



**709 S. Third Street  
Smithfield, NC 27577**

**984-285-5877-cell  
919-550-0252-office**

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## *The Dupree House: Information Packet*

Welcome to The Dupree House. Below are the Packages offered for events here at the house. Also is a list of our preferred caterers and list of service providers. Keep in mind that a deposit of 50% of the package price plus damage deposit plus signed contract is required to hold the date of your event. Please call with any questions.

### **Dupree House Packages 2024**

#### **Corporate Packages (Available Monday – Friday 8a-6p ONLY)**

Bronze Conference Package (good for Corporate meetings)

**\$150**

2 hours use of upstairs conference room  
Light Beverage Service  
Use of TV, Laptop and Clicker

Gold Conference Package (good for Corporate meetings / training events)

**\$200**

4 hours use of downstairs venue  
4 rectangle classroom tables  
24 resin chairs  
Light Beverage Service  
Full A/V use

Platinum Conference Package (good for Corporate Retreats)

**\$400**

Full day use of downstairs and/or conference room  
4 rectangle classroom tables  
2 rectangle 6' tables



24 resin chairs  
Light Beverage Service  
Full A/V use

## **Event Packages (good for any type Party or casual event)**

Bronze Package (good for Birthdays and Retirements and Memorial Repast Meals)  
**\$375**

4 hours of downstairs venue use  
5 Round Tables  
30 resin chairs  
Use of Kitchen (with preferred caterer)

Silver Package (good for Bridal or Baby Showers, Reunions, First Communion Celebrations)  
**\$400**

4 hours of downstairs venue use  
5 Round Tables  
30 resin Chairs  
2 Rectangle Tables  
Linens for tables within this package  
Use of Kitchen (with preferred caterer)

Gold Package (good for Engagement Parties, Vow Renewals, Employee Christmas Parties)  
**\$500**

6 hours of downstairs venue use  
6 Round Tables  
36 resin chairs  
2 Rectangle Tables  
Linens for tables within this package  
Use of Kitchen (with preferred caterer)  
Full A/V use

Platinum Package (good for Weddings, Quinceaneras, Large Parties)  
**\$950**

10 hours use of full venue on Friday / Saturday / Sunday  
8 Round Tables  
48 resin Chairs  
4 Rectangle Tables  
2 High Top Tables  
6 Barstools  
Linens for tables within this package



Use of Kitchen (with preferred caterer)  
Full A/V use

**Additional items will be at regular Dupree House prices listed below**

Additional Space

Upstairs Conference room - \$50 flat fee during Silver Conference Package hours

Additional Hours

Corporate - \$50

All other - \$75

Additional Tables Each

60' Round - \$10

6' Rectangular - \$10

4' Meeting - \$8

High Top Tables - \$10

Sweetheart Table – Rectangular - \$5

Additional Chairs Each

White Resin or Barstool - \$3

Additional Linens Each

For 60" Round - \$5

Runners - \$2

Portable Bar - \$50

Chargers - \$.50

Water Goblets - \$.25

A/V Equipment

Portable 55' TV - \$20

Projector Screen - \$15

LCD Projector - \$20

Laptop Computer - \$50

Speaker w/ handheld microphone - \$15

Presentation Clicker - \$5

All prices do NOT include 6.75% sales tax and 22% service fee.

Deposit of 50% of package price, plus security deposit and signed contract are all required to hold date. Package price deposit is non-refundable within 14 days of event.

Final payment due 7 days prior to event date. Security deposit is refunded by 30 days after rental completion.

**Hours of Availability:**

<u>Event Type</u>	<u>Hours of Availability</u>	<u>Capacity</u>
Corporate Events-Conference Room Only	Mon-Friday 8:00am-6pm	15



Corporate Events/Training-Full Venue & Conference Room	Mon-Friday 8:00am-6pm	32 (Plus 15 in conference room)
Special Events & Full Venue	Mon-Thursday 8:30am-10pm, Friday-Sat 11am-11pm, Sunday 12pm-10pm	70

Dupree House staff will be onsite for your entire event in case of emergency or any difficulties.

Quiet hours for the Town of Smithfield are observed starting at 11pm every day.

Street parking is allowed, please be considerate of our residential neighbors by not parking in or blocking their driveway.

## Damage Deposit:

Event Type	Damage Deposit
Corporate Bronze Package	\$50 Damage Deposit
Corporate Gold - Platinum Package	\$100 Damage Deposit
Bronze – Silver – Gold Packages	\$150 Damage Deposit
Platinum Package	\$400 Damage Deposit

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

## Drink Service – Available for Corporate Rentals Only.

**Light Beverage** **\$2.00++ Per Person (included in Packages listed above)**

Coffee (Decaf/Regular), Hot Tea, Water. 8 oz. cups included.

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

Includes Coffee (Decaf/Regular), Hot Tea, Unsweet/Sweet Iced Tea, Juice, Coke, Diet Coke, water. 8 oz. cups included.

**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 are 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) 938-0050

*LaQuinta Inn and Suites – Selma, 3.2 miles*

(919) 965-6730

## The Dupree House Preferred Caterers

*SoDoSoPa*

[sodocatering@gmail.com](mailto:sodocatering@gmail.com)

*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)

*Peach Cobbler Factory – Smithfield, NC*

[smithfield@peachcobblerfactory.com](mailto:smithfield@peachcobblerfactory.com)

*Empire Eats Catering*

[catering@empireeats.com](mailto:catering@empireeats.com)

*Mission BBQ:*

[catering28314@mission-bbq.com](mailto:catering28314@mission-bbq.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/Cary

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

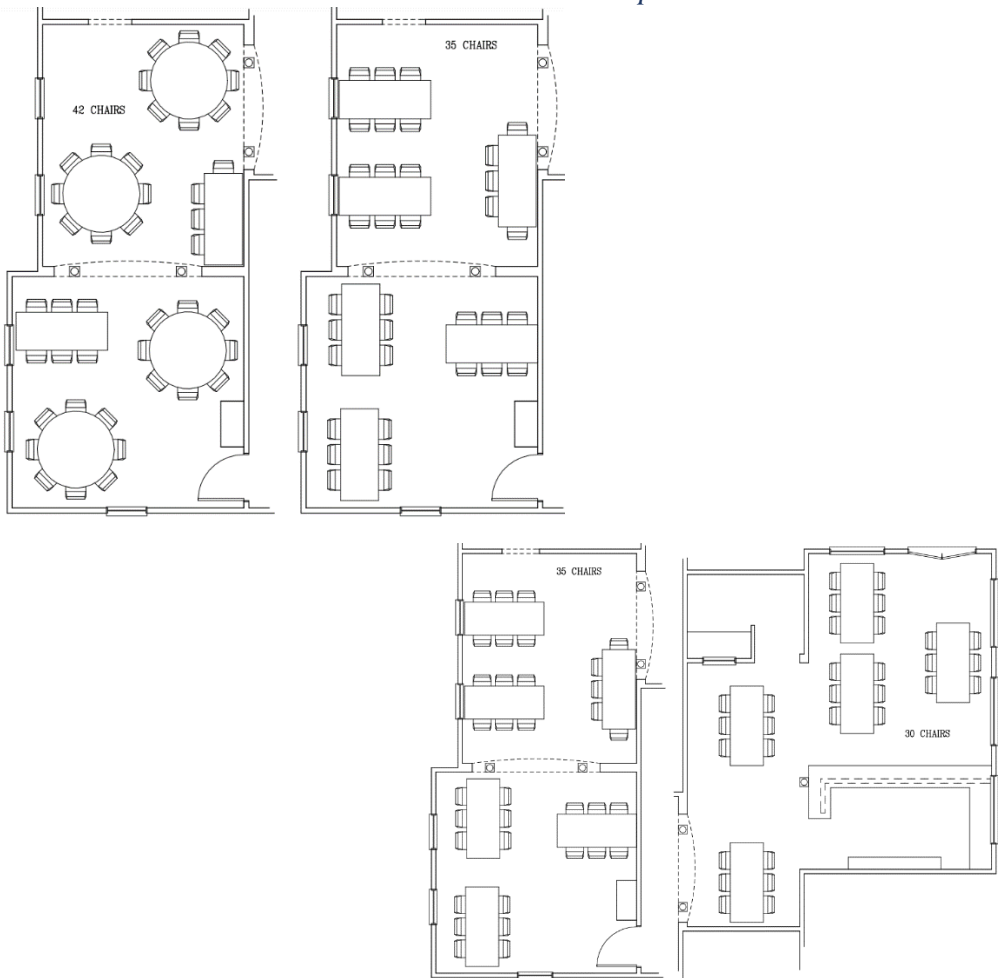


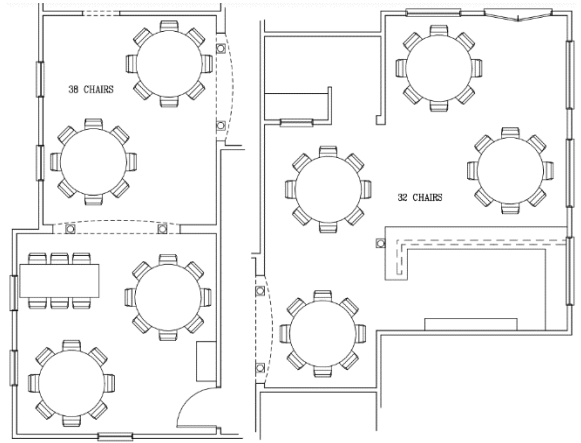
709 S Third Street, Smithfield, NC, 27577 – [www.TheDupreeHouse.com](http://www.TheDupreeHouse.com) – [events@thedupree.com](mailto:events@thedupree.com) – 919.550.0252

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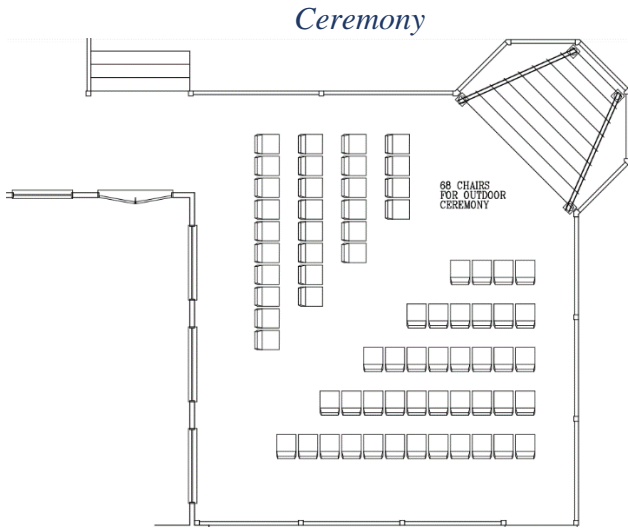
## Floor Plans:

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

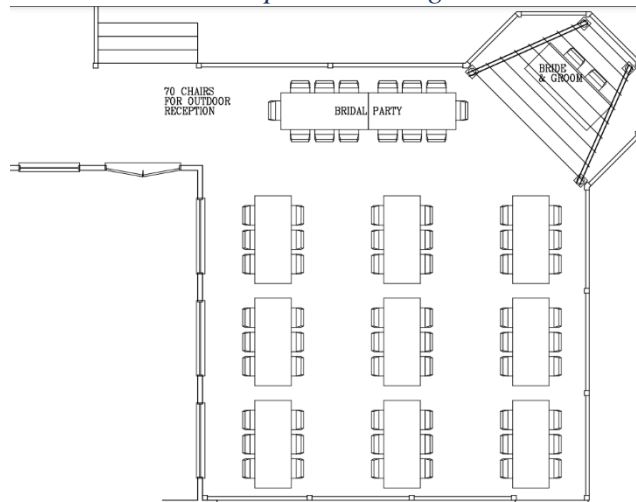




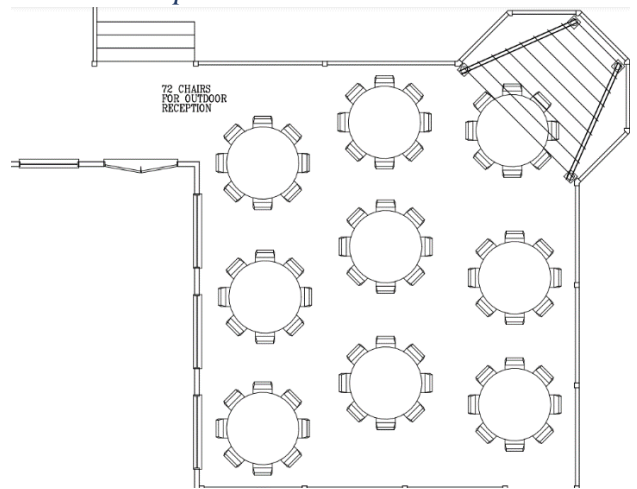
**Outdoors/Back Deck Area:**



### Reception Rectangles

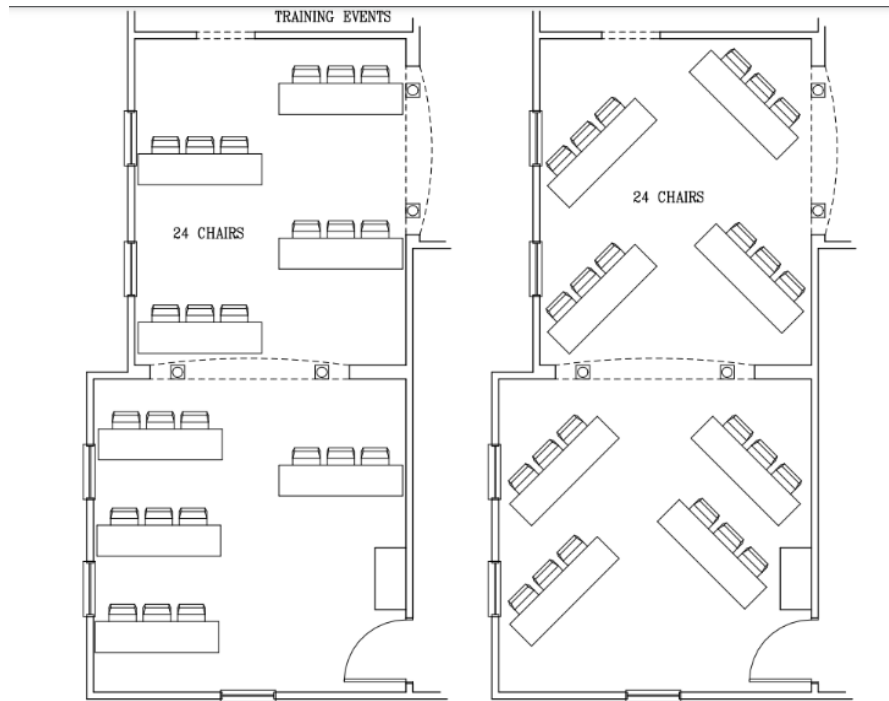


### Reception Rounds

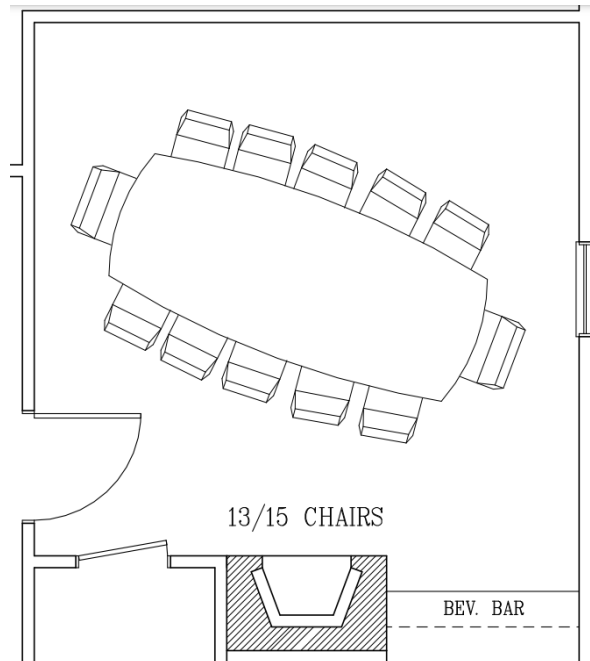




**Banquet/Bar Area(s):**  
*Corporate/Training Events*



**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)



## **OFFICIANT**

Katrina Allen – 919-938-0777 - [allenk@marinerfinance.com](mailto:allenk@marinerfinance.com)

## **PHOTOGRAPHER/VIDEOGRAPHER**

American Freelance - 919-800-1281 - [michael-lentz@twc.com](mailto:michael-lentz@twc.com)

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

Shenanigans Limo Party Bus – 919-243-2209

## **PHOTOBOOTHS**

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

Tay and Sons Enterprises – 360 Photo Carousel - 919-862-4184 - [tayandsonsender@gmail.com](mailto:tayandsonsender@gmail.com)

## **HAIR AND MAKEUP SERVICE**

Amber Knowles Beauty - 919-616-7591

The Makeup Team - 919-827-1382

Head Turners Salon – 919-622-8487

## **YOGA / MEDITATION / CALMING SERVICES**

Ebb & Flow Yoga – 919-578-3380 – [info@ebbandflowyoganc.com](mailto:info@ebbandflowyoganc.com)

Morgan Cockerham – 919-376-5097 - [morganc.yoga@gmail.com](mailto:morganc.yoga@gmail.com)

\*\* Keep in mind these vendors are SUGGESTIONS and are not guaranteed by The Dupree House. Each vendor is a separate contract with you (the client) and the vendor themselves. The Dupree House makes no claim on the vendors' quality of work, except our own.

