



# THE SAYRE MANSION

*bethlehem's urban haven*



## INTIMATE WEDDING PACKAGE 2020-2021



250 Wyandotte Street | Bethlehem, PA 1805  
610.882.2100 | [SayreMansion.com](http://SayreMansion.com)



## WELCOME TO THE SAYRE MANSION

A wedding reception at The Sayre Mansion is a lovely, elegant occasion. The Mansion sits on two acres of picturesque grounds adorned with century old trees, which provide an unparalleled setting for your special day. Our dedicated staff will assist you with all the details, such as florists, musicians, photographers (and more) to suit your needs.

### HELPFUL PARTICULARS

- Maximum number of guests is 20 for our Intimate Wedding Packages.
- Sayre Mansion is a **non-smoking facility**.
- All packages quoted are subject to a 3-5% increase per year.
- We recommend an initial site visit with our team to give you a tour of the Mansion and grounds, as well as discuss cost, services available, and the terms of the agreement.
- We require a **\$1,000 deposit and signed contract** within 10 days of booking your reception. Final payment is required **14 days prior** to the reception by **cash or certified check**.
- A credit card must be provided in advance for any additional charges or damages that occur. A temporary hold will be placed on this card on the day of the event.
- Guest rooms in the Mansion and Carriage House complete with private bath and air-conditioning are available for you to house your overnight guests. Your family and friends will welcome the opportunity to enjoy a “home away from home” experience while attending your wedding. When you choose a date at the Inn for your wedding, we can put a hold on the available guest rooms with a credit card guarantee. Rates for double occupancy range from \$189-325. We strongly recommend using all of our guest rooms to insure the privacy of your event. Our front desk team will assist you with all room reservations.
- Our premier caterer, Karen Hunter, will provide menus and all the service details to customize a unique event for you. Contact her directly at 610-770-1300. We recommend that you meet with her at our site to discuss your plans. We do have a catering liquor license and can provide bar packages and service staff.
- Please deliver all items pertinent to your reception such as favors, place cards, cake server, etc. at least **twenty-four hours** prior to your reception. All decorations must be removed directly after the event.
- Final guest counts & final payment are due **14 days** in advance.
- We reserve the right to regulate the volume of music. All music must end by 10:00pm due to a very strict noise ordinance in the City of Bethlehem and we ask that the event conclude no later than 11:00pm.
- Kindly do not attach decorations or displays to walls, doors, windows or ceilings.
- Alcoholic beverages may not be removed from the premises and are prohibited in the parking lot.
- We reserve the right to refuse alcohol beverage service to any guest at the function who is not 21 years of age and/or limit the consumption of any guests for everyone’s safety and comfort.
- Our experience prohibits us from allowing shots, sparklers, and Chinese lanterns.
- All special arrangements are subject to approval.





## **INTIMATE WEDDING PACKAGE**

\$259 per person\*

\*5 person minimum, 20 person maximum

### **OUR INTIMATE WEDDING PACKAGE INCLUDES:**

**AN INDOOR OR OUTDOOR CEREMONY SPACE WITH CHAIRS**

**OFFICIANT**

**HORS D'OEUVRES**

**CHAMPAGNE TOAST**

**A PRIVATE DINNER CATERED BY KAREN HUNTER**

**FOUR HOUR BAR**

**AN OVERNIGHT STAY IN ONE OF OUR LUXURIOUS CARRIAGE HOUSE SUITES WITH BREAKFAST**

Counts are to include the entire party (brides and grooms as well).

Guests to provide the following if they wish: Photographer/Videographer, DJ/Entertainment,

Cake/Desserts, Decorations (Flowers, guest book, place cards, centerpieces, favors, etc.)

Bartender fee is \$150 per bartender for four hours.





## **INTIMATE WEDDING PACKAGE SAMPLE MENU**

### **STANDING HORS D'OEUVRES**

Artisan Cheese Display with Grape Clusters, Figs, Strawberries, and Crackers.

### **PASSED HORS D'OEUVRES**

*(Select 3)*

Chicken Satay with Spicy Peanut Sauce | Crepes with Asparagus

Beef Chili Croustades | Chicken Quesadillas

Miniature Wild Mushroom Tarts | Shrimp with Cocktail Sauce

### **SERVED DINNER**

Bread Basket with Butter Roses

### **SALAD**

Baby Greens Salad with Grape Tomatoes, Cucumbers, and Balsamic Vinaigrette

### **ENTRÉE CHOICES**

*(Select 2)*

Roast Tenderloin of Beef, Port and Butter Sauce

Jumbo Lump Crab Cakes, Pink Peppercorn Tartar Sauce

Chicken

Picatta | Marsala | French | Grilled | Saltimbocca

### **SIDES**

*(Select 1)*

Scalloped Potatoes | Angel Hair Pasta with Pesto | Parmesan Risotto  
and

*(Select 1)*

Asparagus | Haricot Verts | Glazed Baby Carrots | Snow Peas | Broccolini

### **DESSERT**

Wedding Cake (Provided by customer)

### **COFFEE SERVICE**

Regular and Decaf Coffee | Tea

Cream | Sugar | Lemon | Honey

Please call Karen Hunter (610.770.1330) two (2) weeks before the event to finalize menu selections, etc.

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## **INTIMATE WEDDING PACKAGE**

### **CUSTOMER TO ARRANGE AND PROVIDE:**

Entertainment — Music (we recommend a mobile device with a playlist-  
Sayre Mansion can supply a portable speaker)  
Decorations  
Flowers  
Place Cards and Table Assignments  
Photographer  
Wedding Cake and/or desserts  
Toasting Flutes for the Bride and Groom  
Guest Register & Pen  
Favors

### **SAYRE MANSION TO ARRANGE AND PROVIDE:**

Officiant  
Four Hour Bar Package  
Complimentary Champagne Toast  
China & Silverware

### **CATERER TO ARRANGE AND PROVIDE:**

Service Personnel  
Ice, Bar Fruit, Mixers, Soft Drinks & Bottled Waters  
Table Glasses & Bar Glasses  
Rental of Linens & Napkins  
10 Votive Candles & Holders  
Gold or Silver plate chargers





## **WEDDING BAR PARTICULARS**

### **BAR SERVICE STAFF**

*(Required For All Weddings)*

\$150 fee

*(\$2 hours of set up, 1 hour of breakdown/clean up, and 4 hours of open bar service )*

### **STANDARD OPEN BAR**

#### **PREMIUM BRANDS OF LIQUOR**

Tito's | New Amsterdam | Tanqueray | Gordon's  
Jack Daniels | Jim Beam | Seagrams | Windsor | Dewar's  
Montezuma | Captain Morgan | Don Q | RumHaven

#### **PREMIUM BRANDS OF WINE**

A Selection of Red and White

#### **BEER**

Coors Light | Yuengling Lager | Lionshead | Amstel Light | Corona

### **UPGRADE TO TOP SHELF**

Top Shelf Liquors                      Add \$6 per person

Top Shelf Liquors & Cordials   Add \$9 per person

#### **TOP SHELF BRANDS OF LIQUOR**

Grey Goose | Ketel One | Bombay Sapphire  
Myers | Chivas Regal | Johnnie Walker Black | Jameson  
Crown Royal | Makers Mark | Cuervo Gold | Patron Silver

#### **CORDIALS**

B & B | Courvoisier VS | Sambuca Romano | Baileys Irish Cream | Southern Comfort  
Grand Marnier | Amaretto Di Saronno | Drambuie | Tia Maria | Chambord

### **OPEN BAR WITH BEER & WINE ONLY**

Deduct \$7 per person from package for this option

