

Weddings and Buffet Reception
at
Churchill Manor



Complete Coordination
Fine Food Prepared On-Site
Tables, Chairs, Linens, Dinnerware Included
Corkage and Cake Service Fees Included

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*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.*

Churchill Manor is a magnificent three-story mansion encompassing nearly 10,000 square feet and reputed to be the largest home of its time built in the Napa Valley. Situated on an acre of secluded estate grounds, Churchill Manor is the legacy of Edward Churchill, a Napa banker and original owner of the renowned Tokolan Vineyards.

More about Churchill Manor

Churchill Manor is located on a quiet tree-lined street in the Napa Abajo National Register Historic District. Bordered by tall privet hedges, the mansion rests amid a private acre of mature trees, lush gardens, colorful tree roses, manicured lawns, and a formal fountain. The expansive veranda, supported by gleaming white columns, wraps around three sides of the mansion.

As you pass through large beveled-glass and redwood entry doors, you will feel yourself step back in time to a bygone era of grace and elegance. Although modernized with air conditioning and fire suppression, the mansion's impressive museum-quality woodwork has been meticulously preserved and remains completely intact. Four grand parlors, separated by massive sliding redwood pocket doors, boast Corinthian columns, fireplaces with ornately carved redwood mantels, leaded-glass windows, and high ceilings adorned with intricately carved redwood moldings. European antiques and period décor complement the original woodwork, and a 1923 grand piano graces the music room.

Adjoining the dining room is the solarium which has been transformed by a local Napa artist into a gallery of vineyard frescoes. The names of Napa Valley's growing regions - or appellations - are reflected in calligraphy around the cheerful room which overlooks the reception garden through a wall of leaded-glass windows, its mosaic floor still gleaming with 60,000 original mosaic marble tiles.

Churchill Manor offering the exclusivity of only ten guest rooms, one on the first floor and nine more spread amid the second and third floors. Each guest room is individually decorated and features a fireplace, and some of the guest rooms feature Victorian two-person bathtubs and two-person showers. Many of the mansion's historic artifacts, such as the 24-carat gold trimmed tiles surrounding the bathtubs and fireplaces in the Rutherford Room and the Stags Leap Room, have been restored and preserved.

Churchill Manor is open for public viewing daily from 11:00 a.m. until 5:30 p.m., except when weddings or other private events are being hosted. Albums showcasing Churchill Manor weddings are available to help wedding couples envision their own event at Churchill Manor. We welcome you to visit and see Churchill Manor for yourself!

Guest Capacity 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 your *exclusive* use. 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)

To hold your wedding at Churchill Manor, you and your guests must reserve the ten guest rooms for a minimum of two nights. Individual guest rooms may be reserved for additional nights, 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 over the following hour. Acoustic musicians often play up to one-half hour prior to the ceremony as guests begin to arrive and mingle on the veranda. After 10:00 p.m., all 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 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 formally reserve your date, in which case you will have seven additional days during which to provide your wedding deposit.

To reserve your choice of dates, a \$2,500.00 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, a 3% processing fee will be added to the total charge.

Wedding Pricing

The cost to host your wedding at Churchill Manor consists of three parts: i) the Facility and Coordination Fee; ii) the Food Charge; and iii) the Guest Room Charges.

(i) Wedding and Coordination Fee

The Facility and Coordination Fee for 2013 is \$5,250. It includes **all** of the following:

- ❖ **Site Fee.** Rental of the premises for the ceremony and reception for up to six hours
- ❖ **Wedding Rehearsal.** On-site rehearsal, including wine and appetizer 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, linen tablecloths (double-clothed), linen napkins, dinnerware, flatware, salt/pepper, glassware, and barware
- ❖ **Buffet and Other Wedding Tables.** Appropriate tables for the buffet, hors d'oeuvres, bar, wedding gifts, guest-book, and cake – all including appropriate tablecloths and skirting
- ❖ **Staff.** Staffing for set-up of the ceremony and reception, buffet service, bussing, and clean-up
- ❖ **Corkage Fees.** The wedding couple may furnish beverages (champagne, wine, beer, and sodas) from any source. There is no additional charge for beverage service.
- ❖ **Cake Cutting.** The wedding couple may furnish the wedding cake from any source. There is no additional charge for cake cutting and serving cake to the wedding guests;
- ❖ **Dancing.** Dancing in the mansion's inner parlors
- ❖ **Coordination.** Complete planning, rehearsal, and wedding day coordination.

Complete in-house wedding coordination by Churchill Manor's experienced and friendly staff ensures that every detail of your event will flow effortlessly. Since 1987, the innkeepers have personally hosted and coordinated over 1,000 weddings at Churchill Manor.

Once a date is reserved and the deposit received, the wedding couple is invited to meet with innkeeper, Joanna Guidotti. With 20 years' experience in coordinating Churchill Manor weddings, Joanna can offer valuable assistance in planning everything from the coordination of the rehearsal to the recommendation of rehearsal dinner locations, from the choreography of the ceremony to suggestions for ministers, florists, photographers, bakers, musicians, extra overnight accommodations, beverages, or even doves! Joanna and her staff remain available for advice throughout the entire planning process, making it possible for wedding couples to plan events at Churchill Manor from as far away as England and Tokyo. Detailed summaries of the day's events are also prepared for the wedding couple's final review.

It is the commitment and goal of all Churchill Manor staff to do everything we can to ensure that each and every detail of your wedding ceremony and reception is thoroughly analyzed and organized beforehand, so that on your wedding day you can experience your dream wedding -- flawlessly and effortlessly – with memories to last a lifetime!

(ii) Wedding Food

Churchill Manor is widely recognized for its exceptional wedding food prepared on-site by innkeeper Brian Jensen and his catering staff. Selection of only the finest and freshest ingredients, 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, artistically arranged hors d'oeuvre tables are presented both inside the mansion and on the veranda. Professionally attired staff also passes two or more hors d'oeuvres. At the appropriate time, everyone in attendance gathers together on the grand front stairs of the mansion for a fun and informal "group picture," which is followed by the announcement of the gourmet dinner buffet. The guests wind their way through the mansion and down onto the verdant lawns of the side garden where full sit-down seating is provided.

(iii) Bed and Breakfast Accommodations

A popular Napa Valley bed and breakfast, Churchill Manor can accommodate overnight wedding guests in its ten luxurious guest rooms, all with private bathrooms and king or queen beds. Luxurious amenities such as fireplaces, vintage two-person bathtubs, and two-person showers enhance the Victorian charm 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 in the afternoon, a wine and appetizer reception for everyone attending the wedding rehearsal, and a three-course gourmet breakfast each morning. Tandem bicycles and croquet are also provided for the mansion's overnight guests.

Overnight wedding guests may pay for their stays upon arrival. Advance payment is not required. The \$2,500 wedding deposit serves as a guarantee for the ultimate payment of the ten guest rooms. Prior to the wedding date, the wedding couple provides Churchill Manor with 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) Only rose petals may be tossed (no rice or birdseed).
- c) Only beer, wine, and champagne may be consumed on the property (no distilled spirits).
- d) The consumption of alcoholic beverages must cease upon the closure of the bar.
- e) Amplified music is allowed inside the mansion until 9:00 p.m. Only preapproved DJ's and small bands are permitted. Churchill Manor reserves the right to limit volume.
- f) Dancing is permitted in the dining room of the mansion. A first dance is permitted outside on the veranda. Sorry, no other outside dancing.
- g) Children under 12 years must be supervised by designated babysitters. Well-behaved children of wedding guests are welcomed to stay overnight. Additional room charges may apply.

Sample Wedding Menus

Churchill Manor can prepare special menus, as requested.
Sample menus and pricing are provided below.

\$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 8%, are additional

Hors D'Oeuvre Tables

Artistic arrangements 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 Tomato-Parmesan Bruscetta
(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 Julienned Jicama, Carrots, Bell Peppers, and Green Beans
Lemon Rice with Capers
Orzo Rice Pasta with Fresh Herbs and Vegetables

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

Assorted Breads and Butter Rosettes

Coffee and Tea

Dessert – Wedding Cake Provided by the Wedding Couple

Suggested Additions and Substitutions - Priced Per Person

Hors D'Oeuvres

- Amaretto-Flambéed Tiger Shrimp Tossed in Coconut and Cream - \$4
- English Cucumber Slices Topped with Smoked Salmon Mousse and Capers - \$3
- House-made Sushi - \$3
- Chicken with Peanut Sauce or Teriyaki Beef on Skewers - \$3
- Crab Cakes with Mustard Sauce - \$4

Side Dishes

- Grilled Vegetable Platter (including eggplant, asparagus, zucchini, red and yellow bell pepper, and Portobello mushrooms) - \$3
- Caprese (vine-ripened tomatoes, fresh mozzarella cheese, and basil with extra-virgin olive oil) - \$3
- Wild and Basmati Rice Pilaf with Mushrooms, Scallions, and Slivered Almonds - \$2

Entrees

- Grilled Fillet of Salmon with Dill Sauce - \$4
- Grilled Swordfish with Tomato Salsa - \$8
- Pan-Seared Fillet of Halibut with Ginger-Lime Vinaigrette - \$8
- Spicy Tilapia with Cucumber-Mint Relish - \$5
- Butter-Sautéed Prawns with Garlic, Lemon, and Parsley - \$6
- Roasted Whole Tenderloins of Beef - \$10

Pricing Example

To illustrate wedding pricing, the following example is provided based on 75 guests:

Wedding Charges

Facility and Coordination Fee -----	\$ 5,250.00
Wedding Food -----	3,375.00
Service Fee (18%) -----	607.50
Applicable Sales Tax (currently 8%) -----	<u>318.60</u>
 Total Wedding Charges	 \$ 9,551.10 =====

Guest Rooms

The prices for the ten guest rooms are the prevailing rates on the wedding date. The individual guests occupying each room generally pay for their own guest room charge.