Gramercy Mansion

Gramercy Mansion Exclusive Event Rental (4 Hour)

(Rates are subject to change)
Capacity: 150 guests

Basic site rental of Gramercy Mansion includes use of the first-floor public rooms and atrium, lawn and gardens behind the Mansion, a seven-hour rental: two-hour set-up time, four-hour event time and one-hour clean-up, 16 tables and 150 Chivari chairs. A one hour rehearsal, scheduled 2 months prior to wedding date, is also included. 50% discount on an overnight guest room for the wedding couple, based on availability.
Note: Prior to the event setup time, there may be a non-catered event, such as an elopement or tour, before the exclusive time begins.

Exclusive Rental: One Reception Only

Saturdays & Holidays	$9,000.00
Fridays & Sundays	$8,000.00
Midweek (Monday -- Thursday)	$5,000.00

Add-Ons

Additional ½ Hour	$600.00
Additional Hour	$1,000.00
Additional Setup Hour	$400.00
Ceremony (chairs & set-up)	$500.00
Fireplaces (each) beyond two in season	$30.00

Last Minute Event Discount: Reserve 2 months or less in advance of requested date and receive a $1,000 discount for Fridays, Saturdays and Sundays and a $500 discount Monday –Thursday.

Hours: 2:00 p.m. – 11:00 p.m.

Weekend Reservations: Date for Gramercy Mansion will only be held by a $3,000 non-transferable deposit that is required at time of contract signing. Remaining balance is due three months prior to the event. Deposits and balances may be paid via cash, check or credit card with a 3.5% service fee. Military Discount: 10% off, wedding couple in military/veteran only. Military Discount applies **only** to the Exclusive Rental.

Deposits and balances may be paid via cash, check or credit card with a 3.5% service fee.

Weekend Cancellation Policy: If cancelled more than six months in advance, there will be a $1,000 refund. There is no refund if cancelled less than six months prior.

Midweek Reservations: Date for Mansion will be held with a $2,000 deposit. Military Discount – 10% off.

Midweek Cancellation Policy: If cancelled at least 6 months prior, there is a $500 refund. There is no refund if cancelled less than 6 months prior.

Book the Mansion for your wedding and receive 20% off a Carriage House rental—perfect for your engagement party, rehearsal dinner, pre-wedding celebration, or wedding-day festivities.

Gramercy Mansion

Carriage House Event Rental (4 Hour)

(Rates are subject to change)
Capacity: 75 guests

Basic site rental of the Carriage House includes use of the Batik Room, Carriage Room, Conference Room, courtyard, kitchen, and Center Circle garden area, four-hour reception, two-hour caterer set-up, and one-hour clean-up, 10 tables and 75 Chivari chairs. A one hour rehearsal, scheduled 2 months prior to wedding date, is also included. 50% discount on an overnight guest room for the wedding couple only, based on availability.

Basic Rental

Saturdays & Holidays	$3,500.00
Fridays & Sundays	$3,000.00
Midweek (Monday-Thursday)	$2,000.00

Add-Ons

Additional ½ Hour	$600.00
Additional Hour	$1000.00
Ceremony (chairs & set-up)	$500.00

Last Minute Event Discount: Reserve two months or less in advance of requested date and receive a $500 discount for Fridays, Saturdays and Sundays and $200 discount Monday – Thursday.

Hours: 9:00 a.m. - 11:00 p.m.

Tenting: Tenting is allowed. Any grass areas being tented must have flooring. Tenting the courtyard is acceptable with a $250 fee to remove the bistro lights.

Weekend Reservations: Date for Carriage House will be held with a $1,000 deposit. Balance is due three months prior to the event. Deposits and balances may be paid via cash, check or credit card with a 3.5% service fee. Military Discount – 10% off, wedding couple in military/veteran only. Military Discount applies **only** to the Exclusive Rental.

Weekend Cancellation Policy: If cancelled at least 6 months prior, there is a $500 refund. There is no refund if cancelled less than 6 months prior. Reservations are non-refundable and non-transferrable from date to date.

Midweek Reservations: Date for Carriage House will be held with a $1,000 deposit. Military Discount – 10% off.

Midweek Cancellation Policy: If cancelled at least 6 months prior, there is a $500 refund. There is no refund if cancelled less than 6 months prior.

Exceptions: Two events may be held in the Carriage House on Saturdays if time allows. When two events are held on Saturdays, the same caterer must be used by both parties. Caterer must be chosen within eight weeks of reservation; if not, caterer choice goes to first party notifying us with decision of caterer.

Gramercy Mansion

All-Inclusive Gramercy Mansion
Ceremony, Reception (5 Hour) & B&B Guest Rooms

	2027	2028
Saturday	$13,500.00	$14,500.00
Friday & Sunday	$12,500.00	$13,500.00
Midweek	$9,500.00	$10,500.00

Available 2:00 p.m.-11:00 p.m. Capacity: 150 guests

With historic indoor spaces decorated with elegant antiques, a charming enclosed garden atrium and lovely landscaped gardens for outdoor ceremonies and cocktail receptions, Gramercy Mansion provides a scenic setting for weddings and celebrations year round. Enjoy your wedding day knowing that you are the only catered event scheduled in the Mansion by reserving exclusivity! This wedding package includes:

- Exclusive event time: 2-hour setup time, five hours of event time and 1-hour cleanup time
- One hour rehearsal scheduled 2 months prior to wedding date
- Ceremony – your choice of lower ceremony garden overlooking the valley or indoor atrium
- Event time for a cocktail hour followed by reception – your choice of outdoor gardens or inside the mansion: Note: food & beverage is separate. See catering list.
- Eleven guest rooms and suites, based on double occupancy (extra guest charge $30/pp/night)
- **2028: 13 beautifully furnished guest rooms and suites, based on double occupancy**
- Memory brick
- Gourmet breakfast for all B&B guests & free parking
- On site attendant for the duration of your event
- Use of all main floor furnished rooms (Foyer, Parlor, Dining Room, Atrium, Living Room, Library and Bar), kitchen for caterers use
- Landscaped and bricked processional walkway featuring a marble water fountain with electricity
- Ceremony set up using up to 150 white, cushioned chairs
- 16 Tables and 150 chivari chairs for reception
- Atrium is highlighted by chandeliers and ceiling bistro lights
- Handicap accessible restrooms & coatroom
- Heating, air conditioning & 2 fireplaces
- Abundant locations for photos: includes a marble gazebo, Japanese garden, formal and wooded gardens

Reservations: Date for an All-Inclusive Gramercy Mansion Ceremony, Reception & B&B Guest Rooms Package will only be held 50% non-transferable deposit that is required at time of contract signing. The remaining balance is due three months prior to the event. Deposits and balances may be paid via cash, check or credit card with a 3.5% service fee.

Cancellation Policy: When cancelling any exclusive package 6 months or more in advance, 50% refund of deposit is applied. There is no refund if cancelled less than 6 months prior.

Please Note: Prior to the event setup time, there may be a non-catered event, such as an elopement or tour, before the exclusive time begins.

Gramercy Mansion

Approved Catering List

Caterer: A caterer **must** be chosen from our approved list:

2026/2027 Approved Caterers

The Classic Catering People	410-356-1666 | www.classiccatering.com
Linwood's Catering	410-581-4920 | www.linwoods.com
Zeffert and Gold Catering	410-944-4481 | www.zeffertandgold.com
Chef's Expressions at the Manor	410-561-2433 | www.chefsexpressions.com
Absolutely Perfect Catering	410-579-8777 | www.absolutelyperfectcatering.com
Ashling Market & Catering	443-332-6100 | www.ashlingco.com
Putting on the Ritz	800-213-7427 | www.puttingontheritz.com
KDW Catering	410-808-3609 | www.kdwcatering.com
Hunt Valley Catering	410-343-3553 | www.huntvalleycatering.com
Mission BBQ	410-840-7300 | www.MISSION-BBQ.com/catering
Catering by Yaffa (kosher)	410-486-3325 | www.cateringbyyaffa.com
Hoffman & Co. (kosher)	410-764-6100 | www.hoffmancaterers.com
Knish Shop (kosher)	410-484-5850 | www.knishshop.com

Additional Information

Add-Ons

Additional Hour	$1,000.00
Additional ½ Hour	$600.00
Additional set-up/break-down time	$400.00/hour

Additional Rentals:

Chivari Chairs:	$5.00 each	54" Round Tables:	$10.00 each
White Chairs:	$5.00 each	60" Round Tables:	$10.00 each
14, 8-color Uplights:	$15.00 each	6' Utility Tables:	$10.00 each
7ft x 5ft Wooden Arch:	$100.00	8' Utility Tables:	$10.00 each
Cornhole Lawn Game $75.00			

Officiating Services:

Our Gramercy Officiants Jenna Adams, Raina Gover, Susie Hammaker, Lia Ors, Cherrish Rivera, and Heather Saul Rathbone are pleased to offer their services for your wedding ceremony. If you have reserved Gramercy Mansion or the Carriage House as your reception *and* ceremony venue, officiant services are available. Their price includes an initial consultation, personalized ceremony script, editing, rehearsal, ceremony, and marriage licenses signed and mailed. Please visit our individual websites or call the Mansion to learn more about us and our love of weddings!

Raina: www.weddingsbyraina.com	Susie: 410-486-2405
Heather: 410-207-1341	Jenna: www.facebook.com/weddingsbyjennaswick
Lia: 410-486-2405	Doris: (Spanish Speaking) 410-486-2405

Gramercy Mansion

Exclusive Platinum Wedding Weekend Package

(Rates are subject to change)

	2027	2028
Friday - Sunday	$25,500.00	$26,500.00
Midweek	$18,500.00	$19,500.00

Capacity: 150 guests

Plan your romantic weekend wedding in the serenity of Maryland's Greenspring Valley and treat your guests to an escape from the every day. We promise you and your guests our undivided attention and exclusive use of the Mansion, its grounds and bed & breakfast rooms for two full days & nights. This wedding package includes:

- Exclusive access to the Mansion for 2 days & nights, beginning at 3 p.m. on your arrival day, ending at 11 a.m. on your departure day. **Wedding party may check in at 1 p.m. (one guest room) at the earliest while guests arrive between 3–6 p.m.**
- Eleven beautifully furnished guest rooms and suites, based on double occupancy (extra guest charge $30/pp/night), free parking
- **2028: 13 beautifully furnished guest rooms and suites, based on double occupancy.**
- Memory brick
- Venue decoration & preparation time, vendor deliveries and set-up, photography may begin anytime
- Rehearsal followed by up to 4 hours of event time and space to hold your rehearsal dinner - you must use a caterer from our exclusive list
- Buffet breakfast for your overnight guests is served each morning
- **5 hours** of exclusive event time, ending by 11 p.m.
- Ceremony – your choice of outdoor landscaped ceremony garden overlooking Greenspring Valley or indoor atrium
- Event time for a cocktail hour followed by reception – your choice of outdoor gardens or inside the Mansion. Food and Beverage is separate. See catering list.
- On site attendant for the duration of your event
- Use of all main floor furnished rooms (Foyer, Parlor, Dining Room, Atrium, Living Room, Library and Bar), kitchen for caterer's use
- Landscaped and bricked processional walkway featuring a marble water fountain with electricity
- Ceremony set up using up to 150 white, cushioned chairs
- 16 tables and 150 chivari chairs for reception
- Atrium is highlighted by chandeliers and ceiling bistro lights
- Handicap accessible restrooms & coatroom
- Heating, air conditioning & 2 fireplaces
- Abundant locations for photos, including a marble gazebo and a Japanese garden with Koi pond

Reservations: Date for Exclusive Gramercy Mansion Platinum Wedding Weekend Package will only be held by a 50% non-transferable deposit that is required at time of contract signing. The remaining balance is due three months prior to the event. Deposits and balances may be paid via cash, check or credit card with a 3.5% service fee.

Cancellation Policy: When cancelling any exclusive package 6 months or more in advance, 50% refund of deposit is applied. There is no refund if cancelled less than 6 months prior.

Gramercy Mansion

Your Platinum Wedding Weekend
Sample Itinerary

Day 1: Arrival and Wedding Preparation

Your guests arrive to check into their bed & breakfast rooms and suites, assisted by our team of friendly innkeepers. Meet and greet your family and friends on the first floor of the Mansion and enjoy some time together before the festivities begin.

Hold your wedding rehearsal in the ceremony garden or atrium. For your rehearsal dinner, you may want to have your caterer take care of all the details, or you may wish to take care of it yourself by arranging delivery of food to the Mansion. Enjoy your dinner together!

In the warm weather months, wander to the backyard to lounge by the pool, toast s'mores by an outdoor fire pit or enjoy a glass of wine by a cozy fireplace and visit with your guests. Retire to your B&B rooms for a good night's sleep!

Day 2: Wedding Day!

Awaken to breakfast served in the dining room or in the atrium. Our innkeepers will direct makeup artists, hair stylists and photographers at your request and assist planners and caterers with any day of needs. Your team of wedding pros arrive bright and early with exclusive access to the Mansion. You and your wedding guests receive our undivided attention as the only event on the property that day (no other ceremonies, receptions, rehearsals or events). Want to treat your guests to an early morning yoga session in the garden? Go for it! Want to set up some lawn games by the pool to keep your guests entertained before the I-dos? We've got a perfect spot for that too.

It's time for your grand entrance! Guests arrive and are directed to the ceremony location of your choice on the property. Mansion, gardens and atrium… all are available exclusively for you! Host pre- or post-ceremony cocktails outdoors by our gardens or inside the Mansion. Have your treasured photos taken! Dine and dance the night away! Invite your guests to explore and enjoy the Mansion and its landscaped gardens and grounds.

After an unforgettable celebration with your family and friends, retire to your wedding night suite as your guests retire to their own elegant rooms.

Day 3: Breakfast and Send off

Awaken the next morning to another delicious breakfast with your closest family and friends before everyone departs with amazing memories of your platinum wedding weekend!

Gramercy Mansion

Bed & Breakfast Accommodations

(Rates are subject to change)

Choose from a variety of elegant bed and breakfast rooms and suites featuring antiques and artwork, whirlpool tubs and fireplaces. Wake up to a delicious breakfast served from a menu and prepared to order each morning, featuring culinary herbs from **Koinonia Organic Farm**, Maryland's oldest certified organic farm located on the property.

*****When you reserve the Gramercy & B&B room(s) for your event, we may check in one overnight guest room 2 hours early, at 1 pm, anyone who needs more time than 1pm on to get ready would need to reserve the night before, or plan on getting ready off-site.**

Call for reservations, 410-486-2405, or visit www.gramercymansion.com.

Rooms	*Rates*
Magnolia Room Charming garden view room with double bed accented with blue and gold fabric walls, fireplace, marble bathroom and shower. Located on the second floor. *Most comfortably sleeps 1 or 2 guests.*	**$175**
Country Room Experience the Edwardian flair for quiet repose: a view across the center garden to the Carriage House, double bed, fireplace and modern glass shower. Located on the second floor. *Most comfortably sleeps 1 or 2 guests.*	**$195**
Bar Harbor Room Inviting garden view room with queen bed; fireplace; whirlpool tub and shower combination accented with birds of America tile. Located on the second floor. *Most comfortably sleeps 2 guests.*	**$225**
Aphrodite's Retreat Sun-filled room with oriental carpets and French antiques, panoramic valley views, electric fireplace, modern shower and a king size bed. Located on the third floor. *Most comfortably sleeps 2 guests, 3 with a rollaway bed.*	**$275**
Hunt Room Elegant gentlemen's quarters with Maryland Hunt decor reminiscent of 19th century Baltimore, king size poster bed, electric fireplace, marble bath with double whirlpool tub and separate shower. Located on the third floor. *Most comfortably sleeps 2 guests, 4 with the day bed twin bed and trundle pulled out.*	**$300**
Ambassador's Room Regale yourself with sumptuous surroundings, elegant draperies and furnishings, king size bed, wood-burning fireplace, double modern glass shower. Located on the second floor. *Most comfortably sleeps 2 guests, 3 with a rollaway bed.*	**$350**
Tower Room Golden light bathes this renaissance retreat. Hand-carved king size poster bed, antique, inlaid fireplace, Italian-tiled bath with shower and our largest whirlpool tub. Located on the third floor. *Most comfortably sleeps 2 guests, 3 with a rollaway bed.*	**$375**

Gramercy Mansion

Tudor Room **$375**
Warmed by a massive fireplace of antique English oak, king size bed, double whirlpool tub with marble mosaic bathroom floor, wrought-iron balconies and private porch. Handicap-accessible. Located on the first floor. *Most comfortably sleeps 2 guests, 3 with a rollaway bed.*

Blue Garden Suite **$425**
Enjoy the romance of a 3 room suite with French antiques. King size bed, marble shower with rain shower head, sitting room with wood-burning fireplace and extra beds, airy, window-filled master bedroom overlooks pool and wedding gardens. Located on the second floor. *Most comfortably sleeps up to 4 guests, 2 in the king, 2 in the twins, can sleep 5 guests using a rollaway bed.*

Camelot Room **$425**
Sample the pleasures of this magical suite fit for royalty. Elegantly appointed with a king size bed, private sitting room, rain shower and lavish double whirlpool tub, marble fireplace, Juliet balcony with valley view. Located on the second floor. *Most comfortably sleeps up to 4 guests, 2 in the king, 2 in the full sized day bed, can sleep 5 guests using a rollaway bed.*

Cassatt Suite **$450**
European Renaissance retreat in gold and blue located on the private lower level. Features fabric-draped walls, four poster king bed with canopy, yellow and gold marble bath with heated floors, double whirlpool tub and separate two person shower, double vanity sinks, sitting room with day bed and electric fireplace and private terrace with water feature. Located on the below ground level. *Most comfortably sleeps 2 guests, 4 with the twin size day bed and trundle pulled out.*

*All rooms include a full gourmet breakfast for two guests, cable TV, telephone, refrigerator, microwave, robes, and water.

*Guests may enjoy the tennis court, outdoor swimming pool, croquet sets, flower & herb gardens, woodland trails and bird watching.

*Complimentary Wireless Internet, fax and copier services available for guests.

***Damage Policy**: Rooms will be assessed for damages such as makeup stains on towels, tears and/or stains to bedding and carpeting and smoking odor in guest rooms. Gramercy Mansion reserves the right to charge guest credit card on file accordingly for such damages up to $250.00 or more (at owner's discretion). We serve the right to charge guests the cost of rectifying damage, caused by the deliberate, negligent or reckless act of the guest to the Mansion's property or structure. Should this damage come to light after the guest has departed, we reserve the right to make a charge to the guest's credit/debit card.

*Check-in Time: between 3-6 p.m. or by arrangement. | Check-out Time: 11:00 a.m.

*Room rates based on double occupancy. Extra Person Rate: $30. (Includes breakfast)

*Children under the age of 6 years old are not allowed to stay overnight.

*There are 3 rollaway twin mattresses available to use in the larger guest rooms.

ALL RATES ARE SUBJECT TO CHANGE