



# *Event Information Packet*

*Thank you for your interest in holding your event at  
The Hill! Our goal is to make you feel like royalty  
every moment you spend with us.*

*If you are planning a wedding, reception, proposal, birthday  
party, corporate event, business training/gatherings, holiday  
party or any other memorable event, Canterbury Hill is your  
venue of choice!*

*Way more than just wine!*

*Let us help you create amazing memories at...*

*The Hill!*

Canterbury Hill Winery, Restaurant & Event Center  
1707 South Summit Drive  
Holts Summit, MO 65043  
P: 573-896-9966 | [sales@canterburyhill.com](mailto:sales@canterburyhill.com)  
Family owned. Family operated. 100% Local.



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# Rooms & Rates

**All rates are based on 4 hour time slots.**

**Norton Room** - Located on the main level, the Norton Room accommodates parties up to 40 people and can serve as a groom's suite for wedding preparations, details on page 4.

**Capitol View Room** - Located on the second floor of the winery, the Capitol View Room can accommodate up to 200 guests with special accommodations determined at the discretion of the Event Manager, details on page 5

**South Patio** - On top of the bluff overlooking rolling hills that open up to a view of The Missouri State Capitol, our South Patio can accommodate 600+ guests, details on page 6

**Vineyard Patio** - Located on the north side of the winery overlooking our vineyard and lake, this patio has three levels that can accommodate up to 250 guests, details on page 7

**Bridal Suite** - Located on the north side of the winery overlooking our vineyard and lake, this patio has three levels that can accommodate up to 250 guests, details on page 7

**Full Facility Rental** - Please ask your Event Manager for more details.

*When Canterbury Hill is closed, we will open for a private event if certain terms and conditions are met. Please ask the Event Manager if your event qualifies.*

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# Norton Room

## Daytime Reservations 8:00AM - 4:00PM

Deposit	\$250
Room Rental Fee (plus tax)	\$125
Food Minimum	\$200
Additional Time (per hour)	\$90



## Evening Reservations 4:00PM - Closing

Deposit	\$350
Room Rental Fee (plus tax)	\$225
Food Minimum	\$300
Additional Time (per hour)	\$90



## Groom's Suite

**The Norton Room can also be rented out as a Groom's suite or changing area for events for \$150. This is a TWO HOUR room rate; for additional time, please add additional time fee to total cost. Additional time may be restricted due to restaurant reservations.**

***Tax, gratuity, alcohol, and incidentals do not count towards your minimum. Your deposit will be subtracted from your final bill as long as the minimum is met and no damages occur.***

***\*In the event of a cancelation or damages, the deposit will not be refunded.***

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# Capitol View Room

*Daytime Reservations 8:00AM - 4:00PM*

Deposit	\$500
Room Rental Fee (plus tax)	\$325
Food Minimum	\$650
Additional Time (per hour)	\$150



*Evening Reservations 4:00PM - Closing*

Deposit	\$650
Room Rental Fee (plus tax)	\$425
Food Minimum	\$800
Additional Time (per hour)	\$150



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# South Patio

## Daytime Reservations 8:00AM - 4:00PM

	Half Patio	Full Patio
Deposit	\$250	\$400
Room Rental Fee (plus tax)	\$350	\$525
Food Minimum	\$600	\$1,000
Additional Time (per hour)	\$150	\$150



## Evening Reservations 4:00PM - Closing



	Half Patio	Full Patio
Deposit	\$350	\$500
Room Rental Fee (plus tax)	\$400	\$600
Food Minimum	\$800	\$1,200
Additional Time (per hour)	\$150	\$150

**Discount may apply to rental fee if booked with Capitol View Room**

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# Vineyard Patio

\*Only available for select events,  
ask your Event Manager for details

**Tier 1 and the Building  
Awning are available at  
select times/days please  
ask your Event Manager if  
you are interested in  
pricing and availability.**

Deposit	\$300
Rental Fee (3rd Tier)	\$350
Rental Fee (2nd Tier)	\$325
Rental Fee (2nd & 3rd)	\$600
Food Minimum (per Tier)	\$350
Additional Time	\$60

# Royal Bridal Room

**Our elegant bridal room is the perfect amenity to add to your wedding day!  
We can stock the fridge with a wide variety of options to make your wedding  
preparation perfect - ask for a sneak peek from your Event Manager.**

**Princess Package** - Stocked with non-  
alcoholic drinks - \$30

**Queen Package** - Includes the Princess  
Package and house wines or mimosas (15  
servings) - \$60

**Ask your Event Manager for details and  
pricing for the Bridal Room along with  
Vegetable, Pastry, and Small Bites  
Platters**

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# Event Planning Services

**Need help in preparing for your special event? Canterbury Hill can provide full service planning options that will help your business meeting, shower, reunion or other special event become all you dream of. We will help you with as much or as little as you choose. This is your day, let it be stress free! Ask your Event Manager for more details.**

**Vendor Referrals - Day of Event Coordination - Decorating - and more!**

## Wedding Planning Services

**We offer full-service wedding planning and will help you every step of the way. This includes planning your rehearsal dinner, ceremony and reception, as well as wedding day coordination. There is no need to worry on your big day, we can take care of everything for you!**

**Wedding Ceremonies** - All wedding ceremonies will have a \$500 Ceremony Setup Labor, this includes 100 white chairs (additional chairs can be rented at \$1.25 each). Patio weddings must end by 5:00PM on Fridays and Saturdays. Weddings can only be booked with reception to follow, and food costs must reach food minimums.

**Planning Meetings** - In order to help you carry out your vision for your perfect day, you will receive four complimentary one hour meetings with your Event Manager. Additional meetings can be booked in 30 minute blocks for \$50.

*...at a glance*

Ceremony Fee	\$500
Four One-hour Planning Meetings	Included
Wedding Officiant (optional)	\$175
Food Tasting/per couple	\$75
Additional 30min Planning Meetings	\$50

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# Food and Beverage

**Canterbury Hill Winery, Restaurant & Event center offers a wide range of menu selections - from formal dinners to informal hors d'oeuvres. Our professional and friendly catering staff is prepared to accommodate any of your meun needs!**

**Menus are priced for buffet style service. Please note that buffet style does not mean unlimited food will be provided, so please plan accordingly for your guests. We can provide a formal, fully staffed, sit-down meal for an additional, per person charge. Additional food services, and associated fees, are outlined below. All menus and additional services **MUST** be confirmed two weeks prior to the event.**

## Additional Food Services

Plating Service	\$6.00 per plate surcharge
Bartender (must include one hour for setup/teardown)	\$25/hour (minimum \$125)
Serving Fee (1 hour minimum)	\$20/hour per server requested
Additional Food Locations	\$125/station
Entree Carving Station(s)	\$125
Cake Cutting Service (includes plates, forks, and napkins for guests)	\$3.25/slice

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# Decorations

Don't see what you need here?  
Speak with your Event Manager for recommendations and additional options!

Piano (does not include Pianist)	\$100.00/day
Podium	\$20.00
*Media Cart (large screen television with HDMI connections)	\$100.00
*Bluetooth Stereo System (including microphone)	\$135
White Patio Wedding Chairs (additional fee)	\$1.25/chair
White Chair Covers	\$3.25/chair
Black Chair Covers	\$1.50/chair
Chair Sashes	\$1.00/chair
Round Tables (fits 8 guests maximum)	\$6.00/table
Rectangular Tables (fits 10 guests maximum)	\$8.00/table
Clawfoot Wooden Pub Tables (four available)	\$25.00/table
Pub Stools (16 available)	\$1.50/each
Up-lights (six available)	\$10.00/light
<b>Custom Go-Bo Light (GREAT FOR LOGO's/NAMES!)</b>	\$25.00
Backdrop with white linen (can be customized)	Starting at \$150
Gazebo with fairy lights (cost depends on placement)	\$125-\$250
Tablecloths, Table Overlays, Linen Napkins, Linen Runners	Prices Vary
Disposable supplies for food (per plate)	\$0.85

\*If you need assistance with A/V or the Media Cart a Technician can be made available before and during your event for \$125

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# Cancellations, Payments, Fees and Incidentals

**Cancellations** - To receive a 50% refund, cancellations must be made six months prior to an event reservation. Cancellations not made six months in advance will surrender the entire deposit. However, we understand the uncertainty life may bring and reserve the right to review cancellations on a case-by-case basis to assess refunds. Canterbury Hill also reserves the right to cancel or refuse any event.

**Payment** - A deposit is required at the time of booking in order to hold event dates, times and rooms. A pre-payment of 50% of estimated total value is due 14 days prior to the event. Deposits will be applied to the remaining balance or returned within 15 days following the event. Final payments are due before the start of the event. All charges are subjected to a 20% service charge and all applicable sales tax (state and local). We accept cash, Visa, Mastercard and Discover.

**Fees and Incidentals** - Room rentals are based on four-hour blocks, additional hours or altering time blocks will result in additional fees. At no point in time are event guests allowed to gather in our main dining room. Additionally, pets are not allowed on Canterbury Hill Winery, Restaurant and Event Center property (indoors). Failure to comply with these rules may result in additional fees. Consult with your Event Manager for more information.

**Standard Layouts & Customization Fee** - Your booking of the Dining Room, Building Awning, South Patio or Vineyard Patio includes the standard dining setup.

Should you require a custom layout (changes to table placement or seating configuration) a Layout Alteration Fee will apply. This fee varies according to request and covers the labor and time required for both setup and breakdown of the custom design.

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# Policies

## Obligations

Canterbury Hill Management and Staff have an obligation to protect the safety, health, and welfare of our guests and staff members. Our staff are expected to consistently monitor and assess the sobriety of each customer served and report any concerns to management. Management reserves the right to end liquor sales and close a bar in the event of excess consumption or intoxication.

## Bar Minimums

All event bars have a minimum of \$500 in alcoholic drink sales. In the event that a bar does not reach the minimum, \$100 will be charged to cover the gratuity to the bartender.

## Damages

In the event of loss of, or damage to, glassware, decor, linens or facility, management reserves the right to charge the contracted individual for the replacement/repair of damaged or missing items.

## Catering Vendors

Clients may have outside catering companies provide food for an event. Please ask for the “Outside Catering Guidelines” document for more details. Each vendor must speak with the Event Manager about rules and expectations. We reserve the right to approve or deny vendors that do not comply with the rules outlined in the “Outside Catering” document.

The food minimum charges and fees will still apply.

## Outside Vendors

Clients must provide the name and phone number of each vendor hired for services at The Hill. Each vendor must speak with the Event Manager about rules and expectations as well as sign a waiver and agree to Canterbury Hill Winery and Restaurant’s rules and expectations. We reserve the right to approve or deny vendors that do not comply with the rules outlined in this document.

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# Policies

## **Decoration Policy**

Tape, staples, nails, pushpins, wall puddly or command hooks are not allowed to be used on any Canterbury Hill Winery and Restaurant outer or interior wall or wood trim. Any damage to walls or wood trim will incur a minimum charge of \$75 to the final bill. No bubbles, confetti, glitter, seed, rice, silly string, birdseed, fake petals or shredded materials are permitted in or outside the facility. In the event these materials are used, there will be an automatic charge of \$100 to the final bill for cleanup. No existing wall decor is to be removed from the walls. Only battery operated candles are allowed. All decorations must be removed immediately following the conclusion of the event (including items brought by other vendors).

Decor set up by the customer can be removed by staff for an additional \$175. As additional \$100 storage fee will be added to the final bill if items are left overnight.

Any items left over 3 days become the property of Canterbury Hill Winery.

Canterbury Hill Winery, Restaurant & Event Center is not responsible for the safety and security of items left after an event.

## **Inclement Weather Policy**

Should there be inclement weather on the day of your outdoor event, the client is welcome to provide, hire us to provide, or arrange an approved tent to cover the area.

If an outdoor event is scheduled and then it is requested to be moved inside, after 6:00PM day before event, and space is available, a minimum plan modification fee of \$350 will be added to your final bill. Taking over the main dining hall is prohibited, regardless of weather conditions.

## **Smoking Policy**

Canterbury Hill Winery and Restaurant is a smoke free facility. Smoking and vaping are allowed only in designated outside areas. Failure to comply by ANY attendees at your event will result in extra charges.

## **Event Insurance**

Ask your Event Manager for information, suggestions and recommendations on Event Insurance.

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# Policies

## **Responsibility & Security**

Canterbury Hill does not accept any responsibility for damage to or loss of any articles or property left at Canterbury Hill prior to, during or after the event. The

Customer agrees to be responsible for any damage done to the Canterbury Hill Complex by The Customer, guests, invitees, employees or other agents under The Customer control. Further, Canterbury Hill shall not be liable for any loss, damage or injury of any kind or character to any person or property caused by or arising from an act or omission of The Customer, or any guests, invitees, employees or other agents from any accident or casualty occasioned by the failure of The Customer to maintain the premises in a safe condition or arising from any other cause. The Customer, as a material part of the consideration of this agreement, hereby waives on its behalf all claims and demands against Canterbury Hill for any such loss, damage, or injury of The Customer, and hereby agrees to indemnify and hold Canterbury Hill free and harmless from all liability of any such loss, damage or injury to persons, and from all costs and expenses arising there from, including but not limited to attorney fees.

## **Excuse of Performance (Force Majeure)**

The performance of this agreement by Canterbury Hill is subject to acts of God, war, government regulations or advisory, disaster, fire, accident or other casualty, strikes or threats of strikes, pandemics, labor disputes, civil disorder, acts and/or threats of terrorism, or curtailment of transportation services or facilities, or similar cause beyond the control of Canterbury Hill. Should the event be canceled through a Force Majeure event, all fees paid by The Customer to Canterbury Hill will allow for the event to be rescheduled, pending availability, with no penalty, and there shall be no further liability between the parties

## **Pricing Accuracy & Adjustments**

In the event of a mathematical error in an estimate or final invoice, we reserve the right to correct the discrepancy to reflect accurate pricing. While we strive for accuracy, all estimates and invoices are provided as good-faith projections and may be subject to adjustment based on final calculations.

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## **Indemnity**

The Customer agrees to indemnify and hold harmless Canterbury Hill, its officers, staff and agents working on its behalf, from any and all claims, actions, suites, costs, damages, and liabilities resulting from the breach of the Agreement, negligence actions, willful misconduct or omissions of The Customer, and The Customer's guests, invitees, agents and sub-contractors.

## **Severability**

If any provisions of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

## **Acknowledgement of Minimum Quoted Text**

Rental fees, deposits, food & beverage minimums at Canterbury Hill vary upon venue space being utilized, date, and time. Tax, gratuity, service charge, commissions, alcohol, and incidentals do not count toward the minimum. The Customer deposit will be subtracted from the final bill as long as the minimum is met and no damages occur.

## **Food and Beverage Policy**

No food or beverages may be brought into Canterbury Hill Winery, Restaurant and Event Center without prior written approval. All menus and setup requests **MUST** be confirmed two weeks prior to the event. Head counts **MUST** be confirmed one week prior to an event. Head count is **NOT** allowed to decrease prior to one week of event. Any changes that occur to setup, menus or contracts made within the two weeks prior to the event may incur additional charges (of \$125 per change). Remember, buffet style does not mean all you can eat, so please plan for your guests accordingly. Canterbury Hill is **NOT** responsible for over consumption by guests. An allocated amount is prepared based on head count.

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