

TECHNOLOGY

AUDIO

WIRELESS MICROPHONE · 150

Lavaliere or Handheld

WIRED MICROPHONE · 35

PORTABLE SOUND SYSTEM · 225

(4) CHANNEL MIXER · 50

(12) CHANNEL MIXER · 150

HOUSE SOUND PATCH · 50

LAPTOP AUDIO CONNECTIONS · 30

LIGHTING

TENT LIGHTING · *Call for Estimate*

INTELLIGENT LIGHTING PACKAGE · *Call for Estimate*

STAGE LIGHTING PACKAGE · *Call for Estimate*

PHONE

POLYCOM SPEAKER PHONE · 125

Local and Toll Free Access

POLYCOM SPEAKER PHONE · 200

Long Distance Dialing

TECHNOLOGY

PROJECTION

8' SCREEN · 50

PORTABLE LCD PROJECTOR · 175

42" LCD FLAT SCREEN TV WITH STAND · 250

60" LCD FLAT SCREEN TV WITH STAND · 450

80" LCD FLAT SCREEN TV WITH STAND · 550

VIDEO

DVD PLAYER · 50

PACKAGES

LCD SUPPORT PACKAGE · 125

Screen, Extension Cord, Power Strip, Support Cables, and AV Support to Set Up

ARLINGTON AV PACKAGE · 400

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

CLIFTON AV PACKAGE · 400

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

OCCIDENTAL AV PACKAGE · 350

LCD Projector, Screen, Podium, and Support Cables

CUSHMAN AV PACKAGE · 450

80" LCD Flat Screen TV with Stand and Support Cables

TECHNOLOGY

AV ASSISTANCE

Advance Scheduling Required

MONDAY-SATURDAY

8AM-5PM | 75 per hour

SUNDAY AND HOLIDAYS

After Business Hours | 150 per hour

WIRED INTERNET CONNECTION · 250

With Network Cable

Additional Wired Connection · 50

NETWORK HUB · 285

EVENT ACCESSORIES

POST-IT PAD FLIP CHART AND MARKERS · 40

DRY ERASE BOARD AND MARKERS · 50

PODIUM (*Without Microphone*) · 30

PODIUM (*With Microphone*) · 75

PODIUM (*With Wireless Microphone*) · 150

POWER STRIP · 20

EXTENSION CORD · 30

WIRELESS PRESENTATION REMOTE · 75

PIPE AND DRAPE (*Black and White*) · 12.50 PER SQUARE FOOT

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

SUPPORT PRESENTATION · *Call for Estimate*

SHIPPING & STORAGE

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. 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.

AUDIOVISUAL POLICY

Inn at Bay Harbor's exclusive AV provider is Oncore AV, who provides stunning audiovisual services. A representative from Oncore AV will work with you one on one to provide stunning audiovisual services to fit your specific needs, making your event even more memorable.

We'd be delighted to host and customize your event!

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

FOR RESERVATIONS 888.906.5972 | F 231.439.4122