



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,

651-387-3283
SummitManor.com

www.SummitManor.com



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

Historic Summit Manor Mansion Rental: Saturday \$5995

Inclusive of all public areas of the mansion for up to ten 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 with bar service and music for dancing ending 30 minutes prior to end of event. Inquire about weekday and corporate function rates.
Friday \$4995, Sunday \$3995, weekday \$2995.

Ceremony Package: \$995

Includes additional two 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, 75 for Sunday through Friday.

Wedding Cake or Dessert

Buttercream is our preferred vendor with wedding cake and desserts starting from \$4.95 per person. Ideas available including cupcakes, cheesecakes, torts, mini dessert bar. You are welcome to provide your own dessert provided it is made 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. Liquor may not be sold, and a professional insured bartender service must be hired from our approved vendor list. Summit Manor charges a small fee for use of bar, ice machine and glassware.

Photography: Our photography team are experts on Summit Manor lighting and best angles. Outside photographers are also welcome. Photography requires separate contract and deposit for photography.

Music: 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 may only be hired from our 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 service and normal cleaning. Gratuity is your discretion.

Deposit: In order to secure a date as simple deposit of \$3500 is required.

Early payment discount: A Ten Percent Discount on catering is applied when full payment of rental and catering minimum is made as deposit. Deposits and payments made are not refundable.

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.



Signature Entrée ideas

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



Sample Dinner Combinations

43.95

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

39.95

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

39.95

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



Before Dinner Appetizers Stations

\$5.95 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.

\$7.95 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

3.95 per person

Caprese Skewers

Fruit & Cheese Kabobs

4.95 per person

Stuffed Mushrooms

Mini Kabobs

\$5.95 per serving

Signature Champagne Shrimp

Late Night Snack ideas

up to 100 guests per hour

\$575

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!

\$475

Ham & Cheese Sliders with French Fries

\$275

Milk & Cookies

\$295

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



Cocktail Reception Ideas
Price is per person per two hours

Option one

\$37.95 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

\$39.95 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

\$42.95 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

SummitManor.com



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.

\$39.95

Seasonal Fresh Fruit Selection
Summit Avenue Egg & Cheese Bake
Breakfast Bacon
Canadian Bacon
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



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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

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 Champagne (only if you plan to do a Champagne 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 Whiskey
- 3 liters of Gin
- 8 liters of Tonic
- 4 liters of Sour
- 2 liters of Soda
- 6 Limes and or 6 Lemons

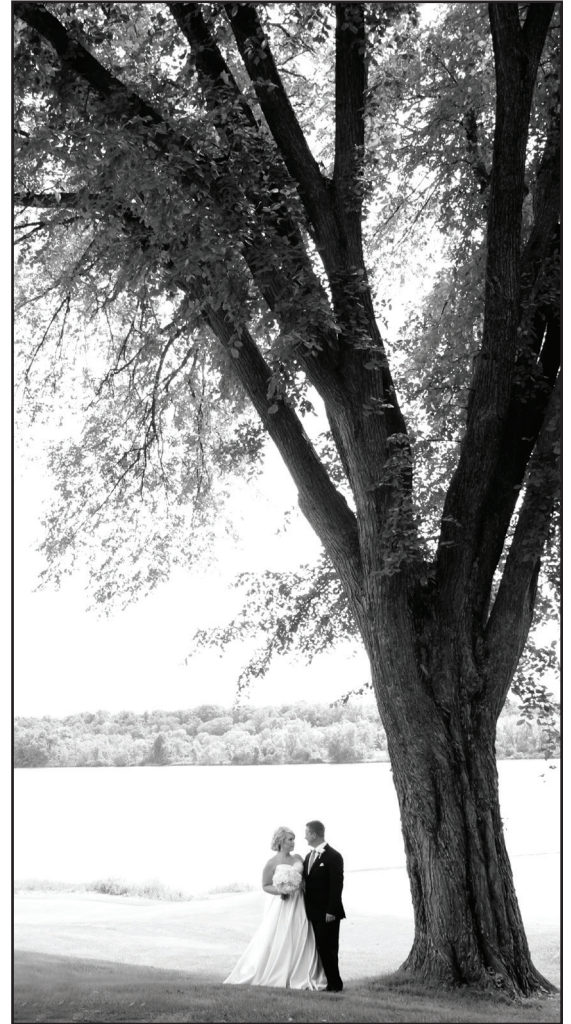
Being able to supply your own literally saves you thousands of dollars and avoids the uncomfortable feeling of charging your guests for drinks with a cash bar.

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 \$395 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

Sample Proposal Friday

<i>1</i>	<i>Full Service Friday Rental Package</i>	<i>4,995.00</i>	<i>4,995.00</i>
<i>75</i>	<i>Catering per person - Example menu</i>	<i>39.95</i>	<i>2,996.25</i>
	<i>Roast Beef Au Jus With Signature Horsersaddish</i>		
	<i>Champagne Chicken</i>		
	<i>Garlic Mashed Potatoes</i>		
	<i>Spring Greens Salad</i>		
	<i>Green Beans Almondine</i>		
	<i>Dinner Rolls Relish Tray</i>		
	<i>Coffee, Punch & Ice Water Service</i>		
<i>75</i>	<i>Sample Appetizer Service per guest</i>	<i>4.95</i>	<i>371.25</i>
<i>75</i>	<i>Buttercream Wedding Cake or Dessert per</i>	<i>4.95</i>	<i>371.25</i>
<i>1</i>	<i>Outdoor Ceremony set up</i>	<i>995.00</i>	<i>995.00</i>
<i>1</i>	<i>Bar Set up. Bar, Ice and glassware through</i>	<i>395.00</i>	<i>395.00</i>
	<i>Service / Set up / Cleaning 25% of food</i>	<i>934.69</i>	<i>934.69</i>
	<i>Sales Tax 7.875% of food total</i>	<i>294.43</i>	<i>294.43</i>
		<i>Total \$</i>	<i>11,352.86</i>
		<i>Deposit</i>	<i>3,500.00</i>
		<i>Due \$</i>	<i>7,852.86</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!



Summit Manor

Sample Proposal Saturday

<i>1</i>	<i>Full Service Saturday Rental Package</i>	<i>5,995.00</i>	<i>5,995.00</i>
<i>100</i>	<i>Catering per person - Example menu</i>	<i>39.95</i>	<i>3,995.00</i>
	<i>Roast Beef Au Jus With Signature Horsersaddish</i>		
	<i>Champagne Chicken</i>		
	<i>Garlic Mashed Potatoes</i>		
	<i>Spring Greens Salad</i>		
	<i>Green Beans Almondine</i>		
	<i>Dinner Rolls Relish Tray</i>		
	<i>Coffee, Punch & Ice Water Service</i>		
<i>100</i>	<i>Sample Appetizer Service per guest</i>	<i>4.95</i>	<i>495.00</i>
<i>100</i>	<i>Buttercream Wedding Cake or Dessert per</i>	<i>4.95</i>	<i>495.00</i>
<i>1</i>	<i>Outdoor Ceremony set up</i>	<i>995.00</i>	<i>995.00</i>
<i>1</i>	<i>Bar Set up. Bar, Ice and glassware through</i>	<i>395.00</i>	<i>395.00</i>
	<i>Service / Set up / Cleaning 25% of food</i>	<i>1,246.25</i>	<i>1,246.25</i>
	<i>Sales Tax 7.875% of food total</i>	<i>392.57</i>	<i>392.57</i>
		<i>Total \$</i>	<i>14,008.82</i>
		<i>Deposit</i>	<i>3,500.00</i>
		<i>Due \$</i>	<i>10,508.82</i>

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THANK YOU!



Summit Manor

Sample Proposal Sunday

<i>1</i>	<i>Full Service Sunday Rental Package</i>	<i>3,995.00</i>	<i>3,995.00</i>
<i>75</i>	<i>Catering per person - Example menu</i>	<i>39.95</i>	<i>2,996.25</i>
	<i>Seasonal Fresh Fruit Selection</i>		
	<i>Summit Avenue Egg & Cheese Bake</i>		
	<i>Breakfast Bacon</i>		
	<i>Canadian Bacon</i>		
	<i>Signature Company Potatoes</i>		
	<i>Spinach Salad with Raspberry Vinaigrette</i>		
	<i>Mini Danish & Baked Treats</i>		
	<i>Pineapple-Orange Punch</i>		
	<i>Coffee, Punch & Ice Water Service</i>		
<i>75</i>	<i>Sample Appetizer Service per guest</i>	<i>4.95</i>	<i>371.25</i>
<i>75</i>	<i>Buttercream Wedding Cake or Dessert per</i>	<i>4.95</i>	<i>371.25</i>
<i>1</i>	<i>Outdoor Ceremony set up</i>	<i>995.00</i>	<i>995.00</i>
<i>1</i>	<i>Bar Set up. Bar, Ice and glassware through</i>	<i>395.00</i>	<i>395.00</i>
	<i>Service / Set up / Cleaning 25% of food</i>	<i>934.69</i>	<i>934.69</i>
	<i>Sales Tax 7.875% of food total</i>	<i>294.43</i>	<i>294.43</i>
		<i>Total \$</i>	<i>10,352.86</i>
		<i>Deposit</i>	<i>3,500.00</i>
		<i>Due \$</i>	<i>6,852.86</i>

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