



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 responsibility so you may relax and mingle with your guests. The unique mansion style is the perfect location for those who want something different for their special day. Summit Manor is an elegant yet comfortable setting providing lots of room yet maintaining a more intimate 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.

So you and your family can enjoy a stress free day Summit Manor adds centerpieces at no charge to all the tables. Combined 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 house, complete catering service, fresh flowers, 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

www.SummitManor.com





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

Rental Fee:

A simple and inclusive rental fee of \$2700 is charged for all events, \$3000 for Saturday. Inclusive of all public areas of the mansion as well as all the physical facilities you will need. Silver service, china, glassware, tables, chairs, linens and centerpieces are all included in the rental fee. This fee also includes the privacy of being the only event at Summit Manor that day for up to eight hours. 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. Summit Manor never charges any ceremony, set up or cake cutting fees.

Catering Service:

We serve only high quality buffet style meals and have many menu items to choose from. There is a 100 person minimum catering charge for all Saturday events, 75 for Friday and 60 for Sunday through Thursday.

Desserts:

We will provide a beautiful and delicious Buttercream wedding cake for \$4.25 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. We will take care of cutting and serving all wedding cakes and desserts at no additional charge.

Liquor:

If you wish to serve liquor during your event, you may do so as long as you provide all of the liquor, mix, beer, wine, garnishes, and soft drinks. We do not allow keg beer or serving of shots. No liquor may be sold. A professional bartender must be hired by and paid directly by you from our approved vendor list. You are responsible for all liability caused by consumption of alcoholic beverages, and we require that you obtain a liquor liability insurance policy which can easily be obtained from your own agent or we can refer you to one.

Music: We have an internal music system and provide background music for your event at no charge. If you wish to have a dance or provide live music for your guests it must be limited to a three piece group –no highly amplified groups are permitted. We do not allow lights, light shows or fog machines of any kind. We are happy to arrange or recommend approved Bands and DJ's for your day. All must be approved by Summit Manor prior to making arrangements. If you have a good music selection and wish to bring your own I-Pod for dancing a professional sound system can be provided for \$275.

Sales Tax is due on all catering, cake and dessert (not rental). Current rate is 7.625.

Gratuity & Service: A 20% fee applied to all catering and dessert charges (not rental) and includes all service and gratuity. No other ceremony, cleaning, cake cutting or decorating fees are charged at Summit Manor.

So you and your family can enjoy a stress free day Summit Manor adds centerpieces at no additional charge to all the tables. Combined with all the ornate woodwork, oriental rugs, unique character and natural picture opportunities that come with a historic mansion the pressure and expense of set up and clean up of decorations is eliminated. Summit Manor does not allow outside catering, wedding planners or wedding coordinators.

Deposit: In order to secure a date for your reception at Summit Manor we require a \$1500 deposit and a written contract. We will need a written request for cancellation and deposits are strictly not refundable or transferable. For further information or to schedule a private tour call us at 651-387-3283. We show Summit Manor only by appointment only.



Summit Manor serves high quality buffet style food service.

Cost per person is \$30.95

Choose two Entree's:

Roast Beef Au Jus
Baked Filet of Salmon (add \$1.00)
Mushroom Artichoke Lasagna
Champaign chicken
Pork Tenderloin with Apple Raisin Chutney
Baked and Glazed Ham
Turkey Divan
Pumpkin Squash Ravioli
Baked Turkey

Choose One:

Garlic Mashed Potatoes
Minnesota Wild Rice
Au Gratin Potatoes
Oven Roasted Potatoes (add \$1.00)

Choose One

Green Beans Almondine
Glazed Baby Carrots

Choose One

Spring Greens Salad
Classic Garden Salad
Caesar Salad

All menus include

Dinner Rolls
Classic Steak House Relishes
Coffee Service
Punch Service
Ice Water Service

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ADDITIONAL HORS D'OEURVE ITEMS

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

Spanikopita

Cocktail Sausages in Barbecue Sauce

Assorted Cheeses & Crackers

Raw Vegetables and Dip

Mini Quiche Lorraine

Salmon Mousse

Seafood Puffs

Beef Kabobs

Baked Brie with Cracker

Pineapple Chicken Kabobs

Herbed Seafood Bruchetta

Chicken Sate

Bacon Wrapped Water Chestnuts

Fruit Trays

Spreads and Dips with Pita Breads

Seafood Puffs

Other Ideas

Hot Tea Service \$50

Hot Chocolate Bar \$95

Non-Alcoholic Champaign Fountain \$250

Bar Snacks \$45

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Appetizer & Late Night menu selections may be added to any menu selection

Appetizers

Additional \$4.25 per person

Summit Manors 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.

\$3.95 per person

Fruit & Cheese Kabobs

Mini Quiche

4.95 per person

Rumaki

Fruit & Cheese Kabobs

4.95 per person

Fruit & Cheese Kabobs

Seafood Puffs with Sweet and Sour

Late Night Snacks

\$375

Pizza Service – a fun selection of pizza for late night snacking

4.95 per person

Buffalo, Honey BBQ or Teriyaki wings

4.95 per person

Sweet & Sour or BBQ Meatballs

2.25 per person

Chips & Salsa

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

Customer purchases and assumes all liability for guest consumption of alcohol, and must provide a liquor liability insurance policy for the event. Ice, cups, bar-ware, wine & champagne glasses may be used at no charge. Bartenders must be hired from our approved vendor list are not permitted to serve shots, keg beer or drinks requiring a blender. It is recommended to have alcohol delivered at least two days prior to the day of the event. The bartenders shall terminate alcohol service 30 minutes prior to the end of the rental time. The bartenders are required to promptly package left over alcohol and have it ready for pick up in the driveway. Please arrange to take any leftover alcohol with the same day as your event.