



EST. *The French Manor* 1990
INN X SPA

*Exclusive Use
Event Packages*





Welcome

to the French Manor Inn and Spa

Thank you for your interest in our mountaintop chateau as you plan your private event. The French Manor Inn and Spa is located in the heart of the Pocono Mountains of Pennsylvania and conveniently located from Manhattan, Northern New Jersey and the Philadelphia metropolitan areas.

The French Manor is a beautiful Inn with an elegant and intimate ambience. Sitting atop Huckleberry Mountain, the Manor with its stone veranda and spacious lawns, overlooks the beautiful mountains and hillsides of the Pocono Mountains. Relax and enjoy your time planning and anticipating your exclusive affair as our dedicated event planner guides you through each step of the way. We will tailor each detail to create an elegant and successful occasion.

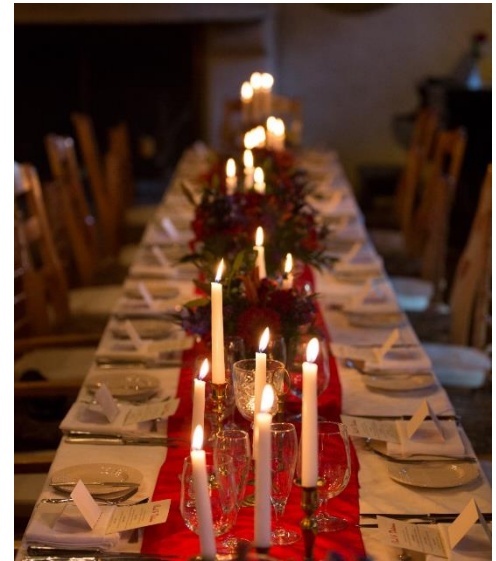


The Great Room

Located in the Main Manor House , the beautiful 40 foot vaulted Great Room with twin fireplaces can seat up to 40 persons . This room has the original hardwood floors, chandelier, pecky cypress paneling, and bookcases from when the original estate was built in the early 1930's.

Meticulously maintained, these original architectural features give this room the warmth and character that will make your event unique and distinctive. Your guests will surely be impressed while at the same time feel welcome as they enter this stunning room.

The Great Room can also be used for elegant dinners, Friday night welcome receptions, cocktail parties, Wine Tastings and farewell breakfasts. Custom menus can be created for each meal throughout your event. All your guests will be impressed with the attention to detail.





The Stone Veranda

The “Pièce de Resistance” is the spectacular view from the stone veranda. A French door leads you out from the Great Room onto this terrace. This space is perfect for Cocktail Receptions, dancing after dinner service, Casual BBQ dinners, outdoor dinners, shower parties, and more.





Relaxing Spa Treatments

During your time atop Huckleberry Mountain, a relaxing spa treatment is the perfect enhancement. Beautiful and peaceful, Le Spa Foret at the French Manor offers custom massages, facials, body treatments and nail treatments. Visit www.thefrenchmanor.com/poconos-spa-resort to view our complete spa menu. Call 570-676-3244 to book your spa treatments well in advance.







Accommodations

The French Manor's guestrooms and suites are designed to emphasize both privacy and luxury while maintaining the intimate atmosphere of a country inn. All have cable television, telephone with voice mail capabilities, FREE Wi-Fi internet access, AC, comfortable sitting and reading area, iPod docking station, bathrobes, hairdryer, triple sheeting and of course, private bath.



Celebrations

The French Manor Event Team is also here to assist you with all of the details that lead up to and follow your event. Whether you are looking to host an engagement celebration, the perfect bridal shower location or a picturesque farewell brunch before your guests say their goodbyes, we would be delighted to help you with every fine detail. We have endless possibilities with creating the event of your dreams.



Onsite Amenities

The French Manor offers a lovely indoor salt-water pool, dry sauna, new Outdoor Oasis including an outdoor fireplace with relaxation pavilion, outdoor hot tub and firepit. Our onsite spa, offers a complete array of spa treatments. The calming and eco-friendly environment of Le Spa Foret is sure to eliminate any stresses of everyday life.

Let our Pre-Arrival Personal Concierge customize an itinerary to best suit you and your guests' needs – from dinner reservations, horseback riding, early morning yoga or spa treatments.



The Royal Chateau Package

This is an Exclusive Use Two-Night Package with staff and all meals to sleep up to 40 persons. Perfect for Executive Corporate Retreats, Elegant Evening Weddings, Golfing Holidays or event Film Locations. Set within 45 acres of pristine mountaintop gardens with amazing 30+ mile views, The French Manor Inn and Spa provides secluded privacy in one of the Pocono Mountains best-kept secret.

Your Exclusive Two-Night Chateau Package includes:

- Two Night Stays for you and all your guests in 14 individually decorated suites and 5 guestrooms (19 accommodations total) – sleeps up to 40 persons (maximum occupancy).
- Welcome Basket in each room complete with a bottle of wine (choice of red or white), two bottles of water, snacks, fresh fruit, French Manor Huckleberry scented candle, gourmet chocolates, and more.
- Welcome Reception with hors d'oeuvres and cocktails on the first night (one-hour open bar included) followed by a chef-manned station style dinner in our AAA 4-diamond rated restaurant. Menu can be custom designed to suit dietary restrictions and taste.
- Full Gourmet Breakfast each morning for your overnight guests.
- \$5,000 of Spa Credit to be used in our onsite green spa, Le Spa Foret. Advanced Spa appointments required.
- For Corporate Retreats – Meeting Room and Break Out Room set up
- For weddings – ceremony set-up for up to 40 guests.
- Second night - One-hour reception with passed hors d'oeuvres followed an elegant plated dinner (custom menus to be arranged)
- Bar Packages can be added separately – please refer to page 13.
- Custom designed menu cards for each place setting for both dinners.
- Custom designed welcome letters for check in complete with custom itinerary.
- Exclusive use of our Great Room, Stone Terrace and Grounds for each event at the French Manor – no other events will be hosted during your two-night package.
- Event Planning Services by your dedicated Event Planner to coordinate all on-site or offsite activities, design event spaces with custom table diagrams which will include all the tables, white padded ceremony chairs and white linens needed for both the dining room and Stone Terrace for up to 40 persons, live hanging plants on the terrace (seasonal), ceiling fans and lighting on the terrace.

MIDWEEK TWO-NIGHT PACKAGE: \$35,000.00 (plus tax and service charges where applicable)

WEEKEND TWO-NIGHT PACKAGE: \$42,000.00 (plus tax and service charges where applicable)

Additional Rental Upgrades: There are many add-on items such as Chiavari chairs, chair covers, dance floors, special order linens, etc. We are happy to schedule a meeting to go over all the possibilities and pricing.

Menu Packages

Imagine impeccable cuisine prepared by a team of 4-diamond chefs and served by professional staff in a beautiful stone castle atop a mountain with stunning views! Our event menus offer the finest selections of hors d'oeuvres and entrees and a beautiful custom designed specialty cake to your specifications. Our Menus are seasonally designed and incorporate many ingredients grown locally. A Viennese Table of our chef's delectable confections could also be available throughout the remainder of the reception for guests to enjoy.



Bar Packages

TOP SHELF OPEN BAR: \$18.00 per person for the first hour, Each additional hour would be \$14 per person / hour.

This open bar offers the best of everything including all of the following:

- House and Top Shelf Liquors (including items such as Absolut, Dewars, Bacardi, Grey Goose, Kettle One, Single Malt Whiskeys, After Dinner Cordials, etc.),
- Domestic and imported beer (Corona, Blue Moon, Coors Light, Stella and Yeungling Lager),
- Wine selection (Chardonnay, Pinot Grigio, French White and Red, White Zinfandel, Merlot, Cabernet Sauvignon and Pinot Noir),
- Champagne Toast (included in a 5-hour open bar package)
- Soda, juice and all non-alcoholic beverages.
- Wine and Cocktails offered at the table during dinner service, Full Bar available throughout the reception.
- Signature Drink of your choice. Some suggestions would be a Pumpkin Pie Martini, Cuban Mojito, or a French Martini.

There would be servers circulating with trays of wine, champagne and/or your signature drink during the first part of the cocktail hour to avoid congestion. Wine service is included in the cost of this “Open” bar.

PREMIUM OPEN BAR: \$15 per person for the first hour. Each additional hour would be \$10.00 per person / hour.

This open bar offers the best of everything including all of the following:

- Premium Liquors (including items such as Absolut, Bacardi, Kettle One, Tanqueray, Captain Morgans, etc.),
- Domestic and imported beer (Corona, Blue Moon, Coors Light, Stella and Yeungling Lager),
- Wine selection (Chardonnay, Pinot Grigio, French White and Red, White Zinfandel, Merlot, Cabernet Sauvignon and Pinot Noir),
- Champagne Toast (included in a 5-hour open bar package)
- Soda, juice and all non-alcoholic beverages.
- Signature Drink of your choice using Premium liquors

TAB BAR:

Alternatively you could choose to host a “tab bar” for your reception. A tab bar simply means that it will be an open bar for your guests, and we will keep a running tab of what is served. This amount would be added to the final bill. Drink prices (if choosing the tab bar) are as follows: beer - \$6.00, wine - \$10.00, bar drinks - \$6.50 – \$14.00 depending on the drink and liquor.

Guests under 21 years of age would not be included in the open bar – there would be a \$15.00 beverage charge for guests under 21 years of age. All bar prices are subject to an 20% service charge.

Special Event Notes

MENU AND TABLE ARRANGMENTS: Menu, table diagrams and other information pertinent to the success of your event will be needed by your event planner no later than three (3) weeks prior to your special day. The contents of our menus are merely suggestions. Our team of chefs will be happy to design a special menu for you.

FOOD AND BEVERAGE: It is the policy of the French Manor Inn and Spa that all food and beverage must be purchased from our facility with the exception of Wedding Cakes. The French Manor Inn and Spa prepares the quantity of food and beverages based on the guaranteed number of guests and in ample amounts to ensure that all guests at the event enjoy an attractive selection of food. **Leftover food or beverages may not be taken from the premises due to state health regulations.**

BANQUET BARS: Pennsylvania Liquor Control Commission regulations require we provide a bartender to dispense all alcoholic beverages. All Cash Bars require a cashier. The Cashier fee is \$85.00. No alcoholic beverages will be served to persons under the age of twenty-one (21). The Inn reserves the right to discontinue service of alcoholic beverages to any group or individual guest should hotel personnel determine that to continue such service would not be in the best interest of the guest or of the hotel.

GUARANTEES: It is the guest's responsibility to notify the event planner or French Manor management three (3) weeks prior to your event with the exact number of guests attending. Final entrée counts are also due at this time. We will consider this number to be a guarantee for which you will be charged even if fewer guests actually attend the event. If no guarantee is provided, we will use your original number of expected guests as the guarantee. Any additional entrees requested, after the guarantee count is received, will be added to your final event bill.

PARKING: The French Manor Inn and Spa offers assisted parking in the main parking lot. For larger events, complimentary valet parking is offered once the main parking area is full.

BANQUET ROOM LIABILITY: In the event that you or your guests damage French Manor property, you will be held fully responsible for all replacement costs and repair charges as determined by the French Manor management. To avoid damage to wall coverings, the French Manor does not allow the use of strong tapes, tacks, or any other attachments for any poster, flyer or printed material to walls or doors without prior consent from French Manor management. The French Manor reserves the right to inspect and control all private parties, bands, meetings and receptions being held on the premises.

SECURITY: The French Manor will not assume responsibility for damage or loss of merchandise or articles left in the hotel prior to, during, or following any function.

SMOKING POLICY: The French Manor Inn and Spa is a smoke free facility with the exception of outdoor spaces. Tented areas are also smoke free.

DEPOSITS AND PAYMENTS: To confirm your booking, the customer's signature on a copy of the contract is required. Two-Night Royal Chateau events require an initial deposit of \$5,000.00 with a second deposit of \$5,000.00 payable six months prior to the event date. Deposits for other social events may vary according to the estimated venue. **At the time they are received, all deposits are non-refundable. All Exclusive Use Events must be paid in full ONE MONTH prior to the event date.** Preferred methods of payment are certified/cashier's check or credit card (VISA MasterCard, and Discover).

Referral Services

COURTHOUSES

Monroe County – Stroudsburg	(570) 420-3400
Pike County – Milford	(570) 296-6216
Wayne County – Honesdale	(570) 253-5970

FLORISTS

Wallenpaupack Floral & Gifts – wallenpaupackfloralandgifts.com	(570) 857-0250
Floral Boutique – East Stroudsburg	(570) 424-6662
McCarthy Florist – Scranton	(570) 347-4747
Geanna's Pocono Florist	(570) 421-0140

FORMAL WEAR – RENTALS & INVITATIONS

Tuxedo Junction – Scranton	(570) 346-3456
The Bridal Junction – Stroudsburg	(570) 424-9876

BEAUTY AND WELLNESS

Spa Services at The French Manor	(877) 720-6090
Alexander's Salon & Day Spa – Scranton	(570) 341-5250
Utopia Salon and Day Spa – Hawley	(570) 595-9767

LIMOUSINE SERVICE

J&J Limousine and Bus Service – Allentown,	(800) 726-5466
Limos for Less – Stroudsburg	(570) 424-6913
Luxury Limousine Service www.luxurylimo.com	(570) 823-5233

MAGISTRATES

Ann Morgan – Hawley	(570) 226-9545
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MINISTERS / CELEBRANTS

Dr. Catherine Thayer – www.ceremoniesfromtheheart.com	(570) 242-1471
Reverend Elyn Kravitz	(570) 992-0465
Rev. Gina M. Pace, ULC	(347) 688-4462
Lois Heckman – www.loisheckman.com	(570) 992-5316
Rev. Joanna Bach	(570) 445-0124
Donna Forsythe www.lehighvalleycelebrants.com	(610) 737-8817
Reverend Robert M. McMahon	(570) 977-5862

MUSIC

Nate Zaur (Jazz Quartet)	(845) 798-3648
Paul T. Oschal, Pianist/Composer	(570) 313-4094
Harpist - Paulette Gallo	(570) 595-7089
Harpist – Diane O'Malley www.harpistclareomalley.com	(570) 678-7136
Frankie Carll Productions (D.J.'s or bands)	(570) 587-2740
Music Masters – DJ's & Musicians www.musicmastersnjpa.com	(888) 241-8885
Deena Miller Productions, www.deenamillerproductions.com (888) 570-BAND	
Sting Quartet - Alexandr (Sasha) Kislitsyn alexandr.kislitsyn@gmail.com	(484) 919-6692
Michele A Cort Productions (Jazz, Cover and Tribute Bands)	(570) 460-4348
www.micheleAcort.com - MicheleAVecchio@aol.com	
Philadelphia Funk Authority - www.phillyfunk.com	(800) 805-7677
Doug Smith Jazz and/or Dixieland (3 – 6 pieces)	(570) 343-7271
Riverside Jazz Ensemble (2-4 piece)	(570) 421-0190
Nancy & Spencer Reed – Jazz Duo (also play with a full jazz band)	(570) 421-5696
Joe Guerra - Classical Guitarist - www.joeguerra.net	(570) 409-6122
The Steve Hennessey Band	(570) 588-6211
52 nd Street Swing	(718) 848-9442
Mes Amis String Quartet	(570) 588-2964

PHOTOGRAPHY

Rob Lettieri Photographer www.letteripphoto.com	(570) 498-3686
Mark Luethi Photography www.MarkLuethi.com	(213) 842-0270
Micheal Straub Photography – www.michaelstraubphotography.com	(570) 881-5614
Dave Coulter	(570) 688-9295
Claudia Mann Photography	(718) 488-7549
Susie Forrester Photography	(570) 421-8427
Danielle's Photo – Honesdale	(570) 253-0491
Kara J. Walsh – Millville	(570) 458-0498
Cardoni Photography – www.cardoniwhite.com	(570) 420-0203

WEDDING ENHANCEMENTS

Event Sign Rentals – Amanda, Owner www.BorrowedSomethingsSignRentals.com	Cell:(267) 304-3230
Caricature Artist by Patrick Harrington – www.harringtontoons.com	(570) 842-2320
Dove Releases by Simply Love	(570) 343-2100
NOTE Fragrances - Custom Perfume Studio and Fragrance Bar	
www.NOTEfragrances.com	

Contact Information



For available dates and to schedule a appointment with Bridget,
call 570-676-3244 or email bridget@thefrenchmanor.com

THE FRENCH MANOR INN AND SPA

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Newfoundland, PA 18445
www.thefrenchmanor.com