



The
White Rose



Email: Info.ptcatering@gmail.com

Or

Psparks428@aol.com

Office Phone: 301-373-3253

Website: WhiteRoseHall.com

Welcome to The White Rose,

Ready to start planning your Wedding?

Your big day should be everything you've always dreamed about, and at The White Rose, we will make that dream come true! With an inside venue no need to worry about the weather or the other elements of the day. Most setup can be done the day prior, and it will all still be in tact for the Wedding Day, so no need to worry about rain, wind, or critters anymore. It gives you more time to relax the day of the wedding since you get to see the final product. Also, the expense of renting tables, chairs and a tent are not needed at this site, so this always helps with the budget.

An event starts with an idea – and we help you make it happen. We offer a unique setting to create the perfect day. With our on-staff site coordinator, you'll have a wedding that reflects your own distinctive style, and your needs will be met seamlessly all day long. It's the perfect setting for the ideal wedding. The White Rose can host a smaller wedding of 75 or grand celebration of 400 guests. We offer unrivaled service and a classic setting to complete the perfect day.

Options you have at our site:

As you walk into the hall, we have a small foyer area decorated very elegantly with marble floors and crystal and black chandelier. Gorgeous area to greet your guests.

Our ballroom is 104 X 70 is fire rated for 599 guests. That's auditorium style seating however is perfectly suited for a sit-down meal with dance floor and spacing around key tables like cake, head or gift table 350 is a better head count. This hall can also be broken down for smaller events with draping or strategic placing of tables and decorations. We can also spilt room to do wedding and reception in one space.

In the hall we have a nice seating area to make it more intimate for those guests who would like to just sit, talk catch up with out-of-town guests. This is a great photo and a nice area to decorate. We also can add bistro tables and chairs in front of the French Country bar as another location for your guests to mingle during cocktail hour or during your entire event.

This hall has lots of special areas to mingle not just your seat.

Bridal Suite has 4 makeup areas for the bridal party to prep, a lounge area and two areas to change in to your dresses. We also have some great photo opportunities in this room to show off your wedding dress and bridesmaid dresses.

If Personalized Touch Catering is your caterer, you can order Breakfast or Lunch during your stay getting ready and you can even get Adult refreshments if you like.

All of our packages are fully customizable - Contact our Wedding Specialist at 301-373-3253 or info.ptcatering@gmail.com

Antique White Rose Package – #1

Day Before Wedding

5-hour Setup with 1 hour added on for Rehearsal if needed.

Day Of Wedding

Items Included: Hall, Setup, Cleanup, Tables and Chairs
(3-hour setup for vendors, 1-hour Cocktail, 4-hour for event, and 1 hour clean up)
Note: Will add an extra hour if Wedding is on-site to timeline (no extra charge)

Bridal Suite with a Champagne Toast while Bride is getting ready
(4 Bottles of Champagne with Champagne Glasses for Room)
7-hour early entrance for Bridal Suite

One Security person during the event

Venue Coordinator at Site Day Before Wedding and Day of Wedding

Duties of this Venue Coordinate: this person is a liaison between you and the venue's operations team. They will help you get all that you need from the venue. They open the venue at the schedule time, oversee the setup of the room, check that bathroom are clean, and all the lights are working , floors are clean and any special needs by client have been met by venue.

Total for package before discount \$5285.00

10% Discount - \$528.50

Grand Total \$4756.50

***Note:** If Personalized Touch Catering (the Preferred Caterer) is not used a Kitchen Fee of \$300 will be added and will need a copy of Caterer's licenses, Insurance and Kitchen Agreement 1 month prior to event.*

Antique White Rose Package – #1 Sample Timeline

This sample is based on a 3:00 pm Wedding or Event with On-Site Wedding

Date before 5 hours for setup (Time picked by client)

08:00 AM	Bridal Suite Entrance
12:00 PM	Vendor Setup
03:00 PM	Wedding (Start Time)
04:00 PM	Cocktail/Dinner
09:00 PM	End of Event
09:00 to 10:00 PM	Cleanup

This sample is based on a 3:00 pm Wedding or Event with Off-Site Wedding

Date before 5 hours for setup (Time picked by client)

09:00 AM	Bridal Suite Entrance
01:00 PM	Vendor Setup
04:00 PM	Cocktail/Dinner
09:00 PM	End of Event
09:00 to 10:00 PM	Cleanup

White O'Hara Rose Package – #2

Day Before Wedding

4-hour Setup with 1 hour added on for Rehearsal if needed.

Day Of Wedding

Items Included: Hall, Setup, Cleanup, Tables and Chairs
(3-hour setup for vendors, 1-hour cocktail, 4-hour for event, and 1 hour clean up)
Note: Will add an extra hour if Wedding is on-site to timeline (no extra charge)

Bridal Suite with a Champagne Toast while Bride is getting ready
(3 Bottles of Champagne with Champagne Glasses for Room)
4-hour early entrance for Bridal Suite

One Security person during the event

Venue Coordinator at Site Day Before Wedding and Day of Wedding

Duties of this Venue Coordinate: this person is a liaison between you and the venue's operations team. They will help you get all that you need from the venue. They open the venue at the schedule time, oversee the setup of the room, check that bathroom are clean, and all the lights are working , floors are clean and any special needs by client have been met by venue.

Total for package before discount \$4745.00

10% Discount – \$474.50

Grand Total \$4270.50

***Note:** If Personalized Touch Catering (the Preferred Caterer) is not used a Kitchen Fee of \$300 will be added and will need a copy of Caterer's licenses, Insurance and Kitchen Agreement 1 month prior to event.*

White O'Hara Rose Package – #2 Sample Timeline

This sample is based on a 3:00 pm Wedding or Event with On-Site Wedding

Date before 4 hours for setup with 1 hour Rehearsal (Time picked by client)

11:00 AM	Bridal Suite Entrance
12:00 PM	Vendor Setup
03:00 PM	Wedding (Start Time)
04:00 PM	Cocktail/Dinner
09:00 PM	End of Event
09:00 to 10:00 PM	Cleanup

This sample is based on a 3:00 pm Wedding or Event with Off-Site Wedding

Date before 4 hours for setup (Time picked by client)

12:00 AM	Bridal Suite Entrance
01:00 PM	Vendor Setup
04:00 PM	Cocktail/Dinner
09:00 PM	End of Event
09:00 to 10:00 PM	Cleanup

Tea Rose Package- #3

Day Before Wedding

3-hour Setup with 1 hour added on for Rehearsal if needed.

Day Of Wedding

Items Included: Hall, Setup, Cleanup, Tables and Chairs
(3-hour setup for vendors, 1-hour cocktail, 4-hour for event, and 1 hour clean up)
Note: Will add an extra hour if Wedding is on-site to timeline (no extra charge)

One Security person during the event

Venue Coordinator at Site Day Before Wedding and Day of Wedding

Duties of this Venue Coordinate: this person is a liaison between you and the venue's operations team. They will help you get all that you need from the venue. They open the venue at the schedule time, oversee the setup of the room, check that bathroom are clean, and all the lights are working , floors are clean and any special needs by client have been met by venue.

Total for package before discount \$4065.00

10% Discount - \$406.50

Grand Total \$3658.50

***Note:** If Personalized Touch Catering (the Preferred Caterer) is not used a Kitchen Fee of \$300 will be added and will need a copy of Caterer's licenses, Insurance and Kitchen Agreement 1 month prior to event.*

Tea Rose

Package– #3 Sample Timeline

This sample is based on a 3:00 pm Wedding or Event with On-Site Wedding

Date before 3 hours for setup with 1 hour Rehearsal (Time picked by client)

12:00 PM	Vendor Setup
03:00 PM	Wedding (Start Time)
04:00 PM	Cocktail/Dinner
09:00 PM	End of Event
09:00 to 10:00 PM	Cleanup

This sample is based on a 3:00 pm Wedding or Event with Off-Site Wedding

Date before 3 hours for setup (Time picked by client)

01:00 PM	Vendor Setup
04:00 PM	Cocktail/Dinner
09:00 PM	End of Event
09:00 to 10:00 PM	Cleanup

Al Carte

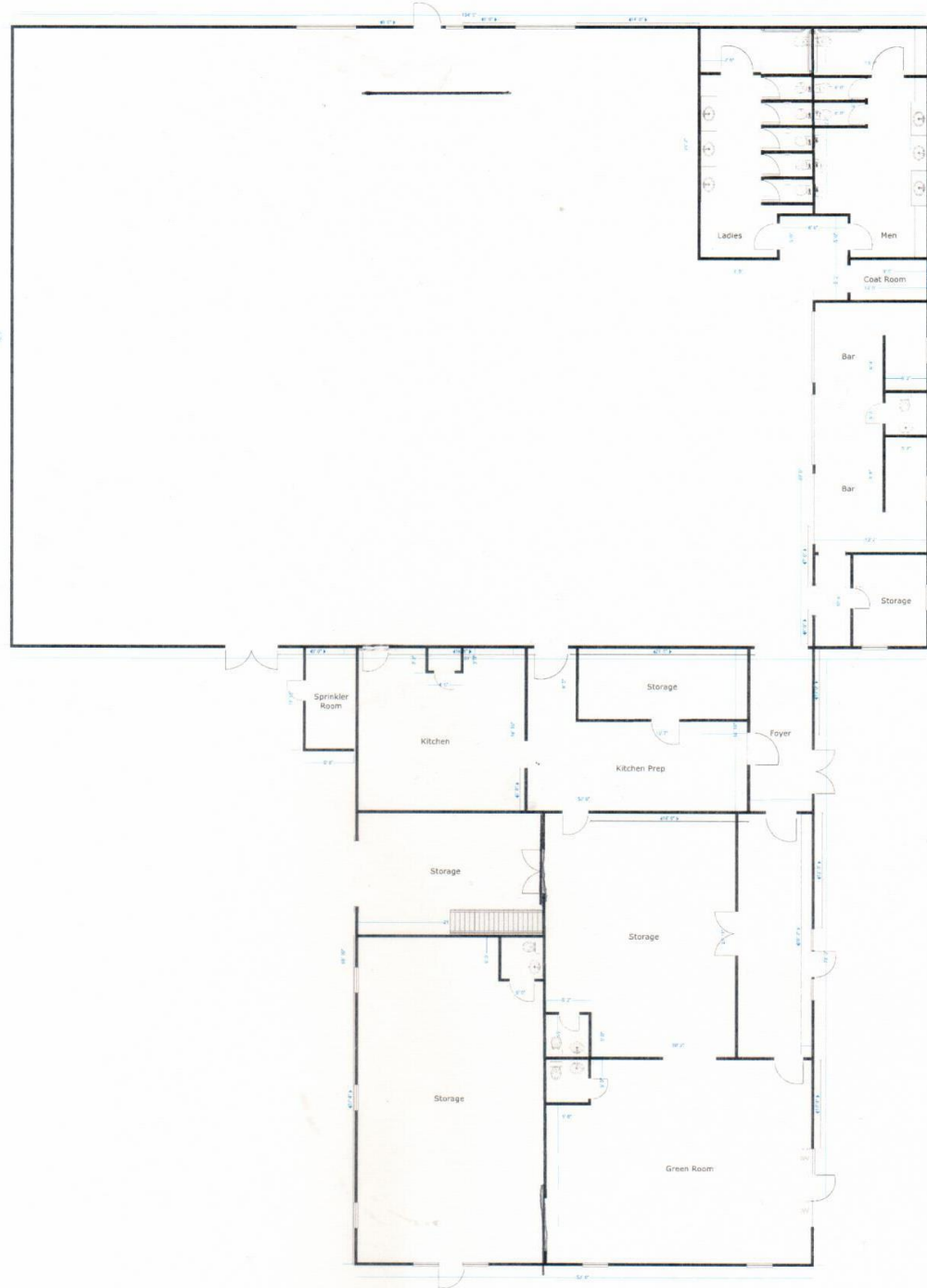
Event Day (Friday or Saturday) <i>(4-hour event with 3-hour setup and 1 hour cleanup) Items included: Hall, Tables, Chairs, Setup, labor, and Cleanup Security and Venue Coordinator</i>	\$3500.00
Event Day (Sunday) <i>(4-hour event with 3-hour setup and 1 hour cleanup) Items included: Hall, Tables, Chairs, Setup labor and Cleanup Security and Venue Coordinator</i>	\$2900.00
Day Event 8:00 am/3:30 pm (Monday to Thursday) <i>Items included: Hall, Tables, Chairs, Setup, labor and Cleanup Security and Venue Coordinator</i>	\$1800.00
Evening Event 5:00 pm/12:00 am (Monday to Thursday) <i>Items included: Hall, Tables, Chairs, Setup, labor, and Cleanup Security and Venue Coordinator</i>	\$1800.00
4-hour Funeral	\$1000.00
Hall by the Hour	\$ 425.00
Day Before Hall Rental (Wedding Package Only -Friday) <i>5 hours with 1 hour for Rehearsal if needed</i>	\$840.00
Day After Hall Rental (Wedding Package Only - Sunday) <i>3 hours (9:00 am to 12:00 pm)</i>	\$400.00
Kitchen Fee <i>(If preferred Caterer not used "Personalized Touch Catering" then you need a license caterer. Need copy of license and Insurance and Kitchen Agreement completed)</i>	\$500.00
Bridal Suite - <i>(Used for the Bride to get ready for the day of)</i>	\$500.00

Duties of the Venue Coordinator: this person is a liaison between you and our Operations Team. Our coordinator will ensure that you have all that you need from the venue. Our coordinator will open the venue at the scheduled time, oversee the setup of the room, assist your vendors, when necessary, check to make sure the bathrooms are clean, and all the lights are working, and the floors are clean. Our coordinator will also address any special needs required by the client.

Reservations: A \$500 non-transferable or refundable deposit by cash, credit card or check is required at time of booking to secure your date. Payable to Shops at 5 South. Payment by credit card requires 4.5% processing fee. Remaining Balance is due one month prior to the event.

Cancellation Policy: If canceled more than six months prior to event date, a 50% refund of the required deposit will be issued. No refund if cancelled less than six months prior to event date.

Layout of Building



CATERING



Personalized Touch Catering is our Preferred Caterer and handles all the Food, Bar and Amenities at The White Rose. We do permit outside catering however they need to be licensed by Health Department, insured, and will need to complete a Kitchen Agreement and pay a \$300 kitchen fee. These items need to be done a month prior to your event. If ***Personalized Touch Catering*** is used non of these steps are necessary.

At ***Personalized Touch Catering***, we're here to make your event memorable and as carefree as possible. We've been serving the Southern Maryland Area since 1995 and we know what it takes to get it done.

We offer you individual attention and advise to create a memorable meal. We consider your needs and your wishes first and foremost, whether you're planning a large, formal buffet or a small intimate family gathering.

You can create your own menu by selecting from our expansive culinary offerings (that you will find on our website www.pt-catering.com) or let our professionally trained chefs design a menu that is customized just for you.

Personalized Touch Catering would like to offer you the best food and service on your special day. The catering aspect of your package includes all the following:

- Up to six hours of event time
- All on-site staffing to include Chefs, Servers & Catering Lead
- Setup and break down of food, including removal of trash and recycling
- Choices of paper products, China, and linens
- Depending on your packages – we can do cocktail hour, passed Hors d'oeuvres, Buffet Hors d'oeuvres, Buffet Main Dishes, Plated Salad Course, Plated Dinner, Dessert Package and Non-Alcoholic Drink Packages
- All stainless-steel chafing racks & service pieces, displays and other items to match your theme.
- PTC will be the first there and the last to leave

