

Weddings and Receptions
at
Churchill Manor



*Step back in time to an elegant and gracious period.
Built in 1889, this storybook mansion was the first Napa residence
to be listed on the National Register of Historic Places.*

***On-Site Food Preparation and Complete Coordination
Tables, Chairs, Linens, and Dinnerware Included***

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Thank you for considering Churchill Manor for your wedding event. Churchill Manor is a magnificent three-story mansion built in 1889, which has been listed on the National Register of Historic Places. Encompassing nearly 10,000 square feet and reputed to be the largest home of its time built in the Napa Valley, the storybook mansion is the legacy of wealthy businessman Edward S. Churchill, an owner of Napa's first bank and one of the City of Napa's original founders.

About Churchill Manor

Churchill Manor is located on a quiet tree-lined street in Napa's National Register Historic District. Concealed from the street by tall privet hedges, the mansion rests amid a private acre of mature trees, lush gardens, colorful tree roses, verdant manicured lawns, and a formal fountain. An expansive veranda surrounds three sides of the mansion and is supported by twenty-two gleaming white fluted columns. Stepping across the veranda and passing through the mansion's large beveled glass and redwood doors, one rediscovers a truly elegant and gracious era. While modernized with air conditioning, fire sprinklers, and smoke detection for comfort and safety, the mansion's impressive museum-quality woodwork has been meticulously preserved and remains completely intact. Four grand parlors, separated by massive redwood pocket doors, boast twelve-foot ceilings and are adorned with intricately carved redwood moldings, Corinthian columns, four fireplaces with ornate redwood mantels, and leaded glass windows. The cheerful sunroom overlooks the reception garden through leaded glass windows, the mosaic floor gleaming with 60,000 hand-laid marble tiles.

A beautiful ten-room bed and breakfast inn, Churchill Manor has one guest room on the first floor and nine more on the second and third floors. The guest rooms are all individually decorated and feature romantic amenities including fireplaces, Victorian two-person bathtubs, and two-person showers. The innkeepers have lovingly preserved the mansion's priceless artifacts, such as original hand-painted tiles which still glisten with 24-carat gold leaf trim surrounding the bathtubs and fireplaces in Rose's Room and the Edward Churchill Room. The entire mansion is tastefully furnished with fine European antiques, brass lighting fixtures, and crystal chandeliers - a grand piano sits in the music parlor awaiting the arrival of someone to "tickle the ivories" for all to enjoy.

Churchill Manor is open for public viewing daily from 9 a.m. until 9 p.m., except when weddings or other private events are being held. A collection of Churchill Manor's wedding albums is displayed in one of the downstairs parlors to help brides and grooms envision their own wedding being held at the Manor. Please feel free to stop by and see Churchill Manor for yourself!

Capacities and Event Hours

When you hold your wedding and reception at Churchill Manor, the entire first floor of the mansion, the veranda, and all of the gardens and grounds are reserved for the *exclusive* use of your party. Churchill Manor can accommodate both indoor and outdoor events ... should it rain, garden weddings can be moved onto the covered veranda or inside the grand parlors ... should it become too warm, guests can retreat indoors to air-conditioned comfort ... should it become chilly, crackling fireplaces create a soft warm glow. Maximum guest capacities are suggested below:

- 150 guests with full outside garden seating (generally May through September)
- 120 guests with veranda and inside seating (generally April and October)
- 60 guests with inside-only seating (generally November through March)

Please note that the mansion is *not* available for full-scale weddings and receptions with dancing during the months of December through February. Smaller sit-down dinner receptions and elopements are offered year-round. The wedding party and their guests reserve the ten guest rooms for two nights, usually Friday and Saturday. Individual guest rooms may be reserved for additional nights other than the wedding weekend, as requested.

Your wedding event may last up to six hours, beginning as early as 11:00 a.m. or extending as late as 9:00 p.m. -- for example, 12:00 - 6:00 p.m., or 3:00 - 9:00 p.m. This six-hour time block is measured from the beginning of the ceremony, or the arrival of guests at Churchill Manor if the wedding ceremony is held off-site, until the closing of the bar and last dance, at which time the guests not staying overnight may depart in a leisurely manner.

After 10:00 p.m., any remaining overnight guests are invited to come inside the mansion where they are welcomed to continue enjoying the exclusive use of Churchill Manor's lovely parlors and ambience.

Deposits and Payments

Once you have viewed the Churchill Manor in person, you may place a three-day hold on any available date without obligation. After three days have elapsed, your hold will be released unless you have contacted us during that period to advise us that you wish to formally reserve your date, in which case you will have seven more days in which to provide your wedding deposit.

To reserve your choice of dates, a \$2,000.00 non-refundable deposit is required. If you should cancel your wedding, this deposit is not refundable; otherwise, it will be refunded in full within two weeks following the wedding so long as no damage to Churchill Manor has occurred. A final guest count is due fourteen (14) days prior to your wedding date, and full payment is due within seven (7) days prior to your wedding date. Payments may be made by check, cash, or credit card. For payments via credit card, please add a 3% processing fee to the total charge.

What It Costs

The cost of hosting your event at Churchill Manor consists of four parts: i) the **Wedding Fee**; ii) the **Coordination Fee**; iii) the **Food Charge**; and iv) the **Guest Room Charges**.

(i) Wedding Fee

The Wedding Fee includes the following items:

- ❖ **Site Fee.** Rental of the premises for the ceremony and reception for up to six hours;
- ❖ **Wedding Rehearsal.** On-site rehearsal, including wine and cheese reception hosted by Churchill Manor for attendees
- ❖ **Guest Seating.** Full ceremony seating and full reception table seating for up to 150 persons, including chairs, tables, white linen tablecloths (double-clothed), white linen napkins, dinnerware, flatware, salt/pepper, and all glassware and barware;
- ❖ **Buffet and Other Wedding Tables.** Appropriate tables for the buffet, hors d'oeuvres, bar, wedding gifts, guest-book, and cake -- including appropriate tablecloths and skirting;
- ❖ **Staff.** Staffing for set-up of the ceremony and reception, buffet service, bussing, and clean-up;
- ❖ **Cake Cutting.** The bride and groom may furnish the wedding cake from any source. There is no additional charge for cake cutting and serving of the cake to the wedding guests;
- ❖ **Dancing.** Dancing in the mansion's inner parlors.

The Wedding Fee for the year **2007** is **\$4,250.00**.

(ii) Coordination Fee

Complete in-house wedding coordination by Churchill Manor's experienced and friendly staff ensures that every detail of your event will flow smoothly. Since acquiring Churchill Manor in 1987, the innkeepers have personally hosted and coordinated over 700 weddings at their beautiful inn.

Once a date is reserved and the deposit has been received, the bride and groom are invited to set up an extensive meeting with owner, Joanna Guidotti, who can assist in every detail from coordinating the rehearsal to recommending rehearsal dinner locations, from choreographing the processional to providing suggestions for ministers, florists, photographers, wedding cake bakers, musicians, additional overnight accommodations, beverages, or even doves! Joanna and her staff continue to be available for advice throughout the entire planning process, making it possible for brides and grooms to have planned weddings at Churchill Manor from as far away as Manila and Tokyo. Two weeks before the ceremony, detailed and individualized summaries of the day's events are prepared and forwarded to the bride and groom for their final review.

It is the commitment and goal of all Churchill Manor staff to do their utmost to ensure that each and every aspect of every ceremony and reception will be flawless on the wedding day.

The Coordination Fee for the year **2007** is **\$1,000.00**.

(iii) Wedding Food

The wedding food at Churchill Manor is expertly prepared in-house by innkeeper Brian Jensen and his catering staff. Selections of the finest and freshest ingredients, on-site event day preparation, and artistic presentation have created a reputation of consistent quality and excellence.

As wedding guests socialize on the veranda immediately following the ceremony, elaborate hors d'oeuvre tables are available both inside the mansion and on the veranda, while staff passes two or more hors d'oeuvres. Afterwards, everyone in attendance gathers together on the grand front stairs of the mansion for a fun and informal "group picture," followed by the announcement of the gourmet dinner buffet. Guests wind their way through the mansion and down onto the verdant lawns of the side garden where full sit-down seating is provided.

Churchill Manor can prepare any food, as requested. Sample menus and pricing are included.

(iv) Bed and Breakfast Accommodations

One of the most beautiful bed and breakfast inns in the Napa Valley, Churchill Manor can accommodate overnight wedding guests in its ten luxurious guest rooms, all with private bathrooms and king or queen beds. Amenities such as fireplaces, vintage two-person bathtubs, and two-person showers enhance the romance of a stay at Churchill Manor. Room prices are the prevailing room rates effective on the wedding date. The room rate includes freshly baked cookies and refreshments upon arrival, a wine and cheese reception presented immediately before the wedding rehearsal, and a full gourmet breakfast each morning. Tandem bicycles and croquet are also provided for the complimentary use of the mansion's guests.

The wedding guests may pay for their guest rooms upon check-in, and advance payment is not required. The wedding deposit serves as a guarantee for the occupancy and payment of the ten guest rooms for the wedding weekend. Approximately one month prior to the wedding date, the bride and groom prepares a list of who will occupy each guest room, and Churchill Manor sends each guest a welcome letter confirming all pertinent information.

Restrictions

- a) No smoking is permitted inside the mansion
- b) No littering, birdseed, or rice is permitted (flower girls may toss rose petals)
- c) Only beer, wine, and champagne may be consumed on the property
- d) The consumption of alcohol must cease upon the closure of the bar
- e) No food may be taken into the guest rooms and no outside food is permitted
- f) Amplified music is allowed until 9:00 p.m. inside the mansion. Only preapproved DJ's and bands are permitted, and Churchill Manor reserves the right to limit volume. Dancing is permitted within the inner parlors of the mansion. (A first dance is permitted on the veranda.) Sorry, no other outside dancing
- g) Children under 12 years must be supervised by preapproved babysitters; well-behaved children of wedding guests are permitted to stay overnight at an additional charge

Sample Wedding Menus

\$45.00 per person; \$47.50 per person for groups of fewer than 75 persons
A service fee of 18% and applicable sales tax, currently 7.75%, are additional

Hors D'Oeuvre Tables

Artistic arrangement of fine imported cheeses such as Jarlsberg, Cambozola, Danish Blue, Smoked Gouda, and a whole wheel of Brie baked in puff pastry; abundant platters of fresh seasonal vegetables such as jicama, blanched asparagus and broccoli spears, yellow and red bell pepper, carrots and miniature tomatoes, served with house-made dipping sauce, seasonal grapes and strawberries, fine liver pate, roasted garlic cloves, and freshly sliced sourdough baguettes

Passed Hors D'oeuvres

Shitake Mushroom Empanitas and Asiago Crostini
(Additional hors d'oeuvres suggestions available upon request)

Gourmet Buffet

Side Dishes - Choice of Three

Baby Lettuce Salad with Edible Flowers and Reduced Port Vinaigrette,
Garlic-Roasted Baby Red or Medley of Potatoes,
Spinach Tortellini Salad with Grilled Vegetables, Artichoke Hearts, and Olives,
Fresh Broccoli Spears with Browned Butter and Toasted Almonds,
Sautéed Butter-Garlic Whole Mushrooms,
Melange of Vegetables,
Lemon Rice with Capers or Wild Rice Pilaf,
Orzo Rice Pasta with Fresh Herbs and Vegetables
Pasta Primavera

Entrees - Choice of Two

Marinated New York Strip Steak with Creamed Horseradish,
Herb-Grilled Chicken Breast with Pineapple-Mango Relish,
Sliced Grilled Pork Tenderloin with House-Made Chutney
Marinated Turkey Breast with Sherry Aioli,
Carved Honey-Cured Ham with Assorted Mustards,
Oven-Baked Chicken Breast with Creamy Tarragon,
Marinated Beef Kabobs or Chicken Kabobs with Seasonal Vegetables,
Sliced Chicken Breast with Peanut Sauce,

Assorted Breads and Butter Rosettes
Coffee and Tea

Suggested Additions and Substitutions - Priced Upon Request

Hors D'Oeuvres

Skewered Prawns Sautéed in Cream and Amaretto,
Smoked Salmon Crepes,
House-made Sushi,
Chicken with Peanut Sauce or Teriyaki Beef on Skewers
Crab Cakes with Mustard Sauce

Side Dishes

Grilled Vegetable Platter (including eggplant, asparagus, zucchini,
red and yellow bell pepper, and Portobello mushrooms);
Caprese (vine-ripened tomatoes, fresh mozzarella cheese, and fresh basil);
Tabouli Salad (cracked wheat bulgur with fresh vegetables and herbs);

Entrees

Grilled Fillet of Salmon with Dill Sauce
Grilled Swordfish with Tomato Salsa
Pan-Seared Fillet of Halibut with Ginger-Lime Vinaigrette
Spicy Tilapia with Cucumber-Mint Relish
Butter-Sautéed Prawns with Garlic, Lemon, and Parsley
Roasted Whole Tenderloins of Beef

Pricing Example

To illustrate wedding pricing, the following example is presented for 75 guests

Wedding Fee -----	\$ 4,250.00
Coordination Fee -----	1,000.00
Wedding Food -----	3,375.50
Service Fee (18%) -- -----	607.50
Applicable Sales Tax (currently 7.75%) -----	<u>308.64</u>
 Total Wedding Charges	 \$9,541.14 =====

Guest Rooms. The prices for the ten guest rooms are the prevailing rates on the wedding date.
The individual guest occupying each room generally pays for the guest room charge.
The current pricing for the ten guest room for two weekend nights is \$5,400 plus bed tax.