Bragg-Mitchell Mansion

RENTAL INFORMATION AND RATES

Rates subject to change

All Rentals of the Mansion Include:

- Exclusive access to the Mansion's first floor, featuring historic furnishings, spacious outdoor porches, back patio, a private dressing suite, and full use of the surrounding grounds
- Cleaning services *(standard cleaning prior to event & after event has ended)*
- On-site, secure parking for approximately 100 vehicles, including designated handicap accessible spaces and a convenient wheelchair ramp
- A Bragg-Mitchell Mansion Hostess present for the full duration of your event to assist with venue needs

---

Weddings and Receptions:

- 10-hour reception rental inside the Mansion, plus all-day access to the outdoor grounds
  (example: 5 hours for setup, 4 hours for event, 1 hour for breakdown & cleanup)
- Set-up and clean-up must occur within the 8-hour rental period *(additional time may be added for a fee)*
- Vendors may work outside the Mansion before it opens and after it closes on the day of your event, including delivery and pickup of rental items. All vendor activity must be approved in advance by the Event Coordinator.
- All guests must be off the grounds 1 hour before your contract ends. Cleanup must start and be completed prior to the Mansion's closing time
- Bridal portrait session – 2 hours, scheduled around the Bragg-Mitchell Mansion's tour and event calendar
- Large bridal dressing suite with private powder room *(gentlemen are asked to arrive dressed)*

Rental Rate:

• Monday – Thursday	$1,495
• Friday	$2,995
• Saturday *	$4,995
• Sunday	$2,995

** Special Saturday pricing for January, July, and August - $2,995*

A wedding ceremony may be added for an additional fee

Cocktail Parties, Dinners, and Social Events:

- 6-hour rental inside the Mansion *(example: 1 hour for setup, 4 hour event, 1 hour for breakdown & cleanup)*
- Use of the outdoor grounds as arranged prior to event
- Set-up and clean-up must occur within the 6-hour rental period *(additional time may be added for a fee)*
- Clean-up must begin no later than one hour before the Mansion's scheduled closing time, and all guests must vacate the premises when the clean-up period begins

Rental Rate:

- Monday – Thursday $995
- Friday & Sunday $1,495
- Saturday $2,495 *

** Social events only; not eligible for weddings or receptions*

Luncheons and Small Gatherings:

3-hour rental from 11:00AM to 2:00PM, available Monday through Thursday only. Clients may, depending on event size, be required to hire a Bragg-Mitchell referred traffic controller. Rates vary based on guest count and event type.

Rental Rate:

- Monday – Thursday $450

Tour and Lunch Packages:
Tour and lunch packages are available upon request for guests who wish to pair their event with a guided historic tour of the Mansion and a luncheon in one of our tea rooms.

Note:
The luncheon and small-gathering rate is not eligible for weddings, receptions, or social events.

Additional Charges - In addition to Reception and Social Event Rentals:

• On-site Wedding Ceremony	$425	*(includes 2 additional hours)*
• Grounds Fee	$250 to $300	*(Allows placement of a tent, dancefloor, and/or stage on the lawn. These items are not provided by the Bragg-Mitchell Mansion & must be rented through an outside rental company.)*
• Additional Hour	$250	*(per hour after your contracted hours)*
• Ceremony Rehearsal – 2 Hours	$200	
• Large Event Surcharge *	$500	*(applied when guest count is 300 or more)*
• Holiday Fee	$500	*(applied when an event is booked on a holiday or holiday weekend)*
• Additional Hours Past Midnight	$500	*(If the mansion remains open past midnight, each hour beyond midnight is billed at $500.)*

* Large events may incur additional charges. Any set up time requested before the day of the event must be prearranged with the Mansion to ensure necessary time can be accommodated. Additional fees for set-up prior to the event day will be determined by the Mansion.

What is NOT INCLUDED in your rental fee, but IS REQUIRED:

- Clients are required to hire the Bragg-Mitchell referred traffic controller/security. Rates are based on guest count and event type. Payment is made directly to controller.
- Special Event Liability Insurance *(more info is provided on the Special Event Liability Insurance Requirements Sheet)*
    - https://www.eventsured.com/partnership/bragg-mitchell-mansion/
    - https://www.theeventhelper.com/#ev4m7v

Requirements for Events with a Headcount of 300 or more:

**** Please remember: Vendors and staff count toward your total headcount. ****

- A tent is required for any event with a total headcount of 300 or more.
- A Day-Of Coordinator is required for events with a headcount of 300 or more.
- If your total headcount reaches 300, you must rent portable restrooms.

Deposits and Final Payments:

A **non-refundable** deposit of 50% of the rental fee is required to book a date. Deposit is non-refundable. Event balance, including any additional charges, is due thirty (30) days prior to the event. Cash, Check, Visa, Mastercard, American Express, and Discover accepted.

Full payment will be due at time of booking if event takes place within 30 days.

Day-of Coordinator

Please Note: The Bragg-Mitchell Mansion is excited to host your wedding/reception and your event hostess will be happy to assist with venue-related needs. However, we do not provide a Day-of Coordinator.

All brides are strongly encouraged to secure a professional Day-of Coordinator to ensure the smooth management of timelines, vendors, and event logistics.

A Day-Of Coordinator is required for events with a headcount of 300 or more.