

# SONOMA COAST VILLA & SPA

ELEGANT YET COMFORTABLY CASUAL

## **Wedding Coordination**

Sonoma Coast Villa requires a wedding coordinator for parties over 50 to ensure the success of your event. We can refer you to an approved professional coordinator or work with one you select. Wedding coordinators can assist you with helpful information about wedding colors, moods, styles, or themes. They can recommend wedding vendors and can assist you with questions that may arise regarding your floral arrangement, food & beverage selections, and the music for your wedding ceremony. They will also assist you with favors, table upgrades, and other wedding related items. Your coordinator will act as the official liaison between the wedding party and Sonoma Coast Villa & Spa.

### **Specific Coordinator Duties Include:**

- Create and finalize master time line of all major wedding events and places including the arrival of vendors, rehearsal, ceremony, cake cutting, first dance and toasts. Your coordinator will send the master time line to all vendors, including Sonoma Coast Villa & Spa within two weeks of your event.
- Make sure any and all specially requested touches or family are integrated as requested by the bride throughout the pre-wedding process and wedding day.
- Set the date, time and coordination of all participants for the rehearsal including bridal party, family, officiate, etc.
- Orchestrate processional, recessional in order and to music desired.
- Assign ushers, guest book attendant, who will place party favors and by what time on the wedding day, go over job descriptions with each key player, what time they are expected to be there, etc.
- Be present two hours prior to start of ceremony to greet and direct vendors as they arrive.
- Assist with final adjustments on placement of favors, guest book, etc.
- Assist bride and bridal party as they get ready, assist in getting bridal party and families to any pre-wedding photographic sessions on time. Make sure they are out of the way in time for the arrival of the guests for the ceremony.
- Watch time very carefully and monitor guest arrival flow of traffic to determine when to start ceremony. When this time arrives, get bridal party, families and everyone queued up and ready for processional.
- Final check on boutonnieres, corsages, flower arrangements, ring on ring - bearer's pillow or with best man.



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- Cue music, start processional & ensure bride's entrance flawless.
- After ceremony, escort bridal party to designated location for photos. Direct guest to the reception area so site is clear for photographer to complete final photographs with bridal party and families.
- Make sure guest book is signed by incoming guests & gifts are placed on the table.
- Time and orchestrate Grand Entrance of bridal party to reception.
- Ensure toast, first dance, cake cutting etc, are all orchestrated with vendors & banquet staff.
- Assist the bride and groom as necessary in getting meal.
- Assist the bride and groom as they exit the reception for their honeymoon, assist with collection of all gifts & personal effects at the conclusion of the event.

Above listed prices do not include 20% services charge and current sales tax, prices and brands. Menus subject to change without notice

## Guest Rooms:

### December -April

5 Country Rooms are available for the wedding party at a special rate of \$ 155.00 per night

- Queen size bed, fireplace, private patio, jetted tub or Italian marble shower for two

3 Junior Suites are available at \$ 175.00 per night

- King size bed, fireplace, extra seating area, Italian marble shower,

9 Villas are available for \$ 225.00 per night

- King size bed, fire place, large jetted tub, private courtyard with fountain, or private deck, radiant floor heating

1 Honeymoon Suite is available for \$ 285.00 per night

- King size bed, extra seating area, large fire place, private patio, Italian marble shower for two



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## **Guest Room:**

### **May- November**

5 Country Rooms \$ 195.00 per night

3 Junior Suites \$ 225.00 per night

1 Honeymoon Suite \$ 325.00 per night

9 Deluxe Villas \$ 265.00 per night

All rooms are single or double occupancy, extra person is \$ 50.00 per day. Two nights required on weekends. Room tax and Resort fee are excluded.

Non registered guests are not allowed in guest rooms.

## **Courtyard Spa**

Discover the Courtyard spa at the Sonoma Coast Villa in beautiful Bodega, with this idyllic Tuscan -inspired villa, valley types often flock to find peace and rejuvenation. Choose to indulge yourself in a place where time stands still. Soothe repetitive movement injuries through personal stretching and full body massages enhanced by special stress-reducing aromatherapy oils. Enjoy a signature salt scrub body polish. You will arrive knowing that the Courtyard Spa is a private enclave of delicious well-being and you will leave feeling subtly sensuous. At the Sonoma Coast Villa & Spa, the staff flawlessly customizes the relationship with each client and treats you as the special person you are.

## **Wedding Facility Charges**

### **Pricing for 2010/2011**

\$ 500.00 for up to 20 persons

\$ 1,500.00 for up to 50 persons

\$ 2,500.00 for up to 100 persons

\$ 3,000.00 for up to 150 persons

\$ 4,000.00 over 150 persons



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## **Wedding Ceremony Packages are available on request**

Specialty Ceremony Enhancement Option Available

Please Inquire for Current Pricing

Dove Release

Butterfly Release

Romantic horse drawn carriage ceremony entrance & exit

Harpist, String quartet

Tray passed hors d' oeuvres and /or Bar & beverage service

## **Sonoma Coast Villa & Spa Contract**

Guest Count Guarantee & Room Capacity

The number of guest attending must be confirmed 14 days prior to the event. This number will be a guarantee that may not be reduced after that day. In the event that your count does not meet the minimum guarantee, you will be charged for the minimum required. The Carriage House can accommodate 80 guest, The Boardroom 30 guests, The Dining Room 90 guests, The Courtyard Terrace 250 guests.

## **Food & Beverage Service**

Please note all alcoholic beverages and food services are regulated by the State of California. As licensee, Sonoma Coast Villa is responsible for the administration of these regulations and therefore, no food, liquor, beer, wine or beverages may be brought into the Villa's premises from outside sources. The only exception is the wedding cake, which is to be provided by a professional bakery which has a health department approved kitchen. All charges for cake cutting of and /or service of your wedding cake are included. All floral cake decorations must be arranged by your bakery or floral designer. The Sonoma Coast Villa will prepare adequate food to serve your guests. Excess food will not be allowed to go home with the client or guests. Should you choose a served meal with more than one entree selection you will need to list your choices on your response card and call in the count for each item 14 days prior to your event. All uncorked bottles and /or alcoholic beverages will not be allowed to leave the Sonoma Coast Villa & Spa premises. All alcoholic beverages are subject to availability and current market prices. Sonoma Coast Villa & Spa reserves the right to close the bar at anytime, and /or refuse service to anyone who may be, in the Bartenders view, intoxicated, unruly, or under 21 years of age. The bar will be closed 30 minutes prior to the end of the event. Health Department regulations prohibit pets in all food service and public areas with the exception of service animals.



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## **Noise Restrictions & Curfew**

The Sonoma Coast Villa & Spa has no noise restrictions on inside events, however, all events must end by 12:00 am. D J's and Bands will be asked after 10:00 pm to control their decibel to a maximum of 80 decibel and bass must be turned down as low as possible. All amplified music must stop 15 minutes prior to the end of the event. All vendors must vacate the property no later than 1 hour after the conclusion of the event. All guests must vacate the property no later than 30 minutes after the conclusion of the event.

## **Damages & Liability**

Sonoma Coast Villa & Spa is not responsible for any damage or loss to any merchandise, articles or valuables belonging to the host or their guests located on the Estate during or subsequent to any function. The client agrees to be responsible for any damages incurred to the Sonoma Coast Villa & Spa premises, and or property by the host , his guests, independent contractors or other agents that are in the client's control.

Additional charges will be billed in case of any loss or damage caused to the bridal suites, reception room, ceremony areas and any other Sonoma Coast Villa property, and charged to the credit card on file. Due to a lack of storage space, all personal effects, floral arrangements, cake stands and all other event decoration must be removed from the premises immediately following your event. Sonoma Coast Villa & Spa will not be held responsible for items left on the premises once the event has ended. All unclaimed items will be discarded or donated to a local charitable organization. Sonoma Coast Villa & Spa cannot be held responsible for damage to, or loss of, any articles left at the Sonoma Coast Villa prior to or following your event. Security arrangement should be made for all merchandise or articles set up prior to the planned event or left unattended for anytime. Sonoma Coast Villa reserves the right to ask any guest who acts in a unruly manner or refuses to follow Sonoma Coast Villa policies to leave the premise.

## **Pricing & Service Charges**

All food & beverage prices are subject to applicable sales tax and a 20% service charge. The 20 % service charge is subject to state sales tax (California Board of Equalization Regulations No 1603). All pricing is subject to change. Once you have booked an event , Sonoma Coast Villa & Spa will honor the menu and package prices at time of booking. Should you reschedule your date, you will be subject to pricing and policies in place at the time of rescheduling. Children ten years of age and younger will be billed at a reduced rate of \$ 25.00 per child. Children eleven years old, or over are billed at regular pricing. Wedding vendors must be included in total guest count and will be billed at a reduced rate of \$ 25.00 per person.



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## **Privacy**

In order to ensure the privacy for the guest rooms, and reception locations at the Villa & Spa, we ask that you and your guests respect the privacy of others. Non-registered guests are restricted from spa, pool, putting green and guest rooms.

## **Payments**

A \$ 2,000 reservation fee is required to reserve the event. This fee is non-refundable. A quarter (25 %) of your balance is due nine months prior to your event, another (25 %) of your balance is due six months prior to your event and final count and (50 %) payment is due 10 days before your event. All payments may be made by cash, check, or credit card. We accept Visa, Master Card and American Express. If full payment is not received within the 10 days of the due date, the event will be canceled and made available for re-booking.

## **Event Date Changes & Inclement Weather**

Sonoma Coast Villa & Spa requires a \$ 2,000 non-refundable reservation fee to book the date. The \$2,000 reservation fee may be transferred and applied to an other date, as long as notice of your date change occurs at least nine months prior to your scheduled event. In the event of inclement weather, Sonoma Coast Villa & Spa may decide to move your wedding ceremony to an alternate covered or indoor location to ensure guest comfort & safety.

## **Event Cancellations**

All events canceled will result in the forfeiture of \$ 2,000 reservation fee. Event cancellations made 9 months prior will receive 100% refund of all monies on account. Event cancellations made less than 9 months in advance will result in the forfeiture of all monies on account. Please note that unforeseen or unplanned events such as Acts of God, military deployments or family illness may make it necessary to cancel or postpone you wedding, resulting in the forfeiture of all monies on account. To eliminate having to worry about these situations we highly suggest that you contact Wedsafe at [wedsafe.com](http://wedsafe.com) or 877-723-3933 to fully discuss their affordable Wedding & Event Insurance policies. They will be able to explain costs, coverage, and policies in detail, A Wedsafe policy can help to offer protection and peace of mind in the event that unexpected situations arise during the planning of your event.



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## **Upgrading Table Linens, Chair Covers, Tableware, and Tent Decor**

Sonoma Coast Villa & Spa offers white or ivory linens, stemware, flatware, and white china for all event tables. Special colors, pattern, or designs may be arranged through our SCV preferred vendors. All upgraded table linens, chair covers, tableware, and tent decor must be arranged through one of our approved Event Designers. Sonoma Coast Villa & Spa will not permit affixing anything to the walls, floors, or ceiling, with nails, tacks, staples, carpet tape, or other materials.

