



Summit Manor Reception House

275 Summit Ave.
St. Paul, MN 55102
SummitManor.com

Thank You for your interest in Summit Manor...

This dignified stone mansion provides a gracious inviting atmosphere for your dream wedding & reception. A courteous staff relieves you of all stress, so you may relax and mingle with your guests. The unique mansion style is the perfect location for those who want something unique for their special day. Summit Manor is an elegant yet comfortable setting for an event that you and your guests will always remember.

Summit Manor only hosts one event at a time, so you and your guests have the privacy of this one of a kind setting all to yourselves. The beautiful grounds, grand staircase and many architectural features make ideal backdrops for the pictures you will have forever.

You and your family can be assured of a stress-free day at Summit Manor. With all the ornate woodwork, oriental rugs, unique character and picture opportunities that come with a historic mansion the pressure and expense of set up & clean up of decorations is eliminated.

We provide a complete reception service including the use of the mansion, catering service, linens, silver service, dance floor, beautiful grounds, bar facilities -- everything you will need for your reception or private party

Please call right away to schedule a tour of Summit Manor.

Yours truly,

Summit Manor

651-387-3283
SummitManor.com

www.SummitManor.com



Our complete catering service for your once in a lifetime mansion style wedding...

Wedding & Reception Rental Fee:

A simple rental fee of \$3995 is inclusive of all public areas of the mansion for up to ten hours as well as all the physical facilities you will need. Planning, Silver service, china, glassware, tables, chairs, linens are all included in the rental fee. Additional rental time if needed is available for \$100 per hour. All events must end by midnight with bar service and music for dancing ending 30 minutes prior to end of event. Friday, Sunday and Jan-April rentals are \$2995. Inquire about weekday and corporate function rates.

Catering Service:

We serve high-quality buffet and celebration style meals with many menu items to choose from. All made fresh from our onsite full commercial kitchen and professional staff. There is a 100-person minimum catering charge for all Saturday events, 75 for Friday and Sunday through Thursday.

Desserts:

We will provide a beautiful and delicious Buttercream wedding cake for \$4.95 per person. Other dessert ideas are available including cupcakes, cheesecakes, torts, mini desserts and many other choices. You are welcome to provide your own dessert provided it is made by a licensed professional.

Liquor:

For alcohol service you provide all the liquor, mix, beer, wine, garnishes, and soft drinks. Liquor may not be sold, and a professional insured bartender service must be hired from our approved vendor list. Summit Manor charges a simple fee of \$195 for use of bar, ice machine and glassware.

Photography: We have optional in-house professional photography and photo backdrop service available for all events with many packages to choose from. Separate agreement and deposit required.

Music: We have an internal music system and provide background music at no charge. If you wish to have a dance or provide live music for your guests, we have a wonderful picturesque dance floor. Band or DJ size and equipment may only be hired from our approved vendor list. Please ask for details and options.

Sales Tax is due on all taxable items including catering, cakes and desserts.

Gratuity & Service: A 25% fee applied to all catering and dessert charges and includes all service and gratuity. Outdoor ceremony set up charge is \$250.

Deposit: In order to secure a date for your reception at Summit Manor we require a \$2500 minimum deposit and a simple written contract. We proudly provide a price guarantee where all your prices are locked in at time of contract including catering, no surprises. A written request for cancellation is needed and all payments are strictly not refundable or transferable. There is a four percent credit card convenience fee added.

Early payment discount: A Ten Percent Discount on rental and catering is applied when full payment of rental and catering minimum is made as deposit.

To schedule a personal tour and complimentary wedding consultation call us at 651-387-3283. We are a unique full service boutique venue where tours and consultations are by appointment only.



Summit Manor serves only delicious and quality custom crafted meals made fresh here by our staff in our full-service commercial kitchen. Here are some popular options.

Entrée ideas

Roast Beef Au Jus
Baked Filet of Salmon
Mushroom Artichoke Lasagna
Champaign Chicken
Pork Tenderloin with Apple Raisin Chutney
Baked and Glazed Ham
Turkey Divan
Pumpkin Squash Ravioli
Oven Roasted Turkey

Side ideas

Garlic Mashed Potatoes
Minnesota Wild Rice
Au Gratin Potatoes
Oven Roasted Potatoes

Vegetable ideas

Green Beans Almondine
Glazed Baby Carrots

Salad Ideas

Spring Greens
Classic Garden
Spinach Raspberry
Caesar

Included

Dinner Rolls or French Bread
Coffee Service
Ice Tea or Punch Service
Ice Water Service

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www.SummitManor.com



Sample Dinner Combinations

39.95

Baked Fillet of Salmon
Roast Beef Au Jus
Minnesota Wild Rice
Spring Greens Salad
Glazed Baby Carrots
Dinner Rolls
Coffee, Iced Tea & Ice Water Service

37.95

Butternut Squash Ravioli with Butter Sauce
Roasted Pork Tenderloin with
Apples-Raisin Chutney
Garlic Mashed Potatoes
Spring Greens Salad
Green Beans Almondine
Dinner Rolls
Coffee, Punch & Ice Water Service

37.95

Oven Roasted Turkey
Baked & Glazed Ham
Garlic Mashed Potatoes and Gravy
Spring Greens Salad
Green Beans Almondine
Dinner Rolls
Coffee, Punch & Ice Water Service

37.95

Mushroom Artichoke Lasagna
Roasted Pork Tenderloin with
Apples-Raisin Chutney
Oven Roasted Potatoes
Caesar Salad
Green Beans Almondine
French Bread
Coffee, Punch & Ice Water Service

36.95

Roast Beef Au Jus
Champaign Chicken
Garlic Mashed Potatoes
Spring Greens Salad
Green Beans Almondine
Dinner Rolls Coffee, Punch & Ice Water Service



Additional Menu Ideas

Greek Themed Appetizer Station

Fruit & Cheese Kabobs

Champaign Shrimp

Caprese Skewers

Teriyaki or Buffalo Chicken Wings

Sweet and Sour or Swedish Meatballs

Spinach Stuffed French Bread

Rumaki

Stuffed Mushrooms

Open Faced Beef Sandwiches

Sliced Meats & Breads

Spanakopita

Cocktail Sausages in Barbecue Sauce

International Cheeses & Cracker Selection

Raw Vegetables and Dip

Mini Quiche Assortments

Salmon Mousse

Seafood Puffs

Beef or Chicken Kabobs

Baked Brie with Crackers

Mini Kabobs

Herbed Seafood Bruschetta

Chicken Sate

Bacon Wrapped Water Chestnuts

Seasonal Fresh Fruit

Spreads and Dips with Pita Breads

Seafood Puffs

Hot Tea Service

Hot Chocolate Bar

Non-Alcoholic Champaign Fountain

Bar Snacks

Don't see something you would like? Just ask



Appetizers Stations

\$4.95 per person

Signature Greek Inspired Appetizer Station

A decadent selection of Humus, Pita Bread slices, Specialty Spreads & Dips, Cheeses, Crackers and Specialty Olive Selection. This fun and filling appetizer station is a truly unique idea your guests will remember.

\$6.95 per person

Epic Charcuterie Station

Cured Meats, Specialty Spreads & Dips, Cheeses, Baked Bree, Crackers, Olives, Dried Fruit, Fresh Veggies, unique bruschetta's and Specialty Pickle & Olive Selections.

Butler Passed Ideas

3.95 per serving

Caprese Skewers

Fruit & Cheese Kabobs

4.95 per serving

Stuffed Mushrooms

Mini Kabobs

\$5.95 per serving

Signature Champagne Shrimp

Late Night Snack ideas

\$475

Late Night Frozen Pizza Bar

A fun selection of pizza and toppings for late night snacking
It's as fun as it sounds and a big hit with guests!

\$475

Ham & Cheese Sliders with French Fries

\$275

Milk & Cookies

\$195

Popcorn Bar

Yes, you can bring your own alcohol... It really is that easy!

How much do you need? Here is what we recommend per 100 Guests:

Beer

We recommend three brands at the most & eight cases (24 cans per case):

- 4 cases of light beer
- 2 cases of regular
- 2 cases of a specialty

Wine (12 bottles per case)

- 2 cases white wine
- 1 case red wine
- 1 case Champaign (only if you plan to do a Champaign toast)

Soft Drinks 24 cans per case

- 1 case Coke
- 1 case Diet
- 1 case Sprit

If you choose mix drinks:

- 3 liters of Vodka
- 3 liters of Rum
- 3 liters of Whisky
- 3 liters of Gin
- 8 liters of Tonic
- 4 liters of Sour
- 2 liters of Soda
- 6 Limes and or 6 Lemons

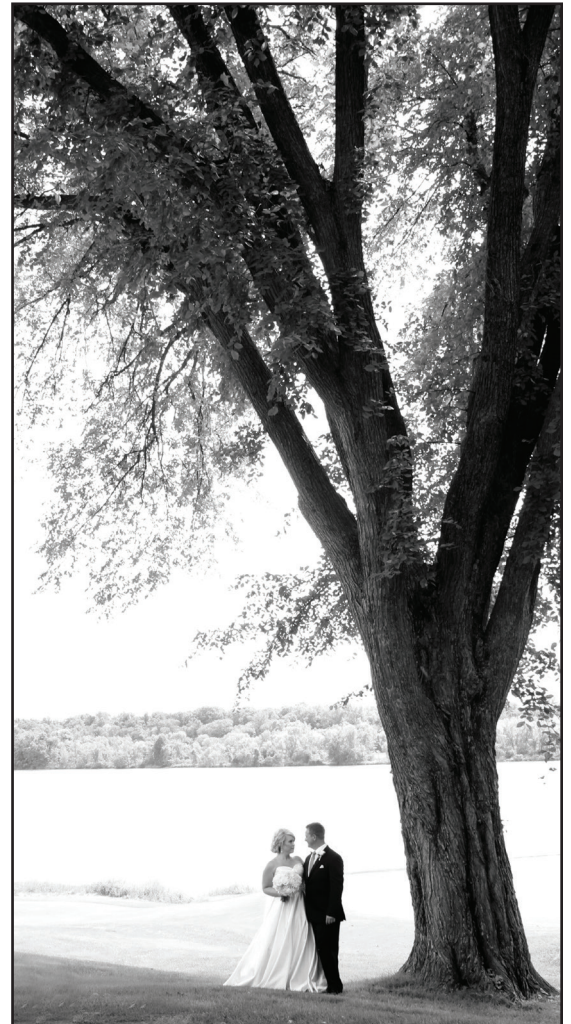
Being able to supply your own literally saves you thousands of dollars and avoids the uncomfortable feeling of charging your guests for drinks with a cash bar.

It's amazing, but yes there are some rules including: Customer purchases and assumes all liability for guest consumption of alcohol and must hire an approved bartending company and provide a liquor liability insurance policy for the event. Guests may not bring their own supply and bartenders are not permitted to serve shots, keg beer or drinks requiring a blender. All alcohol must be delivered at least three days prior to the day of the event and not accepted after. Alcohol service must end at least 30 minutes prior to the end of the rental time. The bartenders then promptly package left over alcohol and have it ready for pick up and take with you. Please arrange to take any leftover alcohol with the same day as your event. We are happy to refer you to liquor stores that take unopened alcohol back as a return. Summit Manor charges a onetime bar fee of \$195 that includes use of bar, ice and glass wear through dinner with plastic to follow.

SUMMIT RECEPTION HOUSE MANOR

IN-HOUSE PHOTOGRAPHER

Another benefit to booking your event at Summit Manor is the luxury of our professional in-house photography service, which is far less expensive than your average outside vendor. Forget the stress of trying to track down a photographer with availability on your day—at Summit Manor it's already done. Amber McLaughlin Photography has the skilled eye and professional experience to capture every moment of your special day.



Questions? Call us at 612-965-2145



Summit Manor

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DATE 2019

Sample Invoice

Event	Date

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Rental - Saturday	\$ 3,995.00	3,995.00
100	Catering per person - Example menu	36.95	3,695.00
	Roast Beef Au Jus Champagne Chicken Garlic Mashed Potatoes Spring Greens Salad Green Beans Almondine Dinner Rolls Relish Tray Coffee, Punch & Ice Water Service		
100	Appetizer Service	4.95	495.00
			-
100	Wedding Cake / Dessert	4.95	495.00
			-
1	Outdoor Ceremony set up	250.00	250.00
1	Bar Set up. Bar, Ice and glassware through dinner then plastic	195.00	195.00
	Gratuity / Service / Set up / Cleaning 25% of food total	1,171.25	1,171.25
	Sales Tax 7.65% of food total	358.40	358.40

Total	\$ 10,654.65
Less Deposit	2,500.00
Due	\$ 8,154.65

Please make checks payable to Summit Manor. Credit card transactions require 4% convenience fee

THANK YOU!



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DATE 2019

Sample Invoice

Event	Date

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Rental - Friday or Sunday	\$ 2,995.00	2,995.00
75	Catering per person - Example menu	36.95	2,771.25
	Roast Beef Au Jus Champagne Chicken Garlic Mashed Potatoes Spring Greens Salad Green Beans Almondine Dinner Rolls Relish Tray Coffee, Punch & Ice Water Service		
75	Appetizer selection	4.95	371.25
			-
75	Wedding Cake / Dessert	4.95	371.25
			-
1	Outdoor Ceremony Set up	250.00	250.00
1	Bar Set up. Bar, Ice and glassware through dinner then plastic	195.00	195.00
	Gratuity / Service / Set up / Cleaning 25% of food total	878.44	878.44
	Sales Tax 7.65% of food total	268.80	268.80

Total	\$ 8,100.99
Less Deposit	2,500.00
Due	\$ 5,600.99

Please make checks payable to Summit Manor. Credit card transactions require 4% convenience fee

THANK YOU !