

Frequently Asked Questions

HOW DO I RESERVE A DATE FOR MY WEDDING AT THE WESTIN VERASA NAPA?

Once you have decided upon the areas of the hotel that you would like to use, the general timing for your events, and the expected attendance, we will issue a catering contract. We request that this agreement be signed within 7 days of receipt, and returned along with your initial deposit. Deposits may be paid by check or credit card, and will be posted to your master account. One hundred percent (100%) of your estimated remaining charges will be due 7 days prior to the event, and a deposit schedule will be outlined in your booking agreement. Once paid, deposits are non-refundable.

DO I NEED TO HIRE A WEDDING COORDINATOR?

The Westin Verasa Napa does not require the services of an outside wedding coordinator, although they are certainly recommended in many instances. Your facility fee includes the services of a Catering Manager and Banquet Captain who will oversee your event and all services provided by The Westin Verasa Napa. The management of outside vendors is the responsibility of the wedding couple, and the degree to which you are able to effectively do this will dictate your need for a coordinator. We find that many couples do not have the time or live close enough to the Napa Valley to plan the special touches or accents that will make their wedding day the event they have envisioned. The right wedding coordinator can take charge of numerous small details--from place cards to favors to customized table décor, etc. We would be happy to assist with recommendations.

WHEN SHOULD I BEGIN PLANNING THE DETAILS OF THE MENU AND RECEPTION?

Once you have decided upon the timing and venue for your event, you'll be ready to begin planning your cocktail reception and meal service. We suggest that you review our banquet menus at your convenience, and contact your Catering Sales Manager with any questions. Menus should be chosen far enough in advance to schedule a tasting if so desired. Attendance numbers, along with your official event order, must be confirmed no later than 14 days prior to your event date. Vegetarian and other dietary restrictions can always be accommodated, although advance notice is requested when possible.

WHAT DOES MY FACILITY FEE INCLUDE?

Your facility fee includes the use of your chosen venues for 5 hours, event set-up and breakdown, The Westin Verasa Napa tables, chairs, linens, flatware, china, glassware, votives, table numbers, and printed menus. Custom linens, tables, chairs, etc. may be rented through outside vendors and delivery coordinated directly to The Westin Verasa Napa. The facility fee does not include flower arrangements, music, or other custom décor.

CAN I USE THE VENDORS OF MY CHOICE FOR FLOWERS, MUSIC, ETC?

Absolutely; we have a list of preferred vendors that will be sent to you along with a countersigned copy of your booking agreement; however, you are free to vary from this list. Please note that all entertainment contracts must be approved by The Westin Verasa Napa prior to signature to ensure licensing, insurance, and liability terms are met.

The Westin Verasa Napa
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HOW ARE WEDDING CEREMONY REHEARSALS HANDLED?

Rehearsals before the ceremony are accommodated on a space available basis, as we cannot guarantee that your chosen venue will not be in use during your requested time. We invite you to contact your Catering Sales Manager one week prior to your event to determine the availability of space for a ceremony rehearsal. The number of guests is limited for rehearsals, and must be confirmed in advance.

CAN I RESERVE ROOMS FOR GUESTS AT A SPECIAL RATE?

Your Catering Sales Manager can set up special rates for your wedding. Special rates are available when a catering contract is signed that guarantees a food and beverage minimum. Rates are typically not negotiable for weekend stays and our regular reservation and deposit policies apply, as well as a two night minimum.

MAY I BRING MY OWN WINES?

Our banquet wine list has been designed to offer a wide selection of wines that complement our seasonal event menus. Because of the quantities required for group events, we suggest choosing from this list; however, additional selections may be available from our restaurant wine list. Availability of wines from the restaurant list is not guaranteed and selections should be requested a minimum of six weeks prior to your event date. Outside wines are permitted at The Westin Verasa Napa, with a \$25 per bottle corkage fee.

WHAT DOES AN AVERAGE WEDDING COST AT THE WESTIN VERASA NAPA?

The pricing for weddings can vary greatly according to menu selection, beverage service, and number of guests. Comprehensive estimates for total estimated costs can be supplied along with your booking agreement.

CAN I HAVE THE WESTIN VERASA NAPA MAKE MY WEDDING CAKE? WHAT ARE THE COSTS?

Our pastry chef would be happy to work with you in creating a cake suited to your needs. Pricing for cakes varies depending on the complexity and design, but an average cost is \$12 per person. If you choose to select a cake from an outside vendor, the cake cutting fee is included in the reception site package.

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