



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





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

**Rental Fee:**

A simple and inclusive rental fee of \$325 per hour is charged. This fee covers use of all public areas of the mansion as well as all the physical facilities you will need. Silver service, china, wine & champagne glassware, tables, chairs, linens and centerpieces are all included in the rental fee.

**Catering Service:**

We serve only buffet style menus and we are able to prepare anything that is feasible to serve in that manner. We have several popular menu selections for your review, however, we wish to work with you to individualize our catering ideas to create a menu to suit your reception needs. 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 wedding cake or a tort selection for \$4.25 per person. You are welcome to provide your own wedding cake provided it is professionally made. 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 policy which can easily be applied for from your own agent or we can refer you to one.

**Music:** We have an internal music system and do provide background music for your event. If you wish to have a dance or provide live background music for your guests it must be limited to a three piece group –no highly amplified groups are permitted. D.J.'s are allowed, however we do not allow any lights, light shows or fog machines. If you need help in selecting the proper group for your reception, we will be happy to make recommendations. Bands and D.J.'s must be approved by Summit Manor prior to making arrangements.

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

**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 \$1000 deposit and a written contract. We will need a written request for cancellation and deposits are not refundable or transferable.

If you would like further information or would like to see our facilities please feel free to call us at 651-387-3283. We show Summit Manor only by appointment only.

## Dinner Selections

\$27.95

Roasted Pork Tenderloin with  
Apples-Raisin Chutney  
Garlic Mashed Potatoes  
Spring Greens Salad  
Green Beans Almondine  
Dinner Rolls Relish Tray  
Coffee, Punch & Ice Water Service

\$27.95

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

\$26.95

Baked & Glazed Ham  
Au Gratin Potatoes  
Spring Greens Salad  
Dinner Rolls Relish Tray  
Coffee, Punch & Ice Water Service

\$27.95

Turkey Divan  
Minnesota Wild Rice  
Spring Greens Salad  
Dinner Rolls Relish Tray  
Coffee, Punch & Ice Water Service

\$27.95

Baked Turkey  
Garlic Mashed Potatoes and Gravy  
Spring Greens Salad  
Green Beans Almondine  
Dinner Rolls Relish Tray  
Coffee, Punch & Ice Water Service

\$27.95

Mushroom Artichoke Lasagna  
Classic Caesar Salad  
French Bread  
Seasonal Fresh Fruit Tray  
Coffee, Punch & Ice Water Service

\$27.95

Chicken Breast in Wine Sauce  
Minnesota Wild Rice  
Spring Greens Salad  
Glazed Baby Carrots  
Dinner Rolls Relish Tray  
Coffee, Punch & Ice Water Service

29.95

Mushroom Artichoke Lasagna  
Roasted Pork Tenderloin with  
Apples-Raisin Chutney  
Garlic Mashed Potatoes  
Spring Greens Salad  
Green Beans Almondine  
Dinner Rolls Relish Tray  
Coffee, Punch & Ice Water Service

29.95

Roast Beef Au Jus  
Chicken Breast in Wine Sauce  
Garlic Mashed Potatoes  
Spring Greens Salad  
Green Beans Almondine  
Dinner Rolls Relish Tray  
Coffee, Punch & Ice Water Service

29.95

Roast Beef Au Jus  
Mushroom Artichoke Lasagna  
Garlic Mashed Potatoes  
Spring Greens Salad  
Green Beans Almondine  
Dinner Rolls Relish Tray  
Coffee, Punch & Ice Water Service

\$29.95

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

\$30.95

Baked Fillet of Salmon  
Minnesota Wild Rice  
Spinach Salad  
Glazed Baby Carrots  
Dinner Rolls Relish Tray  
Coffee, Punch & Ice Water Service

\$29.95

Mushroom Artichoke Lasagna  
Baked & Glazed Ham  
Au Gratin Potatoes  
Spring Green Salad  
French Bread & Butter  
Coffee, Punch & Ice Water Service

## Hors D'oeuvres & Appetizer Selections

\$27.95

Meatballs in Sweet and Sour Sauce  
Sliced Meats including Turkey,  
Ham & Rare Roast Beef with Bread Selection  
Salmon Mousse  
Teriyaki or buffalo Chicken Wings  
Fresh Vegetables and Dip  
International Cheese Selection with Crackers  
Lorraine & Cheese Mini Quiche  
Seasonal Fresh Fruit Tray  
Coffee, Punch & Ice Water Service

\$25.95

Tortellini Salad  
Chicken Wild Rice Salad  
Spreads & Breads Including  
Spinach Artichoke, Salmon and Curry Mango Chutney  
Seasonal Fresh Fruit Tray  
International Cheese Selection with Crackers  
Vegetables and Dill Dip  
Coffee, Punch & Ice Water Service

\$26.95

Seasonal Fresh Fruit Tray  
International Cheese Selection  
Seafood Puffs with Sweet and Sour Sauce  
Open Faced Beef Sandwiches  
Fresh Vegetables & Dill Dip  
Stuffed Mushrooms  
Spreads & Breads Including  
Spinach Artichoke, Salmon & Curry Mango Chutney  
Coffee, Punch & Ice Water Service

\$27.95

Stuffed Mushrooms Florentine  
Lorraine & Cheese Mini Quiche  
Meatballs in Mushroom Sauce  
Seafood Puffs with Sweet & Sour Sauce  
Spreads & Breads Including  
Spinach Artichoke, Salmon & Curry Mango Chutney  
Seasonal Fresh Fruit Tray  
Baked Brie with Crackers  
Coffee, Punch & Ice Water Service

24.95

Baked Brie  
Spanikopita  
Seasonal Fresh Fruit Tray  
International Cheese Selection with Crackers  
Seafood Puffs with Sweet & Sour Sauce  
Fresh Vegetables and Dip  
Coffee, Punch & Ice Water Service

\$27.95

Seasonal Fresh Fruit Tray  
International Cheese Selection  
Seafood Puffs with Sweet and Sour Sauce  
Open Faced Beef Sandwiches  
Fresh Vegetables & Dill Dip  
Stuffed Mushrooms  
Spreads & Breads Including  
Spinach Artichoke, Salmon and Mango Chutney  
Coffee, Punch & Ice Water Service

\$28.95

Stuffed Mushrooms Florentine  
Lorraine & Cheese Mini Quiche  
Meatballs in Sweet & Sour Sauce  
Seafood Puffs with Mustard Sauce  
Spreads & Breads Including  
Spinach Artichoke, Salmon & Curry Mango Chutney  
Seasonal Fresh Fruit Tray  
Baked Brie with Crackers  
Coffee, Punch & Ice Water Service

## Brunch Selections

\$27.95

Baked Cheese & Eggs  
Fresh Fruit Tray  
Spinach Salad with raspberry vinaigrette  
Summer Pasta Salad  
Mini Danish & Baked Treats  
Pineapple-Orange Punch  
Coffee, Punch & Ice Water Service

\$27.95

Baked Cheese and Eggs  
Company Potatoes  
Glazed Hot Ham Slices  
Seasonal Fresh Fruit Tray  
Mini Danish & Baked Treats  
Pineapple-Orange Punch  
Coffee, Punch & Ice Water Service

\$19.95

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



*ADDITIONAL HORS D'OEURVE ITEMS*

Fruit & Cheese Kabobs  
Teriyaki or Buffalo Chicken Wings  
Sweet and Sour Meatballs  
Spinach Stuffed French Bread  
Rumaki  
Stuffed Mushrooms Florentine  
Spanikopita  
Cocktail Sausages in Barbecue Sauce  
Assorted Cheeses  
Raw Vegetables and Dip  
Mini Quiche Lorraine  
Salmon Mousse  
Seafood Puffs  
Beef Kabobs  
Pineapple Chicken  
Herbed Seafood Bruchetta  
Chicken Sate  
Seafood Stuffed Mushrooms  
Bacon Wrapped Water Chestnuts  
Fruit Trays  
Chutney Cheese Spread

Other

Hot Tea Service \$50

Non-Alcoholic Champaign Fountain \$250

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

### *Appetizers*

Additional \$3.95 per person

Summit Manors Signature Greek Inspired Appetizer Station

A decadent selection of Humus, Pita Bread slices, Specialty Spreads & Dips, Cheeses, Crackers & 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*

3.25 per person

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

## **Recommendation 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)

1 case 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

4 liters of Tonic

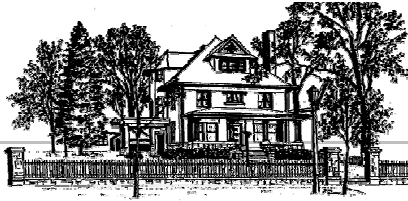
2 liters of Sour

2 liters of Soda

6 Limes and or 6 Lemons

Customer purchases all and assumes all liability for guest consumption of alcohol, and must provide a liquor liability policy for the event. Ice, cups, bar-ware, wine & champagne glasses are all provided for you. 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.





# Summit Manor

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DATE

Sample Invoice

Event	Date

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
8	Rental in Hours	\$ 325.00	2,600.00
100	Catering per person	29.95	2,995.00
		-	-
		-	-
100	Wedding Cake / Desset	4.25	425.00
		-	-
	Gratuity / Service 20% of food total	684.00	684.00
	Sales Tax 7.65% of food total	261.63	261.63

<b>SUBTOTAL</b>	<b>\$ 6,965.63</b>
<b>Less Deposit</b>	<b>1,000.00</b>
<b>TOTAL</b>	<b>\$ 5,965.63</b>

We accept cash or check please make all checks payable to Summit Manor  
**THANK YOU FOR YOUR BUSINESS!**