

CASA  
MADRONA  
HOTEL & SPA

Casa Madrona Hotel Outline  
Weddings & Receptions



**Aimee Avalon**

Sales Manager

Casa Madrona Hotel & Spa

801 Bridgeway / Sausalito California, 94965

(415) 354-8311



Thank you for inquiring about the Casa Madrona Hotel & Spa! We are delighted you have taken an interest in this unique and special property.

The Casa Madrona has a total of 64-King Size bed accommodations with 11 different guestroom categories. Accommodations are located within the Wellness, Harbor, Hillside, and Mansion locations. Each location has its own unique charm providing something for everyone. Group room rates fluctuate based on seasonality, size of needed room block and availability.

Click [HERE](#) to view our Digital Wedding Brochure.

#### **WEDDING SPACE VENUES:**

Our **Brio Ballroom** is located on the hotels 2nd floor. The Brio Ballroom has lovely tree lined and boat harbor views and gets lots of natural sunlight. The Brio Ballroom can accommodate up to 100 guests for a formal sit down meal. As a reference, rental charges the Brio Ballroom fluctuate between \$2,550.00 and \$4,050.00 per day, based on seasonality and the size of any accompanying group room block. Additional information about the Brio Ballroom can be found by clicking [HERE](#)

Our **Junto** event space is gorgeous and located beneath our Historic Mansion. Junto has one wall made out of retractable sliding glass doors that when opened transform the venue into an open aired event space. Junto also has a large outside deck with full panoramic views of the bay. The deck is a great location for a wedding ceremony while your guests are seated comfortably inside the Junto space or a wedding reception immediately following a ceremony. As a reference, rental charges for Junto range between \$5K and 8K per day depending on time of year and availability. Additional information about Junto can be found [HERE](#)

Depending on your budget, our **Alexandrite Suite** is absolutely spectacular! The 5,000 square foot Alexandrite Suite encompasses our Historic Mansion's lowest level and has an expansive outdoor deck with unsurpassed 180 degree views of the bay. The outdoor fire pit and accompanying lounge seating make for a gorgeous view unlike anything within Northern California. The Alexandrite Decks can also be used for smaller wedding ceremonies (under 50 guests) or for a reception style wedding reception up to 110 guests, or for a lovely dance party!

As a reference, rental charges for the Alexandrite Suite fluctuate between \$11K - \$13K per night based on seasonality and the amount of accompanying group rooms. If no other guestrooms are required, the rental price for the Alexandrite Suite is \$12K per night. These rates are non-commissionable and are subject to 14.2% tax.

In addition to event space, the Alexandrite Suite is also a guestroom with typical guest room accommodations of a 4 pm check-in time and a 12 pm check-out time the following day. Wedding Parties who require all day use of the suite occurring prior to the hotels 4 pm check in time may be required to pay for a minimum 2-night rental, as the suite will be taken "out of inventory" on the night prior to event. For more information of the Alexandrite Suite please click [HERE](#)

Our **Wellness Courtyards** can also be used for events and receptions. Our Wellness Courtyards offer a beautiful serene experience located within the fourth floor area of the hotel just above our Wellness Spa. A guestroom block of 9 rooms is required to host a day event and a 14 room block for an evening event. Rental charges for the Wellness Courtyards depend on the size room block desired. We offer 9, 14 and 21 guestroom blocks surrounding the courtyard area. Use of a courtyard is included in the guestroom block price and varies depending on seasonality, and availability.



## HISTORIC MANSION:

Our Historic Hillside Mansion is the jewel of our property and it is located on our upper hillside. The mansions 1st floor contains (2) Mansion Suites as well as (2) Mansion Deluxe guestrooms. The mansions 2nd floor contains (2) Mansion Junior Suites and (3) Mansion Deluxe guestrooms. Nestled directly beneath the Mansion 1st floor, a private entrance leads to (1) more Mansion Deluxe guestroom and our 5,000 square feet Alexandrite Suite. These accommodations can be used separately or they can be combined to create a (2) bedroom residence with its own private entrance. A secret wall from within the Alexandrite Suite contains a staircase that leads up to the 1st floor of the Historic Mansion. The exclusivity of these accommodations provides an 11-bedroom private experience that is perfect for Weddings guests, family members, retreats, or social getaways.

Click [here](#) to review a map of our property.

## FOOD AND BEVERAGE

Casa Madrona Hotel & Spa does not operate its own food and beverage department and therefore we can only provide pricing and contracts for overnight accommodations and venue space rental. Clients who require food and beverage are advised to contact “**Poggio**” who is the hotels exclusive food & beverage provider. Poggio is an independently owned and managed, award winning restaurant that is directly attached to Casa Madrona Hotel & Spa.

Poggio is the only outside caterer that may be used for events taking place inside any of the hotels facilities. The hotel is unable to negotiate or provide pricing quotes for any food or beverage provided by Poggio. Although Food and Beverage is not a requirement for events taking place in the hotels event spaces, when requested, Poggio’s minimum food and beverage guarantee for events taking place on property are listed below:

- Brio Ballroom: \$600 for daytime events and \$1,500 for evening events.
- Junto: \$600 for daytime events and \$1,500 for evening events.
- Alexandrite Suite: \$2,500 for daytime events and \$2,500 for evening events.

All functions and events are charged a 9% sales tax, plus a 21% service charge. The service charge is broken down into a 5% booking fee and 16% gratuity to avoid large taxes our clients. If you would like to review menus available through Poggio please visit [here](#).

We have provided additional information about each of the hotels guestroom types, event space diagrams, and local activities on the following pages. We would welcome the opportunity to discuss this information with you over the phone after you have had the time to review it.

If you have any questions please feel free to email me directly or call my direct number listed below.

This information is for conversational and presentation purposes only and is not intended as a contract. No guest rooms or event space venues are being held at this time. Thank you again for considering Casa Madrona Hotel & Spa.



Aimee Avalon  
Sales Manager  
801 Bridgeway, Sausalito, CA 94965  
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E: [aimee.avalon@casamadrona.com](mailto:aimee.avalon@casamadrona.com)



Your guests can experience a true Sausalito welcome at Casa Madrona Hotel & Spa. A welcome that is as warm and friendly as our surroundings. Every detail from the fine furnishings, wood burning fireplaces, lavish bathtubs & custom cottages have all been designed to create a luxurious “Home-away-from-Home” experience.

Sophisticated décor with coastal accents and either courtyard or one of our many stunning waterfront views of Richardson Bay, Tiburon, Alcatraz and the city skyline are available for your pleasure. Accommodations also include a large, open floor plan, king-sized beds, spa amenities, along with mahogany furniture, recycled sea glass shelving and polished chrome fixtures.

#### **LODGING DETAILS:**

- Occupancy tax 14.2%
- Daily Hotel Fee of 8%
- Overnight Valet Parking \$33.00 per night
- Day parking (no-overnight) \$13.00 per car
- Recommended Portage is \$8.00 per room, per stay

#### **GUEST SERVICES/AMENITIES INCLUDED IN DAILY HOTEL FEE:**

- Wireless Internet access throughout the hotel & event space
- Local and toll-free phone calls
- Turndown service upon request
- On-call movie library
- USA Today, NY Times, Wall Street Journal
- In-room coffee and tea
- Use of Fitness Center - both cardio and weight rooms
- Access to our Spa steam room and lockers.

#### **ADDITIONAL GUEST SERVICES/AMENITIES:**

- The Spa at Casa Madrona Hotel & Spa
- In-room dining available
- Valet parking available on-site

#### **DISCOVER ALL THAT SAUSALITO HAS TO OFFER**

- Distinctive local shops, restaurants and attractions
- A short drive to Sonoma & Napa Wine Countries, offering Tours and Wine Tastings
- A quick ferry ride across the bay to San Francisco and Angel Island

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**WELLNESS COURTYARD KING**

Courtyard King Rooms are ideal for a quiet and relaxing retreat. Rooms boast high ceilings, a four poster king-size bed, and luxurious bathrooms with oversized soaking tubs w/ spa quality VIP bath amenities. Room styles do vary as some of these are loft style with an upstairs bedroom.



**DELUXE HARBOR VIEW KING**

Elegant and tastefully decorated Harbor View Rooms are brimming with personalized touches. Revel in the tranquility of a peaceful night's sleep atop a plush bed, complete with luxury linens. Unwind in your exquisite bathroom, which showcases our oversized soaking tubs. Enjoy spectacular harbor views from your private balcony.

**HILLSIDE COTTAGE (PARTIAL VIEW)**

These gorgeous, spacious suites feature a separate bedroom with a four-poster king-sized bed, and a living area. Offering contemporary furnishings and historic charm, these cottages are accented with mahogany furniture, recycled sea glass shelving, polished chrome fixtures and luxurious spa amenities.



# CASA MADRONA HOTEL & SPA



## **HILLSIDE COTTAGE**

These newly renovated and reimagined cottages provide spacious accommodations with stunning bay views. Furnished with a contemporary modern design which embraces its historic charm, these cottages are accented with mahogany furniture, recycled glass shelving and polished chrome fixtures. All cottages feature king size poster beds and spa quality bath amenities.

## **HILLSIDE COTTAGE WITH BALCONY**

These rooms are furnished with a contemporary modern design which embraces its historic charm. All cottages feature king size beds and a cozy wood burning fireplace. Enjoy the breathtaking views of the boats of Sausalito, Richardson Bay, and the Belvedere Peninsula.



## **HILLSIDE COTTAGE SUITE**

These re-imagined cottages provide spacious accommodations which also include a sofa sleeper in the parlor. For privacy there is a door between the parlor and the bedroom. From your balcony, enjoy breathtaking views of the boats of Sausalito, Richardson Bay, Alcatraz and the Belvedere Peninsula.

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## **MANSION DELUXE ROOM**

Victorian charm is paired with clean, contemporary design in this refurbished 300-square-foot room, located within our historic Mansion. The room features sweeping views of the bay and all of the elegance and charm only found at Casa Madrona Hotel & Spa.



## **MANSION JUNIOR SUITE**

This 500-square-foot suite is located in the newly refurbished hilltop Mansion, listed on the National Historic Register. Stunning contemporary design is seamlessly paired with Victorian accents, a four-poster king-sized bed, luxurious bathroom, cutting-edge technology and the finest amenities.

## **MANSION SUITE**

The Mansion's 600-square-foot premiere suites are perched on the property's spectacular hilltop, overlooking brilliant views of Richardson Bay, Alcatraz, Angel Island, and the San Francisco skyline. Contemporary design and Victorian accents inspire and engage the senses in a setting that evokes calm, serenity and the ultimate in comfort and luxury.



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## HILLSIDE GUEST HOUSE

If you are looking for a home away from home unwind in our townhouse style accommodations with expansive, hilltop views of Richardson Bay, Tiburon and the San Francisco skyline. Our 800-square-foot suites have large open floor plans, full kitchens along with breakfast nooks, sunrooms or living rooms and oversized bathrooms with double vanities.



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## ALEXANDRITE SUITE



A unique experience that is simply beyond compare – The Alexandrite Suite is a premier luxury space featuring 5,000 square feet of newly designed guest quarters, all impeccably appointed with the utmost attention to detail.



An understated elegance shines in every corner of this exclusive suite, from the serene panoramic bay views to the expansive private outdoor deck, deluxe chef's kitchen and state-of-the-art nine-panel media wall. Guests may customize their suite experience by adding access to a dedicated concierge service, private chef, luxury car service, personal trainers, travel planners, and much more.



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**ALEXANDRITE SUITE**



Advanced technology reigns supreme in the Alexandrite. Front and center is a nine-panel Samsung media wall, ideal for life-size HD viewing experiences, multi-point video conferencing, Internet connectivity, and multi-viewing capabilities. We've even provided portable Control4 touch screens so you can control the entire Alexandrite Suite including the media wall, indoor temperatures, lighting, sound, window coverings, televisions, fireplaces and hot tub. Sleek electronics include McIntosh LED amplifiers, Apple TVs, Wisdom speakers, a pop-up television in the footboard of the master suite and a stealth LCD screen hidden within the master bathroom mirror.



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## THE MANSION FLOOR PLANS

- A** ALEXANDRITE SUITE  
5,000 SQUARE FEET
- S** SUITES  
600 SQUARE FEET
- JR** JUNIOR SUITES  
450 SQUARE FEET
- D** DELUXE ROOMS  
300 SQUARE FEET



## JUNTO



- 1,700-square-foot boardroom and event space with spectacular views to foster innovation, inspiration and collaboration.
- Advanced technology systems and equipment, including a striking 9-panel media wall and multi-point video conferencing capabilities.
- Floor-to-ceiling glass doors encompass 1,100 square feet of space, opening to a 600-square-foot deck, ideal for breakout sessions, cocktail mixers and networking.
- Comfortably accommodates 80 seated and 125 reception-style

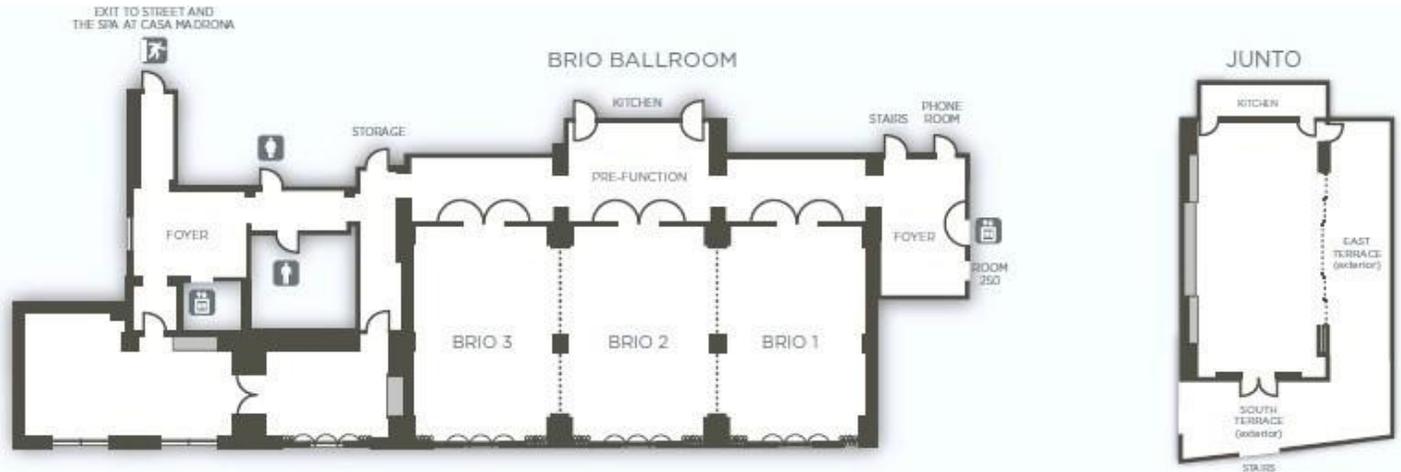
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**BRIO BALLROOM**



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NAME	DIMENSIONS	SQ. FT.	CEILING HT.	BANQUET	RECEPTION	CONFERENCE	U-SHAPE	THEATRE	Classroom
ALEXANDRITE SUITE	45 x 77	3500	110"	Contact	65	12	Contact	40	40
ALEXANDRITE WITH DECKS	45 x 113	5000	n/a	80	110	40	-	80	-
JUNTO	45 x 21	945	110"	48	63	26	20	60	40
JUNTO WITH DECK	68 x 25	1700	n/a	64	113	-	-	-	52
JUNTO PRE-FUNCTION	24 x 14	336	n/a	-	22	-	-	-	-
BRIO BALLROOM	30 x 54	1620	87"	108	108	84	-	90	54
BRIO 1	30 x 18	540	87"	32	36	20	21	30	18
BRIO 2	30 x 18	540	87"	32	36	20	21	30	18
BRIO 3	30 x 18	540	87"	32	36	20	21	30	18
BRIO PRE-FUNCTION	9 x 57	510	81"	-	-	-	-	-	-

Standard audio visual is included in meeting room rental fees. Advanced technology reigns supreme in the Alexandrite Suite and Junto event spaces. Front and center is a nine-panel Samsung media wall, ideal for life-size HD viewing experiences, multi-point video conferencing, Internet connectivity, and multi-viewing capabilities. We've even provided portable Control4 touch screens so that you can control the media wall, indoor temperatures, lighting, sound, and window coverings.

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**AUDIO/VISUAL PRICELIST**

**AUDIO**

Polycom Conference Phone \$250.00 per day

**EASELS**

Easel Stand \$15.00 per day

Flipchart Package (Post-It Pad on easel with markers) \$60.00 per day

White Board Package (white board on easel with markers) \$40.00 per day

**PROJECTOR**

LCD Projector Complimentary

Projector Screen Complimentary

**TECHNOLOGY**

Loaner Laptop with Charger (Day Use) \$300.00 per day

In-House IT Tech Onsite (For any meeting space) \$150.00 per hour

**MISCELLANEOUS**

Extension Cord \$10.00 per day

Power Strip \$10.00 per day

Podium \$100.00 per day

Outdoor Heaters (4) \$150.00 per heater

**COPYING**

Color \$1.00 per page

Black and White \$0.50 per page

**WELCOME BAG DROPS**

Delivery to Guest Room \$7.00 per room

**STORAGE FOR DELIVERIES**

\$20.00 per package

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**GROUP ACTIVITY GUIDE**

**Painting**

Susan Sternau · [SternauArt@aol.com](mailto:SternauArt@aol.com)

**(415) 331-1668**

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Personalized, supportive, and fun art instruction by a professional Sausalito artist and art teacher with over 20 years' experience. Susan Sternau will guide the group from stenciling to color mixing and painting techniques. Guests will gain new skills and learn about the creative process. Group may choose either watercolor or acrylic paint.

**Pricing:**

- Painting experience for up to 5 guests: \$250/hour, 2 hour minimum
- Plus \$10 per person materials fee
- Painting experience 6 -10 guests: \$325/hour, 2 hour minimum
- Plus \$10 per person materials fee
- Painting experience 11- 40 guests: \$500/hour, 2 hour minimum
- Materials additional, I will advise group what to purchase

**Details & Restrictions:**

7 day advance booking required. Longer session available, hourly rates apply.

**Yoga**

Susan Hauser · [susanhauseryoga@gmail.com](mailto:susanhauseryoga@gmail.com)

**(415) 483-9642**

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Become present in the moment through a guided practice by local, Marin yoga superstar Susan Hauser. As the founder and owner of *NOW, new om world*, the Bay Area's most diverse multi-modality studio, Susan strives to improve the physical and mental growth of all her students. She has shared her passion and love through teaching for over 6 years.

**Pricing:**

- Yoga instruction and mats for up to 10 guests: \$150/hour
- Yoga instruction and mats for 11 -15 guests: \$180/hour
- Yoga instruction and mats for 16- 20 guests: \$200/hour
- Yoga instruction for over 20 guests: \$200/hour does not include mat rentals

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**GROUP ACTIVITY GUIDE**

**Painting**  
**(415) 331-1668**

Susan Sternau · [SternauArt@aol.com](mailto:SternauArt@aol.com)

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Susan Hauser · [susanhauseryoga@gmail.com](mailto:susanhauseryoga@gmail.com)

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## **GROUP ACTIVITY GUIDE**

**Bay Experiences**  
**(415) 331- 0444**

**SF Bay Adventures · [info@sfbayadventures.com](mailto:info@sfbayadventures.com)**

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### **Private Bay Cruise for 2 -6 guests**

A 2-hour private cruise aboard one of Sausalito's last all-wooden boats, the 32' grand banks, CIMBA. Docked a short walk from Casa Madrona. Includes Licensed Captain, and a bottle of chilled California sparkling wine.

#### ***Pricing:***

- \$650, gratuity not included (suggested 8-12%).

#### ***Details & Restrictions:***

Minimum 7 days advanced booking required. Longer sessions available, \$250 per hour.

### **Private sail for 7 -49 guests**

A 3-hour private sail aboard historic the FREDA B which boards directly across the street from Casa Madrona with full crew, complimentary snacks and non-alcoholic beverages.

#### ***Pricing:***

- Private sail for 7- 19 guests: \$2,550, gratuity not included (suggested 8-12%)
- Private sail for 20-49 guests: \$2,950, gratuity not included (suggested 8-12%)

#### ***Details & Restrictions:***

Minimum 7 days advanced booking required. Full catering options and bar packages are also available, additional charges apply. Longer sessions available, \$795 per hour. Sails are based on availability and weather permitting, vessel subject to change based on season.