



# Summit Manor Reception House

275 Summit Ave.  
St. Paul, MN 55102  
[SummitManor.com](http://SummitManor.com)

## Your Wedding...

Summit Manor is not only a venue it's a full service wedding day experience. We take care of almost everything so you and your family can enjoy the day. 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. Think Great Gatsby meets Father of the Bride.

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](http://SummitManor.com)

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



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

***Full-Service Wedding Package \$14,995***

Inclusive of all public areas of the mansion for up to twelve hours as well as all the physical facilities you will need. A wedding coordinator, professional photographer, planning meetings, event management, silver service, china, tables, chairs, linens are all included in the rental fee. All events must end by eleven pm 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 Included***

Ceremony coordination, chair rental and set up as needed. Many outdoor and indoor ceremony options.

***Catering Service:***

Your guests are going to love the food! Summit Manor serves wonderful high quality buffet and station style options dinners, appetizers, late night snacks. Our team will work with you to craft the perfect menu.

***Wedding Cake or Dessert:***

Wedding cake or dessert can be provided by Summit Manor including wedding cake, cupcakes, cheesecakes, torts, and a mini dessert bar. You are welcome to provide your own dessert if 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 and insured bartending service from our approved vendor list. Liquor may not be sold in any way.

***Photography:*** Up to Eight hours of professional photography is included. Additional time and photography services may be added. Outside photographers are welcome. If you already have a photographer a \$1200 credit will be added to your day.

***Music:*** 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. An internal music system provides background and dinner music at no charge.

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

***No silly fees here.*** No service, ceremony, cake cutting, room flip, linen rental, set up etc.

***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 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 Dinner Combinations*

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

75.95

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

### ***The Classic***

65.95

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

### ***Baked Salmon & London Broil Roast Beef***

70.95

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

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

58.95

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

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

59.95

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

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

59.95

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

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

59.95

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

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

70.95

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  
London Broil Roast Beef with side 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  
Butternut Squash Ravioli in Butternut 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 craft the perfect menu for your day.

651-387-3283

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### *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.

\$8.95 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*

Cotton Candy Station  
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  
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

32.95

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



## 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 Cake Cutting Photo and Dinner service begins*

*6:35pm Toasts from the Grand Stairs*

*6:40 First dance*

*9:30pm Late night snack Pizza Bar*

*10:30pm Last Dance, Bar closes*

*11:00pm Evening concludes, guests depart*

*Additional Rental time \$195 per hour*

*Good Morning Welcome Package \$395. Includes 9:00 am – 11:00 with welcome coffee, Ice Water, Pastries and Juices.*



*Summit Manor*

## ***Draft Invoice***

|                   |                                                                      |                         |                         |
|-------------------|----------------------------------------------------------------------|-------------------------|-------------------------|
| <i><b>1</b></i>   | <i><b>Full Service Rental Package 11:00 am - 11:00</b></i>           | <i><b>14,995.00</b></i> | <i><b>14,995.00</b></i> |
| <i><b>100</b></i> | <i><b>Catering per person</b></i>                                    | <i><b>59.95</b></i>     | <i><b>5,995.00</b></i>  |
|                   | <i>London Broil Roast Beef w side Horse Radish</i>                   |                         |                         |
|                   | <i>Butternut Squash Ravioli</i>                                      |                         |                         |
|                   | <i>Garlic Mashed Potatoes</i>                                        |                         |                         |
|                   | <i>Spring Greens Salad</i>                                           |                         |                         |
|                   | <i>Green Beans Almondine</i>                                         |                         |                         |
|                   | <i>Dinner Rolls and Artisan Breads</i>                               |                         |                         |
|                   | <i>Coffee, Punch &amp; Ice Water Service</i>                         |                         |                         |
| <i><b>100</b></i> | <i><b>Epic Charcuterie appetizer Station</b></i>                     | <i><b>9.95</b></i>      | <i><b>995.00</b></i>    |
| <i><b>100</b></i> | <i><b>Desserts as per Buttercream order</b></i>                      | <i><b>5.95</b></i>      | <i><b>595.00</b></i>    |
| <i><b>1</b></i>   | <i><b>Full Day Event Coordinator included</b></i>                    |                         |                         |
| <i><b>8</b></i>   | <i><b>Hours of professional photography included</b></i>             |                         | <i><b>-</b></i>         |
|                   |                                                                      | <i><b>-</b></i>         | <i><b>-</b></i>         |
| <i><b>1</b></i>   | <i><b>Bar Set up. Bar &amp; Ice (\$395 ) No charge if choose</b></i> | <i><b>-</b></i>         | <i><b>-</b></i>         |
|                   | <i><b>Liquid Motion Bartending Service</b></i>                       |                         | <i><b>-</b></i>         |
|                   |                                                                      |                         | <i><b>-</b></i>         |
|                   |                                                                      |                         | <i><b>-</b></i>         |
|                   |                                                                      |                         | <i><b>-</b></i>         |

***Total \$ 22,580.00***  
***Sales Tax 749.02***  
***Paid -***  
***Due \$ 23,329.02***

*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!***