

# IN SUITE MEETINGS



## THE WESTIN VERASA NAPA

1314 McKinstry Street, Napa, CA 94559

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[www.westinnapa.com](http://www.westinnapa.com)

# PRIVATE EVENTS

*(Available for groups from 2-12 attendees)*

Make your guests feel special with a private meeting in one of our suites. Intimate meetings are sometimes the most important, with keyed access, privacy is assured. Experience deliciously served restaurant meals delivered to the space of your choice, as well as breaks and Starbucks beverages from our restaurant team. Our Audio Visual setup offers a professional experience; and we look forward to hosting your event.

## HOW TO RESERVE YOUR EVENT SPACE:

1. Reserve either a One Bedroom Premium OR Two Bedroom Suite online at [www.westinnapa.com](http://www.westinnapa.com) for the night before your meeting. If your meeting doesn't end before 12pm (normal check out time), please reserve your room for an additional night to avoid half day rates applied to the guest reservation.
2. Select Event Set Up on Page 3
3. Select Menu & Audio Visual Options on Page 3
4. Email Page 3 to [sales@westinnapa.com](mailto:sales@westinnapa.com) at least 7 days prior to event.
5. For any questions or further assistance, please contact [sales@westinnapa.com](mailto:sales@westinnapa.com).

## SET UP OPTIONS:

### **One Bedroom Premium Suite** with Existing Setup:

- Seats up to 6 at table
- 3 bar stools
- 4 seats in living room area
- Guest bathroom
- Full Kitchen
- Full Balcony
- 1 King size bed with door to bedroom



### **Two Bedroom Suite** with Conference Setup:

- Seats up to 12 at conference table
- No living area
- Guest bathroom
- Full Kitchen
- Full Balcony
- 1 King size bed with door to bedroom  
(other bedroom used for furniture storage)



*All Prices are Subject to 23% Service Charge, 8% Sales Tax & \$5 Delivery Charge*

*The Westin Verasa Napa  
Menus Valid Through December 31, 2016*

# INTIMATE MEETINGS



Suite Options (select one):

- Existing setup (no additional cost)
- Furniture Removal with Conference Setup (\$500 billed to guestroom for setup - 2 bedroom suite required)

Menu Options (select one):

- Please make a reservation on DATE: \_\_\_\_\_ at TIME: \_\_\_\_\_ in Bank Café for NUMBER: \_\_\_\_\_ guests.
- Group will order from In-Room dining Menu from Suite (expect 45 minute delivery time)
- Please pre-order these Menu Items from page 4 to Deliver at: TIME: \_\_\_\_\_ on DATE: \_\_\_\_\_

Quantity:      Item(s):

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Audio Visual Options (includes AV tech service on site):

- 42" TV Connection Package for Laptop (\$550)
- Screen & Projector (\$575)
- Display event in Lobby      Event Name: \_\_\_\_\_
- Event On-Site Contact Name: \_\_\_\_\_
- Organization Name: \_\_\_\_\_
- Contact Cell Number: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_
- Confirmation # for Suite Reservation: \_\_\_\_\_
- Date(s) of Reservation: \_\_\_\_\_ Dates of Meeting: \_\_\_\_\_

*\*Meeting room is available starting at 3pm on reservation arrival date and until 12 pm on departure date. If meeting start time is before 3pm check in, please reserve one night prior. If meeting end time is between 12pm check out time and 6pm, half day rate will be charged.*

Start & End Times of Meeting: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Special Requests: \_\_\_\_\_

**EMAIL TO: SALES@WESTINNAPA.COM**

Confirmation provided within 72hrs. via email.  
Please let us know as soon as possible if event is cancelled.

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# PRE-ORDER MENU OPTIONS:

*Price per person unless specified otherwise. Also available day of by ordering from in-room dining menu.*

## BREAKFAST

- 'Michel Cordon Bleu' Smoked Salmon...17
- Classic Breakfast Burrito...13
- Seasonal Fruit Salad ...8
- Egg White Omelet ...16
- Huevos Benedictos ...17.5
- Buckwheat Multigrain Belgian Style Waffle ...13
- Scrambled Turkey Wrap...15



## LUNCH

- Crispy Gulf Shrimp in Spicy Hoisin-Lemongrass Sauce & Pickled Napa Slaw ...16
- Chopped Market Salad with salami, cheese, pepperoncini, olives, peppers & radicchio...15
- Daikon Sesame Salad with seasonal fresh seafood with radish sprouts, pickled vegetables and sesame dressing...19
- Grilled Vegetable Sandwich with Fresh Mozzarella on Whole Grain Bread with Spicy Sambal Aioli...13
- The Sandwich that changes daily...13

## BEVERAGES

- Starbucks Coffee...3
- Orange, Grapefruit, Apple & Cranberry Juice...6
- Mimosas...10
- Iced Tea...4
- Fountain Drinks...3



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