

Shoreline Inn

**& CONFERENCE CENTER
ON MUSKEGON LAKE**

The perfect location for business meetings,
social events, private meals, conferences and conventions
- situated on beautiful Muskegon Lake.



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Facility Rental

1. A signed Booking Agreement and non-refundable deposit are required to confirm an event date at the Shoreline Inn Conference Center (SICC).
2. All food and beverage must be purchased through SICC (*see also Food Policies*). All food and beverage is subject to current Michigan sales tax and 20% service charge.
3. All guests must depart no later than 12:00AM.
4. Any table decorations, specialty linens, centerpieces, equipment, place cards, or favors must be set up by the host or outside provider and removed at the conclusion of the event.
5. SICC is not responsible for any lost or stolen items, or any items left behind after an event.
6. SICC will not store any items before or after your event. If any items are found, they will be kept on site for up to 5 days before discarding.
7. No glitter, confetti, or unenclosed flames are allowed in event rooms. A \$100 cleaning fee is added to the bill if confetti is used in the event rooms. The use of Chinese lanterns, fireworks, or sparklers on property is strictly prohibited.
8. Nails, pins, tape and staples are not allowed on event room walls or tables. Prior authorization must be obtained before hanging any signs or banners.
9. SICC reserves the right to charge the booking party for appropriate cleaning or repairs if the event space is damaged.
10. Event room assignments are subject to change should the number of attendees or set-up requirements vary from the original estimates. Final event room lay-out will be determined 10 days prior to the event when the estimated final head count is provided by the host. Additional set up fees or room rentals may apply if additional space is needed.
11. SICC reserves the right to refuse the booking of any event or entertainment deemed inappropriate to or inconsistent with the well-being and reputation of the facility.

Room Set Up

1. Complimentary event set up includes white table linens and napkins, glassware, flatware and china. Other linen colors are available at an extra charge.
2. SICC does not provide table runners or chair covers. They must be rented from an outside vendor.
3. Please see the Sales Office for the time at which your event room will be available for decoration or vendor set up. Some final set-up details may still be in progress at that time.
4. SICC will not set up decorative items, centerpieces, favors, table-top menus, or place cards. The host should make arrangements for someone to do so.
5. No glitter, confetti, or unenclosed flames are allowed in event rooms. The use of Chinese lanterns, fireworks, or sparklers on property is strictly prohibited.
6. There is a \$50 fee for hanging assembled paper lanterns provided by the host with attached fishing line and paper clips. This fee would also apply to any lights and/or ribbon hung or wrapped around the pillars. Items to be hung should be delivered the day before the event.

Room Rental Rates & Food and Beverage Minimums

1. Please consult the Sales Department for current room rental rates and any food and beverage minimums in effect for the date booked.
2. Food and beverage minimums do not include current Michigan sales tax and 20% service charge. If the final bill is less than the required food and beverage minimum, the difference will be billed as additional room rental.

Deposits & Payments

Acceptable forms of payment include cash, Visa, MasterCard, Discover and American Express. No personal checks will be accepted for final payment. All deposits will be credited to final bill.

Non Refundable Deposits Schedule:

1. Please contact the Sales Department for initial deposit amount.
2. Final payment is due five business days prior to the event when the guaranteed guest count is given. **If payment is not received at this time, the event will be cancelled.**
3. If any items are billed on the basis of consumption, the credit card on file will be charged at the conclusion of the event.

Cancellations

1. A non-refundable deposit is required to confirm all event reservations. Please contact the Sales Department for deposit amount requirements. The full amount of the deposit will be credited to the final payment.
2. Cancellation within 30 days of the event will be billed 100% of the estimated food and beverage charges.
3. Cancellation within 90 days of the event will be billed 50% of the estimated food and beverage charges.
4. All cancellations must be in writing to the Director of Sales and signed by the host/hostess who signed the original contract.

Menu Planning & Guest Confirmation

1. All event planning and details must be booked and confirmed through the Sales and Catering Departments at the Shoreline Inn.
2. Breakfast, lunch and dinner menus are priced per person. All food and beverage is subject to Michigan sales tax and 20% service charge.
3. Food and beverage must be purchased for all guests attending the event, including vendors. The host/hostess may select up to 3 plated menu options. The final number of each entrée to be served is required with the guaranteed guest confirmation (see below).
4. If two plated menu options are selected, \$1 will be added to the cost of each meal. If three options are selected, \$2 will be added to each meal.
5. Coded place cards must be provided and distributed by the booking party to facilitate service of multiple entrees. Suggested coding: B = beef, C = chicken, V = vegetarian, F = fish. Codes should be placed in the upper right corner of the card and easily readable in low lighting to ensure efficient service.
6. Substitute menu items for special dietary requests or vegetarian and vegan meals will be charged at the same price as the other meals selected. Vegetarian or vegan meal substitutions and special dietary meals will be determined by the chef and detailed on the event contract.
7. Children's menu available for children age 10 and under. Please ask the Sales Department for menu options.
8. Two weeks prior to the booked date, the event details will be passed from the Sales Department to the Banquet and Catering Department for final set-up, service and confirmation. Any last minute changes and final payments will be handled through the Catering Department.

It is the responsibility of the booking party to meet the following deadlines:

Two weeks (or more) prior to event

1. Menu selections for all food and beverage service must be determined
2. Place card codes must be approved
3. All details of event need to be finalized

Ten days prior to event

1. An estimated number of guests must be provided
2. Event room lay-out finalized with the Catering Department

Five business days prior to event

1. A guaranteed number of guests is due with counts of each menu selection
2. Full payment is due at this time. If payment is not received, the event will be cancelled.
3. A final sales contract will be issued and must be signed by the host
4. Guest confirmation is not subject to reduction
5. Any increases in the guaranteed confirmation will be accommodated based on the availability of product and staff. Additional guests will be billed at 1.5 times the quoted price.

Food Service Policies

1. All food and beverage must be purchased through SICC. Any food or beverage items brought in as gifts or favors must remain sealed and unopened during the event.
2. SICC does allow specialty cakes or cupcakes from a licensed kitchen to be brought into the facility. A fee of \$1 per person will be charged. This fee covers basic cake cutting service, including a cake cutter, china plates, forks and buffet style cake service. Dessert fees applies even if no cutting or service is required. No pies, tortes, tarts, cookies, or additional sweets from another provider are allowed.
3. If cake service directly to each guest is preferred, an additional charge of \$.50 per person will be applied.
4. Certain menu items may not be available at all times.
5. Menu prices will be guaranteed 90 days prior to the event.
6. **Health Department recommendations and company policy dictate that no unconsumed food may be packaged for take-out or removed from the premises.**
7. SICC will not be held responsible for the quality of food served after the contracted serving time outlined in the event contract.
 - ◆ Breakfast, lunch and dinner buffets will not exceed 1 hour
 - ◆ Appetizer buffets have a maximum 3 hour serving period

Alcohol Service Policies

1. SICC strictly adheres to the liquor laws of the State of Michigan. No alcoholic beverages may be brought into the facility from an outside source. Any outside products will be confiscated.
2. With prior management approval, alcohol may be brought in as a guest gift or favor, but it must remain unopened throughout the event.
3. No one under the age of 21 will be served alcohol and a valid photo ID is required if a guest's age is in question. Anyone who is asked for ID and does not provide it will not be served. If other guests attending the event attempt to provide alcohol to a minor guest, the event bar will be closed.
4. Alcohol service will be refused to any guest who is visibly intoxicated or behaving inappropriately. In extreme circumstances, security may be called to remove a guest from the premises. The event host will be notified if any liquor liability issues arise and if they are not resolved, the event bar will be closed.
5. No beverages are allowed on the dance floor.
6. No shots or pitchers are dispensed at event bars. Guests are not permitted to order multiple alcoholic drinks at last call.
7. Last call will be given no later than 11:10PM, with the bar closing no later than 11:30PM. Entertainment should be scheduled to end no later than 11:30 pm.
8. **All event guests must depart from the premises by midnight. If guests do not depart by midnight, after hour labor charges (\$50 per additional half hour) will be added to the event bill.**



Marina View Room
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 Sunset Boardroom
 ∞ ∞ ∞
 Small Boardroom
 ∞ ∞ ∞
 Shoreline Inn Guest Accommodations



The Lake House Waterfront Grille
 ∞ ∞ ∞
 Shoreline Ballroom 1, 2 & 3





**& CONFERENCE CENTER
ON MUSKEGON LAKE**

Technology

WIFI

WIFI is complimentary for all guests attending a conference or meeting.

For spaces inside the Shoreline Inn, log on to [SLGuest](#).

For spaces inside the Shoreline Inn Conference Center, log on to [LHConference](#).

***No password is needed for the above connections. Guests may have to accept terms.*

Audio Visual Equipment

Our Ballroom is fitted with built in speakers and microphone plug ins.

Additional audio visual equipment listed below is available upon request.

- ◆ Podium - no charge
- ◆ Tripod Easel - no charge
- ◆ 1 Wireless Handheld Microphone - no charge
 - **additional Handheld Microphone - \$40
- ◆ Wireless Lavalier Microphone - \$40
- ◆ Projector - \$100
- ◆ 8' Projector Screen - \$30
- ◆ Whiteboard Easel w/ Markers - \$20
 - **add paper pad - \$10/pad
- ◆ Speaker Phone - \$25

Prices above receive an additional 6% State Tax and are subject to change.

Shoreline Inn

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Conference Style



Classroom Style



Half Rounds



Banquet Style



Theater Style



U-Shape

<u>Meeting Room</u>	<u>Square Feet</u>	<u>Classroom</u>	<u>Banquet Rounds</u>	<u>U-Shape</u>	<u>Conference</u>	<u>Theatre</u>
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Shoreline Inn & Conference Center, located inside The Lake House building

Full Ballroom - 1, 2 & 3 combined	4100	150	250	50	60	300
Shoreline 1	1900	60	88	28	32	100
Shoreline 2	1000	40	48	24	24	60
Shoreline 3	1200	48	64	28	24	80
Shoreline 1 & 2 Combined	2900	100	136	--	56	160
Shoreline 2 & 3 Combined	2200	88	112	--	48	140

Shoreline Inn & Conference Center, located inside the Shoreline Inn building

Marina View Room	1100	63	64	30	30	100
Sunset Boardroom	330	--	--	--	14	--
Small Boardroom	180	--	--	--	8	--

Shoreline Inn

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To accommodate out of town guests or those who enjoy the convenience of staying close by, the modern vintage Shoreline Inn & Conference Center is just steps away. Guests staying at the Shoreline Inn can expect amenities such as:

- ◆ 140 guest rooms with floor to ceiling windows, refrigerators and microwaves
- ◆ indoor and seasonal outdoor pools, 2 jacuzzis and fitness room by Life Fitness
- ◆ complimentary wireless internet with business center
- ◆ convenience & gift shop inside hotel
- ◆ coin operated guest laundry and same day dry cleaning service
- ◆ Lake Effect Bistro & Lounge inside the hotel (open for breakfast & dinner)
- ◆ The Lake House Waterfront Grille on site (open for lunch & dinner)



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Continental Breakfasts

available until 10am with a 10 guest minimum

All continental breakfasts are served with freshly brewed regular and decaffeinated coffee, an assortment of hot teas and carafes of orange and cranberry juice

- ◆ **Wake-up Call**
Assorted danishes and sliced fresh fruits
- ◆ **Bagel Shoppe**
Locally made bagels with assorted cream cheese and jams, as well as sliced fresh fruits
- ◆ **Healthy Choice**
Yogurt and granola with sliced fresh fruits

Hot Breakfast Buffets

available until 11am with 25 guest minimum

All breakfast buffets are served with freshly brewed regular and decaffeinated coffee, an assortment of hot teas and carafes of orange and cranberry juice

- ◆ **Lake House Sunrise**
Scrambled eggs with cheese, bacon, American fries and wheat & white toast served with assorted jams
- ◆ **Lake House Grand**
Denver scrambled eggs with ham, cheddar and bell peppers, French toast with whipped butter and warm syrup, bacon, American fries, fresh fruit platter and wheat & white toast served with assorted jams
- ◆ **Omelet Station**
Omelets are prepared as ordered in your event room with a variety of meat, cheese and vegetable options. Also served with American fries, fresh fruit platter and wheat & white toast served with assorted jams

A la carte add ons available as additions to one of the above buffets:

French toast with butter and warm syrup
Oatmeal with brown sugar and golden raisins
Bagels with cream cheese and jam
Assorted danishes
Biscuits and sausage gravy

Prices are subject to 20% service charge and current Michigan sales tax. All prices are subject to change without notice.

Coffee & Beverage Service

- ◆ **Unlimited coffee station:**
Freshly brewed regular and decaffeinated coffee for 3 hours
* additional hours per person, per hour
- ◆ **Unlimited coffee and tea station:**
Freshly brewed regular and decaffeinated coffee and assorted hot tea for 3 hours
* additional hours per person per hour
- ◆ **Full beverage station**
Freshly brewed regular and decaffeinated coffee, hot tea, iced tea, lemonade and soft drinks for 3 hours
- ◆ **Beverages by the gallon (16 to 18 servings):**
* lemonade * iced tea * regular coffee * decaf coffee
- ◆ **Beverages available by consumption:**
* assorted canned soft drinks
* bottled water

Snacks & Breaks

available to groups with 10 guests or more

- ◆ **Fiesta Siesta (seasonal)**
Tortilla chips served with homemade pico de gallo and guacamole, served with iced tea, lemonade, bottled water and assorted soft drinks
- ◆ **Cookie Jar**
A variety of homemade cookies and fudgy brownies served with assorted soft drinks and coffee
- ◆ **Energy Boost**
Assorted energy bars, yogurt & granola and seasonal sliced fruits, served with assorted soft drinks, coffee and tea
- ◆ **Roman Holiday**
Warm Tuscan bean and goat cheese dip with rustic bread and tortilla chips as well as bruschetta with fresh mozzarella, tomato and sundried tomato pesto on crostini bread, served with assorted soft drinks and bottled water
- ◆ **Roughage and Ridges**
Homemade potato chips with onion dip and fresh vegetable crudité's with buttermilk ranch dip, served with assorted soft drinks and bottled water

A la carte add ons *available separately or as an addition to an afternoon break:*

- ◆ Assorted granola bars
- ◆ Freshly baked cookies
- ◆ Brownies
- ◆ Homemade potato chips with caramelized onion dip

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Plated Sandwich & Salad Luncheons

available until 3 pm with 25 guest minimum

Sandwich Selections served with homemade chips and coffee and tea service:

- ◆ Roast beef and smoked gouda on sourdough with caramelized onions and horseradish sauce
- ◆ Chicken salad with cranberries, pecans and celery on wheat bread with field greens and tomato
- ◆ Turkey club with applewood bacon, cheddar cheese, lettuce, tomato and basil aioli on sourdough
- ◆ Chicken Caesar wrap with grilled chicken breast, romaine, parmesan, sliced tomato and Caesar dressing rolled in a whole wheat tortilla

Salad Selections served with freshly baked rolls with butter as well as coffee and tea service:

* Add on sliced grilled chicken breast for an additional

- ◆ Caesar salad with crisp romaine, grape tomatoes, parmesan curls and Caesar dressing
- ◆ Caprese salad (seasonal) with layered slices of fresh mozzarella and tomato, sweet basil, grilled asparagus, roasted yellow tomatoes, sundried tomato pesto and balsamic drizzle
- ◆ California Cobb salad with artisan greens, applewood bacon, avocado, crumbled gorgonzola, egg, tomatoes and balsamic vinaigrette
- ◆ Martha's Vineyard salad with mixed field greens, granny smith apples, crumbled goat cheese, toasted cashews, candied pecans, golden raisins and raspberry vinaigrette

Sandwich Combos served with coffee and tea service:

- ◆ Choose a half sandwich and a cup of soup or side salad

*Sandwich options:

Roast beef & smoked gouda
Chicken salad
Turkey club
Chicken Caesar wrap

* Salad options:

Garden salad
Caesar salad

* Soup Options:

Tomato/basil bisque	Broccoli and cheddar
White chicken chili	Classic chili
Minestrone	Loaded baked potato
Homestyle chicken noodle	Roasted sweet potato and apple bisque

Prices are subject to 20% service charge and current Michigan sales tax. All prices are subject to change without notice.

Plated Entrée Selections

available until 3pm with 25 guest minimum

Served with a choice of two side selections (does not apply to pasta entrees), warm rolls and butter, and coffee and tea service

- ◆ London broil with wild mushroom/cognac cream
- ◆ Ginger beer braised brisket with Dijon/peppercorn barbecue sauce (50 guest minimum)
- ◆ Chicken marsala with sautéed wild mushrooms and classic marsala wine sauce
- ◆ Chicken picatta with capers and artichoke hearts in lemon/white wine sauce
- ◆ Honey mustard glazed chicken with rosemary
- ◆ Lemon basil chicken with lemon/basil/parmesan cream sauce
- ◆ Tuscan chicken with a parmesan and herb crust and creamy Tuscan goat cheese sauce with roasted yellow tomatoes and wild mushrooms

- ◆ Pecan crusted chicken with Granny Smith apple/ brandy sauce
- ◆ Pan seared north Atlantic salmon with cracked mustard/citrus glaze
- ◆ Pecan crusted whitefish (seasonal) with vanilla Dijon cream sauce
- ◆ Asiago and herb crusted walleye (seasonal) with lemon/basil sauce
- ◆ Penne with grilled chicken in vodka cream sauce with fresh diced tomatoes
- ◆ Tri-color cheese tortellini with shrimp and sautéed sweet peppers in roasted red pepper/parmesan cream
- ◆ Quinoa (vegan) with golden raisins, cashews, sunflower seeds and fresh basil served with a medley of grilled vegetables

Side selections:

- | | |
|--|--|
| Green bean amandine | Garlic butter carrots |
| Grilled asparagus (seasonal) | Fresh vegetable sauté |
| Brussel sprouts with bacon | Herb roasted redskins |
| Mashed potatoes with garlic and parmesan | Sweet potato mash with maple and vanilla |
| Potato hash with bacon and smoked Gouda | Wild rice blend with cranberries and almonds |

Add-on options:

- ◆ Garden salad with grated carrot, grape tomatoes, sliced cucumber, sweet onion, housemade croutons, and 3 dressing selections
- ◆ Caesar salad with romaine, grape tomatoes, shaved parmesan, housemade croutons, and Caesar dressing
- ◆ Homemade soup
- ◆ Freshly baked cookies
- ◆ Fudgy brownies
- ◆ Mini desserts
- ◆ Canned soft drinks
- ◆ Bottled water

Prices are subject to 20% service charge and current Michigan sales tax. All prices are subject to change without notice.

Boxed Luncheons

Select up to 3 options with a 25 guest minimum

Boxed sandwich selections

Boxed sandwiches are served with kettle chips and a freshly baked chocolate chip cookie

** All condiments are served on the side*

** All sandwiches are also available as a wrap on a whole wheat flour tortilla*

- ◆ Chicken Caesar with grilled chicken breast, romaine, parmesan, sliced tomato, Caesar dressing and ciabatta bread
- ◆ Roast beef and smoked gouda on sourdough with caramelized onions and horseradish sauce
- ◆ Ham and Swiss on rye with lettuce, tomato, red onion and honey mustard
- ◆ Honey Dijon chicken salad with cranberries, pecans and celery on wheat with field greens and tomatoes
- ◆ Fresh mozzarella, sliced tomato, sweet basil, sundried tomato pesto and spinach on ciabatta bread
- ◆ Turkey, cheddar, sliced granny smith apples, tomatoes, onion and arugula with basil aioli on sourdough

Boxed sandwich add-on options:

- ◆ Chilled pasta salad
- ◆ Mediterranean redskin potato salad
- ◆ Fresh cut fruit
- ◆ Granny smith apple
- ◆ Bottled water
- ◆ Canned soft drinks

Boxed salad selections

Boxed salads are served with a roll and butter and a freshly baked chocolate chip cookie

** Salad dressings are served on the side*

- ◆ Caesar salad with crisp romaine, grape tomatoes, parmesan curls and Caesar dressing
- ◆ Caprese salad (seasonal) with layered slices of fresh mozzarella and tomato, sweet basil, grilled asparagus, roasted yellow tomatoes, sundried tomato pesto and balsamic drizzle
- ◆ California Cobb salad with artisan greens, applewood bacon, avocado, crumbled gorgonzola, egg, tomatoes and balsamic vinaigrette
- ◆ Martha's Vineyard salad with mixed field greens, granny smith apples, crumbled goat cheese, toasted cashews, candied pecans, golden raisins and raspberry vinaigrette

Boxed salad add-on options:

- ◆ Sliced grilled chicken
- ◆ Bottled water
- ◆ Canned soft drinks

Prices are subject to 20% service charge and current Michigan sales tax. All prices are subject to change without notice.

Buffet Sandwich Luncheons

available until 3pm with a 25 guest minimum

All buffet sandwich luncheons include housemade potato chips, coffee and tea service, as well as a garden salad bar with artisan greens, grape tomatoes, cucumbers, carrots, sweet onions, grated cheese, homemade croutons and 3 dressing options

Dockside Deli

Build your own sandwiches with the following options:

- ◆ Deli meat platter with turkey, ham and roast beef
- ◆ Cheese platter with sliced cheddar, Swiss and pepper jack
- ◆ Sliced tomatoes, onions and leaf lettuce
- ◆ Mayonnaise, Dijon mustard and horseradish sauce
- ◆ Assorted sliced breads

Sandwich Board

Featuring a variety of custom-made deli sandwiches and grinders presented on whole loaves of artisan focaccia and ciabatta breads then sliced into individual serving portions to mix and match.

* Choose up to 4 of the following sandwich selections:

- ◆ Italian grinder with salami, capicola, pepperoni, fresh mozzarella, roasted red peppers, banana peppers, tomatoes, sundried tomato pesto and Italian dressing
- ◆ Parmesan chicken with parmesan crusted chicken breast, fresh mozzarella, tomatoes, field greens, and marinara sauce
- ◆ Roast beef and smoked gouda with caramelized onions and horseradish sauce
- ◆ Honey Dijon chicken salad with dried cranberries, pecans and celery with tomatoes and field greens
- ◆ The veggie with herbed goat cheese spread, sautéed mushrooms, roasted red peppers, asparagus, artichoke hearts, tomatoes, spinach and fresh mozzarella with feta aioli and balsamic drizzle
- ◆ Turkey club with applewood bacon, cheddar cheese, lettuce, tomato and basil aioli
- ◆ BBQ pulled pork with slow roasted, housemade pulled pork, cheddar cheese and cucumber/onion slaw

It's A Wrap

Custom wraps in whole wheat flour tortillas.

* Choose up to 4 of the following selections:

- ◆ Chicken Caesar wrap with grilled chicken breast, romaine, sliced tomatoes, parmesan and Caesar dressing
- ◆ Veggie wrap with roasted red peppers, asparagus, artichoke hearts, spinach, tomato, onion, feta cheese, and Greek dressing
- ◆ Turkey club wrap with applewood bacon, cheddar cheese, lettuce, tomato and basil aioli
- ◆ Roast beef wrap with smoked gouda, caramelized onions, romaine and horseradish sauce
- ◆ Chicken salad wrap with cranberries, pecans and celery in honey Dijon dressing with sliced tomatoes and field greens
- ◆ Caprese wrap (seasonal) with fresh mozzarella and sliced tomatoes, spinach, asparagus and basil with sundried tomato pesto

Add-on options:

- ◆ Homemade soup
- ◆ Freshly baked cookies
- ◆ Fudgy brownies
- ◆ Mini desserts
- ◆ Canned soft drinks
- ◆ Bottled water

Prices are subject to 20% service charge and current Michigan sales tax. All prices are subject to change without notice.

Buffet Soup & Salad Luncheons

available until 3pm with a 25 guest minimum

All soup and salad buffet luncheons include one homemade soup, freshly baked rolls with butter and coffee and tea service

Soup and Garden Salad

- ◆ One home-made soup selection
- ◆ Garden salad bar with artisan greens, grape tomatoes, carrots, cucumbers, grated cheese, homemade croutons and 3 dressing options

Soup and Gourmet Salad

- ◆ One home-made soup selection
- ◆ One of the following salad platters:
 - *Caesar salad with crisp romaine, shaved parmesan, grape tomatoes and homemade croutons in classic Caesar dressing
 - *Martha's vineyard salad with artisan greens, dried cranberries, crumbled gorgonzola, and candied pecans in raspberry vinaigrette dressing
 - *Caprese salad (seasonal) with layered slices of fresh mozzarella and tomato, fresh basil, sundried tomato pesto and balsamic drizzle

House-made soups selections:

Tomato/basil bisque	Broccoli and cheddar
White chicken chili	Classic chili
Minestrone	Loaded baked potato
Home-style chicken noodle	Roasted sweet potato and apple bisque

Add-on options:

- ◆ Grilled sliced chicken breast on salad
- ◆ Additional soup selection
- ◆ Freshly baked cookies
- ◆ Fudgy brownies
- ◆ Mini desserts
- ◆ Canned soft drinks
- ◆ Bottled water

Prices are subject to 20% service charge and current Michigan sales tax. All prices are subject to change without notice.

Hot Buffet Luncheons

available until 3pm with a 25 guest minimum

Pasta Sampler

Includes freshly baked garlic/parmesan bread, garden salad bar or Caesar salad, coffee and tea service and any 2 of the following pasta selections:

- ◆ Cheese filled ravioli with marinara or parmesan cream sauce
- ◆ Penne with vodka cream sauce with grilled chicken breast and fresh diced tomatoes
- ◆ Spaghetti with housemade meatballs in marinara sauce
- ◆ Classic lasagna baked with layers of Italian meat and tomato sauce and ricotta, mozzarella and parmesan cheese
- ◆ Vegetarian lasagna baked with herbed ricotta and mozzarella, roasted seasonal vegetables and marinara sauce
- ◆ Baked gourmet macaroni and cheese

Channel View Buffet

Includes garden salad or Caesar salad bar, freshly baked rolls and butter, coffee and tea service, two side selections and any two of the following entrée selections:

- ◆ Beef stroganoff with beef flank tips in wild mushroom cream sauce over parsley buttered egg noodles
- ◆ London broil with wild mushroom/cognac cream
- ◆ Rosemary and honey mustard glazed pork loin with apple/walnut chutney
- ◆ Tuscan chicken with a parmesan and herb crust and creamy Tuscan goat cheese sauce with roasted yellow tomatoes and wild mushrooms
- ◆ Chicken marsala with sautéed wild mushrooms and classic marsala wine sauce
- ◆ Lemon basil chicken with lemon/basil/parmesan cream sauce
- ◆ Penne pasta with vodka cream sauce, grilled chicken breast and fresh diced tomatoes
- ◆ Honey mustard glazed chicken with rosemary
- ◆ Pan seared north Atlantic salmon with cracked mustard/citrus glaze
- ◆ Pecan crusted whitefish (*seasonal availability*) with vanilla Dijon cream sauce
- ◆ Vegetarian lasagna baked with herbed ricotta and mozzarella, roasted seasonal vegetables, and marinara sauce
- ◆ Cheese filled ravioli with marinara or parmesan cream sauce

Side selections:

Green bean amandine	Fresh vegetable sauté
Maple/ginger glazed carrots	Wild rice blend with cranberries and almonds
Baked gourmet macaroni and cheese	Herb roasted redskins
Mashed potatoes with garlic and parmesan	Grilled asparagus (seasonal)

Add-on options :

- ◆ Freshly baked cookies
- ◆ Fudgy brownies
- ◆ Mini desserts
- ◆ Canned soft drinks
- ◆ Bottled water

Prices are subject to 20% service charge and current Michigan sales tax. All prices are subject to change without notice.

Cold Hors D'oeuvres

priced per 50 pieces | add \$10 to each order of 50 for butler service

Canapes and crostini:

- ◆ Smoked salmon crostini on rye with pickled cucumber and lemon/dill crème fraiche
- ◆ Beef tenderloin crostini with Mediterranean tapenade and feta/horseradish aioli
- ◆ Open faced vegetable spring rolls on wonton crisps with cucumber/red onion slaw, Thai peanut sauce and soy reduction
- ◆ Bruschetta crostini with fresh mozzarella and tomato, sundried tomato pesto, and balsamic drizzle
- ◆ Wild mushroom crostini with a sautéed mushroom medley and herbed goat cheese
- ◆ Fig jam and goat cheese crostini with lavender honey goat cheese, fig and caramelized onion jam, roasted yellow tomatoes and candied applewood bacon

Skewers:

- ◆ Caprese with fresh baby mozzarella, grape tomatoes, sweet basil and balsamic drizzle
- ◆ Fresh fruit with orange/mint crème fraiche

Lettuce wraps:

- ◆ Grilled chicken with cashews, cucumber slaw and Thai peanut sauce
- ◆ Grilled shrimp with cashews, cucumber slaw and Thai peanut sauce

Hand rolled sushi with soy, wasabi and pickled ginger:

- ◆ Spicy tuna roll with ahi tuna, cucumber, grilled scallions, bell peppers, sriracha aioli, wasabi and red tobiko caviar
- ◆ California roll with crab, avocado, cucumber, bell peppers, wasabi aioli and green tobiko caviar
- ◆ Tempura shrimp roll with tempura fried shrimp, cucumber, wakame, sriracha aioli and red tobiko caviar

Pinwheels:

- ◆ Vegetarian with roasted red pepper hummus, spinach, tomatoes, cucumbers, banana peppers, sweet onion and feta aioli
- ◆ Santa Fe turkey with Mexican blend cheese, guacamole, salsa, corn, refried beans, and sweet onion
- ◆ Italian with salami, capicola, pepperoni, mozzarella, spinach, tomatoes, sweet onion, banana peppers and Italian dressing

Mini “tacos” open faced on wonton crisps:

- ◆ Fish tacos with cilantro/lime halibut, pico de gallo, guacamole and sriracha aioli
- ◆ Barbecued pulled pork tacos with pickled cucumber and onion
- ◆ Seared ahi tuna with cucumber slaw, sriracha aioli and soy glaze

Jumbo shrimp cocktail with wakame, fresh lemon and housemade cocktail sauce

Grilled asparagus (*seasonal*) with balsamic drizzle and parmesan curls

Prosciutto wrapped asparagus (*seasonal*)

Prices are subject to 20% service charge and current Michigan sales tax. All prices are subject to change without notice.

Hot Hors D'oeuvres

priced per 50 pieces

Quesadillas *with salsa and sour cream:*

- ◆ Chicken with cheddar, scallions and green chiles
- ◆ Beef fajita with Mexican blend cheese, grilled onions and peppers, refried beans, and scallions
- ◆ Refried bean with pepper jack, corn, peppers and southwest cream cheese

Stuffed mushrooms:

- ◆ Chorizo sausage and mozzarella
- ◆ Spinach and artichoke with mozzarella and parmesan/panko crust

Skewers:

- ◆ Chicken satay with Thai peanut sauce
- ◆ Beef satay with Thai peanut sauce
- ◆ Jerk chicken with pineapple/citrus/scallion barbecue
- ◆ Shrimp with pineapple/citrus/scallion barbecue

Boneless chicken wings *serviced with ranch and bleu cheese dressing:*

* bone-in wings also available at the same price

- ◆ Spicy buffalo style
- ◆ Barbecue sauce

Meatballs:

- ◆ Barbecue sauce
- ◆ Marinara sauce with mozzarella
- ◆ Bourbon glazed

Coconut shrimp with sweet Thai dipping sauce

Crab cakes with tropical fruit salsa and red pepper/cilantro remoulade

Bacon wrapped scallops with citrus/honey/bourbon glaze

Guinness battered fried asparagus (seasonal) with caramelized onion ranch

Arancini (*fried risotto balls*) with mozzarella, parmesan, prosciutto, basil, and saffron/tomato cream

Sliders and Mini Sandwiches

- ◆ All American cheeseburger slider
- ◆ Barbecued pulled pork slider with cheddar and cucumber/onion slaw
- ◆ Buffalo chicken slider with crumbled bleu and ranch dressing
- ◆ Fried lake perch slider with American cheese and tartar sauce
- ◆ Grilled cheese on cracked wheat with tomato soup “shooters”

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Dips & Spreads

Each order feeds 50-75 people

- ◆ Hummus (*lemon/garlic or roasted red pepper*) with grilled naan bread and fresh vegetables
- ◆ Spinach and artichoke dip with toasted pita chips and rustic bread
- ◆ Tuscan bean and goat cheese dip baked with a parmesan crust and served with seasoned tortilla chips and rustic bread
- ◆ Duo dip (*seasonal*) with housemade pico de gallo, guacamole and seasoned tortilla chips
- ◆ Gorgonzola fondue with rustic bread
- ◆ Five layer Mexican dip with seasoned tortilla chips, salsa and sour cream

Display Trays

Petite displays feed up to 25 people | Small up to 50 people | Medium up to 100 people | Large up to 150 people

Imported and domestic cheese display

served with gourmet crackers, fresh fruit garnish, dried fruits, nuts and jams

- ◆ Petite
- ◆ Small
- ◆ Medium
- ◆ Large

Fresh vegetables

with buttermilk dip

- ◆ Petite
- ◆ Small
- ◆ Medium
- ◆ Large

Caprese platter (*seasonal*)

with fresh mozzarella, sliced tomatoes, sweet basil, sundried tomato pesto and shaved parmesan

- ◆ Small
- ◆ Medium
- ◆ Large

Antipasto platter with Italian meats and cheeses, marinated vegetables, olives, peppers and rustic bread

- ◆ Small
- ◆ Medium
- ◆ Large

Smoked salmon platter with dill crème fraiche, housemade pickles, capers, sweet onion, egg, red tobiko and wasabi caviar and gourmet crackers

- ◆ per side of salmon
(each side serves 50 people)

Fresh fruits platter with orange/mint crème fraiche

- ◆ Petite
- ◆ Small
- ◆ Medium
- ◆ Large

Brie en croute baked in puff pastry with blackberry/raspberry jam and toasted almonds

- ◆ per wheel
(each wheel serves 50 – 75 people)

Grilled seasonal vegetable platter

with balsamic drizzle

- ◆ Small
- ◆ Medium
- ◆ Large

Prices are subject to 20% service charge and current Michigan sales tax. All prices are subject to change without notice.

Plated Dinner Selections

25 guest minimum

all plated dinner selections are served with a garden salad with three dressings or a Caesar salad, freshly baked rolls and butter, coffee and tea service and choice of two side selections

Beef selections – all beef selections must be cooked to the same temperature:

- ◆ Herb crusted prime rib (10oz) with rosemary au jus and horseradish cream sauce
- ◆ Filet mignon (6oz) with wild mushroom/cognac cream or cabernet demi-glace
- ◆ Top sirloin (6oz) with sautéed mushrooms, caramelized onions and demi-glace drizzle
- ◆ London broil with wild mushroom/cognac cream
- ◆ Ginger beer braised brisket with Dijon/peppercorn barbecue sauce (50 guest minimum)

Chicken selections:

- ◆ Chicken marsala with sautéed wild mushrooms and classic marsala wine sauce
- ◆ Honey mustard glazed chicken with rosemary
- ◆ Tuscan chicken with a parmesan and herb crust and creamy Tuscan goat cheese sauce with roasted yellow tomatoes and wild mushrooms
- ◆ Lemon basil chicken with lemon/basil/parmesan cream sauce
- ◆ Chicken picatta with artichoke hearts, lemon/white wine sauce and capers
- ◆ Pecan crusted chicken with Granny Smith apple/brandy sauce

Pork selections:

- ◆ Rosemary and honey mustard glazed pork loin with apple/walnut chutney
- ◆ Stuffed pork loin with a filling of sundried tomatoes, spinach, bacon and goat cheese served with sherry/sage gravy

Fish selections:

- ◆ Pan seared north Atlantic salmon with cracked mustard/citrus glaze
- ◆ Pecan crusted whitefish (seasonal availability) with vanilla Dijon cream sauce
- ◆ Asiago and herb crusted walleye (seasonal availability) with lemon/basil sauce
- ◆ Sesame crusted Mahi Mahi with pineapple/sweet Thai glaze

Combination plate selections:

- ◆ 4oz filet mignon and pan seared salmon
- ◆ 4oz filet mignon and asiago crusted walleye
- ◆ 4oz filet mignon and any chicken selection
- ◆ 4oz top sirloin and any chicken selection

Side selections:

Green bean amandine	Garlic buttered carrots
Grilled asparagus (seasonal)	Fresh vegetable sauté
Brussel sprouts with bacon	Herb roasted redskins
Mashed potatoes with garlic and parmesan	Sweet potato mashed with maple and vanilla
Potato hash with bacon and smoked Gouda	Wild rice blend with cranberries and almonds

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Plated Dinner Selections, continued

Plated Pasta and Vegetarian Selections:

All plated pasta and vegetarian selections are served with a garden salad and three dressings or a Caesar salad, freshly baked rolls and butter and coffee and tea service

- * Substitute menu items for special dietary requests or vegetarian meals will be charged at the same price as the other meals selected.
 - * Vegetarian or vegan meal substitutions will be determined by the chef and detailed on the event contract.
- ◆ Beef stroganoff with beef flank tips in wild mushroom cream sauce over parsley buttered egg noodles
 - ◆ Penne with grilled chicken in vodka cream sauce with fresh diced tomatoes
 - ◆ Tri-color cheese tortellini with shrimp and sautéed sweet peppers in roasted red pepper/parmesan cream
 - ◆ Quinoa (vegan) with golden raisins, cashews, sunflower seeds and fresh basil with a medley of grilled vegetables

If offering multiple plated meals to guests, please note:

1. Event hosts may offer up to 3 plated entree options. Side selections must remain the same for all guests.
2. The final count for each entrée is required with the guaranteed/final guest count, due 5 business days in advance.
3. If two plated entree options are selected, a \$1 Plating Fee will be added to the cost of each meal. If three options are selected, a \$2 Plating Fee will be added to each meal.
4. Coded placecards must be provided and distributed by the host to facilitate service of multiple entrees. Please speak with the Sales Department to determine placecard codes for your dinner.

Buffet Dinner Selections

25 guest minimum

all buffet dinner selections include individually served garden salads with a choice of 3 dressings or Caesar salads, freshly baked rolls and butter and coffee and tea service

Boardwalk buffet dinner includes 2 entrée selections and 2 side selections

Marina buffet dinner includes 3 entrée selections and 2 side selections

Add chef carved prime rib as an additional buffet entrée

Beef entree selections – *all beef selections must be cooked to the same temperature:*

- ◆ London broil with wild mushroom/cognac cream
- ◆ Top sirloin with sautéed mushrooms, caramelized onions and demi-glace drizzle
- ◆ Ginger beer braised brisket with Dijon/peppercorn barbecue sauce (50 guest minimum)
- ◆ Charbroiled kabobs with skewered beef, mushrooms, bell peppers and onions marinated in Mediterranean vinaigrette

Chicken entree selections:

- ◆ Chicken marsala with sautéed wild mushrooms and classic marsala wine sauce
- ◆ Honey mustard glazed chicken with rosemary
- ◆ Tuscan chicken with a parmesan and herb crust and creamy Tuscan goat cheese sauce with roasted yellow tomatoes and wild mushrooms
- ◆ Chicken picatta with artichoke hearts, lemon/white wine sauce and capers
- ◆ Pecan crusted chicken with Granny Smith apple/brandy sauce
- ◆ Lemon basil chicken with lemon/basil/parmesan cream sauce

Pork entree selections:

- ◆ Rosemary and honey mustard glazed pork loin with apple/walnut chutney
- ◆ Stuffed pork loin with a filling of sundried tomatoes, spinach, bacon and goat cheese served with sherry/sage gravy

Fish entree selections:

- ◆ Pan seared north Atlantic salmon with cracked mustard/citrus glaze
- ◆ Pecan crusted whitefish (seasonal availability) with vanilla Dijon cream sauce
- ◆ Asiago and herb crusted walleye (seasonal availability) with lemon/basil sauce
- ◆ Sesame crusted Mahi Mahi with pineapple/sweet Thai glaze

Pasta entree selections:

- ◆ Classic lasagna baked with layers of Italian meat and tomato sauce and ricotta, mozzarella and parmesan cheese
- ◆ Vegetarian lasagna baked with herbed ricotta and mozzarella, roasted seasonal vegetables and marinara sauce
- ◆ Penne with chicken in vodka cream sauce with fresh diced tomatoes
- ◆ Tri-color tortellini with shrimp and sautéed bell peppers in roasted red pepper/parmesan cream sauce

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Buffet Dinner Selections, continued

Side selections:

Green bean amandine
Grilled asparagus (seasonal)
Maple/ginger glazed carrots
Au gratin potatoes
Baked gourmet macaroni and cheese
Herb roasted redskins

Fresh vegetable sauté
Brussel sprouts with bacon
Sweet potato mashed with maple and vanilla
Wild rice blend with cranberries and almonds
Mashed potatoes with garlic and parmesan

Banquet Beverage Service

Fees and Requirements

Event bars must be set up for **parties of 25 or more** offering alcoholic beverages to their guests.

1. **Hosted Full Bar**— There is a charge of \$100 for setting up a full bar (liquor, mixers, soft drinks, beer and wine) in an event room. The fee will be waived if hosted bar sales exceed \$350.
2. **Hosted Partial Bar**—The set up fee for a partial service bar (beer, wine and soft drinks) is \$50 unless bar sales exceed \$250.
3. **Cash Bar** - There is a charge of \$100 for setting up a full or partial cash bar in an event room. This fee is not waived.

Event Beverage Service Options

◆**Cash bar service:** guests pay for their drinks individually. The booking party is responsible for payment of the cash bar set up fee. If a cash bar is set up for more than 150 guests, there will be an additional charge of \$50 for cashier service. Cash bar sales do not apply toward food and beverage minimums.

◆**Non-alcoholic hosted beverage service:** per person cost added to master bill (available for events with full meal service). Beverages provided include soft drinks, iced tea, lemonade and juices for a 3 hour maximum serving time for \$4.50 per person.

◆**Hosted consumption by the drink (under 50 guests):** drinks added to master bill. Individual drinks are tallied throughout the event and billing is calculated per drink served.

◆**Hosted consumption by the bottle (50 or more guests):** drinks added to master bill. Bar stock is inventoried at the conclusion of the event and charges are calculated based on the quantity of product consumed. Liquor is sold by the liter and inventoried to the nearest tenth of a bottle. Wine is inventoried to the quarter bottle. Bottled beers and soft drinks are tallied on an individual basis. Kegs of beer are sold by the quarter or half barrel only. Pricing for these items is as follows:

- * Bottled domestic beers: per bottle
Budweiser, Bud Light, Miller Lite
- * Bottled Michigan craft beers: per bottle
Wide variety of Michigan Craft Beers will be provided - see Sales for specific requests
- * Domestic draft beer half barrel: (100 to 120 pints)
Bud Light, Miller Light, Coors Light
- * Craft/import draft beer half barrels: (100 to 120 pints)
See Sales for craft and import draft beer options
- * House wines per 750 ml bottle: per bottle or per glass (4 glasses per bottle)
Chardonnay, Moscato, Pinot Grigio, Cabernet Sauvignon and Merlot
- * Premium wines per 750 ml bottle: per bottle or per glass (4 glasses per bottle)
Bower's Harbor Pinot Grigio, Grand Traverse Late Harvest Riesling, Wente Chardonnay, Wente Cabernet Sauvignon, Souverain Merlot
- * Soft drinks and juices: per serving
- * Liquor per liter: well brands, call brands, premium brands (25-27 drinks per bottle)

Type	Well bar	Call bar	Premium bar
Vodka	Heaven Hill	Absolut	Grey Goose
Gin	Crystal Palace	Beefeater	Bombay Sapphire
Rum	Castillo	Bacardi, Capt. Morgan	Bacardi, Capt. Morgan
Scotch	Lauder's	Dewar's	Dewar's
Bourbon	none	Jim Beam	Maker's Mark
Whiskey	McCormick	Seagram's VO	Crown Royal
Tequila	Azteca	Jose Cuervo	Avion Silver
Liquers	none	Kahlua	Kahlua, Bailey's

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Banquet Beverage Service, continued

◆ **Hosted package beverage service (75 guest minimum):**

A per person price will be charged for a fixed number of hours based on the package selected. Charges applied to the total number of guaranteed guests or the actual number attending, whichever is greater. Available for events with full meal service. Dinner wines, celebration toasts, butler style drink service and signature drinks are not included in the package price. The following package options are available:

- * **Package #1:** house wines, draft domestic beer, soft drinks and juices
per person for up to 5 hours of service, with additional hours of service per person, per hour
- * **Package #2:** well brand liquors, house wines, draft domestic beer, soft drinks and juices
per person for up to 5 hours of service, with additional hours of service per person, per hour
- * **Package #3:** call brand liquors, house wines, draft domestic beer, soft drinks and juices
per person for up to 5 hours of service, with additional hours of service per person, per hour
- * **Package #4:** premium brand liquors and wines, imported or craft draft beer, soft drinks and juices
per person for up to 5 hours of service, with additional hours of service per person, per hour

A la carte beverage services:

- ◆ **Signature drinks by the gallon - per gallon (25 - 30 servings)**
Customize your event bar with a themed cocktail dispensed from a decorative decanter
- ◆ **Sangria - per gallon**
Our house recipes – choose from red or white sangria presented in a bar-top dispenser
- ◆ **Non-alcoholic punch - per gallon (22-25 servings)**
- ◆ **Event champagne toast - per person**
One glass poured for each guest with house asti and sparkling grape juice
- ◆ **Champagne by the bottle**
Choice of sparkling brut or asti - per bottle
Non-alcoholic sparkling white grape juice - per bottle
- ◆ **Coffee station - per person**
Unlimited freshly brewed regular and decaffeinated coffee served for up to 3 hours
- ◆ **Coffee by the gallon - per gallon (16 - 18 cups)**
- ◆ **Full beverage station - per person**
Unlimited freshly brewed regular and decaffeinated coffee, hot tea, iced tea, lemonade, and canned soft drinks served for up to 3 hours
- ◆ **Canned soft drinks - per serving**
- ◆ **Bottled water - per serving**
- ◆ **Butler style beverage service - per guest per hour of service**

1. SICG strictly adheres to the liquor laws of the State of Michigan. No alcoholic beverages may be brought into the facility from an outside source. Any outside products will be confiscated.
2. With prior management approval, alcohol may be brought in as a guest gift or favor, but it must remain unopened throughout the event.
3. No one under the age of 21 will be served alcohol and a valid photo ID is required if a guest's age is in question. Anyone who is asked for ID and does not provide it will not be served. If other guests attending the event attempt to provide alcohol to a minor guest, the event bar will be closed.
4. Alcohol service will be refused to any guest who is visibly intoxicated or behaving inappropriately. In extreme circumstances, security may be called to remove a guest from the premises. The event host will be notified if any liquor liability issues arise and if they are not resolved, the event bar will be closed.
5. No beverages are allowed on the dance floor.
6. No shots or pitchers are dispensed at event bars. Guests are not permitted to order multiple alcoholic drinks at last call.
7. Last call will be given no later than 11:10PM, with the bar closing no later than 11:30PM. Entertainment should be scheduled to end no later than 11:30 pm.
8. **All event guests must depart from the premises by midnight. If guests do not depart by midnight, after hour labor charges (\$50 per additional half hour) will be added to the event bill.**

Prices are subject to 20% service charge and current Michigan sales tax. All prices are subject to change without notice.

Desserts

Hand dipped chocolate covered strawberries

Assorted gourmet finger desserts

Carrot cake

New York style cheesecake with fresh berries

Turtle cheesecake

Key lime pie

Triple berry fruit crisp with vanilla bean ice cream

Apple & walnut fruit crisp with vanilla bean ice cream

Homemade Raspberry Mousse

Homemade Chocolate Mousse

Turtle Brownie Sundae

Crème Brulee

Chocolate Truffle Torte

Assorted Cookies

Fudge Brownies

SICC does allow specialty cakes or cupcakes from a licensed bakery to be brought into the facility.

An Outside Dessert Fee will be charged. This fee covers basic cake cutting service, including a cake cutter, china plates, forks and buffet style cake service.

The Outside Dessert Fee applies even if no cutting or service is required.

No pies, tortes, tarts, cookies, or additional sweets from another provider are allowed.

Prices are subject to 20% service charge and current Michigan sales tax. All prices are subject to change without notice.



Booking Agreement

I would like to book space at the Shoreline Inn & Conference Center. To guarantee space this form must be returned to the Shoreline Inn's Sales Office. No space is held until this form is signed and received with Payment Authorization Form and nonrefundable deposit.

Event Date (s): _____

Event Name: _____

Event Contact: _____ Phone: _____

Once all paperwork is received the Sales Department will email you catering contracts with details of your event.

Email address: _____, if different than the one on file.

We, the undersigned, have read the terms and conditions, policies and procedures associated with booking a private event at the Shoreline Inn Conference Center or the Shoreline Inn. We understand that changes will be made to the event contract through planning and agree to sign a new contract as needed. This is a legal and binding agreement between the undersigned and the Shoreline Inn Conference Center.

Authorized Signature: _____ Date: _____

*Please sign and return along with payment authorization form and non refundable deposit.
Keep policy information for your records.*

Thank you for booking your event at the Shoreline Inn & Conference Center.
If you have any questions or need additional information, please contact us.

We look forward to working with you.

Katie DeWeerd and Becca Hunter

Shoreline Sales Department

(P) 231-727- 8483 x 2236

(F) 231-720 - 4209

Katie@ShorelineInn.com or Becca@ShorelineInn.com



**& CONFERENCE CENTER
ON MUSKEGON LAKE**

Payment Authorization Form

Form Completed By: _____ Date: _____
Company/Event Name: _____ Phone: _____
Event Date(s): _____

For returning customers, the provided card can be use for multiple events.

Please specify a timeframe for which the card will be authorized for your current and future event(s).

A new submission of payment information must be provided for each separate event, unless specified below.

Card will be on file from: _____ until _____

Card Type: (Circle One) Visa MasterCard Discover American Express

Card Number: _____

Expiration Date: _____ CVC Code: _____

Name Printed on Card: _____

Billing Address for the Card: _____

City _____ State _____ Zip Code _____

Signature of Card Holder: _____

(I hereby authorize the Shoreline Inn and Conference Center to charge my credit card.)

Please include a copy of the front and back of your credit card with this Form

The credit card listed above can and will be used for the items checked below, as well as any cancellation charges that apply if event is cancelled. This card will also be billed if approved secondary form of payment is not made.

Event Authorization (Check applicable circumstances)

- All Event Charges - including Room Rental Fees, Food & Beverage charges, AV charges, etc
- To Guarantee Event - with Non-Refundable Deposit of \$ _____. In case of any cancellations, this credit card will be charged for applicable fees.

Hotel Authorization (Check applicable circumstances)

- Hotel Room Charges (Guests to be responsible for Incidentals effective at check-in)
- All Charges - including Hotel Room Charges and Incidentals
- To Guarantee rooms only - guests will be responsible for all charges upon check-in. In case of No Shows guests, this credit card will be charged for applicable fees.

Customers Preapproved for Direct Billing Only (Check applicable circumstances)

- All Event Charges - including Room Rental Fees, Food & Beverage charges, AV charges, etc
- To Guarantee Event
- All Charges - including Hotel Room Charges and Incidentals
- To Guarantee hotel rooms only - guests will be responsible for all charges upon check-in. In case of No Shows guests, this Direct Bill Account will be billed the applicable fees.

In the event that the cardholder listed above will not be attending the event, he/she authorizes the following person to be responsible for any decision making and adjustments needed during the event:

Name(s): _____