2495.00 - \$3495.00 up to 4 hours*

*\$200.00 for each additional hour*



##### *Special Rate for Baby Showers and Bridal Showers*

*(Includes space, tables and chairs)*

*Special Event Cake - \$5.50/ estimated per person – optional*

*Linen charge - \$3.95 - \$6.95 / per person – optional*

## Payment Procedures

*A \$300.00 deposit is required to hold the reception date and time. 50% of the balance is due 4 months prior to the event. The complete balance of the billing is due 3 weeks prior to the event date. Any additions made on the date of your event must be paid for at that time.*

*Please write the date of the function on the advance payment check. Mail advance deposit to:*

**Edwards Mansion  
2064 Orange Tree Lane  
Redlands, Ca 92374**

*The advance fee for the reception is NON-REFUNDABLE. If you need to change your date, your deposit will be transferable if original date is booked by another customer.*

## General Information

*We dislike "Do's and Don'ts but we know it is the best way to prevent misunderstandings and unnecessary frustration. All planning and arrangements are made in advance through our Special Events Department with the assistance of one of our consultants. Room rental fee may vary depending upon the time and day of the week.*

*Bar service is available which can be arranged as either a hosted or no-host bar (minimum guarantee). Entertainment must be coordinated through the Mansion. Resident musicians and DJ's are available. Independent DJ's and bands tend to be less responsive to reasonable requests regarding sound levels, length of breaks, dress codes, general appearances and overall compatibility with necessary house rules. Additionally, our resident DJ's have done hundreds of receptions here, understand the reception coordination and are very sensitive to our customer's needs. DJ's (or other entertainers) may be required to turn down the music and not make any announcements when there is an outdoor wedding taking place.*

***Thank you for letting us be a part of your special occasion. For more information, please call us at (909) 793-2031. Also, visit our website at: [www.EDWARDSMANSION.com](http://www.EDWARDSMANSION.com).***