



CATERING INFORMATION

FOOD AND BEVERAGE POLICIES

All food and beverages must be purchased and served by the hotel. The California Alcoholic Beverage Commission regulates the sale and service of alcoholic beverages. The hotel as licensee is responsible for the administration of these regulations. The Harvest Inn is a responsible server of alcoholic beverages and therefore maintains the right to refuse service to anyone or to stop serving alcohol at any event. We will not serve alcoholic beverages to anyone under the age of twenty-one or anyone who we deem may be impaired. Amplified Music and/or sound is permitted indoors until 11:00 PM and outdoors until 9:00 PM. Amplified music or sound is permitted to begin outdoors at 10:00 AM. Tents and/or canopies erected on the property are considered outdoors. The hotel has sole control over the allowable volume.

GUARANTEES

Guarantees of attendance are required fourteen business days prior to the event. Once received, the guarantee may not be reduced. If we do not receive a guarantee by the specified date, your agreed number of guests as stated in the Sales Contract will prevail.

SERVICE CHARGE AND TAXES

All Food and Beverages Services are Subject to Taxable Service Charge and State Sales Tax.

DECORATIONS

Decorations may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape or any other means in order to prevent damage to the facility, fixtures or furniture.

EVENT TIMING

Functions that go past the end time noted on the Banquet Event Order will be subject to a \$100 labor fee for every 15 minutes past the scheduled end time. This fee is at the sole discretion of the hotel.

PAYMENT POLICY

A deposit will be required to confirm your wedding date. Additional deposits will be due two and three months in advance. Full pre-payment of your estimated balance is required two weeks prior to your function. A credit card is required to guarantee the balance.

SECURITY

The hotel will not assume liability or responsibility for damages or loss of personal property in any function, the terms and conditions of which are specified in the sales contract.

PARKING

Complimentary Self Parking is available.

AVAILABLE FOR RENT

Patio Tent, Heaters, Chiavari Chairs, Specialty Linen, Farm Tables, Chair Covers, Aisle Runners



HARVEST INN WEDDING FAQS

GENERAL

Q: How many weddings do we have at one time?

A: One at a time. We want your event to be the priority for our staff on your special day.

Q: What is included in my site fee?

A: You get 6 hours of event time and up to 5 venues. We take care of both set up and breakdown of tables and chairs both at the ceremony and the dinner site, ivory floor length linen, china, flatware, glassware. We also take care of clean up.

Q: How many people can you accommodate for a wedding?

A: We can accommodate up to 175 guests on the property.

Q: What are the time frames for weddings?

A: Your site fee includes 6 hours of event time. Music must end by 11:00PM. Additional hours of event time may be purchased at \$500.00 per hour.

Q: How much time is allowed for decorating, setup and cleanup?

A: You will have access to the event areas no less than four hours prior to your event. The Harvest Inn team will set up and clean up chairs, tables, and linen.

Q: How do I book my wedding at the Harvest Inn?

A: We will need a signed contract and a non-refundable deposit to secure your event space.

Q: How do we rehearse for the wedding?

A: The ceremony event space will be available to you the day before the wedding. Times will be coordinated with the catering

manager. The Catering Manager will attend the rehearsal to help answer questions, but you coordinate your friends and family.

Q: How do we book guest rooms?

Does the Harvest Inn offer discounts?

A: The Harvest Inn provides a convenient email rate code for your guests to book rooms at a discounted rate.

Q: What happens if it rains?

A: As much as we'd like, we are unable to guarantee the weather. The ceremony will have an alternative venue, in case of bad weather, or you will be required to rent a tent.

Q: Does the Harvest Inn offer a "ready room" for the bridal party?

A: The Harvest Inn does not have a dedicated "ready room", so we recommend there is at least one room booked for both the day before and the day of the wedding.

Q: Is there a charge for parking?

A: While we do not charge for parking, we do need to be conscientious of keeping enough parking spaces for our hotel guests. You may want to consider a shuttle if most of your guests are staying off property.

CATERING

Q: May we bring in outside catering or beverages?

A: No. Harvest Inn is the sole caterer for our property. Exceptions are made for the wedding cake and/or dessert. We like to partner with you to ensure we handle the servicing of this for your enjoyment. You are welcome to bring in wine for a corkage fee or \$35.00 per 750ml bottle.



Q: If I order a plated menu, how many entrée choices do I have?

A: You may choose two entrées plus a vegetarian choice. Our chef can also accommodate special dietary needs for your guests. You will need to provide the entrée choice for each of your guests.

Q: What are my beverage options?

A: We provide a wide range of wines from various wineries in Napa Valley. We also offer to customize a signature drink for your event.

Q: Do you do tastings? A: We do offer individual tastings complimentary for the bride and groom after a signed contract. Our Executive Chef is happy to tailor a menu specific to you.

Q: What do you charge for additional events, like a rehearsal dinner, a welcome reception, or post-wedding brunch?

A: We do not charge additional room rental fees for these events. You are only charged for the food and beverage for added events.

VENDORS AND DECORATIONS

Q: Can we bring in outside vendors?

A: Yes, however we recommend a trusted set of vendors. If you are using a vendor who is not on our preferred list, the Harvest Inn will need to approve them and get the appropriate insurance forms from the vendor.

Q: Do you have an on-site Coordinator?

A: No. Instead, we have on-site professionals who will work with your coordinator.

Q: Do you require a Wedding Planner?

A: When it comes to organizing a major event, planning should be a memorable experience. A wedding planner is essential in helping create an ideal event for you and your guests. For all groups of twenty-five (25) guests or more, Harvest Inn requires a certified, professional, full-service wedding planner, or the "day-of" services of a planner, to assist you with your wedding arrangements, rehearsal, ceremony, and reception. Harvest Inn reserves the right to approve or refuse any wedding planner that is not fit under these qualifications.

Q: Do you allow live music, bands or DJs on the premises? A: Yes. If you choose to work with a vendor that has not worked here before, we recommend that they come in for a site visit before agreeing to work at your event.

PAPERWORK DETAILS

Q: When is the last chance to make changes to my Event Order?

A: With the exception of final guest count (which is due 14 days prior to your event) all requested changes are due 30 days prior to your event date.



RECOMMENDED VENDOR PARTNERS

Our expert roster of wedding and event partners and vendors – from photographers to cake bakers, from furniture rentals to audiovisual partners – are the best in their business and we are confident that they will ensure the success of your event. We're pleased to recommend the below partners who we trust to ensure the seamless success of your special day. Please contact them directly.

**WEDDING &
EVENT PLANNERS****Lovely Day Events**

Lindsey Nickel
510-517-1269
www.lovelydayevents.com

Roque Events

Raquel Bickford Oranges
707-628-9998
www.roqueevents.com

Run Away With Me

Jane Villafuerte
707-927-0111
www.runawaywithme.com

Cole Drake Events

Stephanie Cole
707-304-5921
www.coledrake.com

All Set Events

Heather Ferrai
650-339-1386
www.allset.events

Carli Rose Events

Carli Rose
707-812-8364
www.carliroseevents.com

Christine Elise Events

Christine Friedland
530-412-3459
www.eventsce.com

**PHOTOGRAPHERS &
VIDEOGRAPHERS****Red Sphere Studios**

Alex Zyuzlkov
www.redspherestudios.com

MILOU + OLIN

Caroline Winata
415-513-5761
www.milouandolin.com

Caitlin O'Reilly Photography

Caitlin O'Reilly
707-290-7047
www.caitlinoreillyphotography.com

PRESS [REC.] MEDIA

Sean
calledmesean@gmail.com
www.presrecmedia.com

Cherished Visuals

Sean
calledmesean@gmail.com
www.presrecmedia.com

Richard Wood Photo

Richard Wood
707-252-0303
rwphoto@comcast.net

EVENT DESIGNER**Rion Designs**

707-416-2921
www.riondesigns.com

The Lux Productions

707-939-1200
www.thelux.com

OFFICIATES**Weddings Of Heart**

Dr. Lili Goodman Freitas
707-778-1382
www.weddingsofheart.com

A Beautiful Ceremony

Kimberly Thompson
707-253-1492
abeautifulceremonynapavalley.com

Universal Life**Church Ministries**

Eileen M. Lynch
925-640-9425
eileenlynch23@gmail.com

**FLORISTS****EV FLORAL DESIGN**

Erica Grube
707-623-8362
www.evfloraldesign.com

The Monkey Flower Group

Jaime Giorgi
707-418-8615
www.themonkeyflowergroup.com

Forsyth Designs

Matthew Forsyth
415-218-3998
www.forsythdesigns.com

ENTERTAINMENT**Ben Mallare Events****• Entertainment**

Ben Mallare
410-980-8370
www.benmallare.com

Ams Entertainment

Frances Nelson
707-823-7359
www.amswinecountry.com

Lucky Devils Band

Brian Wolfe
786-210-9601
www.luckydevilsband.com

RENTALS & LIGHTING**Bright Event Rentals**

707-940-6060
www.brightrentals.com

Encore Event Rentals

707-963-0233
www.encoreeventsrentals.com

Celebrations! Party Rentals

916-773-2133
www.celebrationspartyrentals.com

La Tavola Fine**Linen Deva Moore**

707-258-3358
www.latavolalinen.com

CAKES & SWEETS**Perfect Ending**

707-259-0500
www.perfectendings.com

ABC Bakery

707-258-1827
www.abcnapa.com

Patisserie Angelica

707-827-7998
www.patisserieangelica.com

Model Bakery

707-963-8192
www.themodelbakery.com

Sift Cupcake • Dessert Bar

707-240-4004
www.siftcupcakes.com

HAIR & MAKEUP**Bella Bridal**

707-968-7144
www.bellabridalnv.com

Artistry By Danika

Danika Lamb
707-570-5315
www.artistrybydanika.com

TRANSPORTATION**Beau Wine Tours**

Todd Seidman
800-387-2328 ex 210
www.beauwinetours.com

Napa Valley Media

707-253-9647
www.napavalleymedia.com

CHILDCARE &**NANNY SERVICES****Grapevine Placement Agency**

707-256-3555
grapevineplacementagency.com

Nannies of the Valley

707-251-8035



FACILITY SITE FEE RATES FOOD & BEVERAGE MINIMUMS

SATURDAY (MAY–OCTOBER)

Site Fee: \$10,000++ *(service charge & tax)*

F&B Minimum: \$15,000

FRIDAY & SUNDAY (MAY–OCTOBER)

Site Fee: \$8,000++

F&B Minimum: \$10,000

MONDAY & THURSDAY (MAY–OCTOBER)

Site Fee: \$6,000++

F&B Minimum: \$8,000

or

SATURDAY (NOVEMBER–APRIL)

Site Fee: \$6,000++

F&B Minimum: \$12,000

FRIDAY & SUNDAY (NOVEMBER–APRIL)

Site Fee: \$5,000++

F&B Minimum: \$8,500

MONDAY & THURSDAY (NOVEMBER–APRIL)

Site Fee: \$4,000++

F&B Minimum: \$6,000

Site fee includes: The use of up-to 5 on-site venues for up-to six hours including the ceremony location & cocktail reception site, dedicated catering manager, any required tables such as gift table, guest book table, cake table and DJ table, high and low

cocktail tables, dinner seating at 60", house ivory floor length linen with your choice of color napkin, printed menus, silverware, white bone china, crystal stemware, set up and clean up and staffing of your event, menu tasting with our culinary team.

*All fees are subject to a 22% service charge, 8.25% tax