



THE SAYRE MANSION

bethlehem's urban haven



INTIMATE WEDDING PACKAGE 2022

250 Wyandotte Street | Bethlehem, PA 18015
610.882.2100 | SayreMansion.com



SETTLERS
HOSPITALITY

HOTELS | RESTAURANTS | CATERING | EXPERIENCES





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 ensure 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 and 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 (bride and groom 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 CONTINUED

CUSTOMER TO ARRANGE AND PROVIDE:

Entertainment — Music (we recommend a mobile device with a playlist-
The 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

