

Wedding Policies

AUDIO VISUAL EQUIPMENT

Five-star audio visual is the selected on-site audio visual/staging service provider for the hotel. We highly recommend using them for all of your audio visual needs. They were instrumental in the technical design of our function space and ballrooms and are the most knowledgeable of our operation; therefore, ensuring the success of your program. Please call 707-257-5148 for assistance and guidance. For all outside vendors, the audio visual source standards agreement must be signed, & a fee of 25% of retail value of Audio Visual services may apply.

DEPOSIT & PAYMENT

A deposit is required upon contract signing to confirm your event on a definite basis. The balance is due 7 days in advance & will be billed to the credit card on file for all accounts that have not established direct billing.

ENTERTAINMENT

Please consult your catering sales manager for any entertainment needs you may have. Music and entertainment personnel are asked to contact the hotel within 2 weeks of the event to become familiar with electrical, lighting and other requirements. Please note the city of Napa maintains a strict noise ordinance to ensure the quality of life for our surrounding neighbors. Amplified music must cease at 10:00 PM. prior to 10:00 pm noise from amplified music may not exceed 85 decibels. Ask your Catering Sales Manager about late night celebration options.

FLORAL & DÉCOR

Please consult your catering sales manager for assistance with floral arrangements, custom menus and special event decor. Thoughts in Bloom is the selected on-site floral designer at The Westin Verasa Napa. They may be contacted at 707-326-4803. We request that all other floral arrangements and decorations provided stay within The Westin Verasa Napa's tradition of excellence. Decorations, linens or displays brought into the hotel must be approved prior to arrival. Open flames are not permitted per local fire codes. All candles must be enclosed in glass. Fog machines interfere with the hotel fire life safety system, & are not allowed on the premises.

FOOD AND BEVERAGE

All food and beverage items must be purchased exclusively from the hotel and consumed in the designated banquet area. La Toque & The Westin Verasa Napa hotel are the only licensed authority to serve and sell food and alcoholic beverages on the premises; therefore, outside food and beverages are not permitted on the hotel property.

FOOD DONATION

If you would like to sign up for food donation for your event the fee is 150 & the local service provider requests 30 day advance notice

GUARANTEE

A guaranteed guest count will be due 5 business days before your event. You will be charged for your guaranteed guest count or your actual attendance, whichever is greater. Banquet staff will bill based on flatware usage. We will prepare food and beverage for up to 3% over your guaranteed guest count. If we are not advised of the guaranteed guest count, then the tentative guest count will become the guaranteed guest count. Your event space may be set for up to 10% over your guarantee, up to the fire code.

*The Westin Verasa Napa
1314 McKinstry Street
Napa, CA 94559*

*T 707.257.1800 F 707.257.1200
www.westinnapa.com*



LABOR CHARGE

The hotel may add additional fees to groups fewer than 15 guests for buffets or plated service. Chef attendant's charges are \$150 for a 2-hour period. Bartender charges are \$150 per bartender per 100 guests. A \$200 labor charge will apply for each approved hour that exceeds contracted time under the assumption there are no other scheduled groups utilizing the banquet space.

LINEN

The hotel features floor-length light green linens and napkins with ivory overlays. Additional colors or prints can be obtained for an additional charge. Please consult your catering sales manager.

PARKING

The Westin Verasa Napa has valet parking, which is included in the amenity fee for registered hotel guests. Event guests may valet park at a fee of \$10 per car, billed to master account.

OFF-SITE CATERING

We will be more than happy to service all of your off-premise catering needs. Please consult your sales manager or catering sales manager for a list of approved off-site locations and additional information.

OUTDOOR EVENTS

The hotel reserves the right to make the final decision to move any outdoor function to an inside banquet room to expedite the setup due to inclement weather. The decision to move a function must be made no less than 8 hours in advance of the scheduled event start time. A reset fee of \$150 may apply once the hotel has set up according to the BEO should the location be moved. Supplemental outdoor function lighting may be ordered from five-star audio visual, our onsite preferred audio visual/staging company.

SERVICE CHARGE & TAX

All food and beverage prices are subject to a 20% service charge. California state sales tax, currently 7.75%, will be added to all food, beverage, labor, miscellaneous items and service charge. Service charge is taxable.

SIGNAGE

Items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substance in order to prevent damage to the fine fixtures and furnishings. No signage of any kind is permitted in the main lobby or on the public grounds without prior authorization. Pre-approved professionally printed signage is to be used outside meeting rooms or at a hospitality/registration desk only. If directional signage is utilized, it must be professionally printed. Flip charts or blackboards are not permitted in any public area of the resort including registration desks. The hotel will assist in placing all signs and banners. A minimum \$50 fee for the hanging of banners will apply.

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