

A photograph of a meeting room with a long table, chairs, and potted plants. The room features a large wooden wine rack on the left, a bar area with a sink and glasses in the background, and two framed landscape paintings on the walls. The table is set with a white tablecloth, several small potted plants, and papers with pens.

# EXECUTIVE MEETING PACKAGES 2022

MENUS DESIGNED WITH THE SMALLER EXECUTIVE MEETING IN MIND.

THE  
Meritage  
RESORT AND SPA.

  
VISTA COLLINA

## OLIVE & HAY

8-12 guests

112 PER PERSON

**NAPA CONTINENTAL BUFFET BREAKFAST** on page 4

### MORNING BEVERAGE BREAK

Peerless Coffee  
Numi Teas  
Assorted Soft Drinks  
Bottled and Still Water

**OLIVE & HAY PLATED LUNCH** on page 6

Olive & Hay Two-Course Working Lunch Served in Meeting Room

### AFTERNOON BREAK

Homemade Cookies  
Brownies  
Assorted Soft Drinks  
Bottled and Still Water

## MERITAGE

12-29 guests

127 PER PERSON

**NAPA CONTINENTAL BUFFET BREAKFAST** on page 4

### MORNING BEVERAGE BREAK

Peerless Coffee  
Numi Teas  
Assorted Soft Drinks  
Bottled and Still Water

**LUNCH BUFFET OF YOUR CHOOSING** on page 5

### AFTERNOON BREAK

Homemade Cookies  
Brownies  
Assorted Soft Drinks  
Bottled and Still Water

## NAPA

20-40 guests

155 PER PERSON

**AMERICAN CLASSIC BUFFET BREAKFAST** on page 4

### MORNING BEVERAGE BREAK

Peerless Coffee  
Numi Teas  
Assorted Soft Drinks  
Bottled Water

**LUNCH BUFFET OF YOUR CHOOSING** on page 5

### AFTERNOON BREAK

Homemade Cookies  
Brownies  
Assorted Soft Drinks  
Bottled Water



All items are priced per person unless noted & subject to 7.75% Sales Tax and 25% Service Charge. All items are subject to seasonal availability. All buffets/reception stations are served for up to 90 minutes.

DF = Dairy Free   GF = Gluten Free   VE = Vegetarian   VG = Vegan



## BREAKFAST BUFFET

Minimum of 8 guests. \$10 additional per person for groups of 19 guests or less. Accompanied by fresh squeezed orange & grapefruit, cranberry & apple juices, low-fat, skim & almond milk, Peerless Coffee & Numi Teas.

### NAPA CONTINENTAL 37

Fresh Fruits

Individual Organic Yogurts

NutHouse Granola <sup>GF</sup>

Chef's Pastries – *Fruit Filled & Cheese Danishes, Butter Croissants, Muffins, Breakfast Breads*

### AMERICAN CLASSIC 48

Fresh Fruits & Berry Display

Individual Organic Yogurts

NutHouse Granola <sup>GF</sup>

Farm Fresh Scrambled Eggs – *Petaluma White Cheddar & Chives* <sup>GF</sup>

Applewood Smoked Bacon & Pork Sausage <sup>GF VG</sup>

Roasted Fingerling Potatoes with Ground Chile, Peppers & Onions <sup>GF VG</sup>

Chef's Breakfast Pastries – *Fruit Filled & Cheese Danishes, Butter Croissants, Muffins, Streusel Coffee Cake* <sup>VG</sup>



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## BUFFET LUNCH

Buffet lunch accompanied by Peerless Coffee & Paradise Tropical Iced Tea.

## THE DELI 55

Butterball Potato Salad – *Diced Celery, Whole Grain Mustard Vinaigrette* <sup>GF VG</sup>  
 Mix Green Salad – *Cherry Tomato, Cucumber, Sliced Mushroom, Balsamic Vinaigrette* <sup>GF VG</sup>  
 Assorted Deli Meat – *Roast Beef, Black Forest Ham, Genovese Salami, Turkey Breast, Tuna Salad*  
 Cheeses – *Provolone, Yellow Sharp Cheddar, Havarti, Swiss*  
 Condiments – *Sliced Tomatoes, Boston Bibb Lettuce, Mustard, Mayonnaise, Pickles*  
 Bread – *Assorted Sliced Bread and Rolls*  
 Kettle Chips  
 Assorted Mini Cupcakes  
 Freshly Baked Cookies <sup>VE</sup>

## DOWN ON THE BORDER 63

Red Chili Pork Posole – *Shaved Radish, Cilantro, Lime Wedges, Cabbage* <sup>GF DF</sup>  
 Spicy Mango Salad – *Cilantro, Spinach, Avocado, Queso Fresco, Tortilla Chips*  
*Mezcal Dressing* <sup>GF VE</sup>  
 Romaine Salad – *Black Beans, Red Onion, Cilantro, Jicama, Roasted Peppers, Orange Dressing* <sup>GF VG</sup>  
 Tacos  
     Beef Fajita – *Grilled Onion, Roasted Poblano* <sup>DF</sup>  
     Braised Chicken Tinga – *Tomatillo Sauce, Roasted Onion* <sup>DF</sup>  
 Sour Cream, Chipotle, Shaved Radish, Shredded Cabbage, Pickled Red Onion  
 Roasted Salsa Roja, Salsa Verde  
 White Corn Tortillas  
 Pinto Beans <sup>DF GF VG</sup>  
 Mexican Rice <sup>DF GF VG</sup>  
 Cinnamon Dusted Churros, Whip Cream, Chocolate & Caramel Sauce <sup>VE</sup>  
 Tres Leches Cake <sup>GF</sup>

## FARMERS MARKET SOUP &amp; SALAD 60

Sweet Corn & Chili Chowder <sup>VE GF</sup>  
 Build Your Own Salad  
 Lettuce – *Romaine Hearts, Baby Spinach, Bibb Lettuce, Arugula*  
 Additions – *Shredded Carrots, Heirloom Cherry Tomatoes, Diced Cucumbers, Shaved Red Onions, Charred Corn, Shaved Radishes, Sliced Mushrooms, Roasted Zucchini, Toasted Almonds, Olives, Hard Boiled Eggs, Chickpeas, Focaccia Croutons*  
 Cheese – *Feta, Crumbled Point Reyes Blue, Shredded Cheddar, Crumbled Goat*  
 Dressings – *Red Wine Vinaigrette* <sup>VG</sup> *Spiced Yogurt* <sup>VE</sup> *Honey Citrus Vinaigrette* <sup>VE</sup>  
 Ancient Grain Tabbouleh Salad – *Red Quinoa, Bulgar, Diced Cucumber, Mint, Apricot, Diced Red Bell Pepper, Pickled Shallot, Citrus Dressing* <sup>DF</sup>  
 Protein Board – *Smoked Paprika Grilled Flat Iron, Tuscan Marinated Grilled Chicken Breast, Dill Marinated Baked Atlantic* <sup>DF GF</sup>  
 Potato Rolls <sup>VE</sup>  
 Fallen Angel Chocolate Torte <sup>VE</sup>  
 Lemon Tarts <sup>VE</sup>

## OLIVE & HAY PLATED LUNCH

### CHICKEN COBB SALAD 23

Bibb Lettuce  
Bacon Lardon  
Hard Boiled Egg  
Green Beans  
Red Onion  
Gorgonzola  
Chardonnay Vinaigrette

### BIG ITALIAN SALAD 18

Local Lettuce and Chicories  
Marinated Artichoke Bean Salad  
Salami  
Market Vegetables  
Italian Dressing

### TURKEY ON CIABATTA 18

Herb Aioli  
Smoked Bacon  
Garden Greens  
Tomatoes

### FALL PANZANELLA SALAD 18

Umbel Roots Mixed Greens  
Foccacia Croutons  
Skyhill Farms Goat Cheese  
Apple Cider Vinaigrette  
Tenbrink Farms Winter Squash  
Cranberries  
Candied Pepitas

### SPAGHETTI 23

House-made Calabrese Sausage  
Tomato Conserva  
Mozzarella

### OLIVE & HAY BURGER 19

Niman Ranch Patty  
Dijonnaise  
Tomato  
House Pickle  
Fiscalini Cheddar





## CATERING & BANQUET STANDARDS

Enclosed for your review are a range of suggested menus. These menus have been created specifically with the culinary experience a group visiting wine country would enjoy. Our experienced Meetings and Events Department services team welcomes the opportunity to create custom menus to meet the needs & suit the preferences of your guests. If there are any needs not addressed within, it would be our pleasure to discuss them with you.

Please note the rates quoted are subject to 25% Service Charge & 7.75% California Sales Tax applicable to all food, beverage, labor fees & audio/visual equipment. Service Charge & California Sales Tax are subject to change.

When planning your menu, we suggest selecting one main course for all guests; however you may offer a choice of main course options if the following guidelines have been met:

- A maximum of two (2) main course options, plus one (1) vegetarian alternative, may be offered. Additional surcharge of \$10 per person will apply for a 3rd main course option.
- A common starch & vegetable will prevail for all entrées.
- The Meetings and Events Department must be provided with all meal function selections no later than ten (10) business days prior to the event.
- For split entrées the higher priced main course will prevail for both meal selections & must be guaranteed separately.
- Client must provide a pre-set place card that includes a symbol indicating the main course selected. The Resort will also require as a spread sheet with guest names, table number & individual order.
- 30 minute delays (or more) for meal functions will have a fee assessed based on timing & event size.

Prices on the enclosed menus are subject to change based on market fluctuations. All pricing will be confirmed ninety (90) days prior to your event. Total costs vary according to the menu selection & type of event.

## ALCOHOLIC BEVERAGE POLICY

The sale & service of all alcoholic beverages is regulated by the California Department of Alcoholic Beverage Control. The Meritage Resort and Spa is responsible for the administration of the regulations; therefore it is our policy that no alcoholic beverage(s) may be brought into your private event. In the event a group is permitted to bring in their own wine, a corkage fee of \$25 per bottle plus tax & service charge will be assessed.

- A \$200 bartender fee will be assessed for each bar set. Our standard is one bar/bartender up to 100 guests.
- If revenues do not meet or exceed \$500, exclusive of Service Charge & Sales Tax per bar, the difference for each bar will be assessed for each bar.

## COAT CHECK

Coat check requires an attendant from beginning through end of your event at \$40 per hour plus tax & service with a four hour minimum.

## CONFIRMATION OF ATTENDANCE/GUARANTEES

In order to ensure the success of your event, it is necessary for the Meetings and Events Department to be notified with your final person count no later than (3) business days prior to the event date. This number will not be subject to any further reduction after the guarantee has been given. If the Meetings and Events Department is not notified by the time the guarantee is due, the estimated attendance as noted on the banquet event order will serve as your guarantee. Should your attendance increase suddenly or unexpectedly the Resort cannot guarantee identical service more than 3% over your guarantee. Your final bill will be charged for your actual attendance or guarantee count, whichever is greater.

## LABOR FEES

A labor fee of \$150 plus tax & service will be assessed when guarantees are fewer than 20 guests for all Full Breakfast, Lunch, Reception or Dinner functions.

All action stations requiring a chef will be charged \$200 plus tax & service per chef. A labor fee of \$90 plus tax & service will be assessed per beverage service for all Coffee, Tea, Juice Station.

## SHIPPING & RECEIVING

Should you have materials associated with your upcoming event, please send them to the resort no earlier than two days prior to the event. There may be a charge for storage of boxes.

***All parcels are to be addressed as follows:***

Attention: (your name)  
(name of your group)  
(group arrival date)  
(name of catering contact)  
The Meritage Resort and Spa  
875 Bordeaux Way, Napa, CA 94558

## CONFERENCE SERVICES EVENT PLANNER

We will be happy to make arrangements for any special needs such as car rentals, buses, tours or limousine service. Other special needs such as babysitters or restaurant reservations may be arranged through one of our Guest Service Managers.

Full Planner Services available for Team Building, Offsite Planning & Catering, Transportation Services including Arrival & Departures, Entertainment, Décor – please let us know what we can do to assist you with your program & planning.

## FACILITY & LABOR FEES

Facility fees for all our private dining rooms will be quoted by the sales staff at the time of contracting. Facility fees will vary depending on the room(s) & times reserved. Your facility fee includes event coordination, tables with full length white linens, banquet chairs, votive candles, flatware & glassware. All set-ups, clean-up & banquet staffing of your event is included with the exception of room turns or mid-day resets.

The Meritage Resort and Spa will provide executive set (note pads, pencils, pitchers of ice water with lemon, glasses & hard candy) in all meeting rooms. Fees are on a case by case basis & charged accordingly to group size. Extra labor charges will apply for room set-up changes with less than 12 hours advance notice or unusual set-up requirements.

Chiavari chairs are available for events held in the estate cave. Based on availability Chiavari chairs are available for events outside of the estate cave for an additional fee of \$5 plus tax & service per chair.

Buffets requested for more than ninety minutes will be charged a per person fee to be determined at the time of request.

## MEETING SPACE/EVENT SPACE

The resort reserves the right to assign another room for a function. In the event that the room originally designated for such function shall become unavailable or inadequate the resort has sole discretion to reassign space.

## WINE TASTINGS

Labor fees will apply to extra room set ups/breakdowns, wine tasting set ups & or any other special request setups. Wine tastings will include three (3) wine glasses per person, one (1) dump bucket for every three (3) attendees, one (1) spit cup per person, pitcher of water without ice or lemon, pad of paper with pen.

## SECURITY

The Meritage Resort and Spa shall not assume responsibility for damaged, lost or stolen merchandise or articles brought onto the property or for any item(s) left unattended. If necessary, security officers may be arranged through the Catering & Conference Services office at an additional charge.

## DAMAGES

The Meritage Resort and Spa reserves the right to inspect & control all private events. Liability for damages to the premises will be charged accordingly. The host of the function is held responsible for personal property or equipment brought into the function area. One of our Meetings and Events representatives will be pleased to answer your questions.

## DEPOSITS

The first deposit & signed agreement confirms your event date & time (the first deposit will vary depending on the size of your event). All deposits are nonrefundable & will be applied to the final balance of your event. If you need to change the date of your event, please inquire with your Sales or Catering Manager.

## AGREEMENT

Once you have selected your preferred date, The Meritage Resort and Spa will issue an agreement for catering facilities. We require that a signed, original copy of the contract & the non-refundable deposit be returned by the date indicated on your contract to secure the date.



## VENDORS

Upon contracting with The Meritage Resort and Spa, we will provide a complete referral list of vendors who may assist you with flowers, photography, cakes, music & transportation. If you prefer, you are welcome to make arrangements with your own professional vendors. Outside vendors must be professional vendors & we ask that you advise them to contact The Meritage Resort and Spa for instructions on our vendor policies. The Meritage Resort and Spa reserves the right to approve or refuse any vendors.

## AUDIO / VISUAL

Our complete Audio/Visual Department will be available to assist you. Therefore, the hotel will be the exclusive provider of audio/visual equipment & rental.

## DECORATION

It is our pleasure to consult with you on your decorative preferences. Decorations or displays brought into the resort by the person must be approved prior to arrival by your Meetings and Events manager.

The Meritage Resort and Spa will not permit the affixing of anything to the walls, floors or ceilings of the rooms with nails, staples, tape or any other substance unless the Meetings and Events Department has given prior approval & is coordinated through the Engineering Department. An additional fee may apply.

## FUNCTION ROOMS

Function rooms are assigned by The Meritage Resort and Spa according to the guaranteed minimum number of persons anticipated. Round tables of eight (8) or ten (10) persons are customary.

## COVID-19

The health, safety and welfare of our guests and team member is our top priority. This is why our hotels, restaurants, and other facilities proudly adhere to the following guidance:



- Clean + Safe Guidance: California Hotel & Lodging Association (Certified)
- COVID-19 Guidance: California Department of Public Health & CAL/OSHA
- Shelter at Home Order: Napa County Health Officer
- Hospitality & Health Promise: Pacific Hospitality Group







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