



**709 S. Third Street
Smithfield, NC 27577**

**984-285-5877-cell
919-550-0252-office**

The Dupree House: Information Packet Updated: 10-27-24

Welcome to The Dupree House. Below are the Packages offered for events here at the house. Also is a list of our preferred caterers and list of service providers. Keep in mind that a deposit of 50% of the package price plus damage deposit plus signed contract is required to hold the date of your event. Please call with any questions.

Dupree House Packages 2025

Special Event Packages **

Bronze Package (good for Birthdays and Retirements and Memorial Repast Meals)

\$375

4 hours of downstairs venue use
5 Round Tables
30 resin chairs
Use of Kitchen (with preferred caterer)

Silver Package (good for Bridal or Baby Showers, Reunions, First Communion Celebrations)

\$450

4 hours of downstairs venue use
5 Round Tables
30 resin Chairs
2 Rectangle Tables
Linens for tables within this package
Use of Kitchen (with preferred caterer)



Gold Package (good for Engagement Parties, Vow Renewals, Employee Christmas Parties)

\$600

6 hours of downstairs venue use
6 Round Tables
36 resin chairs
2 Rectangle Tables
Linens for tables within this package
Use of Kitchen (with preferred caterer)
Full A/V use

Platinum Package (good for Small Weddings, Larger Parties)

\$950

10 hours use of full venue on Friday / Saturday / Sunday
8 Round Tables
48 resin Chairs
2 Rectangle Tables
2 High Top Tables
6 Barstools
Linens for tables within this package
Use of Kitchen (with preferred caterer)
Full A/V use

Platinum PLUS Package (good for Weddings)

\$2200

Day-Of Wedding Coordinator (services outlined below)
12 hours use of full venue on Friday / Saturday / Sunday
9 Round Tables
70 resin Chairs
4 Rectangle Tables
4 High Top Tables
8 Barstools
Linens for tables within this package
Use of upstairs room for Bride and/or Groom
Use of Kitchen (with preferred caterer)
Full A/V use

**** Rate for 4 hours downstairs house rental is \$300.**

This rate does not include tables, chairs, linens or any extras. Items can be added A LA CARTE from menu below. You are welcome to bring in your own tables / chairs / linens and AV equipment when reserving just the house.

Please note that the start time on your contract is the time the house will be opened to you, not your event start time. Be sure to build in time to decorate, arrange and set up before your event actually begins. Same with end time on your contract. This is the time the house should be cleaned and everyone must be vacated and not the end time of your event. Additional hours will be billed starting :15 minutes after your contracted end time.



Corporate Packages (Available Monday – Friday 8a-6p ONLY)

Bronze Conference Package (good for Corporate meetings)

\$150

2 hours use of upstairs conference room

Light Beverage Service

Use of TV, Laptop and Clicker

Silver Conference Package (good for Corporate meetings / training events)

\$200

4 hours use of downstairs venue

4 rectangle classroom tables

24 resin chairs

Light Beverage Service

Full A/V use

Platinum Conference Package (good for All-Day Retreats)

\$400

Full day (10 hours) use of downstairs and/or conference room

4 rectangle classroom tables

2 rectangle 6' tables

24 resin chairs

Light Beverage Service

Full A/V use

Photo Shoot (Available Monday – Friday 8a-8p ONLY)

\$50

2 hours use of downstairs venue plus grounds/gardens

Additional hours - \$50 per hour

Additional items will be at regular Dupree House prices listed below

Additional Space

Upstairs Conference room - \$50 flat fee during Silver Conference Package hours

Additional Hours

Corporate - \$50

All other - \$75

Additional Tables Each

60' Round - \$10

6' Rectangular - \$10

4' Meeting - \$8

High Top Tables - \$10

Sweetheart Table – Rectangular - \$5



Additional Chairs Each

White Resin or Barstool - \$3

Additional Linens Each

For 60” Round or High Top Tables - \$5

Runners - \$2

Napkins - \$.50

Portable Bar - \$50

Place Settings:

Complete Set – Includes Napkin, Charger, Plate, Knife, Fork, Water Goblet & Wine Glass - \$1.50 per set

A La Carte Place Settings:

Plate - \$.50

Charger - \$.50

Water Goblet / Wine Glass / Champagne Flute - \$.25each

Silverware - \$.25 per set (knife & fork)

A/V Equipment

Portable 55’ TV - \$20

Projector Screen - \$15

LCD Projector - \$20

Laptop Computer - \$50

Speaker w/ handheld microphone - \$15

Presentation Clicker - \$5

Use of extra furniture or equipment during event will be back-charged and will be deducted from security deposit refund. In case of loss of security deposit refund, Client will be billed for use of furniture or equipment and will be expected to pay within 14 days after event date. Cost to replace Broken / Lost / Damaged items will be conducted on a per-case basis.

All prices do NOT include 6.75% sales tax and 22% service fee. Deposit of 50% of package price, plus security deposit and signed contract are all required to hold date. Package price deposit is non-refundable within 14 days of event. Final payment due 7 days prior to event date. Security deposit is refunded by 30 days after rental completion.

Hours of Availability:

<u>Event Type</u>	<u>Hours of Availability</u>	<u>Capacity</u>
Corporate Events-Conference Room Only	Monday-Friday 8:00am-6pm	15
Corporate Events/Training-Full Venue PLUS Conference Room	Monday-Friday 8:00am-6pm	32 (Plus 15 in conference room)
Special Events & Full Venue	Monday-Thursday 9:00am-11pm, Friday-Saturday 11am-11pm, Sunday 12pm-10pm	70
Photo Shoot	Mon-Friday 8:00am-8:00pm	20



Dupree House staff will be onsite for your entire event in case of emergency or any difficulties.

Quiet hours for the Town of Smithfield are observed starting at 11pm every day.

Street parking is allowed, please be considerate of our residential neighbors by not parking in or blocking their driveway.

Damage Deposit:

Event Type	Damage Deposit
Photo Shoot Corporate Bronze Package	\$50 Damage Deposit
Corporate Gold - Platinum Package	\$100 Damage Deposit
Special Event Packages	\$150 Damage Deposit

Johnston County Association of REALTORS® (JCAR) members will receive a 30% Discount off Venue Rental Cost.

Drink Service – Available for Corporate Rentals Only.

Light Beverage **\$2.00++ Per Person (included in Packages listed above)**
Coffee (Decaf/Regular), Hot Tea (Herbal/Regular), Unsweet/Sweet Iced Tea, Water. 8 oz. cups, ice and coffee condiments included.

Pick Me Up Beverages **\$3.00++ Per Person (\$1 pp extra with Package)**
Coffee (Decaf/Regular), Hot Tea (Herbal/Regular), Unsweet/Sweet Iced Tea, ½ gallon Orange or Apple Juice, Coke, Diet Coke, water. 8 oz. cups, ice and coffee condiments included.

The Works Beverages **\$4.00++ Per Person (\$2 pp extra with Package)**
Coke, Diet Coke, Sprite, Bottled Water, Coffee (Decaf/Regular) Hot Tea (Herbal/Regular), Unsweet/Sweet Iced Tea - Hot Chocolate, ½ gallon Orange or Apple Juice, – 8 oz. cups, ice and coffee condiments included.

**** Individual Assorted Juices are an additional \$1 per person per day – Apple / Orange / Cranberry
++NC Sales Tax of 6.75% and a 22% Service fee are added to all rates within this document.**

Nearby Hotels:

*Country Inn & Suites by Radisson, Smithfield-Selma, 1.8 miles
(984) 307-3107*

*Holiday Inn Express & Suites Smithfield - Selma I-95, an IHG Hotel, 1.7 miles
(919) 934-3350*

*Fairfield Inn & Suites by Marriott Smithfield, 3 miles
(919) 938-0050*

*LaQuinta Inn and Suites – Selma, 3.2 miles
(919) 965-6730*

*Quality Inn Selma – Selma, 3.2 miles
(919) 965-5200*



The Dupree House Preferred Caterers

SoDoSoPa
sodocatering@gmail.com

Under the Oak Catering:
catering@undertheoakfarm.com

Catering Works:
greatfood@cateringworks.com

The Catering Company:
TheNCCateringCompany@gmail.com

Peach Cobbler Factory – Smithfield, NC
smithfield@peachcobblerfactory.com

Empire Eats Catering
catering@empireeats.com

Mission BBQ:
catering28314@mission-bbq.com

Unforgettable Food Affairs
food@raleighcatering.com

*All food requirements must be arranged through one of the approved caterers in order to have access to the onsite kitchen. Caterers outside of the approved caterer list can be used but will not have access to the onsite kitchen and must provide a certificate of liability. Clients who are not using a *professional catering service* MUST sign a liability waiver rendering Events at the Dupree, dba The Dupree House and Johnston County Board of REALTORS®, dba Johnston County Association of REALTORS® not liable for any issues or instances that may occur from food and beverages provided by client or nonprofessional catering service.*

**Professional Catering Services* is defined as any catering service that is properly licensed and insured, in the state of North Carolina to provide food services.*

Alcohol

The Dupree House does NOT carry a liquor license. If you plan to serve beer and wine only, you will not need an ABC Permit. If you plan to serve hard liquor at your event, you WILL need to obtain a One-Time Use Permit from the NC ABC at least 2 weeks prior to your event date. The link to that document is [HERE](#). The Dupree House will need a copy of the permit 10 business days prior to your event date as well. Thank you.

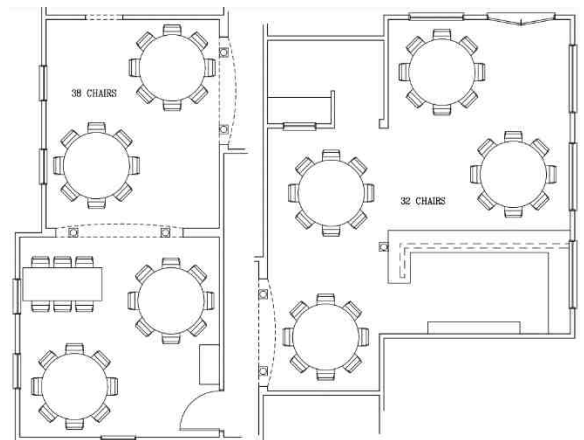
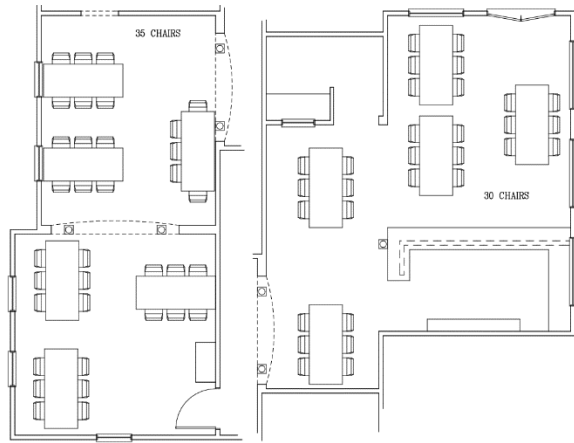
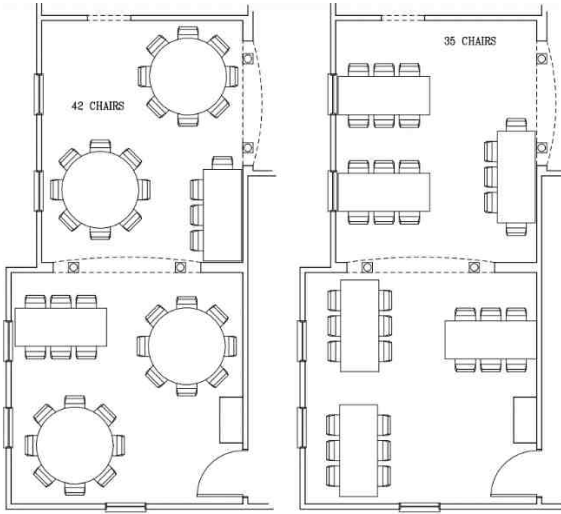
Directions to The Dupree House:

- **From Raleigh/Cary**
Take I-40 E for 10.98 miles → Merge onto US-70 E via EXIT 309 toward Smithfield/Goldsboro for 9.65 miles → Take the US-70 Bus exit, EXIT 326, toward Smithfield → Turn right onto US 70 Business Hwy/US-70 Bus E. Continue to follow US-70 Bus E for 7.9 miles → Turn right onto S 3rd St for 0.64 miles → 709 S 3RD ST is on the left.
- **From I-95 North**
Take the Brogden Rd exit, EXIT 93, toward Smithfield for 0.24 miles → Keep right to take the ramp toward Smithfield for 0.04 miles → Turn slight right onto Brogden Rd. for 0.80 miles → Turn slight right onto S 3rd St. (S 3rd St is just past S Brightleaf Blvd) for 0.14 miles → 709 S 3RD ST is on the right.
- **From I-95 South**
Take the Brogden Rd exit, EXIT 93, toward Smithfield for 0.24 miles → Keep left to take the ramp toward Smithfield for 0.04 miles → Turn left onto Brogden Rd. for 0.80 miles → Turn slight right onto S 3rd St. (S 3rd St is just past S Brightleaf Blvd) for 0.14 miles → 709 S 3RD ST is on the right.



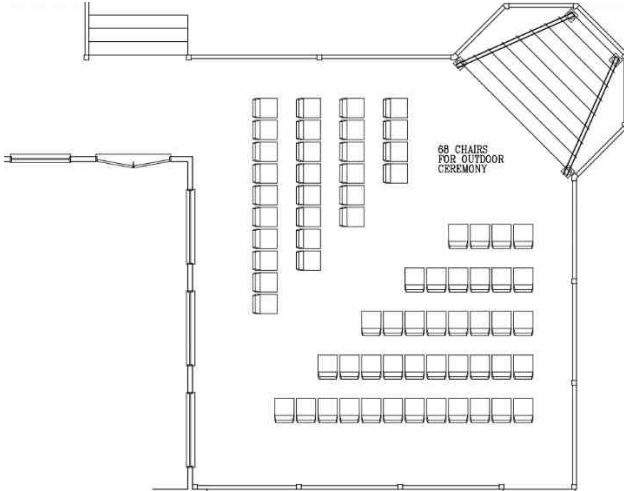
Floor Plans:

Banquet/Bar Area(s):
Special Events

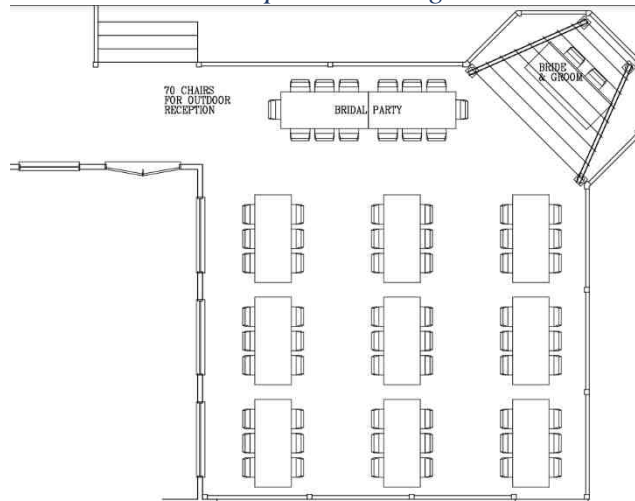


Outdoors/Back Deck Area:

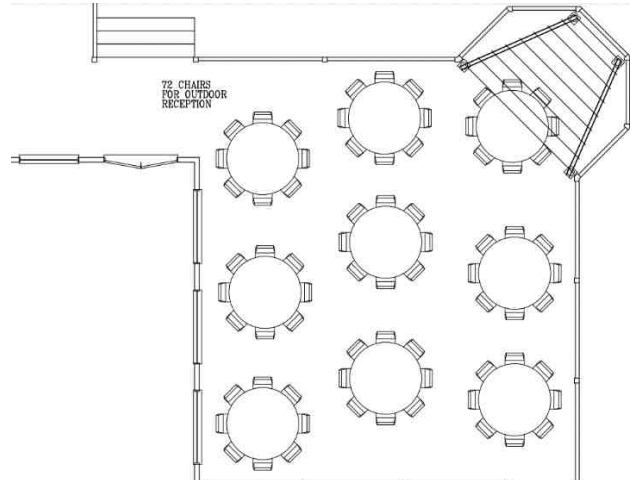
Ceremony



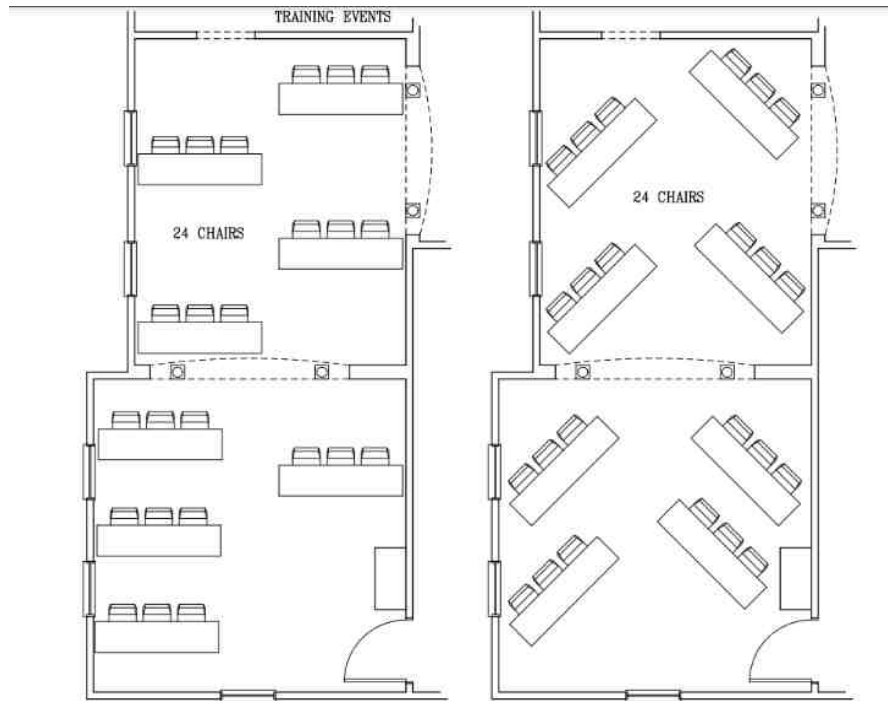
Reception Rectangles



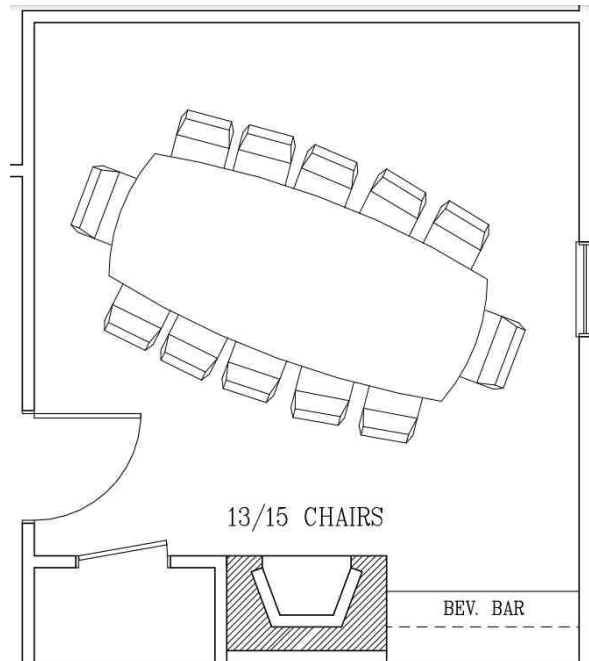
Reception Rounds



Banquet/Bar Area(s):
Corporate/Training Events



Conference Room:
Cannot be altered



Day-of Wedding Coordinator:

Available for Weddings and the Platinum PLUS Package

\$800++

- **Prior to event**
 - 2 - face to face meetings, coordinate and compile a timeline of vendor arrival and pick up times, event/wedding day itinerary
- **Rehearsal**
 - If applicable: Coordinator will attend previously scheduled ceremony rehearsal to go over timelines and practice ceremony timing. Ceremony must be at The Dupree House for Day-of Wedding Coordinator to participate
- **Day of event**
 - Open and disarm security system in building at 10:30am
 - Greet vendors and direct as necessary
 - Direct set up for floor plan
 - Placement of seating cards, menu cards, favors, etc
 - Manage vendor and décor set up at Ceremony (if applicable)/Reception/Event
 - If applicable: organize and distribute all personal flowers to wedding party, family members and special guests
 - If applicable: facilitate the wedding ceremony. Ceremony must be at The Dupree House for Day-of Wedding Coordinator to participate
 - If applicable: properly line processional & cue music
 - If applicable: prepare a plate of hors d'oeuvres and a beverage for the wedding couple after their photos
 - If applicable: Facilitate and manage site transition from ceremony to reception
 - If applicable: Once Wedding Party(WP) has returned from photos, prepare WP for introductions and coordinate timing with DJ or Band
 - Deliver to DJ or Emcee with list of names in proper order and phonetic spelling, that is created by Wedding Couple, for introductions
 - Facilitate all aspects of Event Timeline through Bridal Send off
 - Provide Wedding Couple with desired Toasting Beverage during speeches and toasts
 - Handle Exit Materials that are provided by the Client
 - Coordinate Getaway Transportation, if hired by the Client
 - Coordinate Breakdown of Reception
 - Return any person items to the Client (family pictures, ceremony items, gifts, etc) to the predetermined handler after the event for removal from premise

****Please contact a Dupree House Representative to discuss all "if applicable" references****

*If coordinator services are **not** added, The Dupree House staff is **not** responsible for receiving any vendors on the client's behalf, setting tables or decorations, coordinating any officiant, music, set up or breakdown.*



Event Coordinator:

Available for Special Events & Corporate Events Only

Starting at \$450++

- Prior to Event
 - 2-Face to Face (1 hr meetings) if desired
 - Vendor Recommendations based on overall budget, style and esthetics of event
 - Coordinate and Compile timeline of vendor arrival and pickup times
 - Create event Timeline and distribute to applicable vendors

- Day-of Event
 - Be first on site to greet vendors and direct as necessary
 - Direct set up for tables, chairs, linens, flowers décor, etc.
 - Direct catering before, during and after event
 - Direct event “Setup” and “Breakdown”
 - Return any person items to the Client to the predetermined handler after the event for removal from premise

*If coordinator services are **not** added, The Dupree House staff is **not** responsible for receiving any vendors on the client's behalf, setting tables or decorations, coordinating any, music, set up or breakdown.*

Suggested Vendor List:

EVENT COORDINATORS

[The Dupree House Event/Day of Coordinator](mailto:events@thedupreehouse.com) – 919.550.0252 – events@thedupreehouse.com

[Timeless Love](mailto:Jaclyn@timelesslove.com) - 508-345-7150 - Jaclyn@timelesslove.com

[Chad Bigs Event Planning and Design](mailto:Chad@ChadBiggs.com) - 919-391-8350 - Chad@ChadBiggs.com

[Shamane's Unique Fashions and Creations](mailto:Shamanejones@yahoo.com) – 919-580-8164 - Shamanejones@yahoo.com

EVENTS DESIGN

[Johnston Entertainment](mailto:johnsonent@me.com) - 510-579-6714 - johnsonent@me.com

[Timeless Love](mailto:Jaclyn@timelesslove.com) - 508-345-7150 - Jaclyn@timelesslove.com

[Chad Bigs Event Planning and Design](mailto:Chad@ChadBiggs.com) - 919-391-8350 - Chad@ChadBiggs.com

[Shamane's Unique Fashions and Creations](mailto:Shamanejones@yahoo.com) – 919-580-8164 - Shamanejones@yahoo.com

FLORAL

[Smithfield City Florist](tel:919-934-0942) - 919-934-0942

[Dream Makers](tel:919-615-2796) - 919-615-2796

[Flowers By the Neuse](tel:919-550-2820) - 919-550-2820



CAKE & DESSERTS

Catering Works - 919-828-5932 - greatfood@cateringworks.com

I Do Cakes - 919-673-0139 - megan@idocakesnc.com

OFFICIANT

Jewel Velore-Knight - 706-799-8518 - jewalsweddings@gmail.com

PHOTOGRAPHER/VIDEOGRAPHER

American Freelance - 919-800-1281 - michael-lentz@att.net

Johnston Entertainment - 510-579-6714 - johnsonent@me.com

ENTERTAINMENT

Johnston Entertainment - 510-579-6714 - johnsonent@me.com

LIGHTING

Perfect Event Entertainment - 919-626-9044

Get Lit Event Lighting - inquiries@getliteventlighting.com

RENTAL COMPANIES

CE Rentals – 919-833-943

Party Reflections – 919-354-2595

TRANSPORTATION

JoCo Limo - 919-587-6069

Bare Minimum – 919-873-3628

Shenanigans Limo Party Bus – 919-243-2209

PHOTOBOOTHS

Johnston Entertainment - 510-579-6714 - johnsonent@me.com

Tay and Sons Enterprises – 360 Photo Carousel - 919-862-4184 - tayandsonsender@gmail.com

HAIR AND MAKEUP SERVICE

Amber Knowles Beauty - 919-616-7591

The Makeup Team - 919-827-1382

Head Turners Salon – 919-622-8487

YOGA / MEDITATION / CALMING SERVICES

Ebb & Flow Yoga – 919-578-3380 – info@ebbandflowyoganc.com

Morgan Cockerham – 919-376-5097 - morganc.yoga@gmail.com

** Keep in mind these vendors are SUGGESTIONS and are not guaranteed by The Dupree House. Each vendor is a separate contract with you (the client) and the vendor themselves. The Dupree House makes no claim on the vendors' quality of work, except our own.

