



# **Michaywé**

## **Inn the Woods**

### **Banquet Policies**

**989-939-8800**

**itw@michaywe.com**

**Michaywe.com**

## SPECIAL EVENTS & CELEBRATIONS

At Michaywé Inn the Woods, we want to be your special events venue. We offer beautiful facilities, fantastic food and drink, an amazing championship golf course, and nearby executive lodging to ensure that your event is the best it can be. Our capabilities include virtually any type of event for groups of 2 to 200 or more.

- ♦ **Corporate Meetings** - training sessions, sales presentations, board meetings
- ♦ **Rehearsal Dinner, Weddings, & Receptions** - we are your best choice from start to finish
- ♦ **Wedding & Baby Showers** - gather friends in front of the fireplace or on our beautiful deck to celebrate
- ♦ **Birthday Parties & Anniversaries** - make memories during these special times with special people
- ♦ **Fundraising Events** - maximize your efforts with our experienced staff
- ♦ **Golf Tournaments** - take advantage of all our amenities with a custom golf package
- ♦ **Off-Site Catering** - we can bring our excellent dining experience to you



## FOOD & BEVERAGE OPTIONS

The menus on the following pages represent just a few of the dining options we offer. Our Food & Beverage Manager and Executive Chef will be pleased to spend time with you to **create custom menus** that will make your special event fantastic!



## FIRST CLASS SERVICES

Let us do the work for you so you can relax and entertain your guests!

- ♦ **Elegant Table Settings**
- ♦ **Floral Arrangements**
- ♦ **Celebration Cakes**
- ♦ **Photographer**
- ♦ **Live Music & Entertainment**
- ♦ **Chocolates**
- ♦ **Valet Parking**
- ♦ **Transportation Services**

## Room Options

Room Capacity	Banquet	Classroom	Theater	Stand Up Reception
Schneider's Pub	up to 40 guests	N/A	N/A	N/A
Main Dining Room	up to 70 guests	40 or less	N/A	N/A
Terrace Room	up to 80 guests	60 or less	N/A	up to 125 guests
Upper Deck	up to 80 guests	N/A	N/A	N/A
Bridgeview Room	up to 150 guests	80 or less	180 or less	up to 225 guests

The maximum capacity may fluctuate based on the number and style of tables used. The Food & Beverage Manager will suggest a layout that will best accommodate guest's comfort and safety.

- The Bridgeview Room is set with round or six-foot banquet tables.
- The Terrace Room is set with round tables that accommodate up to 8 guests per table.
- Meeting set up includes tables, chairs, and linens.
- Banquet set up includes tables, chairs, linens, complete dinnerware and service.
- Private room charges are based upon availability, time of year, number of guests, type of event, and food and beverage services ordered.





# Michaywé Inn the Woods Group Sales Policies

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!

## Group Policies & Guidelines

For groups with 20 or more guests, all arrangements are made with the Food & Beverage Manager and will require:

- Pre-planned space and/or room set up
- Special staffing and service preparations
- Custom chef-inspired menu offerings
- Specific billing and payment procedures

## Room Charges

Private room charges are based upon availability, time of year, number of guests, type of event, and food and beverage services ordered.

Michaywé property owners in good standing are eligible for a special Member rate as outlined in "Fees & Charges" (page 5). Additional space and other fees still apply.

## Entertainment, Equipment & Decorations

Entertainment, audio visual needs, and decorations must be pre-arranged with the Food & Beverage Manager.

Guests may not affix anything to the ceilings or walls of the rooms. Any damages to the building or equipment by a guest will be the financial responsibility of the group host. Michaywé will not assume responsibility for the damage or loss of any merchandise or personal articles brought in by the group host or guests.

**Once an event has begun, extra tables and chairs will not be added by guests or staff.**

## Food & Beverage Policies

All food and beverages must be purchased from and prepared and served by Michaywé. In order to comply with health and food quality standards, buffet food will not be left out for more than 90 minutes. Food prepared for a function is to be consumed at the function. The health department license for Michaywé does not allow for the removal of food or beverage from a banquet event.

Celebration cakes may be provided by the host but are subject to prior approval of the Food & Beverage Manager. Slicing and service by staff is available and includes plates, forks, and napkins.

Alcoholic beverages and other non-inclusive beverages are charged on a consumption basis. As a licensee we are responsible for the sales and service of all alcoholic beverages on property. The Michigan Liquor Control Commission prohibits us from allowing you to provide your own alcoholic beverages including wine and champagne. Guests will be asked to show proper identification for service. The banquet manager and/or bartender will determine if service to a guest or group must be discontinued.

**Menu offerings and prices are subject to change without notice. Food and beverage prices are guaranteed 90 days prior to the scheduled date.**

To provide your guests the best service and meal offerings, we request that dinner events held on Friday and Saturday evenings be served before 7:00 pm or after 8:00 pm. This allows for you and your guests to receive optimal service and our kitchen to best serve all of our guests.

(Cont'd Next Page)

### **Deposits, Guarantees & Cancellations**

A deposit is required to reserve a date for all special events. For 50 people or less the required deposit is \$200.00, and for more than 50 people the deposit requirement is \$500.00. The deposit is credited to the final total of the bill at the end of the event. The deposit is forfeited if the event is cancelled less than 6 months prior to the event date.

Some room arrangements and menu offerings have minimum and/or maximum attendance requirements. The minimum number of expected guests is required four business days prior to the event. Changes in the original anticipated number and the guaranteed number may result in changes to room arrangements and meal offerings requested. If the final number is not confirmed as required, the original anticipated number will be used for preparation, room arrangements, and billing. Each menu offering will have specific guarantee requirements for its service.

**All selections for food and beverage and expected guest count are to be made and finalized no less than 14 days prior to the event. Guaranteed counts and limited changes may be made up to 7 days prior to the event.**

### **Billing, Charges & Payment**

An 18% gratuity and a 6% Michigan sales tax will be applied to all banquet food and beverage purchases. Tax exempt groups must provide a copy of their tax exemption certificate at least 7 days prior to the date of the event. Tax will be applied if the certificate is not provided.

**All events must be paid in full at the conclusion of the event.** The deposit will be applied to the final bill as a credit.

All group events require one check or credit card for payment. Separate checks are not available for groups of 20 or more guests.

Please make checks payable to: **Pines Club Corp.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michaywé Food & Beverage Manager

\_\_\_\_\_  
Date

# Fees & Charges

## Room Charges & Set Up Fees

### Regular Rate

<b>Terrace Room</b> (Deck Access)	\$175.00
Additional Set Up Fee for Deck	\$125.00

<b>Bridgeview Room</b> (Patio Access)	\$175.00
Additional Set Up Fee for Patio Access	\$125.00
Indoor setting, table, chairs and white on white linen	

### Equipment

Sound System	N/C
Podium	N/C
Easel	N/C
Mobile A/V Cart	\$25.00
Microphone	\$25.00
Big Screen TV/Projection Screen	\$25.00
HDMI cable connection provided	

### Service Charges

Celebration Cakes - Served by staff	\$1.00 per person
Colored Linen extra charge	current price
Chair cover rental	current price

### Wedding Ceremony Set-Up Fees

Fifty (50) and under	\$ 125.00
Fifty (50) - One Hundred (100)	\$ 175.00
One Hundred (100) - Two Hundred (200)	\$ 225.00

All Room Rentals and Set-up Fees are contingent on minimum Food and Beverage Sales.