



## *The Dupree House: Information Packet*

### Venue Types & Cost

*Johnston County Association of REALTORS® will receive a 10% Discount off Venue Rental Cost.*

<u>Event Type</u>	<u>Cost Hourly</u>	<u>Full Day Cost</u>	<u>Hours of Availability</u>	<u>Capacity</u>
Corporate Events- Conference Room Only	\$50++/hr – 2 hr Minimum	\$150++	Mon-Thursday 8:30a-5pm	15
Corporate Events- Full Venue & Conference Room	\$50++/hr – 4 hr Minimum/ 8 hr Max	\$250++	Mon-Thursday 8:30a-5pm	40
Special Events – Full Venue	\$75++/hr – 4 hr Minimum/ 8 hr Max	\$350++	Mon-Thursday 8:30a-5pm, Friday-Sat 11a-11p, Sunday 12p-10p	70
Wedding- Full Venue	Full Day Only	\$750++	Mon-Saturday 9a-11p, Sunday 9a-10p	70

*\*\*\*Please note all event space furniture (Conference Room Excluded) are not included in the rental cost. Tables, tablecloths, chairs, AV, and other equipment are available for an additional cost. Please contact us for more information. Full payment is due 7 days prior to event date. Sales Tax and a 22% Service fee is added when the price is noted with a ++\*\*\**

Deposit: A 50% room rental deposit plus damage deposit is required to finalize the booking of your event. No time or date will be secured until the rental deposit, damage deposit and completed and signed contract have been submitted and cleared. The Johnston County Association of REALTORS® will determine any damage assessments. Clients will be liable for payment of any damages in excess of the damage deposit. If appropriate, deposit will be refunded within 30 days after full rental payment has been received.

<b>Event Type</b>	<b>Damage Deposit</b>
Corporate Events-Conference Room Only	\$50 Deposit
Corporate Events-Full Venue & Conference Room	\$100 Deposit
Special Events - Full Venue	\$150 Deposit
Wedding-Full Venue	\$400 Deposit



## Rental Furniture/Equipment

Classroom Tables (6)	\$10 each
6' Rectangle Tables (4)	\$10 Each
60" Round (6)	\$12 Each
High Top Tables(6)	\$10 Each
Portable Bar (1)	\$50
Rectangle Sweetheart Table (1)	\$5.00
White Resin Chairs (70)	\$2.50 Each
Water Goblets (100)	\$0.25 Each
Chargers	\$0.50 each
White Tablecloth	\$5.00 Each
<i>***Tablecloths can only be rented with onsite table rentals***</i>	
Runner	\$2.00 Each

## Rental AV Equipment:

55" Television Mounted on Portable Stand (1)	\$20
Projector Screen (1)	\$15
LCD Projector (1)	\$20
Laptop computer (1)	\$50
Speaker with Handheld Microphone (1)	\$15
Handheld Presentation Clicker (1)	\$5

**Drink Service** – Available for Corporate Rentals Only Pricing based off half day events. Full day events will be an additional \$2.00++ Per Person

**Light Beverage** **\$2.00++ Per Person**

Coffee (Decaf/Regular), Hot Tea, Water

**Pick Me Up Beverages** **\$3.00++ Per Person**

Includes Coffee (Decaf/Regular), Hot Tea, Unsweet/Sweet Iced Tea, Juice, Coke, Diet Coke, water

**The Works Beverages** **\$4.00++ Per Person**

Coke, Diet Coke, Sprite, Bottled Water, Coffee (Decaf/Regular) Hot Tea - Hot Chocolate - Assorted Juices (additional \$1 per person per day for juices) - Coffee Condiments, 8oz. cups, and ice.

*\*\*\*Sales Tax and a 22% Service fee is added when the price is noted with a +\*\*\**

## 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

*Best Western Smithfield Inn, 2.3 miles*  
(919) 989-4047

*Fairfield Inn & Suites by Marriott Smithfield, 3 miles*  
(919) 938-005



## The Dupree House Accepted Caterers

*Under the Oak Catering:*  
[catering@undertheoakfarm.com](mailto:catering@undertheoakfarm.com)

*Catering Works:*  
[greatfood@cateringworks.com](mailto:greatfood@cateringworks.com)

*The Catering Company:*  
[TheNCCateringCompany@gmail.com](mailto:TheNCCateringCompany@gmail.com)

*Simple Twist:*  
[info@simpletwistnc.com](mailto:info@simpletwistnc.com)

*Empire Eats Catering*  
[catering@empireeats.com](mailto:catering@empireeats.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 if a professional catering service is not used; rendering Events at the Dupree, dba The Durpee 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.

## Directions to The Dupree House:

### ○ From Raleigh

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.

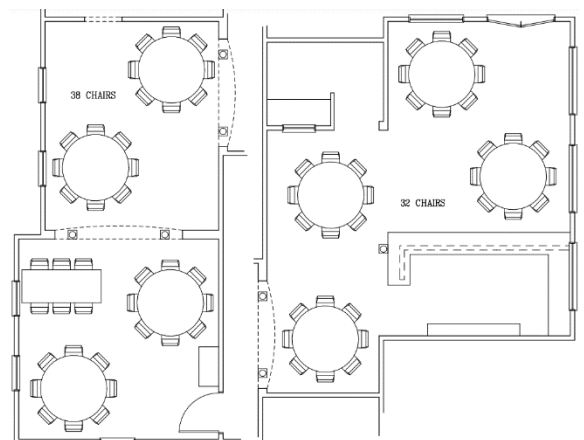
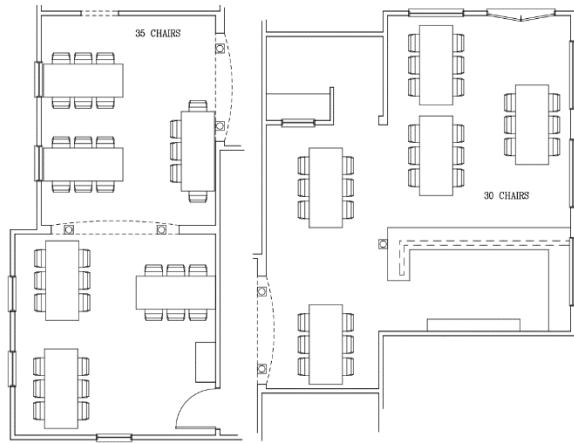
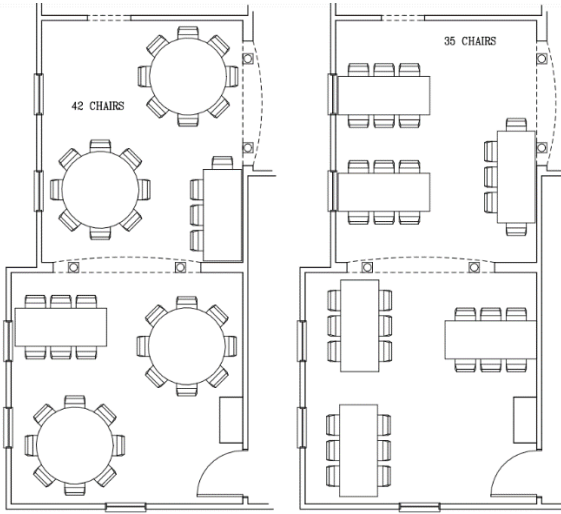
### ○ From I-95 South

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.



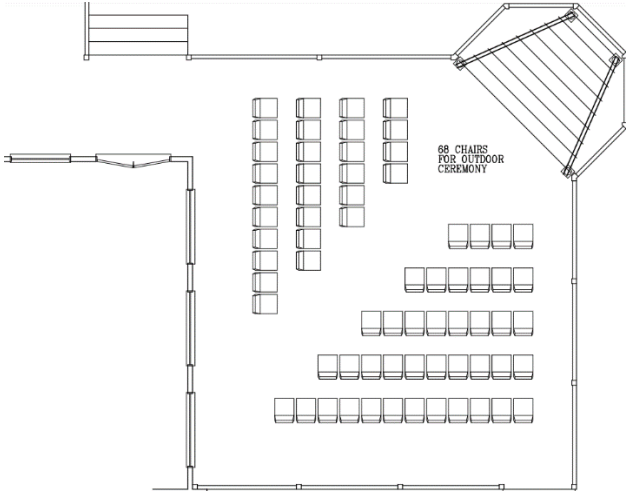
# Floor Plans:

## Banquet/Bar Area(s): *Special Events*

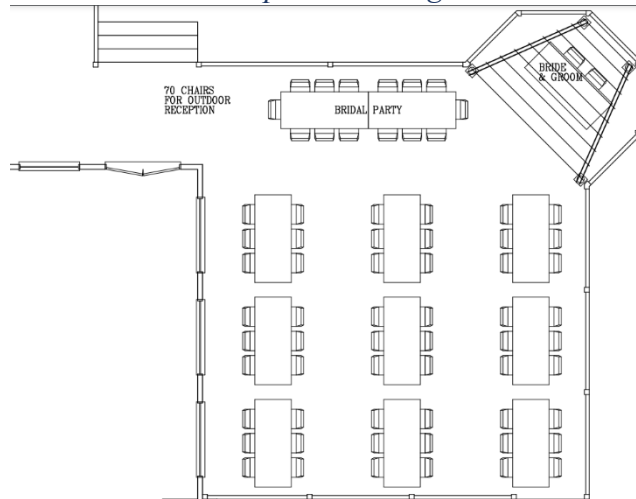


## Outdoors/Back Deck Area:

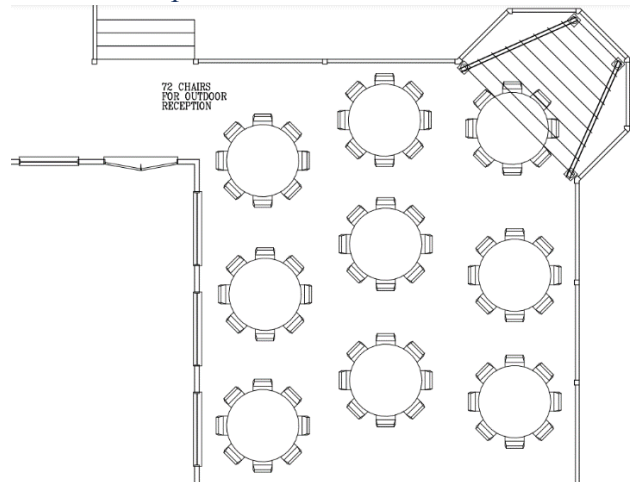
*Ceremony*



*Reception Rectangles*



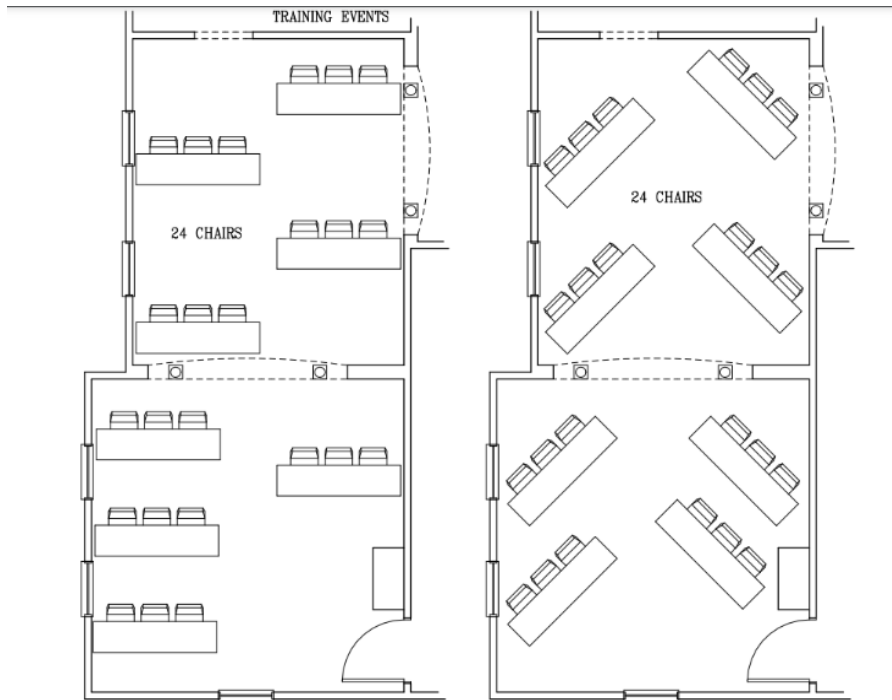
*Reception Rounds*



## Banquet/Bar Area(s):

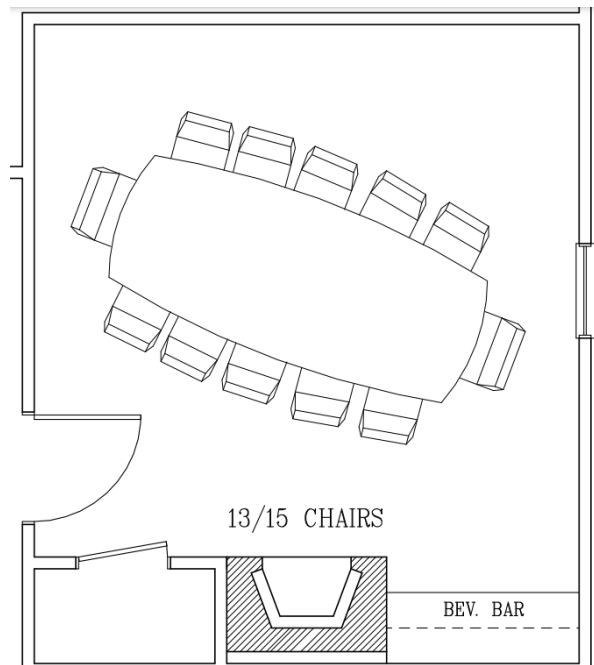


*Corporate/Training Events*



**Conference Room:**

*Cannot be altered*



# Day-of Wedding Coordinator:

*Available for Weddings Only*

**\$750++**

- **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: DOC 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
  - 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 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\*\*\**



# **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





# Suggested Vendor List:

## EVENT COORDINATORS

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

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

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

## EVENTS DESIGN

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

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

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

## FLORAL

Smithfield City Florist - 919-934-0942

Dream Makers - 919-615-2796

Flowers By the Neuse - 919-550-2820

## CAKE & DESSERTS

Catering Works - 919-828-5932 - [greatfood@cateringworks.com](mailto:greatfood@cateringworks.com)

I Do Cakes - 919-673-0139 - [megan@idocakesnc.com](mailto:megan@idocakesnc.com)

## PHOTOGRAPHER/VIDEOGRAPHER

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

## ENTERTAINMENT

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

## LIGHTING

Perfect Event Entertainment - 919-626-9044

Get Lit Event Lighting - [inquiries@getliteventlighting.com](mailto: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



## **PHOTOBOOTHS**

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

## **HAIR AND MAKEUP SERVICE**

The Makeup Team - 919-827-1382

Head Turners Salon - 9196228487

