



INN AT
BAY HARBOR

AUTOGRAPH COLLECTION®
HOTELS

TECHNOLOGY

AUDIO

WIRELESS MICROPHONE · 150
Lavaliere or Handheld

WIRED MICROPHONE · 35

PORTABLE SOUND SYSTEM · 225

(4) CHANNEL MIXER · 50

(6) CHANNEL MIXER · 100

(12) CHANNEL MIXER · 150

HOUSE SOUND PATCH · 40

LIGHTING

TENT LIGHTING · 500

INTELLIGENT LIGHTING PACKAGE · *Call for Estimate*

STAGE LIGHTING PACKAGE · *Call for Estimate*

PHONE

POLYCOM SPEAKER PHONE · 125
With Local & Toll Free Access

POLYCOM SPEAKER PHONE · 200
With Long Distance Dialing

(continued on next page)

TECHNOLOGY

PROJECTION

PORTABLE LCD PROJECTOR · 95

OVERHEAD PROJECTOR · 85

8' SCREEN · 50

VGA CABLE · 30

WIRELESS PRESENTATION REMOTE · 75

42" LCD FLAT SCREEN TV · 350

55" LCD FLAT SCREEN TV · 450

60" LCD FLAT SCREEN TV · 500

82" LCD FLAT SCREEN TV · 550

VIDEO

DVD PLAYER · 50

PACKAGES

LCD SUPPORT PACKAGE · 75

Screen, VGA Cable, Extension Cord, Power Strip, and AV Support to set up

ARLINGTON AV PACKAGE · 350

LCD Projector, Screen, House Sound, Podium with Microphone, and Support Cables

CLIFTON AV PACKAGE · 250

LCD Projector, Screen, Portable Sound, Podium with Microphone, and Support Cables

OCCIDENTAL AV PACKAGE · 175

LCD Projector, Portable Screen, Podium, and Support Cables

CUSHMAN AV PACKAGE · 125

LCD Projector, Screen, and Support Cables

(continued on next page)

TECHNOLOGY

AV ASSISTANCE

Per Hour Based on Availability

MONDAY-FRIDAY

8AM-5PM | 75 per hour

SATURDAY, SUNDAY & HOLIDAY

after business hours | 150 per hour

EVENT ACCESSORIES

POST-IT PAD FLIP CHART & MARKERS · 40

DRY ERASE BOARD & MARKERS · 50

PIANO · 100

VOTIVE CANDLES · 1.5

PATIO HEATER · *Call for Estimate*

TENT HEATER · *Call for Estimate*

MENU CARDS · 2

PODIUM (*Without Microphone*) · 25

PODIUM (*With Microphone*) · 75

PODIUM (*With Wireless Microphone*) · 125

POWER STRIP · 20

STAGE (*Per 4' x 8' Section*) · *Call for Estimate*

WIRELESS MOUSE (*USB*) · 50

WIRELESS MOUSE (*Bluetooth*) · 75

(continued on next page)

TECHNOLOGY

EVENT ACCESSORIES

LASER POINTER · 30

PIPE & DRAPE (*Black & White*) · 25

PIPE & DRAPE (*Colors*) · *Call for Estimate*

KEYNOTE PRESENTATION · *Call for Estimate*

EASEL · 15

WIRED INTERNET CONNECTION · 250

With Network Cable

Additional Wired Connection · +50

NETWORK HUB · 285

EXTENSION CORD · 30

PAPER SHREDDER · 50

COLOR PRINTER · 100

*Prices Subject to Change Without Notice.

Substitutions may be made based on product availability at any time without notice.

Prices do not include 6% State Tax or 22% Service Charge.

TECHNOLOGY

SHIPPING

Out-Bound Handling Fee of 10 dollars will be applied to each package

OUTBOUND FREIGHT/SHIPPING · *Based on Weight*

SHIPPING POLICY

In order to assure arrival and timely processing of your packages, please use the following format on your shipments. Please be sure to include FIRST and LAST name of the person who will be receiving the package at the hotel. Provide detailed return address information, including phone number. Groups, meetings, conferences and all events, please list the title of your group or event and the dates of the program on the shipping label. Please ensure if sending multiple pieces that they are listed as “1” of “total number” of packages in the shipment.

EXAMPLE

Name of Guest to Receive Package

Inn at Bay Harbor
3600 Village Harbor Drive
Bay Harbor, MI 49770

Event Name/Event Manager's Name/Box # _ of # _

STORAGE

*Due to limited storage facilities, please ship all packages to arrive
no more than one week prior (7 Days) to your event*

STORAGE OF BOXES · 25 PER BOX, PER DAY

STORAGE OF PALLETS · 150 PER PALLET, PER DAY

*Prices Subject to Change Without Notice.

Substitutions may be made based on product availability at any time without notice.

Prices do not include 6% State Tax or 22% Service Charge.

GENERAL INFORMATION

FOOD & BEVERAGE POLICY

Enclosed for your consideration are a range of suggested menus. Please bear in mind that these selections are merely an example of the services that our catering and event staff are able to provide. We welcome the opportunity to create custom menus to meet the needs and suit the preferences of your guests. No food and beverage of any kind is permitted to be brought into banquet event spaces. Food and Beverage is not permitted to be removed from the hotel's banquet event area. Inn at Bay Harbor is the only licensed authority to sell and serve alcohol on the premises. Therefore, by law, it is not permitted to bring alcohol into the Inn at Bay Harbor by outside vendors or individuals. The Hotel reserves the right to refuse service to any guest that is under 21 years of age, appears to be under age, without legal identification, or appears to be intoxicated. Inn at Bay Harbor reserves the right to request the removal of any alcoholic beverage brought into the hotel's banquet facilities. Parents/Adults cannot legally serve children/minors. A twenty-five person minimum is required for all buffets. For optimal quality, food is displayed for a maximum of ninety minutes. Menu item substitutions may be made based on product availability at any time without notice. All beverages served/consumed in any outdoor banquet event space will be served in plastic.

GUARANTEE POLICY

A minimum guarantee must be received (3) three working days prior to the event. If no guarantee is received at the appropriate time, the expected number will become your guarantee and charges will be billed accordingly. Complete menus for group sponsored food and beverage functions should be submitted to the Event Manager at least 28 days prior to the main date of group arrival to allow food ordering and aging. Failure to submit requested menus prior to the 28-day cutoff may encounter substitutions based on market availability. All charges will be based on the guaranteed count, or the actual number of guests served, whichever is greater. If additional guests attend, the bill will reflect the guarantee count plus the additional guests. The culinary department will only prepare for an additional 5% attendance over the guarantee the day of the event, therefore proper notification of guest count is imperative to the success of the event.

PRICING POLICY

To qualify for tax exemption the organization must provide a valid Michigan tax exemption certificate prior to the event date and payment must match name on exemption form. All prices are subject to change without notice. All prices are subject to 6% State Tax and 22% Service Charge. Children under 12 will be charged 75% of the posted adult menu price or may eat a recognized Children's Entrees. Children 3 and under will not be considered in the final billing and therefore dine at no cost to you.

(continued on next page)

GENERAL INFORMATION

BANQUET ROOM POLICY

The hotel reserves the right to inspect and control all private functions. It is policy that all time schedules entered on the contract are enforced. The hotel reserves the right to change the location of your event to a more suitably sized area should the anticipated attendance significantly increase or decrease. Guest agrees to be responsible for any damage or loss of any merchandise or articles left in the hotel prior to, during, or after your event. The hotel does not assume any responsibility for the damage or loss of any merchandise or articles left in the hotel prior to, during, or after your event. Liability for damage to the premises will be charged to the representative making arrangements through the Sales or Events office. Scotch tape, screws, staples, nails, push pins, or potentially damaging fasteners may not be used to hang signs or other materials on walls in public areas or banquet event space. Glitter is not permitted in any hotel space.

NOISE POLICY

All bands, DJ's, and any other form of entertainment must end at 11:00pm. Management may request the volume be turned down prior to the ending time if disrupting to other hotel guests. If not compliant, a \$1,000 fine will be charged.

PARKING LOT POLICY

Delivery/Equipment/Vendor vehicles are not to be parked in guest areas, including the circle drive unless being unloaded or loaded.

OUTSIDE VENDOR/CONTRACTOR POLICY

The hotel reserves the right to advance approval of all outside vendors and their contracted services including but not limited to electrical requirements and specs.

SIGNAGE POLICY

Minimum pre-approved and pre-arranged signage is permitted in the public areas and grounds. The signage must be prepared by a professional vendor/contractor. It must meet hotel standards and requirements (handmade, inked signs are not permitted) and must be removed immediately upon conclusion of the meeting for which it has been used. All event signage is limited to private function areas. No signage is permitted in the main lobby.

AWARDS

- “10 Best Family-Boating Resorts”* | BOATING LIFE
- #45 | *“Top 75 Places To Entertain Clients”* | BUSINESS WEEK ONLINE/GOLF DIGEST
- “Top Resort”* | 2011 & 2010 | Readers’ Choice Awards | CONDÉ NAST TRAVELER
- “Top 100 Resort Spas in the U.S.”* | 2011 | Readers’ Spa Poll | CONDÉ NAST TRAVELER
- #8 | *“Top 100 Golf Resorts”* | Annual Reader Survey | CONDÉ NAST TRAVELER
- “Top 125 Golf Resorts”* | 2011 | Readers’ Golf Poll | CONDÉ NAST TRAVELER
- #13 | *The Links/The Quarry* | 2012 | *“Best Courses You Can Play”* | GOLFWEEK
- #12 | *The Links/The Quarry* | 2011 | *“Best Courses You Can Play”* | GOLFWEEK
- #94 | 2011 | *“Best Resort Courses”* | GOLFWEEK
- #12 | *The Links/The Quarry* | 2010 | *“Best Courses You Can Play”* | GOLFWEEK
- #87 | *Bay Harbor Golf Club (The Links/The Quarry)* | 2010 | *“Best Resort Courses”* | GOLFWEEK
- “One of the Most Picturesque Golf Sites in the Country”* | GOLFWEEK
- “America’s Most Diverse Collection of Holes”* | GOLFWEEK
- #17 | 2011 & 2012 | *“Best in State”* | GOLFDIGEST
- #66 | 2011 & 2012 | *“100 Greatest Public Courses”* | GOLFDIGEST
- #41 | 2009 | *“Top 75 Golf Resorts in North America”* | GOLFDIGEST
- “Four and a Half Star”* | Best Places to Play Guide | GOLFDIGEST
- #62 | 2009 & 2010 | *“America’s 100 Greatest Public Golf Courses”* | GOLFDIGEST
- #23 | *“America’s 100 Greatest Public Golf Courses”* | GOLFDIGEST
- #20 | *“America’s Top 75 Golf Resorts”* | GOLFDIGEST

AWARDS

“Top 100 Courses for Women in America” | GOLF FOR WOMEN

#49 | *Bay Harbor Golf Club (The Links/The Quarry)* | *“Top 100 Courses You Can Play”* | 2012 | GOLF MAGAZINE

#3 | *Bay Harbor Golf Club (The Links/The Quarry)* | *“Best Public Golf Courses in Michigan”* | 2012 | GOLF MAGAZINE

“Silver Medal Award for Overall Excellence” | 2012 | GOLF MAGAZINE

“Gold Medal Award for Overall Excellence” | 2010 & 2011 | GOLF MAGAZINE

“Best Golf in the Midwest” | 2010 | GOLF MAGAZINE

“Best Lodging in the Midwest” | 2010 | GOLF MAGAZINE

#31 | *Bay Harbor Golf Club (The Links/The Quarry)* | *“Top 100 Courses You Can Play”* | GOLF MAGAZINE

“Silver Medal Award for Overall Excellence” | GOLF MAGAZINE

The Links #7 | *“Top 500 Holes in the World”* | GOLF MAGAZINE

“Customer Service Overall” | MARRIOTT INTERNATIONAL AND RENAISSANCE HOTELS & RESORTS

“Savvy Service Award” | MARRIOTT INTERNATIONAL AND RENAISSANCE HOTELS & RESORTS

“General Manager of the Year” | MARRIOTT INTERNATIONAL AND RENAISSANCE HOTELS & RESORTS

“Best of Mid America Award” | 2012 | MEETINGS FOCUS MIDAMERICA MAGAZINE

Bay Harbor Golf Club | *“Best Meeting/Event Space”* | 2010 | Reader's Poll | MICHIGAN MEETINGS + EVENTS

“Best Hotel with Meeting Space (200 guestrooms or less)” | Reader's Poll | MICHIGAN MEETINGS + EVENTS

“Best Golf Resort” — Runner Up | Reader's Poll | MICHIGAN MEETINGS + EVENTS

“2008 Michigan Course of the Year” | NATIONAL GOLF COURSE OWNERS ASSOCIATION

The Spa at the Inn at Bay Harbor | *“Best Spa Services”* | 2012 | NORTHERN EXPRESS

“Great Golf Resorts of the World” | PGA MAGAZINE

AWARDS

“Best for Massage, Winter Sports and Meetings” | Reader’s Choice | SPAFINDER

“World’s Best Hotels” | 2008, 2009, 2010 & 2011 | TRAVEL + LEISURE GOLF

“Most Underrated Resort in the Midwest” | TRAVEL + LEISURE GOLF

#3 | *“Best Midwest Golf Resorts”* | TRAVEL + LEISURE GOLF

#3 | *“Best Resorts for Buddy Trips”* | TRAVEL + LEISURE GOLF

#3 | *“Best Resort Courses”* | TRAVEL + LEISURE GOLF

#2 | *“Best Restaurants”* | TRAVEL + LEISURE GOLF

“Certificate of Excellence” | 2011 & 2012 | TRIPADVISOR

PACKAGES

BOARDROOM PACKAGE · 400

Available for up to 15 Guests

INCLUDES

Continental Breakfast

freshly brewed Starbucks® Regular & Decaf Coffee

assorted TAZO® Teas

Orange, Apple & Cranberry Juices

assorted Pastries, Scones & Danishes

Fresh Fruits & Berries

Audio Visual

Cushman AV Package (LCD Projector, Screen, and Support Cables)

FUN IN THE SUN COOLER PACKAGE · 30

INCLUDES

assorted Soft Drinks & Bottled Water

Choice of Two Domestic Beers

House Red and White Wine

Individual Bags of Chips & Pretzels

Ice, Wine & Bottle Openers, Plastic Cups, and Napkins

ENHANCEMENTS

Import or Craft Beer · +5 PER PERSON

Pre-Made Deli Sandwiches · +18 PER PERSON

Specialty Wine · REFER TO WINE LIST

*A \$150 assembly and delivery fee will be assessed. An additional \$75 fee will apply for groups of less than eight people. Unless noted, prices are per person and subject to change without notice. Substitutions may be made based on product availability at any time without notice. Prices do not include 6% State Tax or 22% Service Charge.

PACKAGES

MEETING PLANNER PACKAGE · 50

CONTINENTAL BREAKFAST

freshly brewed Starbucks® Regular & Decaf Coffee

assorted TAZO® Teas

Orange, Apple & Cranberry Juices

Sliced Seasonal Fruits & Berries

Breakfast Breads with Butter, Cinnamon, Sugar, Peanut Butter, and local Fruit Preserves

MID-MORNING HOT BEVERAGE REFRESH

freshly brewed Starbucks® Regular & Decaf Coffee

assorted TAZO® Teas

WORKING LUNCH BUFFET

Soup du Jour

CHOOSE TWO SANDWICHES

Black Forrest Hickory Smoked Ham & Fontina Cheese

Deluxe Italian

Cherry Chicken Salad

Turkey Breast with Cranberries

Tuna Salad Croissant

Deluxe Roast Beef Thai Wrap

Turkey and Avocado Wrap with Roasted Pepper Hummus

Served with Potato Chips, assorted Cookies, Iced Tea, assorted Soft Drinks, and Bottled Waters

AFTERNOON BREAK

CHOOSE TWO

Fruit Skewers

freshly Popped Popcorn

Chips & Salsa

assorted Brownies

Pita Chips with Hummus

MID-AFTERNOON COLD BEVERAGE REFRESH

assorted Soft Drinks & Bottled Waters

*An additional \$150 will apply for buffets serving less than 25 guests. For optimal quality, food is displayed for a maximum of 90 minutes. Unless noted, prices are per person and subject to change without notice. Substitutions may be made based on product availability at any time without notice. Prices do not include 6% State Tax or 22% Service Charge.

Didn't find what you were looking for?

ASK YOUR EVENT MANAGER ABOUT CREATING
A MENU DESIGNED JUST FOR YOU.

FOR RESERVATIONS 888.906.5972 | F 231.439.4122