CRANWELL

RESORT ♦ SPA ♦ GOLF CLUB

Cranwell Resort Wedding Package

2014/2015

HISTORIC HOTELS of AMERICA
NATIONAL TRUST FOR HISTORIC PRESERVATION®

55 Lee Rd.
Lenox, MA 01240

800-572-8938

Wine Spectator
AWARD OF EXCELLENCE

February 2014

Emerald Package

Custom Off-Season Pricing Available for December-April

Cocktail Reception

One Hour of Five Passed Hors D'oeuvres
Fruit, Cheese & Crudités Station
Ivory Linens
Votive Candles
House Floral Centerpieces

Dinner Reception

Champagne Toast
Three Course Plated Dinner or Buffet Station Menu
Ivory Linen & Napkins
Votives for Guest Tables
Menu Cards for Guest Tables
Table Numbers

Customized Bar options available

Accommodations

Complimentary Wedding Suite on the Wedding Night
Discounted Guest Accommodations

All food & beverage prices are subject to a 7% Massachusetts State and Lenox local tax. A Service Charge of 12% will also be added to all banquet and conference food and beverage and will be given to the service personnel. In addition, 3% will be given to food and beverage supervisory personnel and an additional 5% will be retained by the hotel and does not represent a tip, gratuity or service charge for wait staff associates. This 5% is also subject to the 7% Massachusetts State and Lenox local tax. State and Local Taxes are subject to change.

Sapphire Package

Custom Off-Season Pricing Available for December-April

Cocktail Reception
1 Hour Hosted Premium Bar Package
Selection of Five Passed Hors D'oeuvres
Fruit, Cheese & Crudités Station
Choice of Two of the following Stations:
Carving Station, Create-Your-Own Pasta Station, Antipasto, Raw Bar,
Potato Martini Bar, Baked Cheeses, Mediterranean Station
Ivory Linens
Votive Candles
House Floral Centerpieces

Dinner Reception
Deluxe Champagne Toast
Four Course Plated Dinner
Wine Service with Dinner
Chocolate Dipped Strawberries Per Table
5 Hour Premium Bar Package
Ivory Linen
Ivory Napkins
Votives for Guest Tables
Menu Cards for Guest Tables
Table Numbers

Accommodations
Complimentary Wedding Suite on the Wedding Night
Discounted Guest Accommodations

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Diamond Package

Custom Off-Season Pricing Available for December-April

Cocktail Reception
1 Hour Hosted Premium Bar Package
Selection of Eight Passed Hors D'oeuvres
Fruit, Cheese & Crudités Station
Choice of Three of the following Stations:
Carving Station, Create-Your-Own Pasta Station, Antipasto, Raw Bar,
Sushi Station, Potato Martini Bar, Mediterranean Station
Ivory Linens
Votive Candles
House Floral Centerpieces

Dinner Reception
Premium Champagne Toast
Five Course Plated Dinner
Wine Service with Dinner
5 Hour Premium Bar Package
Chocolate Dipped Strawberries & Truffles Per Table
Attended Cappuccino & Espresso Bar with Assorted Biscotti and Cordials
Ivory Linen
Ivory Napkins
Votives for Guest Tables
Menu Cards for Guest Tables
Table Numbers

Accommodations
Complimentary Wedding Suite on the Wedding Night
Discounted Guest Accommodations

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FREQUENTLY ASKED WEDDING QUESTIONS

Do I need to make an appointment to view the property?
Yes. To ensure that you have the Wedding Sales Manager present to show you the event spaces, available guest rooms and answer any questions.

Can we host our Ceremony and Wedding Reception onsite?
We can accommodate ceremonies for up to 200 guests on our Mansion Front Lawn or in our Mansion Ballroom. As the bride & groom you choose the location you feel will work best for your wedding day and guests. There

What is your maximum capacity for hosting a wedding?
We can accommodate up to 200 guests in our Mansion Ballroom.

Can we hold a wedding date without a deposit?
In order to hold your date, a contract must be generated. At that point, you will have two weeks to return the signed contract along with a 25% deposit to guarantee your date.

If we decide to book, what is the deposit and what is an acceptable payment?
If you choose to book your wedding with us, your initial deposit is 25% of your contracted Food & Beverage minimum. As for payment, we accept cash, check and major credit cards. If you pay by Check or Cash, we will still require keeping a credit card on file for back-up payment.

How is the Food & Beverage Minimum calculated? And are there any dates that have a required minimum?
It's calculated by taking the estimated number of guests at your wedding multiplied by the package cost per person. For example, if you have 100 guests and your package cost is $139 per person your minimum would be $13,900. For the months of May, June, September and October there is a minimum contracted Food & Beverage of $20,000 for a Saturday night.

Can I provide any outside food and beverage for my wedding?
All food and beverage must be provided by Cranwell with the exception of favors and wedding cake.
If this is an ethnic wedding (IE Kosher, Indian, etc.) we will discuss pricing options separately as these are services that we cannot provide onsite due to specific requirements within the religion or ethnic backgrounds.

Do you offer wedding menu tastings?
Once you sign a contract a menu tasting will be scheduled about 4-6 months before your wedding date to allow for you to provide guests with their meal selections and receive their RSVP.

I have specific menu ideas that I would like to use, does the resort customize menu items?
We welcome the opportunity to try new menu selections provided by the bride and groom.

Do you offer vendor meals?
Yes. They are $30 per vendor.

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Do you offer children's meals at a discounted cost?
Children's menus are available. Pricing is as follows:
0-5 years old: Free
6-12 years old: $25 per child
12 & older – Adult Pricing
We have specialty children's menus upon request.

Do you use any locally grown products?
Yes. We use as much farm to table products as possible from local vendors. If you have specific questions or requirements for your wedding, please contact your Wedding Sales Manager.

We are also looking to host a Rehearsal Dinner onsite, can you handle these and if so where?
We have numerous event spaces on property that could work to host either additional wedding event. Our most popular event space for the Rehearsal Dinner is our Meadow View Barn located across the street from our main Mansion and can accommodate up to 150 guests along with a full wrap around deck and fire pit.

What are the options for a Farewell Brunch?
We have our Music Room Brunch buffet which works perfect and has an array of options for every guest. The price is currently $19.95 per person plus taxes and gratuities. If you have over 75 guests, we suggest doing a private brunch buffet in a separate part of the mansion and the pricing can range between $19.95-$25.95 pending menu options.

***Do you have onsite Wedding Planners and coordinators or can we bring our own*?**
We have a dedicated onsite Wedding Coordinator the day of your wedding along with the Wedding Sales Manager. Both will work with you in the planning process and we can provide exact services that we provide to determine if you would prefer bringing on a contracted Wedding Planner from an outside company.

Do I have to use your vendors or can I bring my own?
We do have a Recommended Vendor List to assist you in planning your wedding, however, you are more than welcome to utilize your own licensed and insured vendors.

Do you offer discounted rates for overnight accommodations for our guests?
We offer special discounted rates for your wedding guests. The actual discount is based on the season and availability.

How do my guests make room reservations from the block of rooms I am holding?
Room Reservations can be made by contact our Groups Reservations Coordinator at 413-881-1642, Monday-Friday from 8-4 PM. If there is reservation that needs immediate attention on a weekend, please contact your Wedding Sales Manager for assistance.

Can I reserve Spa Treatments, Golf tee Times and Tennis to entertain my guests?
Cranwell has an array of recreational and wellness facilities. Your Sales Manager will assist you in making reservations you require. We encourage you to make advanced arrangements for you and your friends to enjoy our Golf Course, award winning Spa, and tennis courts.

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