



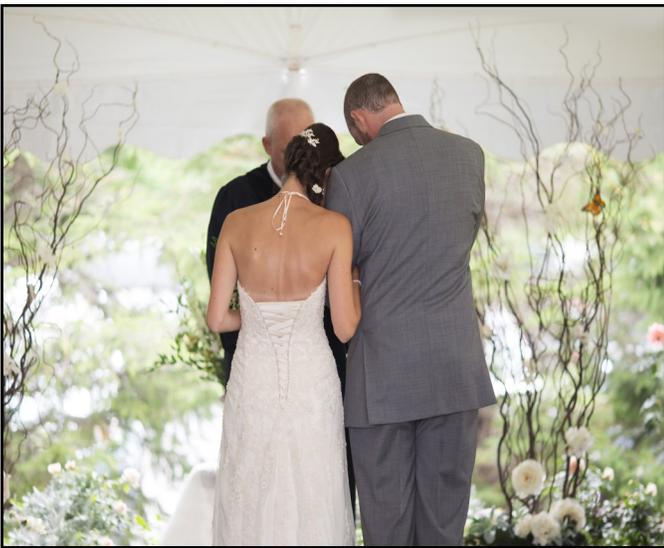
Shoreline Inn

& CONFERENCE CENTER
ON MUSKEGON LAKE

The perfect venue for your special day!

Welcome to Muskegon's only full service, waterfront venue, featuring:

Lawn Ceremonies



Waterfront Receptions



Point Ceremonies



Waterfront Guest Accommodations



Thank you for your interest in the Shoreline Inn Conference Center!

It would be our pleasure to welcome you and your guests to one of the only waterfront facilities in West Michigan. Our conference center provides the perfect combination of exquisite waterfront views and exceptional service designed to cater to your every need. The Shoreline Inn Conference Center offers everything you'll need to make your reception a memorable one.

We are pleased to offer the following amenities:

- ◆ Spectacular views overlooking Muskegon Lake and Terrace Point Marina
- ◆ Complimentary event set up including white table linens and napkins, glassware, flatware and china
- ◆ Flexible seating and room plans to comfortably accommodate all size weddings
- ◆ Full food and beverage service provided by our highly acclaimed Chefs and expert staff
- ◆ Professional event planning services to ensure your event is successful
- ◆ Complimentary dance floor
- ◆ Audio/Visual Equipment available
- ◆ Complimentary parking



Your business is very important to us and we would be happy to answer any questions or schedule a site tour!

Please call our Sales Office at 231-727-8483 x 2236.

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 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 12AM.
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. The event space will be available for other vendors or decoration by 10AM. 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 also applies if host provides lights and/or ribbon to be hung on the pillars. All items must be delivered the day before the event.

Room Rental Rates & Food & 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, check, cashier's check, debit card or credit card. **No personal checks will be accepted for final payment.** All deposits will be credited to final bill.

Non-Refundable Deposits Schedule:

1. \$1000 deposit due to hold date
2. \$1000 deposit due 60 days after booking date
3. \$1000 deposit due 120 days after booking date
4. \$1000 deposit due 120 days prior to event date
5. \$1000 deposit due 60 days prior to event date
6. Final payment is due 5 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.**

*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. 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. Please see Sales Department for the codes for your event.
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 layout 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. An Outside Dessert 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. The Fee 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.**

Wedding Ceremonies

We offer two fantastic options on premise - The Lawn or The Point

1. Wedding reception must be held at SICC to add on a ceremony on site.
2. We have two areas for wedding ceremonies. The Point on Muskegon Lake and The Lawn under a beautiful white tent. For size and pricing please contact the Sales Office.
3. All ceremony arrangements on premise must be approved by SICC prior to booking.
4. SICC cannot guarantee the ceremony site will be available the day prior to the event for rehearsal. The rehearsal is the responsibility of the bride and groom. SICC does not facilitate the rehearsal.
5. As the ceremony site is outdoors, we cannot guarantee the cleanliness of the area due to natural wildlife.





The Point

The Point on Muskegon Lake is a gorgeous location for a wedding ceremony and photos. *Available Memorial Day through Labor Day*, this area can hold between 110 and 120 guests seated or up to 150 guests standing. If weather does not cooperate, the Marina View Room inside the Shoreline Inn will be set up with 100 of our banquet chairs as an indoor space for your ceremony.

Chairs/seating, flowers, runners and/or arches for The Point must be provided by a vendor able to deliver, set up and tear down the items. All seating and décor arrangements, payments and cancellations are between yourself and the vendor.

Seating/décor must be dropped off and set up by the vendor on the day of the ceremony, then removed after the ceremony. Shoreline Inn Conference Center is not able to provide seating or décor for The Point, nor are we responsible for any of the items brought in for The Point.

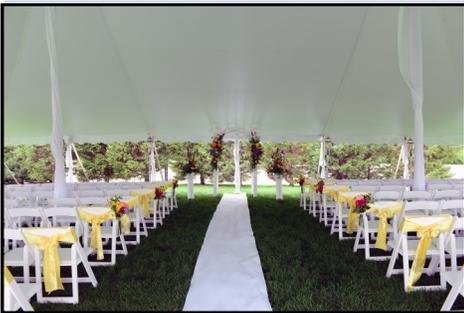
We highly recommend Redi Rental of Muskegon or Chalet Floral & Events for seating arrangements/décor.

Please also be aware there is a public easement on the walkway to The Point.

The rental fee for The Point (with the Marina View Room as a back up location) is \$500.

A deposit of \$250 is required to reserve The Point.

The remaining balance is due 5 business days before the event date.



The Lawn

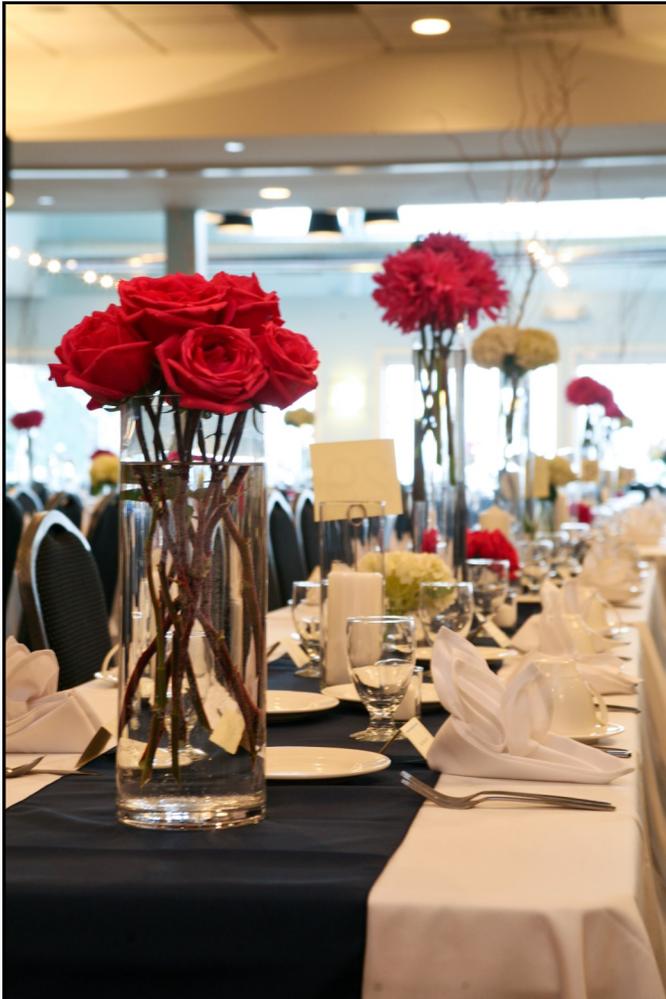
The Lawn in front of the Shoreline Inn is a bright and lush location for your special day. The all inclusive pricing for tents and chairs is provided by Redi-Rental.

Tents: High peak white tents, white pole curtains, set up, delivery , tax and damage waiver included.

Chairs: White padded chairs, set up, delivery and tax included.

<u>Size of Tent</u>	<u>Maximum Chairs</u>	<u>Cost of Tent</u>	<u>Chairs</u>
20 x 40	80	\$840	\$713
30 x 45	120	\$1,238	\$1010
40 x 60	250	\$1,758	\$1,977

Estimated cost. Prices subject to change by Redi-Rental. Prices will be confirmed before signing of contract.



Wedding Package 1

One Plated Entrée

75 guest minimum

Ballroom Set Up

- ◆ Tables and chairs
- ◆ White table linens and white linen napkins and skirting for appropriate tables
- ◆ China, flatware and tabletop stemware

Accommodations for Bride & Groom on Wedding Night

Standard Room with king-size bed

Buffet Appetizers

Imported and domestic cheese display
Fresh vegetables and dip

First Course

Garden salad with three dressings or Caesar salad
Freshly baked rolls and butter

One Plated Entrée

Chicken Marsala, Pecan Chicken, Tuscan Chicken, Chicken Picatta, Honey Mustard Chicken, Ginger Beer Braised Beef Brisket, Lemon Basil Chicken, Rosemary & Honey Mustard Glazed Pork Loin

*served with your choice of 2 side selections, including:

green bean amandine, grilled asparagus (*seasonal*), garlic buttered carrots, brussel sprouts with bacon, fresh vegetable sauté, sweet potato mashed with maple and vanilla, herb roasted redskin potatoes, mashed potatoes with garlic and parmesan, wild rice blend with cranberries and almonds, potato hash with bacon and smoked gouda

Beverage Service

Champagne toast for the head table
Fully stocked bar with bartender, along with 5 hours of bar service *including one draft domestic beer, house wines, well brand liquors and soft drinks*
Coffee and tea service with dinner

Cake Service

Cake cutting by SICC chef as well as buffet-style cake service in room
(*wedding cake not included*)

*Tax and service fees not included in price
Room Rental Fee for Ballroom not included*

Wedding Package 2

Two Plated Entrées

75 guest minimum

Ballroom Set Up

- ◆ Tables and chairs
- ◆ White table linens and white linen napkins and skirting for appropriate tables
- ◆ China, flatware and tabletop stemware

Accommodations for Bride & Groom on Wedding Night

Corner Room with king-size bed, jacuzzi, fireplace and balcony
Champagne & chocolate covered strawberries delivered to hotel room

Buffet Appetizers

Imported & Domestic Cheese Display
Fresh Vegetables and Dip
Tuscan Bean & Goat Cheese Dip
Bruschetta Crostini

First Course

Garden salad with three dressings or Caesar salad
Freshly baked rolls and butter

Two Individual Plated Entrées

Honey Mustard Chicken, London Broil, Pecan Chicken, Tuscan Chicken, Lemon Basil Chicken, Chicken Marsala, Chicken Picatta, Ginger Beer Braised Beef Brisket, Top Sirloin, Stuffed Pork Loin, Rosemary & Honey Mustard Glazed Pork Loin, Pecan Whitefish (*seasonal*)

*served with your choice of 2 side selections, including:

green bean amandine, garlic buttered carrots, grilled asparagus (*seasonal*), fresh vegetable sauté, brussel sprouts with bacon, herb roasted redskin potatoes, mashed potatoes with garlic and parmesan, sweet potato mashed with maple and vanilla, wild rice blend with cranberries and almonds, potato hash with bacon and smoked gouda

Beverage Service

Champagne toast for the head table
Fully stocked bar with bartender, along with 5 hours of bar service *including one draft domestic beer, house wines, call brand liquors and soft drinks*
Coffee and tea service with dinner

Cake Service

Cake cutting by SICC chef as well as buffet-style cake service in room
(*wedding cake not included*)

Tax and service fees not included in price
Room Rental Fee for Ballroom not included

Wedding Package 3

Two Plated Entrées

75 guest minimum

Ballroom Set Up

- ◆ Tables and chairs
- ◆ White table linens and white linen napkins and skirting for appropriate tables
- ◆ China, flatware and tabletop stemware

Accommodations for Bride & Groom on Wedding Night

Penthouse Suite with private bedroom, living area, full kitchen, dining area, fireplace and balcony
Champagne & chocolate covered strawberries delivered to hotel room

Buffet Appetizers

Imported & Domestic Cheese Display
Smoked Salmon Display

Butler Style Appetizers

Open-Faced Vegetable Spring Rolls
Bruschetta Crostini
Wild Mushroom Crostini

First Course

Garden salad with three dressings or Caesar salad
Freshly baked rolls and butter

Two Individual Plated Entrées

Filet Mignon, Pan Seared North Atlantic Salmon, Herb Crusted Prime Rib, London Broil,
Top Sirloin, Ginger Beer Braised Beef Brisket, Rosemary & Honey Mustard Glazed Pork Loin,
Stuffed Pork Loin, Chicken Marsala, Tuscan Chicken, Chicken Picatta, Honey Mustard Chicken,
Lemon Basil Chicken, Pecan Chicken, Asiago & Herb Crusted Walleye (*seasonal*),
Sesame Crusted Mahi Mahi, Pecan Whitefish (*seasonal*)

*served with your choice of 2 side selections, including:

green bean amandine, garlic buttered carrots, grilled asparagus (*seasonal*), fresh vegetable sauté,
brussel sprouts with bacon, herb roasted redskin potatoes, mashed potatoes with garlic and parmesan,
sweet potato mashed with maple and vanilla, wild rice blend with cranberries and almonds,
potato hash with bacon and smoked gouda

Beverage Service

Champagne toast for all guests
Fully stocked bar with bartender, along with 5 hours of bar service *including one draft domestic beer, house wines,
call brand liquors and soft drinks*
Coffee and tea service with dinner

Cake Service

Cake cutting by SICC chef as well as buffet-style cake service in room
(*wedding cake not included*)

*Tax and service fees not included in price
Room Rental Fee for Ballroom not included*

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

Wedding Package 4

Buffet Style with Two Entrées

75 guest minimum

Ballroom Set Up

- ◆ Tables and chairs
- ◆ White table linens and white linen napkins and skirting for appropriate tables
- ◆ China, flatware and tabletop stemware

Accommodations for Bride & Groom on Wedding Night

Corner Room with king-size bed, jacuzzi, fireplace and balcony
Champagne & chocolate covered strawberries delivered to hotel room

Buffet Appetizers

Imported & Domestic Cheese Display
Fresh Vegetables and Dip

First Course

Plated garden salad with three dressings or Caesar salad
Freshly baked rolls and butter

Buffet Dinner with Two Entrées

Select two buffet entrée options and two side selections selected from the listings on the next page

Beverage Service

Champagne toast for the head table
Fully stocked bar with bartender, along with 5 hours of bar service *including one draft domestic beer, house wines, call liquors and soft drinks*
Coffee and tea service with dinner

Cake Service

Cake cutting by SICC chef as well as buffet-style cake service in room
(wedding cake not included)

Tax and service fees not included in price
Room Rental Fee for Ballroom not included



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

Wedding Package 4

Buffet Entrée and Side Selections

Please select any two of the following entrées

Beef entrée 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

Chicken entrée 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, capers and lemon/white wine sauce
- ◆ Pecan crusted chicken with Granny Smith apple/brandy sauce

Pork entrée 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 and sherry/sage gravy

Fish entrée selections:

- ◆ 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
- ◆ Sesame crusted Mahi Mahi with pineapple/sweet Thai glaze

Pasta entrée 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

Please select any two sides :

Green bean amandine

Grilled asparagus (*seasonal*)

Maple/ginger glazed carrots

Sweet potato mash with maple and vanilla

Mashed potatoes with garlic and parmesan

Au gratin potatoes

Fresh vegetable sauté

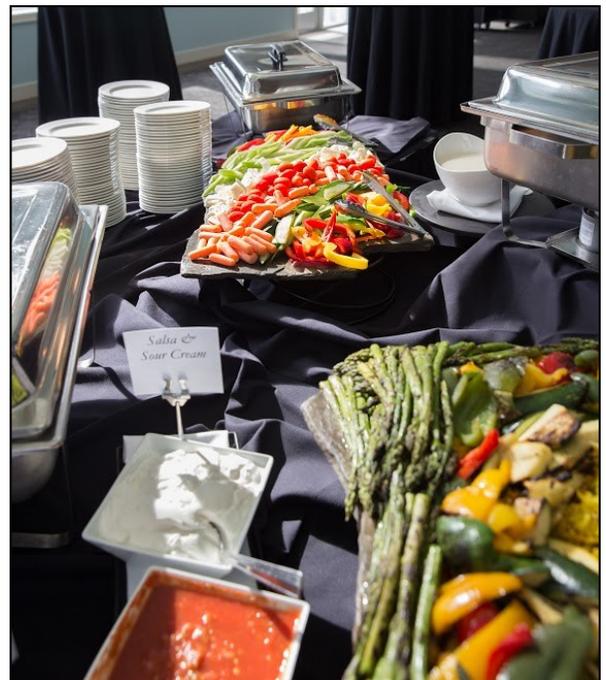
Brussel sprouts with bacon

Baked gourmet macaroni and cheese

Herb roasted redskins

Wild rice blend with cranberries and almonds

Banquet Menu



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, black 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
- ◆ Barbecue 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 fee and Michigan state 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 *served 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
- ◆ Barbecue 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”

Dips & Spreads

Each order feeds up to 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

Grilled seasonal vegetables with balsamic drizzle

- ◆ Small
- ◆ Medium
- ◆ Large

Fresh fruits with orange/mint crème fraiche

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

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

- ◆
(each wheel serves 50 – 75 people)

Plated Dinner Selections

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 your 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

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

Grilled asparagus (seasonal)

Brussel sprouts with bacon

Mashed potatoes with garlic and parmesan

Wild rice blend with cranberries and almonds

Garlic buttered carrots

Fresh vegetable sauté

Herb roasted redskins

Sweet potato mashed with maple and vanilla

Potato hash with bacon and smoked Gouda

Plated Dinner Selections

Continued

Plated Pasta and Vegetarian Selections

All plated pasta and vegetarian selections are served with a garden salad with three dressings, freshly baked rolls and butter and coffee and tea service. Sides not included.

- * 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 three 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 entrée 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
- ◆ Charbroiled kabobs with skewered beef, mushrooms, bell peppers and onions marinated in Mediterranean vinaigrette

Chicken entrée 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 entrée 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 entrée 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 entrée 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

Buffet Dinner Selections

Continued

Side selections:

Green bean amandine

Grilled asparagus (seasonal)

Maple/ginger glazed carrots

Baked gourmet macaroni and cheese

Herb roasted redskins

Wild rice blend with cranberries and almonds

Fresh vegetable sauté

Brussel sprouts with bacon

Au gratin potatoes

Sweet potato mashed with maple and vanilla

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:
Budweiser, Bud Light, Miller Lite
- * Bottled Michigan craft beers:
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: (4 glasses per bottle)
Chardonnay, Moscato, Pinot Grigio, Cabernet Sauvignon and Merlot
- * Premium wines per 750 ml bottle: (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:
- * Liquor per liter:

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

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

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
- * Package #2: well brand liquors, house wines, draft domestic beer, soft drinks and juices
- * Package #3: call brand liquors, house wines, draft domestic beer, soft drinks and juices
- * Package #4: premium brand liquors and wines, imported or craft draft beer, soft drinks and juices

A la carte beverage services:

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

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.**

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

Dessert Selections

Chocolate covered strawberries (seasonal)
hand dipped and served on platters to each table or arranged on a dessert table

Assorted finger desserts
an assortment of mini gourmet desserts, served on platters to each table or arranged on a dessert table

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

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

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.

Wedding Vendors

Vendor Policies

1. Any outside companies bringing items into SICC must set up a designated time with our banquet manager at least 72 hours prior to event.
2. All equipment brought in for set-up by entertainment must be completed at least one hour prior to guest arrival.
3. SICC will not touch, move, or add anything to a wedding cake prior to the time for our chef to cut the cake. *SICC will not be held responsible for any parts of the cake or desserts brought in.*
4. All contracts between vendors and customers are between those two parties. Payment must be paid directly with the vendors.
5. Customer is responsible to remove all vendors supplies or have vendor remove them by conclusion of event.

You are welcome to use your own vendors! To assist in planning, here are a few local vendors that have worked with Shoreline Inn Conference Center::

Entertainment/DJ Services:

- * Modern Entertainment (231) 215-3242 www.modern-entertainment.com
- * Digital Joe's (616) 844-8641
- * Quality Sound (231) 744-5926
- * DJ Michelle Carmean (231) 788-4613

Photography Services:

- * Riversedge Photography (231) 744-4200 www.riversedgephoto.com
- * Exclusive Photography (616) 617-8131
- * Brenda Hoffman Photography (616) 405 - 3142 www.brendahoffmanphotography.com
- * Snap Shot Moments Photography (231)903-3287 <http://www.snapshotmomentsphoto.com>

Photo Booth Services:

- * MiPhoto Booth (231) 343-3188 www.miphoto booth.com
- * Fastbooth (616) 406-9772 www.fastbooth.com

Specialty Linens/Chair Cover Services:

- * Elegant Linen Design (616) 638-9818 www.elegantlinendesign.com
- * Chair Cover & Linen Collection (616) 638-1121 www.chaircovercollection.com

Flower/Centerpiece Services:

- * Wasserman's Flowers & Gifts (231) 755-6536 www.wassermansflowers.com
- * Chalet Floral (231) 755-1805 www.chaletfloral.com

Bakery Services:

- * Ryke's Bakery (231) 726-2253 www.rykes.com
- * Goober's Bakery & Pastry Shoppe (231) 798-1213 www.facebook.com/goobersbakery
- * Desserts by Design (616) 847 - 1370 www.dessertsbydesign.us

Miscellaneous Event Rentals:

- * Redi-Rental (231) 737-7368 www.redirental.com/muskegon
- * Debby Does Dishes (517) 398 - 4759 www.debbydoesdishes.com

Custom Sewing & Alternations:

- * Anything Sews! Bridal Services (616) 886 - 3394 www.facebook.com/anythingsewsbridal

Guest Accommodations

Group blocks can be arranged if reception is booked at the SICC!

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)



750 Terrace Point Rd Muskegon, MI 49440
Phone: (231) 727 – 8483 Ext 2236 Fax: (231) 720 – 4209
Sales@ShorelineInn.com www.ShorelineInn.com

Booking Agreement

Booking Date: _____

Wedding Reception Date: _____

On Property Ceremony YES NO **The Point | Front Lawn (tent)**

Estimated Number of Guests: _____

Wedding Party Information:

Bride's Full Name: _____ Groom's Full Name: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

Brides Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person if different than Bride and Groom

Name: _____ Relationship to Bride: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

How did you hear about us: _____

The booking party will be held accountable for any damage caused to the facility, property of/within the facility and/or staff members. I have read, understand and agree to The Shoreline Inn & Conference Center's terms, conditions, policies and procedures. I also understand that all current menu and beverage pricing is guaranteed for 90 days prior to event, but rental fees, minimums and ceremony fees will remain in effect from the time of signing.

Booking Party Signature

Date

Non Refundable Deposits Schedule:

Acceptable forms of payment include cash, check, cashier's check, debit card or credit card. **No personal checks will be accepted for final payment.** All deposits will be credited to final bill.

1. \$1000 deposit due to hold date
2. \$1000 deposit due 60 days after booking date
3. \$1000 deposit due 120 days after booking date
4. \$1000 deposit due 120 days before booking date
5. \$1000 deposit due 60 days prior to event date
6. 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.**



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