

# *Edwards Mansion Weddings*

## *Wedding 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 five-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:*

- ♥ *Weddings*
- ♥ *Conferences*
- ♥ *Business meetings*
- ♥ *Proms and school dances*
- ♥ *Fund-raisers*
- ♥ *Victorian tea parties*
- ♥ *Special celebrations*



*You are cordially invited to visit us in our Wedding 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 wedding day:*

- ♥ *Professional Photographers*
- ♥ *Video Taping of Ceremony*
- ♥ *Horse & Carriage*
- ♥ *Musicians*
- ♥ *Resident Florist*
- ♥ *Wedding Cakes*
- ♥ *Resident Coordinator*
- ♥ *Resident Pastor*



## *Ceremony Settings*

*We offer three lovely settings for the wedding – The Orange Tree Chapel and two Garden Gazebo areas. By reserving one of these settings, you are assured these basic services are available to you:*

- ♥ The services of wedding consultants to assist with pre-wedding plans*
- ♥ Direction at the rehearsal by our experienced wedding coordinators*
- ♥ The Bridal Dressing Room, available one hour before the wedding*
- ♥ Guest book table*
- ♥ Pianist*

### *The Orange Tree Chapel*

*The Orange Tree Chapel seats one hundred and ten guests with accommodation of up to one hundred and forty guests. In addition to the basic services, the Orange Tree Chapel offers:*

- ♥ A kneeling bench*
- ♥ Two large brass candelabras with central unity candelabra, including candles*
- ♥ Piano or Organ*

### *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. The Garden Gazebo Wedding offers, in addition to the basic services:*

- ♥ Unique lighting for evening ceremonies*
- ♥ Piano*

## *Reception Settings*

*We offer brides and grooms 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 wedding 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.*

## *The Bridal Suite at Edwards Mansion*

*Edwards Mansion has a beautiful Bridal Suite called the Loft. It's designed and graciously appointed with exceptional attention to detail for brides and grooms looking for something special and romantic to experience on their wedding night.*

*You will enjoy an open-air deck which offers your own private bubbling Jacuzzi, panoramic views of the mountains and palm trees and later in the evening, breathtaking sunsets and the glittering lights of the valley. All of this has been designed and created with your complete privacy a priority. A complimentary continental breakfast is included, available for your convenience in your suite.*

*Other amenities for your enjoyment include:*

- *Champagne or Cider*
- *Television*
- *DVD*
- *Stereo*
- *A/C & Heat*
- *Telephone*
- *Alarm Clock*
- *Blow Dryer*

*The Loft is offered to all brides and grooms whether your wedding is held here at the Mansion or at another location. The Loft can be used as a dressing room for the bride and bridesmaids before the wedding if there has been enough time to make it up from the previous evening.*

## *Your Wedding Event*

### *The Rehearsal*

*The Wedding Coordinator is normally the only member of our staff at the rehearsal. If you bring in your own minister, it is necessary that he be present for the rehearsal.*

*Please bring your marriage license to the rehearsal. Edwards Mansion is located in San Bernardino County, so you apply for your license in San Bernardino County. The phone number for the County Recorder is 909-387-8334.*

### *The Wedding Day*

*On the wedding day, each bride is given two hours for the use of the chapel or one of the gazebo areas. This includes one hour prior to the ceremony and the ceremony lasts a half hour and a half hour after for pictures. You are also free to take pictures anywhere on our beautiful grounds, without time limits, after your chapel or gazebo pictures have been taken. The bride and bridesmaids should arrive ready except for gowns and touch-ups. Dressing rooms are available one hour before the wedding. Bridal parties are requested to clear everything out of the dressing rooms prior to the wedding. The receiving line, if you plan one, should be held at the site of the reception, thus avoiding congestion and confusion. Rice is not permitted because it can cause accidents. Please do not throw fresh petals in the chapel as they can stain the carpet. Silk flowers however are permitted.*

### *The Wedding Reception*

*Our wedding consultants will arrange everything for all your reception needs. We encourage you to visit them at our Wedding 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.*

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### Reception Coordinator

*You can also engage the services of our Reception Coordinator for only \$120.00. She serves as a layer between you and the catering staff. She makes sure your wishes are carried out without interrupting you during the reception.*

### 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. This cuts the photography time, which your waiting guests will appreciate. If you use an outside photographer, it is helpful for the photographer to consult with our Coordinator concerning recommended photography procedures in the Chapel. We make a special effort to ensure you have the best possible pictures taken on your wedding day and to assist the photographer in every way possible.*

### Music

*Your coordinator will give you prelude musical choices. We will play your special requests not on our list, provided you supply the sheet music.*

### 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 ceremony.*

### Catering

*The Mansion offers an unlimited choice of American and ethnic food selections for your catered event, from a simple sandwich and salad buffet to an elaborate authentic luau. Our goal is to always provide you and your guests with a unique and memorable dining experience.*

*In addition to American cuisine, the following ethnic selections are offered:*

- Mexican
- Greek
- Caribbean
- Tex-Mex
- East Indian
- Renaissance or Medieval Feast (wild game)
- Polynesian or Hawaiian Luau
- Italian
- German
- Cajun
- French
- Asian (Chinese, Japanese, Korean, Thai)

*Other dining experiences we can provide for your guests include stations (Belgian waffle, crepe or omelet, pizza, seafood and ice cream sundaes, etc.) and American barbecue picnics.*

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### *Pricing List*

#### ***Basic Wedding Fee:***

*\$995.00*

*Chapel Ceremony or Garden Gazebo Ceremony  
(Includes coordinator, bridal dressing room, kneeling bench and pianist)*

#### ***Resident Pastor***

*\$200.00*

#### ***Reception Coordinator***

*\$120.00*

#### ***Greenhouse***

*\$175.00 per hour*

#### ***Edwardian Suite***

*\$125.00 per hour*

#### ***Orangery***

*\$225.00 per hour*

#### ***Victorian Tea Garden***

*\$225.00 per hour*

#### ***Orange Grove Pavilion – East***

*\$225.00 per hour*

#### ***Orange Grove Pavilion – West***

*\$225.00 per hour*

#### ***Linen Charge***

*\$3.95 – 6.95 per person*

### *Catering*

*The following will give you an idea of what we have to offer with prices. However, a complete catering menu will be given to you when you come to the Mansion to book your event.*

#### ***Deli Delight***

*\$22.95 per person*

#### ***Buffet Lunches and Dinners***

*\$23.95 - \$39.95 per person*

#### ***Hot Hors d' oeuvres***

*\$5.25 - \$7.50 per person*

#### ***Cold Hors d' oeuvres***

*\$5.25 - \$7.50 per person*

#### ***British High Tea***

*\$27.95 - \$36.95 per person*

#### ***South of the Border Mexican Fiesta***

*\$28.95 per person*

#### ***Desserts***

*\$5.50 - \$6.95 per person*

#### ***Wedding Cakes***

*\$5.95 per person / Slice Minimum*

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### *Payment Procedures*

*A \$200.00 deposit will reserve your date for the ceremony.*

*The final payment for the wedding is due three weeks prior to the event. This payment may be made at the Wedding Design Center during a planning meeting with one of our consultants or you may choose to mail us your check or call in with a credit card number.*

*A \$300.00 deposit is required to hold the reception date and time. 50% of the balance is due 3 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 wedding and 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*

*In an effort to offer the best possible environment for beautiful weddings full of fond memories, we have refined the following policies over the years. 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 Wedding Department with the assistance of one of our wedding consultants.*

*All weddings held on our grounds are directed by Chapel personnel. One of our wedding coordinators will help you in finalizing the details of your wedding ceremony. Every effort should be made for the rehearsal and ceremony to start on time. Room rental fee may vary depending upon the time and day of the week. Catering and beverages MUST be provided by Edwards Mansion. Special diet requests for guests are honored. Minimum food requirement is \$20.95 per person. Menu selection and guest count minimum guarantee is due three (3) weeks prior to function.*

*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. Non-resident entertainment is not allowed. 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 detailed information regarding pricing and services offered by the mansion, please call us at (909) 793-2031 or we invite you to visit us here at the mansion anytime for a complete tour and estimate. No appointment is needed. Our office hours are as follows: Monday-Saturday from 10:00 am to 6:00 pm. Also, check our website at: [www.EDWARDSMANSION.com](http://www.EDWARDSMANSION.com).***