



CARNEROS

RESORT AND SPA







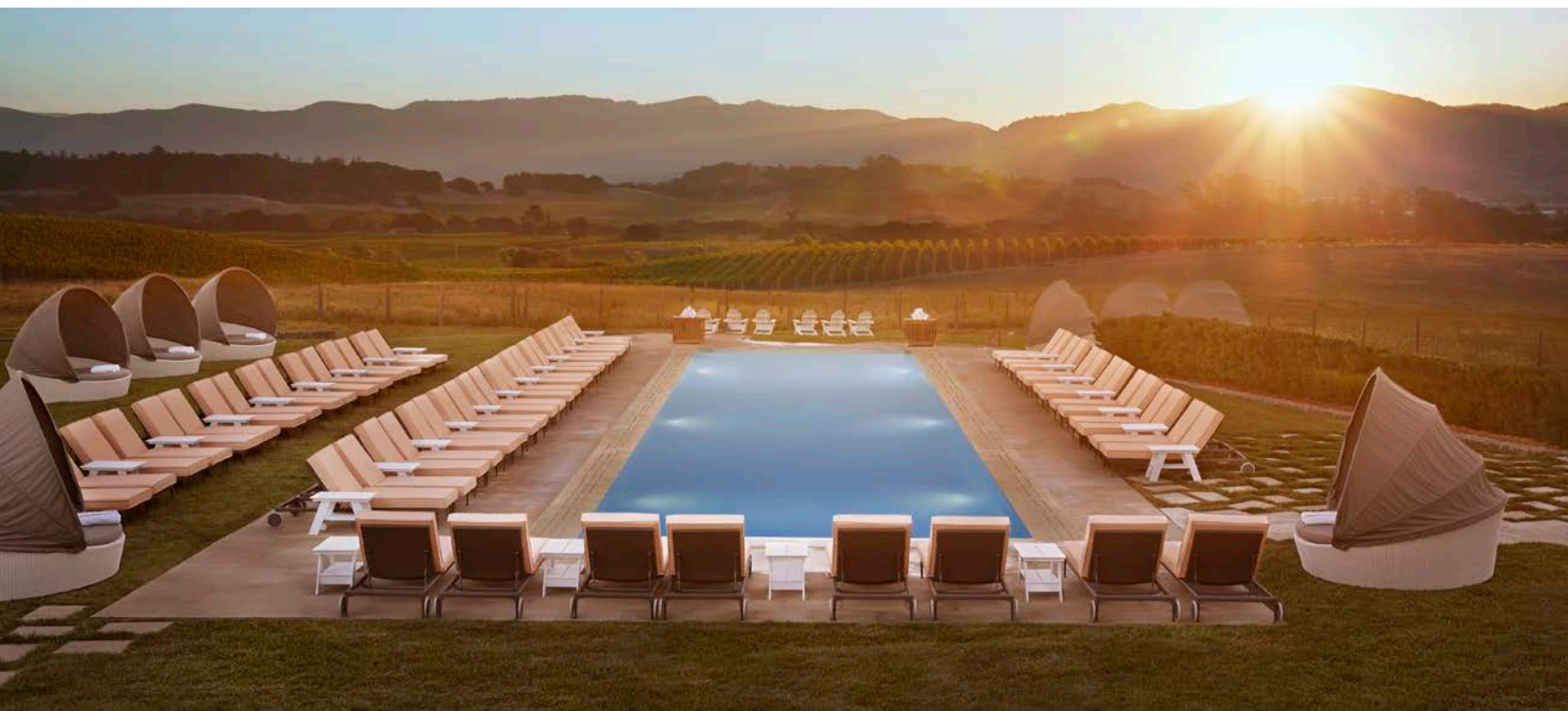


# CONGRATULATIONS

on your engagement! And thank you for your interest in Carneros Resort and Spa for your special day!

At Carneros Resort and Spa, we understand that your wedding day is one of the most important days of your life - one that you will look back upon with cherished memories for years to come. The picturesque vineyard landscapes and rolling hills which surround the Resort provide a unique setting for a wedding celebration throughout the year.





## THE RESORT

Carneros Resort and Spa was created to provide an intimate atmosphere reminiscent of its unique surroundings. Nestled among 28 acres of seemingly endless rows of grape vines and bucolic farmland, Carneros Resort and Spa's design was based on cues from the local countryside - including barns, silos and offer individual cottages, including suites—combined with stylish, modern interiors to capture the region's distinct charm as well as the needs of our sophisticated guests. Carneros Resort and Spa is central to both the Napa and Sonoma valleys.



















# THE VENUES

The picturesque vineyard views surrounding the property are the highlight of the event space of Carneros Resort and Spa. Each space provides a unique setting for rehearsal dinners, wedding ceremonies, wedding receptions and post-wedding brunches.

## THE ARBOR

The Arbor, a charming outdoor ceremony space features a beautiful trellis, a stunning water feature and lush landscaping all overlooking beautiful Napa Valley vineyards and mountains.

## HILLTOP DINING ROOM

The Hilltop Dining Room and Patios: this elegant reception space takes full advantage of the view of the Napa Valley countryside with floor-to-ceiling windows and is reserved for events of 80 or less with a site fee of \$8,000.00 plus tax.

## NAPA AND SONOMA BALLROOMS WITH CARNEROS COURTYARD

The second location is exclusive use of the Napa and Sonoma Ballrooms, which offer a rustic but elegant feel and are joined by the beautiful Carneros Courtyard with a site fee of \$12,000.00 plus tax, and can accommodate up to 175 people.







# Elopements

Because of its serene and secluded atmosphere, Carneros Resort and Spa makes an ideal spot for intimate weddings and elopements where the focus is on the ceremony itself rather than a large reception. These simple, elegant celebrations are reserved for parties of up to 18 people, including the Couple, and can be scheduled Sunday through Friday, based upon availability.

## Elopment Package Inclusions

- The Arbor
- Ceremony Officiant
- Personal Florals for the Couple
- Photographer for 1 and ½ hours and high resolution photos
- Solo guitarist to play in The Arbor for 1 hour: Prelude, Ceremony and Postlude
- Sparkling Wine for a post-ceremony Sparkling toast
- Savory Hors D'oeuvres or Mini Dessert Bites (*3 per person*)

Monday through Thursday: \$5,000.00++  
Friday or Sunday: \$6,000.00++











# Small & Intimate Weddings

In lieu of the Elopement Package, we also offer rental of the elopement ceremony venue only:

## Intimate Ceremony

- The Arbor (*for one hour*)
- Ceremony Seating
- Up to 18 Guests, including the Couple

Site Fee: \$2,500.00 *plus service and tax*

## Traditional Elopment

- The Arbor (*for one hour*)
- Just the Couple

Site Fee: \$1,500.00 *plus service and tax*

## Intimate Elopement

- Backyard ceremony in your cottage or home
- Just the Couple
- *Separate cottage or home rental required*

Site Fee: \$1,000.00 *plus service and tax*







## FEATURED

Style Me Pretty  
Martha Stewart  
Modern Luxury Brides  
Borrowed & Blue  
Wedding Chicks  
Grey Likes Weddings  
Ruffled Blog  
Snippet & Ink  
Carats & Cake





# THE FOOD

Our Executive Chef has designed seasonal private dining menus which highlight the bounty of the local harvest. Our Wedding Specialist is pleased to design custom menus for your rehearsal dinner, wedding reception and post-wedding brunch to best suit the tastes of you and your wedding guests.

The minimum food and beverage spend required to host a wedding at the Hilltop Dining Room & Patios is \$200.00++ per person, minimum \$10,000.00++.

The food and beverage minimum spend at the Napa Ballroom, Sonoma Ballroom & Carneros Courtyard is \$200.00++ per person, minimum \$20,000.00++. The above pricing does not include a 20% taxable service charge and 8% sales tax.

















# SAMPLE MENU

## **BABY GARDEN BEET SALAD**

Blackberry, Toasted Shallots, Burrata, Sunflower Seeds,  
Red Mustard, Beet Purée

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## **DAY BOAT SCALLOP**

Romesco, English Peas, Fennel

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## **PRIME FILET MIGNON**

Garden Carrots, Broccolini Purée, Fingerling Potatoes  
with Garlic Oil & Herbs, Bordelaise

~or~

## **PAN SEARED HALIBUT**

Haricots Verts, Brentwood Corn, Sungold Tomato Relish

~or~

## **ROASTED PORTOBELLO ENTRÉE**

with Summer Vegetable Ragout, Haricots Verts,  
Brentwood Corn, Sungold Tomato Relish

## **WEDDING CAKE**











# Morning After Brunch

## Sample Menu

Assorted Breakfast Pastries and Breads, Butter,  
and Local Preserves

The Season's Fresh Fruit and Berries

Cereals with Clover Milks

Yogurt, Granola, and Dried Fruits

Croissant Sandwiches with Farm Fresh Eggs,  
Caggiano Fresh Ham, Cheddar Cheese

Breakfast Potatoes, Crisp Applewood Bacon,  
and Chicken Apple Sausage

Boon Fly Donuts

Made to Order Omelet Station

Fresh Squeezed Orange Juice, Cranberry Juice,  
and Grapefruit Juice

Freshly Brewed Coffee,  
Decaffeinated Coffee, and Mighty Leaf Hot Teas















# BRIDAL BEAUTY

## HAIR AND MAKE-UP SERVICES

- Bridal Make-Up \$250 (Lash application included)
- Bridal Hair \$250
- Bridal Trial Make-Up \$125
- Bridal Trial Hair \$125
- Bridal Party Make-up \$100
- Bridal Party Hair \$100
- Flower Girl Hair \$75 (10 and younger)

## ADDITIONAL SERVICES

- Lip Treatment \$25 / 15min
- Lash Application \$25 / 15min
- Individual Lash Application \$35 / 30 min
- Carneros Pedicure \$65 / 30min
- Carneros Manicure \$40 / 30min
- Carneros Pedicure \$65 / 30min
- Gel Polish or Removal \$25 / 15min















# Wedding Guidelines

## Site Fee

Our site fees include the event space rental, use of our standard tables, chairs, linens, flatware, stemware and china. The wedding site fee also includes the use of: our beautiful Arbor as a ceremony location; wooden folding chairs for the ceremony; event set-up and break-down; staffing; parking for up to 40 cars; and the experience and knowledge of a Wedding Specialist to help with all Carneros Resort and Spa aspects of your special day. Our site fees include the agreed upon event location and time.

## Maximum Capacity

Carneros Resort and Spa can accommodate anything from an intimate elopement with just the Couple to larger events for up to 175 guests.

## Menu Tastings

We are pleased to offer all of our contracted Couples the opportunity to taste their menu prior to their event. Tastings are arranged on Tuesday, Wednesday and Thursday, based upon availability, and are limited to no more than 4 people. If a tasting cannot be arranged, our fine dining restaurant FARM can be a wonderful example of the style of food being served during our events, as our Executive Chef plays a pivotal role in every dining experience on property.

## Menus

Our Private Event Dining Selections are designed as pre-selected, set menus.

If you wish to offer your Guests the option of selecting an entrée prior to the event, please follow these guidelines:

- Maximum of two (2) entrée selections and one (1) vegetarian option, and the highest price of the three entrées prevails as the per-person price for all Guests; a common starch and vegetable will prevail for all entrées.
- Guaranteed entrée counts are due to the Catering Department no later than 10am PST seven (7) business days prior to the function.
- Client must produce and provide individual place cards with entrée choice indicator, which must be approved by Carneros Resort and Spa prior to the event. Traditional coding: red=beef; blue=seafood; yellow=chicken; green=vegetarian
- An additional \$20 per-person coordination fee for multiple entrée choice menus is applicable.

Alternatively, your Guests may have the option of selecting an entrée on-site. Please follow these guidelines:

- Selection of a minimum Four-Course menu, with common non-entrée courses pre-selected
- Maximum of two (2) entrée selections and one (1) vegetarian option, and the highest price of the three entrées prevails as the per-person price for all Guests; a common starch and vegetable will prevail for all entrées.
- An additional \$35 per person coordination fee for ordering entrée selection on-site is applicable.
- Minimum of 15 Guests; Maximum of 40 Guests



If all guests will be served the same entrée, a coordination fee of \$20 per-person will be assessed in situations where the percentage of vegetarians is more than 5% of the overall guest count.

As the majority of our food is prepared a la minute to provide the highest quality product, adherence to scheduled meal times and agendas is imperative. Therefore, our Banquet Staff will confirm start times at one hour prior, then again at thirty minutes prior to ensure accurate timing. Uncommunicated delays in function start times may necessitate the re-preparation of food and will result in additional fees charged at approximately \$25++ -- \$50++ per person. Delays in start times more than one hour will additionally result in appropriately assessed labor charges.

## Guarantees

In order to service your event flawlessly, we do require you to give confirmation and a final guarantee of the number of attendees no later than 7 days prior to the event. The Resort will bill the guaranteed or actual number of attendees, whichever is greater, plus applicable service charges (currently 20%), miscellaneous charges (i.e. set-up fees, labor fees, etc) and sales tax (currently 8.00%).

## Special Conditions

No food and beverage of any kind may be brought into the Hotel by the Client or its Guests without special permission from the Hotel. The Hotel reserves the right to charge for the service of such food and beverage. Insurance restrictions and health codes prohibit the Hotel from allowing leftover food and beverage to be removed from the premises.







## Cake Cutting

Carneros Resort and Spa is happy to provide cake or cupcakes for your event. If you would like to bring in a cake, cupcake, or other approved dessert from an outside vendor (at the discretion of the Wedding Specialist) there is a \$5.00++ per person, cutting/handling fee.

## Corkage

At the Carneros Resort and Spa, wine is of the utmost importance to us. We are pleased to offer a discerning Banquet Wine list, designed to please the pickiest of palates and a price range to suit every budget. Our Wine lists are constantly evolving, and can change without notice. We are pleased to work with you to find a particular varietal or vintage for your event. In the circumstance that your preferred wine is not available on our list and we are unable to procure it, you are welcome to bring a small percentage of your own wine in to your event. A corkage fee of \$25.00++ per 750 ml bottle will apply.

## Additional Bar Fees

Our standard staffing ratio is one bar/bartender per 100 Guests; each additional bartender requested will be charged at \$50 per hour/4 hour minimum. Each additional bar requested will be assessed a \$175 set-up fee.











## Hotel Rooms

To hold an event on property, you must be a registered guest of the hotel. Our Wedding Specialist would be happy to speak further about special group room rates and group blocks that might be available to you. We typically offer up to a maximum of 10 rooms in a group block. We currently offer 86 cottages on property, 10 of which are suites, and a small number of privately owned homes. The hotel's check-in time is 4:00pm and check-out time is 12:00noon. We are also pleased to offer the Couple a complimentary upgrade into a Harvest Suite over the dates of your stay if available at time of contract. All rates are subject to a hotel occupancy tax and resort fee. The hotel occupancy tax is currently 14% and current resort fee is \$25.00 per night; these are subject to change.

## Children

We are always delighted to have children enjoy your special day with us, and are happy to provide children under the age of 10 with a children's meal at a special rate. A seperate family pool is designed specifically with our families in mind. Children under the age of 16 are not permitted at our Hilltop Pool area.

## Transportation

Individual transportation must be to/from the Reception area. Only vehicles no larger than 30-passenger can access the Hilltop area. Offsite Group Event transportation must be to/from the FARM Pavilion, with any size vehicle. For the wedding, 30-passenger shuttles or smaller must be used to access the Arbor and Hilltop areas.



## Decor

All decorations must meet the Fire Department's regulations. Any open flame requires a permit, which must be furnished to the Hotel prior to the event. Themed décor may be arranged and must be approved prior to installation. The Hotel does not permit hanging or affixing anything from its existing walls or ceilings.

Signs, banners or other decor may not be in non-event spaces.

Event set up and break down times will be arranged with the Wedding Specialist prior to the wedding/event date. Rental deliveries and/or vendors cannot access the event space before 12noon on the day of the event. All items brought into the event space by the client or their vendors must be removed from the space immediately following the event.

Any items or décor (including floral décor) left behind by the client or their vendors (in either the event space or hotel rooms) that requires cleanup or disposal by the Carneros Resort and Spa will incur disposal fees beginning at \$500.00 per item.

Removing the overhead festival lights from The Carneros Courtyard requires a \$600.00 plus tax labor fee.

## Amplified Music

All amplified music must be indoors and must end by 10:00pm at the Hilltop and 11:00pm in the ballroom space. Special exceptions can be made at the discretion of the Wedding Specialist in regards to ceremony or background music.















## Seating

Napa Ballroom and Sonoma Ballroom: Seating may be at 72" rounds and/or rectangular tables with a minimum of 6 and a maximum of 12 Guests at each table, unless otherwise arranged. King's Table requests may also be accommodated.

Hilltop Dining Room: Seating may be at 48" rounds of up to 6 Guests and/or rectangular tables with a minimum of 6 guests at each table, unless otherwise arranged. King's Table requests may also be accommodated. Seating at 60" or 72" rounds may be accommodated with an additional Labor Fee of \$250+tax.

Your Wedding Specialist will provide a diagram for assigned seating upon request.

## Candles

Candles are a beautiful way to lend the perfect ambiance to your event. All candles lit during an event must be encased in glass or other fireproof container and the tip of the flame must be two inches below the rim of the container. Three small votive candles per table are provided complimentary.

## Coat Check

Requires an attendant from beginning through end of event at \$40 per hour/4 hour minimum











## Rentals

You are welcome to bring in rental items such as linens, rental furniture, china, stemware, glassware, etc. from outside approved rental companies. These items are not included in your Carneros Resort and Spa pricing and would be at a cost to you.

The Wedding Specialist needs to approve all rental items coming on to the property prior to the event date. Delivery time must be arranged with the wedding specialist. Deliveries must be made after noon on the day of the event and picked up on the same evening of the event.

All rental items must be picked up from the Arbor before sunset on the day of the event.

The Carneros Resort and Spa Culinary & Banquet Team has final jurisdiction over all china, stemware, glassware, flatware & serving items used for the event. All of these items must be approved by the Culinary & Banquet Team at least 2 weeks prior to the event. This may require the items to be brought into the resort for physical inspection and approval.

## Shipping

Shipments will be accepted up to three days prior to the function date. A handling charge of \$5 per box, per day, will be assessed. Crates over 100 pounds and palettes will be charged additionally. Please address all boxes to: Carneros Resort and Spa, "HOLD for 'Event Name, Event Date'", 4048 Sonoma Highway, Napa, CA 94559. All boxes will be placed in the event space prior to the beginning of the event, unless otherwise arranged in advance with your Wedding Specialist.



## accommodations

FOR YOUR CONVENIENCE,  
WE HAVE SEVERAL ROOM OPTIONS  
AT THE FOLLOWING HOTELS:

### SPRINGHILL SUITES NAPA VALLEY

1000 SPRING VALLEY ROAD, NAPA, CA 94558

RATE: \$229+ PER NIGHT, TWO-NIGHT MINIMUM  
TAXES: \$11.50 PER ROOM PER NIGHT (TAXES VARY BY STATE)  
RESERVATIONS MUST BE MADE BY AUGUST 1, 2011

### FAIRFIELD INN & SUITES AMERICAN CANYON

1000 SPRING VALLEY ROAD, NAPA, CA 94558

RATE: \$179+ FOR KING / \$179+ FOR DOUBLE QUEEN  
TAXES: \$11.50 PER ROOM PER NIGHT (TAXES VARY BY STATE)  
RESERVATIONS MUST BE MADE BY AUGUST 1, 2011

### COURTYARD MARRIOTT NAPA VALLEY

1000 SPRING VALLEY ROAD, NAPA, CA 94558

RATE: \$199+ FOR A KING SUITE OR  
TWO KING SUITES (TAXES VARY BY STATE)  
RESERVATIONS MUST BE MADE BY AUGUST 1, 2011

WWW.ANNA-AND-MATT.COM

## SHARE YOUR PHOTOS WITH US

PLEASE DOWNLOAD THE WEDDING APP ON YOUR  
SMARTPHONE AND SHARE YOUR PHOTOS  
OF US AND OUR WEDDING DAY  
WEDDING BLOG/WEBSITE  
OR TO OUR WEDDING BLOG/WEBSITE  
PHOTOS TO OUR WEDDING BLOG/WEBSITE

Miss Anna Chu  
Mr. Matt Sumida

1650 MARINA COURT  
SAN MATEO, CALIFORNIA  
94401



## kindly respond

BY THE FIRST OF AUGUST

WE HAVE RESERVED \_\_\_\_\_ SEATS IN YOUR HONOR.

☐ COUNT ME IN ☐ I CAN'T MAKE IT

NAME \_\_\_\_\_

SEAT # \_\_\_\_\_

















## In-House Equipment

Hotel will provide, at no charge, a reasonable amount of equipment (standard chairs, tables, linen, flatware, stemware, china, etc.). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate the Wedding's needs. If such special setups or extraordinary formats are requested, Hotel will present the Wedding with two (2) alternatives: (1) charging the Wedding the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

In our Hilltop Dining Room we offer tables seating 6 guests at 48" rounds. Depending on the size of your group, long tables can also be arranged. If this set up does not suit your needs, you are more than welcome to bring in alternative seating. However, there will be an additional labor charge added to your site fee to remove the existing set up from the room. In our Napa Ballroom and Sonoma Ballroom we offer 72" round tables seating 10 guests. Depending on the size of your group, long tables can also be arranged.

## Electrical

Additional power is available for most of our event space. Charges will be based upon labor costs and actual power requirements and usage.



## Payment - Deposit

A non-refundable deposit will be due upon signature of contract to officially hold your chosen date and is based on the initial estimated amount of your event. The initial estimate includes: Site Fee; minimum Food & Beverage spend; accommodations for the Couple; and portage & housekeeping fees. The non-refundable deposit schedule will be as follows:

- 12 months or more prior to event date: a deposit equal to 50% of the Initial Estimate
- 9 months prior to event date: an additional deposit equal to 25% of the Initial Estimate
- 6 months prior to event date: an additional deposit equal to 25% of Initial Estimate
- 2 weeks prior to event date: balance of Revised Estimate

Once all event details (i.e.: menu, audio visual selections, etc.) have been made (they must be received at least thirty (30) days prior to your event), the Wedding Specialist will provide you with a Revised Balance of Estimate, that will be due two (2) weeks prior to your event date. This balance is payable by cash, check, or credit card.

## Labor and Overtime Fees

A labor fee of \$175 will be assessed when guarantees are fewer than 15 guests for all full Breakfast, Lunch, Reception, or Dinner Functions.

For each Chef Attendant required, a \$175 fee will be assessed for a maximum three-hour period.

Any event in a Home or Carneros Two-Bedroom Suite will be assessed a \$400 set-up fee and a \$600 culinary labor fee.

Any event with a Private Chef in a Home or Carneros Two-Bedroom Suite will be assessed a \$400 set-up fee and a \$1000 private chef fee.

Set-up changes made within 24 hours of a function are subject to an overtime labor charge of \$50+tax per hour, per staff member needed to accommodate the change.

A labor charge of \$8 per person will be assessed for any service beginning before 6:00am or after 9:00pm.

A labor charge of \$20 per person will be assessed on the following holidays: New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

A \$4 per delivery fee will be assessed for welcome packets/letters and/or amenities handed out to Guests upon arrival or delivered to guest cottages.

Overtime fees may be applicable for any events ending beyond 12 midnight.



## Vendors

As we move forward in the process, we would be happy to provide a list of our preferred vendors. These vendors have previously worked the property and have been selected for the talent and insight they can bring to your special day. We don't typically recommend one vendor over another, but instead suggest you give several of them a call to find a vendor that best suits your needs and personality. While we do not require you to make your vendor selections from this list, we highly recommend these vendors! If you would like to use a vendor who is not on our list, they need to be approved by the Wedding Specialist prior to your contracting with them and must be licensed and insured. The Carneros Resort and Spa reserves the right to refuse any vendor.

## Wedding Rehearsals

The Rehearsal for your special day will be scheduled by appointment. Rehearsal times are subject to availability and may not be in the contracted ceremony space.

























