



## The Inn at Bay Harbor Weddings

Congratulations and thank you for the opportunity to work with you with regard to your wedding at the **Inn at Bay Harbor - A Renaissance Golf Resort**. The Inn at Bay Harbor is a beautiful lakefront resort featuring 134-guest accommodations. Every accommodation has been fully appointed to cater to your every need. Our restaurant, Sagamore's, offers unique and spectacular food and beverage varieties, not to mention, million dollar sunsets overlooking Little Traverse Bay. The South American Lounge offers rich leather couches, chairs, a fireplace, backgammon, and chess. Both outlets offer patios for public and private parties. The lakefront boasts of a croquet course, life-size chessboard, pool, Jacuzzi, and cabanas. Adirondack lounge chairs and swinging hammocks line the Lake Michigan shoreline.

We have the following room types and rate ranges:

### Lodging

<u>Room Types</u>	<u>Allotment</u>	<u>Summer Rate Range</u>	<u>Winter Rate Range</u>
Studio (1 Queen Murphy Bed)	27	\$160.00 - \$320.00	\$135.00 - \$240.00
Deluxe (2 Queen Beds)	41	\$180.00 - \$350.00	\$145.00 - \$240.00
Master Suite (1 King, 1 Queen Murphy)	40	\$300.00 - \$520.00	\$230.00 - \$345.00
Specialty Suite (1 King, 2 Twins)	4	\$350.00 - \$575.00	\$285.00 - \$400.00
Penthouse (2 Bedroom)	2	\$725.00 - \$1,307.00	\$595.00 - \$750.00
Penthouse (4 Bedroom)	2	\$900.00 - \$1,613.00	\$769.00 - \$959.00
Lakeside Cottage (2 Bedroom)	12	\$400.00 - \$751.00	\$329.00 - \$389.00
Lakeside Cottage (3 Bedroom)	12	\$585.00 - \$935.00	\$400.00 - \$509.00

- Rates and a 7% Resort Services Fee are subject to a 6% Michigan State Sales and Use Tax. Rates are also subject to a 2% Local Lodging Assessment.
- Rates are per room, per night. A two-night minimum applies to the weekends.
- Weddings require a 20-room minimum per night. Two night minimum on weekends (Friday and Saturday). Subject to availability and number of guests attending
- We are not holding any rooms/event space for your group at this time. Should you wish to hold rooms, a formal agreement will be written and based on availability.

### Meeting space

Our meeting / banquet space consists of four meeting rooms totaling 6,835 square feet. Each room has been given state of the art outlets located every 12 feet for easy Internet and plug in access. In addition wireless Internet connections are available in the lower level meeting rooms, lobby and surrounding area and guest rooms.

<u>Function Space</u>	<u>Capacity</u>	<u>Rental Fee</u>
Sagamore's and Terrace	150 people	Memorial Day - Mid September \$5,000.00
Sagamore's Terrace	80 people	\$1,500.00
Lake Lawn	80 people	\$1,000.00
Arlington Room	150 people	\$1,500.00
Occidental Room	50 people	\$500.00
Clifton Room	50 people	\$500.00
Bay Harbor Golf Club	200 people	\$5,000.00
Ceremony - Lake Lawn	150 people	\$1,000.00

**Peak Season (Memorial Day - Mid September) - \$10,000.00 food and beverage minimum required.**  
**Off Season- Reception rental fee is reduced 30% with a \$10,000.00 food and beverage minimum.**

**Ceremony/Reception:**

- Cake Service/Cutting Flat Fee is \$1.50 per slice.
- Bar set up fee of \$150.00 for each bar (applies to The Inn at Bay Harbor or additional bars at BHGC).
- All decorations must be provided by the wedding party.
- Rental fee includes tables, existing chairs, white linens, glassware, flatware, chinaware, set-up and tear down. (With full rental fee the Bay Harbor Golf Club includes white wood chairs for reception only. If you would like these for the ceremony, wedding party must rent these at own expense), white folding chairs \$3.50 per chair, Chiavari Chairs \$8.75 - \$10.00 per chair (prices based on 2009 rates and subject to change – www.taylorrental.com).
- Wedding party must meet a Food and Beverage minimum of \$10,000.00.
- Dance Floor is \$200.00 plus 6% sales tax and 15% service fee.
- 20 sleeping rooms per night are required for weekend. Two night minimum on all weekends (Friday and Saturday) mid May – mid October.
- Bride and groom will receive a complimentary room on wedding night when room block is met.
- All Food and Beverage is taxed at 6% Michigan Sales Tax and 22% gratuity.
- Ceremony Rental Fee of \$1,000.00 plus 6% sales tax rental fee. Ceremony times are 12:00pm or 5:00pm on Lake Lawn with The Inn at Bay Harbor reception and 2:00pm or 6:00pm on the Cottage Lawn with Bay Harbor Golf Club reception.
- In case of rain, back up space will existing reception space.

**Banquet Menu**

	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
<b>Plated</b>	\$ 9.00 - \$14.00	<b>Plated</b> \$ 8.00 - \$17.00	<b>Plated</b> \$27.00 - \$70.00
<b>Buffet</b>	\$12.00 - \$13.50	<b>Buffet</b> \$14.00 - \$21.00	<b>Buffet</b> \$30.00 - \$65.00
<b>Continental</b>	\$ 8.00 and up	<b>Box</b> \$13.00	

- All menu items subject to 6% Sales tax, and 22% gratuity.

**Deposit Policy:**

An initial deposit in the amount of \$1,000.00 is due with the signed contract and 80% of estimated check, excluding beverage service, is due 30 days prior to event. Final balance, excluding beverage services based on consumption, due five days prior to event. All deposits are non-refundable and coincide with cancellation fee if the event is to cancel. First nights lodging deposit will be required with individual call in reservations.

**Other Activities**

Spa - Enjoy The Spa at The Inn at Bay Harbor located on the lobby level of the hotel. Featuring the Michigan Hot Stone treatment along with facials, wraps, exfoliations, manicures and pedicures.

Mackinaw Trolley - Minimum of 2 hours for \$450.00 to have your wedding party ride in.

Horseback riding - Bay Harbor Equestrian Center - 1-hour trail tours and carriage rides.

Golf - Boyne has 8 Top Notch golf courses to choose from.

Charter Fishing - tour the great lakes and catch fresh water fish such as whitefish, walleye, perch and salmon.

Sailing - From 2 hour sails for up to 20 passengers, pick up at Bay Harbor, Harbor Springs and Charlevoix.

We are looking forward to providing you and your fiancé with your special day. For more information or to schedule a tour please, please contact me at (231) 439-4078 via e-mail bwoodhouse@innatbayharbor.com.

Sincerely,

Brie Woodhouse  
 Sales Manager  
 The Inn at Bay Harbor - A Renaissance Resort