

Weddings with Sit-Down Dinners
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 S. 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 sit-down dinner 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.

We can accommodate up to 60 guests with inside or outside dining. To hold your wedding at Churchill Manor, you and your guests must reserve the ten guest rooms for a minimum of one night. Saturday events require a two-night booking. Individual guest rooms may also be reserved for additional nights, as requested.

Your wedding event may last up to four hours, with table dining extending as late as 9:00 p.m. This four-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. Acoustic musicians often play up to one-half hour prior to the ceremony as guests begin to arrive and mingle on the veranda.

Following dinners that take place in the in the mansion's grand dining room, the guests are invited to adjourn into the front parlors. There is a large redwood sliding pocket door situated next the grand piano which is then closed, allowing staff to reset the dining room while the wedding guests continue to socialize in the front parlors. Guests not staying overnight may depart in a leisurely manner over the following hour. After 10:00 p.m., all overnight guests must 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

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 Churchill Manor 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 \$2,000.00 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, 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) Facility and Coordination Fee

The Facility and Coordination Fee for 2013 is \$2,500 for the first 20 guests, plus \$20 per person for each additional guest. This fee includes the following:

- ❖ **Site Fee.** Rental of the premises for the ceremony and reception for up to four hours;
- ❖ **Wedding Rehearsal.** When the mansion is booked for two nights, the rehearsal includes a wine and appetizer reception hosted the first night by Churchill Manor for the rehearsal attendees;
- ❖ **Guest Seating.** Full ceremony seating and full reception table seating for up to 60 persons, including chairs, tables, linen tablecloths (double-clothed), linen napkins, dinnerware, flatware, salt/pepper, glassware, and barware;
- ❖ **Wedding Tables.** Appropriate tables for 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, table 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;
- ❖ **First Dance.** Dancing is limited to a first dance only for the bride and groom.
- ❖ **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. 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.

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 the owner, Brian Jensen, and his catering staff. Selection of only the finest and freshest ingredients, on-site preparation, and artistic presentation have created a reputation of consistent quality and excellence.

As wedding guests socialize on the veranda immediately following the ceremony, an artistically arranged hors d'oeuvre table is available. Professionally attired staff typically 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 sit-down dinner seating.

(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 a three-course gourmet breakfast in the morning. When the guest rooms are reserved for two nights, also included are freshly baked cookies and refreshments in the afternoon, and a wine and appetizer reception for everyone attending the wedding rehearsal. 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 \$2,000 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

- No smoking is permitted inside the mansion.
- Only rose petals may be tossed (no rice or birdseed).
- Only beer, wine, and champagne may be consumed on the property.
No distilled spirits are permitted.
- The consumption of alcoholic beverages must cease once dinner has ended.
- Music is allowed outside until 7:00 p.m. and inside until 10:00 p.m.
Churchill Manor reserves the right to limit volume.
- A first dance only is permitted inside or outside the mansion.
Sorry, no other dancing is permitted with this wedding package.
- 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 Menu for Sit-Down Dinner Receptions

\$75.00 per person, plus 18% service and 8% sales tax

Appetizer Arrangement

Artistic arrangement of imported cheeses, seasonal fresh fruits, and local bakery sliced baguettes presented in the solarium following the ceremony

Appetizer - Choose One*

Crispy Crab Cakes with Mustard Aioli
Amaretto-Flambéed Tiger Shrimp Tossed in Coconut and Cream
Oysters Rockefeller with Sautéed Spinach and Grated Parmesan Cheese
Grilled Eggplant Roulades with Fresh Mozzarella, Prosciutto, and Balsamic Glaze

* Served as the First Course or as a Passed Hors D'oeuvre
with Fresh Tomato Parmesan Bruschetta

Soup or Salad - Choose One

Roasted Butternut Squash Soup with Crème Fraiche
Baby Lettuces with Fresh Orange Segments, Candied Pecans, Toasted Croutons,
Sliced Cambozola, and Reduced Cabernet Vinaigrette
Arugula with Wine Poached Pear, Pomegranate Seeds, Gorgonzola, and Sherry Vinaigrette
Classic Caesar with Freshly Roasted Croutons
Baby Leaf Spinach with Mushrooms, Chopped Boiled Egg,
Slivered Red Onions, Roasted Croutons, and Hot Bacon Dressing
Butter Lettuce with Crumbled Feta Cheese, Cracked Pepper, and Lemon Vinaigrette

Entrees - Choose One or Two

Grilled Salmon with Pinot Noir Sauce, Garlic Mashed Potatoes, and Seasonal Vegetables
Roasted Chicken Roulades with Spinach and Pine Nuts, Brie Filled Polenta, and Seasonal Vegetables
Grilled Sliced Pork Tenderloin with Dried Fruit Chutney,
Wild Rice Pilaf with Mushrooms and Toasted Almonds, and Seasonal Vegetables
Osso Buco with Wine Reduction Sauce, Whipped Potatoes,
and Braised Red Swiss Chard (Add \$5.00 per person)
Fillet Mignon with Cabernet Demi-Glace, Whipped Yukon Gold Potatoes,
and Seasonal Vegetables (Add \$12.00 per person)
Vegetarian Entrees Available Upon Request

Assorted Breads and Butter
Coffee and Tea

Dessert – Wedding Cake Provided by the Wedding Couple

Pricing Example

To illustrate wedding pricing, the following example is provided based on 30 guests:

Wedding Charges

Facility and Coordination Fee -----	\$ 2,700.00
Wedding Food (with Basic Menu) -----	2,250.00
Service Fee (18%) -----	405.00
Applicable Sales Tax (Currently 8%) -----	<u>212.40</u>
 Total Wedding Charges	 \$ 5,567.40 =====

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.

