

I have attached our Wedding Package for you to take a look at. I saw that you were interested in the Summer of 2025- good news, we still some dates available! Are you looking for a Friday, Saturday or Sunday? For a Saturday in July/August of 2025, our package costs \$160.00 per person plus a 20% administrative fee and 8% sales tax with a minimum guest count of 125. Fridays and Sundays are \$132.00 per person ++ with a guest count minimum of 100. I know you mentioned around 100 guests for your wedding, but if you do not end up meeting the guest count minimum, we would just need to make up for that missing amount with additional food and beverage like late night stations or hand-passed signature cocktails!

As you may know, River Stone Manor offers a few different spaces on our property here. We have the Ballroom, which comfortably accommodates up to 220 guests for your reception, an indoor cocktail hour room called the Union Room (coming March 2025!), the Terrace Tent which can be used as an outdoor cocktail hour space, and the Manor House which is a pre-ceremony space for half of the wedding party. We have some construction currently going on including the addition of the Union Room. I have attached some digital renderings for you. I can explain the updates further in person or via phone call if you would like!

I would love to give you a tour of our property and learn more about your wedding plans. You can follow this link to [My Schedule](#) to find a date and time that works best for either an in-person tour or a phone call!

All the best,

Ashley Dariano

Sales and Events Specialist

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WEDDING PACKAGE

2025 & 2026

RIVER STONE MANOR PACKAGE INCLUDES:

Five-Hour Reception (including Cocktail Hour)

Exclusive use of River Stone Manor Facilities,
Beautifully Manicured Grounds, Gardens, and
Outdoor Patios with Seating

Event Specialist to Coordinate, Set-up and Direct
Service on your Wedding Day

Wedding Couple Attendant

Professional Service Staff and Culinary Team

Indoor Cocktail Hour Space with Bar for Cocktail
Reception (Terrace Tent Optional May-October with
additional fee)

Floor-Length Linen, Overlay and Napkins

Table Numbers and Tealight Candles to Accent
Guest Tables

Optional:

- Waterfront Ceremony and Mohawk River-Front Arbor for \$1,000 (backup locations for inclement weather include the Tented Terrace and River Stone Ballroom) from May – October. Ceremonies taking place at River Stone Manor from November – April are \$750.00.
- Manor Home VIP Rooms to use on the day of your event for \$500 beginning two hours prior to your event which will include two bottles of sparkling wine and a charcuterie board; \$100 per additional hour prior to ceremony/reception (up to 5 hours prior to the event).
- Use of the Union Room is included, however, the Terrace Tent may be rented for Cocktail Hour for \$1,500.00.

INCLUDED MENU OPTIONS

Plated Selection

Bistro Display | Choice of Five Passed Hors d'oeuvres

Choice of One Salad with Warm Artisan Rolls and Whipped Butter

Choice of One Appetizer

Three Entrée Selections with Seasonal Vegetables | Chefs Choice Potato or Rice

Wedding Cake Credit | - Coffee and Tea Station





GENERAL INFORMATION

ALL-INCLUSIVE RECEPTION PACKAGE

River Stone Manor offers one spectacular package designed to encompass everything needed to host a complete reception. You will find that our package has everything from beautiful linen choices to incredible menu offerings. You may personalize your event by adding or upgrading food, beverage, and décor a la carte. All prices are subject to a 20% taxable Administration Charge (not a gratuity) and 8% NYS Sales tax.

ON-SITE CEREMONIES

The ceremony fee includes a 1/2 hour for the ceremony and the set up and breakdown of white garden chairs overlooking the Arbor on the banks of the Mohawk River from May - October. Backup locations for inclement weather include the Terrace Tent and River Stone Ballroom. Outdoor ceremony sites are booked subject to weather conditions and other unusual or unforeseen circumstances. Four hours prior to your ceremony, River Stone Manor requires confirmation via text or phone call to your event specialist to confirm an indoor or outdoor ceremony. November – April ceremonies will be held in the River Stone Ballroom (Sunrise side).

COCKTAIL HOUR

Indoor Cocktail Hour Space

Cocktail hour is hosted in our new Cocktail Hour Space, the Union Room, and is included in the package.

Terrace Tent Seasonal May - October

Cocktail hour may be hosted under our terrace tent for an additional fee of \$1,500.00 and is available May - October. Use of the terrace tent is weather permitting. The choice of whether the tent is safe to use is at the discretion of River Stone Manor. The tent is furnished with high top cocktail tables, low cocktail tables, and white chivari chairs.

THE MANOR HOME

A private wedding suite and changing room are available in the Manor Home for \$500 beginning two hours prior to your event and will include two bottles of sparkling wine and charcuterie board; \$100 per additional hour prior to ceremony/reception. The couple can arrive as early as 5 hours prior to their event with advanced reservation. Please note: maximum of 15 people permitted and use is limited to the Manor Home alone, not to the other facilities or grounds until 2 hours prior to the start of your event.



GENERAL INFORMATION

SECURING YOUR DATE

We require a signed contract and \$2,500 non-refundable deposit ("Initial Deposit") to secure a date for your wedding. This deposit is credited towards your final bill.

PAYMENT SCHEDULE

Twelve months prior to your event date a progress payment of \$7,500 is due. If you book your event within 12 months of your date, a progress payment of \$7,500 will be due 30 days after the Initial Deposit. Six months prior to your event date a progress payment of 50% of the remaining balance of your estimated event minimum is due. The final remaining balance is due ten days prior to your event.

METHODS OF PAYMENT

All deposits and payments MUST be made via cash, check, bank check, ACH or wire. Credit cards are accepted for your Initial Deposit only.

TASTE OF RIVER STONE MANOR

All our booked couples are invited to a complimentary tasting at River Stone Manor. You may bring up to four guests at a per-person cost. The tastings are held bi-annually, and you will be invited to testing based on your wedding date and availability at these scheduled events. The tasting is an integrity tasting designed to give you a "taste" of what you have to look forward to when you choose River Stone Manor to host your wedding. Tastings are held typically on weekday evenings (Wednesday or Thursday).

MEAL SERVICE

A four course plated meal is served to your seated guest by our service staff. A selection of three plated entrées selections is included in the package.

A vegetarian option is provided with a plated meal and will not count as an additional entrée selection as long as vegetarian meals do not exceed 10% of the final guest count.

Children's Meals: Children's menu will be provided at \$40 per child (12 years and under)
Vendor's Meals: Chef's choice: \$60 per vendor

Children's and Vendor meals do not count towards your contracted minimum guest count.



GENERAL INFORMATION

VEN D O R S

We will provide our preferred vendor list to any booked client, which are recommendations and not requirements. All outside vendors must be licensed, properly insured, and able to provide a Certificate of Liability Insurance (COLI) naming River Stone Manor as additionally insured.

Before you book a vendor (sign their contract,) they must be approved by River Stone Manor. To approve them, we need the vendor's name, company name, web address, and contact information as well as a copy of their COLI. One month prior to the event, River Stone Manor must be provided with a current COLI.

S A L E S A N D E V E N T S P E C I A L I S T

At River Stone Manor, we have professional staff to book, plan and host your event the day of. Your specialist may not be the same person with whom you booked your wedding. Our team is interchangeable due to the demanding schedules in wedding season. You can be assured that your event will be seamless – you will have a designated specialist with whom you will meet in advance to attend to you and your event.





FREQUENTLY ASKED QUESTIONS

Alcohol

No alcoholic beverages of any kind may be brought into or removed from the premises of River Stone Manor according to New York State Liquor Law; (ii) Any outside alcoholic beverages found on the premises will be confiscated; (iii) No person who appears to be intoxicated or is under-age will be served alcoholic beverages; (iv) We do not permit the serving or consumption of alcoholic shots on the premises; (v) Alcohol will be served for a maximum of five (5) consecutive hours.

Arbor

The Arbor on the riverside cannot be moved.

Ceremony Rehearsals

There is no charge for your ceremony rehearsal. Ceremony rehearsal requests are accommodated between the hours of 11am and 5pm Wednesday through Friday, based on availability. Ceremony rehearsals requested for Saturday or Sunday are reserved only for events occurring the same day. River Stone Manor reserves the right to reschedule ceremony rehearsals to accommodate business demands.

Displays and Decorations

All displays, decorations, floral arrangements, etc. brought into River Stone Manor must be with prior consent from River Stone Manor and of a type that does not mar or do damage to the Venue and its surrounding property or put undue stress on electrical or other systems and must be removed as required by River Stone Manor.

Favors

No alcoholic or drug-related favors are permitted. Any favors that could potentially be considered dangerous or questionable to the venue or property must be approved by River Stone Manor.

Firearms

No firearms are permitted at River Stone Manor and on its property, regardless of carry permit status.

Final Counts

Final guest counts are due 30 days prior to your wedding date.

Guest Minimum

Our guest minimum will vary depending on the day of the week and time of year – please see our pricing sheet.

Lighting

Any additional lighting must be approved by River Stone Manor and, if approved, installed by an approved lighting professional.

Meals To Go

Due to food safety concerns, all food and beverage must be consumed on the property. No food or beverage may be packed up and taken "to go."

Outside Food and Beverage

Except for your wedding cake or approved dessert, no outside food or beverage is allowed to be brought into the venue before, during, or after your event.



















