



## 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 event.

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

Yours truly,

651-387-3283  
SummitManor.com

*www.SummitManor.com*



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

***Full-Service Reception Rental: \$5,995***

Inclusive of all public areas of the mansion for up to eight hours as well as all the physical facilities you will need. A wedding coordinator, planning meetings, event management, silver service, china, tables, chairs, linens are all included in the rental fee. All events must end by midnight at the latest with bar service and music for dancing 30 minutes prior to the end of the event. Inquire about corporate function rates.

***Ceremony Package: \$995***

Includes additional four hours of rental as well as ceremony coordination, chair rental and set up as needed.

***Catering Service:***

We serve high-quality buffet and celebration station 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, 50 for Sunday through Friday.

***Wedding Cake or Dessert:***

Buttercream is our preferred vendor with wedding cake and desserts starting from \$5.95 per person. Ideas available include cupcakes, cheesecakes, torts, and a mini dessert bar. You are welcome to provide your own dessert provided by, delivered, and set up by a licensed professional. No cake cutting fee is charged.

***Liquor:***

For alcohol service you provide all the liquor, mix, beer, wine, garnishes, and soft drinks through a licensed bartending service from our approved vendor list. Liquor may not be sold. Summit Manor charges \$395 for use of bar facilities and ice machine.

***Security:*** Concierge Level Security is \$499

***Photography:*** Our full-service photography team are experts at shooting at Summit Manor and wonderfully capture your day. Separate contract and deposit required. Outside photographers are also welcome.

***Music:*** An internal music system provides background and dinner music at no charge. If you wish to have a dance or provide live music for your guest's bands or DJ may only be hired from our in-house or approved vendor list. Please ask for details and options prior to booking.

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

***Service:*** A 25% fee applied to all catering and dessert charges and includes staffing, and normal cleaning.

***Payment Schedule:*** To secure a date a simple deposit of \$3,500 is required. A second payment of \$3,500 is due 90 days prior to event and final balance due 5 days before event.

***Gratuity:*** Gratuity for the staff is optional and always appreciated.

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.



## *Suggested Signature Dinner Combinations*

59.95

### ***Signature Salmon & Beef Medallions***

Baked Fillet of Salmon  
Grilled Beef Medallions in Demi-Glace  
Minnesota Wild Rice  
Spring Greens Salad  
Glazed Baby Carrots  
Dinner Rolls and Artisan Breads  
Coffee, Iced Tea & Ice Water Service

49.95

### ***The Classic***

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

54.95

### ***Signature Salmon & Roast Beef Au Jus***

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

44.95

### ***Glazed Ham and Oven Roasted Turkey***

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

45.95

### ***A Touch of Fall***

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

45.95

### ***Lasagna and Pork Tenderloin***

Mushroom Artichoke Lasagna  
Roasted Pork Tenderloin with  
Apples-Raisin Chutney  
Oven Roasted Potatoes  
Caesar Salad  
Green Beans Almondine  
Dinner Rolls and Artisan Breads  
Coffee, Punch & Ice Water Service

\$46.95

### ***A Taste for Everyone***

Roast Beef Au Jus  
Pumpkin Squash Ravioli  
Garlic Mashed Potatoes  
Spring Greens Salad  
Oven Roasted Vegetables  
Dinner Rolls and Artisan Breads  
Coffee, Punch & Ice Water Service

54.95

### ***Crusted Chicken & Beef Medallions***

Crusted Chicken  
Grilled Beef Medallions in Demi-Glace  
Garlic Mashed Potatoes  
Spring Greens Salad  
Glazed Baby Carrots  
Dinner Rolls and Artisan Breads  
Coffee, Iced Tea & Ice Water Service



### ***Signature Entrée ideas***

Grilled Beef Medallions in Demi-Glace  
Roast Beef Au Jus with House Made Horseradish Sauce  
Baked Filet of Salmon  
Mushroom Artichoke Lasagna  
Champagne Chicken Breast with Mushroom Glaze  
Pork Tenderloin with House Apple Raisin Chutney  
Baked Ham with Signature Coarse Grain Glaze  
Turkey Divan  
Pumpkin Squash Ravioli with Light Butter Sauce  
Oven Roasted Turkey & Gravy

### ***Starch***

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

### ***Vegetable***

Green Beans Almondine  
Glazed Baby Carrots  
Oven Roasted Vegetables

### ***Salad***

Spring Greens  
Classic Garden  
Spinach Raspberry  
Caesar

### ***Included***

Dinner Rolls, Artisan Bread or French Bread  
Coffee Service  
Iced Tea or Punch Service  
Ice Water Service

Served buffet or station style we will help custom craft the perfect menu for your day. Made fresh to order in our kitchen.

651-387-3283

[www.SummitManor.com](http://www.SummitManor.com)



### *Before Dinner Appetizers Stations*

\$6.95 per person per hour

Signature Greek Inspired Appetizer Station

A decadent selection of Hummus, 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.

\$9.95 per person per hour

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.

### *Before Dinner Butler Passed Ideas*

6.95 per person

Caprese Skewers

Fruit & Cheese Kabobs

7.95 per person

Stuffed Mushrooms

Mini Kabobs

\$9.95 per serving

Signature Champagne Shrimp

### *Late Night Snack ideas*

*up to 100 guests per hour*

\$675

Late Night Frozen Pizza Bar

A selection of frozen pizzas for late night snacking

It's as fun as it sounds and a big hit with guests!

\$575

Late Night French Fry

\$375

Milk & Cookies

\$395

Popcorn Bar



## *Additional Menu Ideas*

Greek Themed Appetizer Station

Fruit & Cheese Kabobs

Champagne 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 Satay

Bacon Wrapped Water Chestnuts

Seasonal Fresh Fruit

Spreads and Dips with Pita Breads

Seafood Puffs

Hot Tea Service

Hot Chocolate Bar

Non-Alcoholic Champagne Fountain

Bar Snacks

***Don't see something you would like? Just ask***



### *Brunch Weddings...*

Summit Manor is the perfect setting for a wonderful brunch wedding and reception. We have many menus to choose from and here are a few to consider, but keep in mind the fun of brunch is you can serve almost anything so we can be creative with you in planning.

\$54.95

Fried Chicken & Waffles  
Seasonal Fresh Fruit Selection  
Summit Avenue Egg & Cheese Bake  
Breakfast Bacon  
Breakfast Sausage  
Signature Company Potatoes  
Spinach Salad with Raspberry Vinaigrette  
Mini Danish & Baked Treats  
Pineapple-Orange Punch  
Coffee, Punch & Ice Water Service

\$42.95

Seasonal Fresh Fruit Selection  
Summit Avenue Egg & Cheese Bake  
Breakfast Bacon  
Breakfast Sausage  
Signature Company Potatoes  
Spinach Salad with Raspberry Vinaigrette  
Mini Danish & Baked Treats  
Pineapple-Orange Punch  
Coffee, Punch & Ice Water Service

\$38.95

Summit Avenue Egg & Cheese Bake  
Signature Company Potatoes  
Glazed Hot Ham Slices  
Seasonal Fresh Fruit Selection  
Mini Danish & Baked Treats  
Pineapple-Orange Punch  
Coffee, Punch & Ice Water Service

\$34.95

Summer Salad  
Seasonal Fresh Fruit Selection  
Mini Danish & Baked Treat Selection  
International Cheese Selection with Crackers  
Pineapple-Orange Punch  
Coffee, Punch & Ice Water Service



*Cocktail Reception Ideas*  
*Price is per person per two hours*

Option one

\$44.95 per person

*First hour Butler Passed*

*Caprese Skewers*

*Mini Quiche*

*Stationed:*

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

*Sweet & Sour Meatballs*

*Spanakopita With Tzatziki Sauce*

*Seasonal Fresh Fruit*

*Coffee, Iced Tea & Ice Water Stations*

Option two

\$46.95 per person

*Pre- Ceremony Butler Passed*

*Caprese Skewers*

*Mini Quiche*

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

*Sweet & Sour Meatballs*

*Spanakopita with Tzatziki Sauce*

*Combination Bacon Wrapped Scallops & Bacon Wrapped Beef Tenderloin*

*Seasonal Fresh Fruit*

*Coffee, Iced Tea & Ice Water Stations*

Option three

\$49.95 per person

*Pre- Ceremony Butler Passed*

*Caprese Skewers*

*Mini Quiche*

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

*Sweet & Sour Meatballs*

*Teriyaki and Buffalo Wings*

*Spanakopita with Tzatziki Sauce*

*Combination Bacon Wrapped Scallops & Bacon Wrapped Beef Tenderloin*

*Seasonal Fresh Fruit*

*Coffee, Ice Tea & Ice Water Stations*

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## Summit Manor Reception House

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### *Sample Timeline....*

*11:00 am Arrival – hair & makeup*

*1:00 pm - 3:30pm Photography*

*3:45pm Guest arrival*

*4:00pm Ceremony begins*

*4:30pm Cocktail hour begins -- Bar opens -- Receiving line -- Butler passed & Stationed hors d'oeuvres*

*5:30pm Dinner service*

*6:30 pm Cake cutting photo*

*6:35pm Champagne Toast from the Grand Stairs*

*6:40 First dance*

*7:05pm Dessert Served*

*9:30pm Late night snack Pizza Bar*

*10:30pm Last Dance, Bar closes*

*11:00pm Evening concludes, guests depart*



*Summit Manor*

## *Sample Invoice*

<i>1</i>	<i>Full Service Rental Package</i>	<i>5,995.00</i>	<i>5,995.00</i>
<i>100</i>	<i>Catering per person - Example menu</i>	<i>49.95</i>	<i>4,995.00</i>
	<i>The Classic</i>		
	<i>Roast Beef Au Jus</i>		
	<i>Champagne Chicken</i>		
	<i>Garlic Mashed Potatoes</i>		
	<i>Spring Greens Salad</i>		
	<i>Green Beans Almondine</i>		
	<i>Dinner Rolls</i>		
	<i>Coffee, Punch &amp; Ice Water Service</i>		
<i>100</i>	<i>Sample Appetizer Service per guest</i>	<i>7.95</i>	<i>795.00</i>
<i>100</i>	<i>Buttercream Wedding Cake or Dessert per serving</i>	<i>5.95</i>	<i>595.00</i>
<i>1</i>	<i>Ceremony Package</i>	<i>995.00</i>	<i>995.00</i>
<i>1</i>	<i>Concierge Security Service</i>	<i>499.00</i>	<i>499.00</i>
<i>1</i>	<i>Bar Set up. Bar &amp; Ice</i>	<i>395.00</i>	<i>395.00</i>
	<i>Service / Set up / Cleaning 25% of food</i>	<i>1,596.25</i>	<i>1,596.25</i>
	<i>Sales Tax 7.875% of food total</i>	<i>502.82</i>	<i>502.82</i>
	<i>Gratuity at your discretion</i>		
		<i>Total \$</i>	<i>16,368.07</i>
		<i>Deposit</i>	<i>3,500.00</i>
		<i>Due \$</i>	<i>12,868.07</i>

*All prices are estimates and may change based on menu choices.*

*Deposits and payments are not refundable.*

*Please make checks payable to Summit Manor.*

*Credit card transactions require 4% convenience fee*

**THANK YOU!**