



# Michaywé

**Inn the Woods**

**Event Information and  
Policies**

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## Special Events & Celebrations

Michaywé Inn the Woods offers a versatile, scenic setting for memorable events of all sizes. With multiple private dining spaces, elevated food and beverage offerings, a championship golf course, and nearby lodging, we provide a seamless experience from planning through execution.

We accommodate events ranging from intimate gatherings to groups of 200+ guests, including:

- **Corporate Meetings & Retreats** – trainings, presentations, board meetings
- **Weddings & Receptions** – rehearsal dinners through full receptions
- **Showers & Milestone Celebrations** – bridal, baby, birthdays, anniversaries
- **Fundraisers & Community Events** – professionally supported and staffed
- **Golf Tournaments & Outings** – custom food, beverage, and event packages
- **Off-Site Catering** – Michaywe hospitality at your chosen location



### Food & Beverage Options

Our banquet menus represent a selection of our offerings and serve as a starting point. The Food & Beverage Manager and Executive Chef will collaborate with you to create customized menus that reflect your event style, seasonality, and guest preferences.

Menu availability and pricing are subject to change. Final pricing is guaranteed 90 days prior to the event date.

### Room Options & Capacities

Room	Banquet	Classroom	Theater	Reception
Pub Room	Up to 40	N/A	N/A	N/A
Main Dining Room	Up to 70	40 or fewer	N/A	N/A
Tavern Room	Up to 80	60 or fewer	N/A	Up to 125
Upper Deck	Up to 80	N/A	N/A	N/A
Bridgeview Room	Up to 150	80 or fewer	180 or fewer	Up to 225

Please Note:

- Capacities vary based on table configuration and event format.
- Final layouts are determined by the Food & Beverage Manager to ensure guest comfort and safety.
- Meeting setups include tables, chairs, and linens.
- Banquet setups include full service, dinnerware, and linens.



# **Michaywé Inn the Woods Group Sales Policies**

## **Group Sales Policies & Guidelines**

Groups of 20 or more guests, all arrangements are coordinated through the Food & Beverage Manager and require:

- Pre-planned room and space setup
- Dedicated staffing and service planning
- Customized menu selection
- Structured billing and payment process

\*Private room availability and charges vary by season, guest count, event type, and food and beverage selections.

\*\*Michaywé Members in good standing are eligible for discounted room rates as outlined in Fees & Charges.

Additional fees may apply.

## **Entertainment, Equipment & Décor**

All entertainment, audiovisual needs, and décor must be approved in advance.

- Items may not be affixed to walls, ceilings, or fixtures
- Hosts are responsible for damages caused by guests or vendors
- Michaywé is not responsible for lost or damaged personal items
- Table and chair counts are finalized prior to the event and may not be adjusted during service

## **Food & Beverage Policies**

- All food and beverages must be purchased, prepared, and served by Michaywé
- Buffet service is limited to 90 minutes in compliance with health regulations
- Food prepared for an event must be consumed on-site
- Removal of food or beverage is not permitted
- Outside celebration cakes may be approved in advance; service fees apply

## **Alcohol Service**

- Alcohol is sold and served exclusively by Michaywé staff
- Outside alcohol (including wine or champagne) is prohibited under Michigan law
- Valid identification is required for service
- Management reserves the right to refuse or discontinue service

## **Friday & Saturday Evenings**

To ensure optimal service, plated dinners must be served before 6:00 PM or after 8:00 PM.

## **Deposits, Guarantees & Cancellations**

- Deposit Required to Reserve Date
  - 50 guests or fewer: \$200
  - Over 50 guests: \$500
- Deposits apply to the final bill
- Deposits are forfeited if cancelled within 2 months of the event

## **Guest Guarantees**

- Menu selections and expected guest counts finalized 14 days prior to the event
- Final guaranteed guest count due 7 business days prior
- If not confirmed, original anticipated count will be billed
- Changes within 7 days may incur a \$200 change fee

## **Billing, Charges & Payment**

- 20% service gratuity and 6% Michigan sales tax apply to all events
- Tax-exempt organizations must provide documentation 7 days prior
- Full payment is due at the conclusion of the event
- One form of payment per group. Separate checks are not available for groups of 20 or more.

Checks payable to Pines Club Corp.

## **Fees & Charges**

### **Room & Setup Fees - Regular / Member**

- Tavern Room (Deck Access): \$700 / \$350
- Additional Deck Setup: \$200 / \$100
- Bridgeview Room (Patio Access): \$500 / \$250
- Additional Patio Setup: \$200 / \$100
- Tavern & Bridgeview Combined: \$1,200 / \$600
- Lake Michaywé Beach Area: \$200 / \$100
  - Folding Chair Set Up: \$2 per chair

### **Equipment**

- Podium: No charge
- Easel: No charge
- Mobile AV Cart: \$25
- Sound System w/ Microphone: \$25

### **Service Charges**

- Cake cutting and service: \$25 - \$50 per cake depending on the size
- All events may be subject to a \$100 labor fee

\*Food & beverage minimums, additional labor fees, and minimum gratuities may apply based on event scope.

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Signature

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Date

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Michaywé Food & Beverage Manager

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Date

Michaywé is pleased to assist you in making your event memorable for your guests and manageable for you. Please consider this a guide to our services. If you have a special request, we will do our best to honor it if at all possible.

Our policies help us manage our business efficiently and offer you assurance of the finest quality service we can provide so that you are completely satisfied.

Thank you for considering Michaywé! We look forward to serving you!