

Service is our Goal

Your highest expectations will be met at Bay Harbor. Our trained and dedicated staff have one goal in mind; the satisfaction of our guests. You will find more than 5,000 square feet of flexible space for your function. Our luxurious sleeping rooms offer private meeting space for up to eight people accenting the importance of any meeting, while Bay Harbor's meeting/banquet room can accommodate much larger groups.

Whether you have eight people or three hundred, you'll find that our staff has creative solutions to meet your every need.

Luxurious Accommodations

Nestled on 5 miles of pristine Lake Michigan, an uncompromising standard of hospitality awaits you. Upon your arrival, you will find an irresistible blend of a northern Michigan resort and the tranquility of a small historical city. Bay Harbor has rooms you will find very accommodating. Our rooms are appointed with large bedrooms and separate living space, plush furnishings, flat screen TV's, breathtaking views of Lake Michigan, luxurious bathrooms and air conditioning.

At Bay Harbor lifestyle abounds with something for everyone. From kayaks, mountain bikes, snowshoes, golf, fishing, hunting and cross- country skiing, to endless local events and activities, our amenities will keep you busy. If you desire a slower, quieter setting, enjoy a pool side at our Bay Harbor swim club.

Bay Harbor will ensure a vacation, event or retreat full of memorable experiences.

Memorable Cuisine

Dining is an experience in itself at Bay Harbor. Our beautiful venue offers dining and entertainment with a friendly, colorful ambiance. Bay Harbor with its serenity and beauty, is the place for you. Bay Harbor can accommodate all your rehearsal, reception or conference requests. If shopping is your preference, The Village at Bay Harbor boasts several boutique shops.

Magnificent Atmosphere

Bay Harbor is the premier Resort in Northern Michigan with décor that reflects historic craftsmanship reminiscent of the 20th century. Bay Harbor provides high-end facilities and quality service to business and leisure travelers from around the world. Whether your preference is for nightlife in one of our food and beverage outlets or you prefer the tranquility of a hike along the shores of Lake Michigan, Bay Harbor offers unparalleled beauty.

“Doing the little things, better.”



The Loft



Lake Michigan Room



Observation Platform



Sunset Beach

Meeting Planner Packages

Bay Harbor Meeting Planner Delight and the Executive Plan

Make one simple selection to plan your day-long event. We have combined all of your food and beverage needs for the entire day at an affordable per person cost. You make the selection and leave the rest to us!

Bay Harbor Meeting Planner Delight \$26 per person

Continental Breakfast

Assorted Bakeries
Selection of Fruit Juices

Mid-Morning Break

Natural Spring Water

Deli Buffet

Garden Salad & Pasta Salad
Platter of Assorted Deli
Meats and Cheeses

Afternoon Break

Freshly Baked Cookie Assortment
Natural Spring Water

Bay Harbor Executive Plan \$31 per person

Continental Breakfast

Assorted Bakeries
Fruit Tray
Selection of Fruit Juices

Mid-Morning Break

Granola Bars
Natural Spring Water

Deli Buffet

Chicken & Tuna Salad
Sliced Turkey
Croissants & Whole Wheat bread
Garden & Pasta Salad

Afternoon Break

Cookie Assortment
Chewy Brownies
Natural Spring Water

*****The Continental Breakfast, Mid-Morning Break, Deli Buffet and Afternoon break in both plans include Freshly Brewed Coffee, Tea and assorted Soft Drinks.*****

Snacks * Refreshments * Theme Breaks

Snacks & Refreshments

Assorted Bakeries	\$20
Assortment of cookies	\$20
Bagels with Cream Cheese	\$25
Assorted Danish	\$30
Ice Cream Bars	\$30

(Items priced per 15 pieces)

Beverages

Assorted Soft Drinks (each)	\$2
Natural Spring Water (each)	\$2
Milk 2% (per gallon)	\$5
Specialty coffees	\$Market
Regular/ Decaffeinated Coffee & Tea	\$20

Theme Breaks

“Ice Cream Social”

Vanilla Ice Cream, Hot Fudge, Caramel, Butterscotch,
Crushed

Nuts, Whipped Cream, Crushed Oreos, M & M's,
Freshly Brewed Coffee & Tea, Water

\$8 per person

“Autumn at Bay Harbor”

Hot Apple Cider with Cinnamon Sticks, Doughnuts
Pumpkin Squares

\$9 per Person

“Take Me out to the Ballgame”

Hot dogs & Buns with Condiments, Popcorn, Ice
Cream Bars and Assorted Soft Drinks

\$9 per Person

“Pizza Party”

Your choice of any four specialty pizza's or build
your own.

Served with chips and assorted soft drinks.

\$13 per Person

Breakfast * Continental * Buffets

Continental Breakfast

Early Bird

Selection of Fruit Juices
Assortment of Pastries
Freshly Brewed Coffee
and Tea

\$9 per person

The Michigan

Fresh Baked Pastries
Fresh Fruit
Yogurt
Selection of Fruit Juices
Fresh Brewed Coffee and Tea

\$12 per person

Breakfast Buffet

(Minimum of 30
people)

Rise and Shine

Selection of Fruit Juices
Fruit Tray
Scrambled Eggs Bacon
Sausage
Assorted Bakeries
Freshly Brewed Coffee
and Tea

\$16 per person

Great Beginnings

Scrambled Eggs
Eggs Benedict
Salmon Lox
Hash Browns
Bacon and Sausage
Bagels and Cream Cheese
Selection of Fruit Juices
Fruit Tray
Assorted Bakeries
Freshly Brewed Coffee and Tea

\$22 per person

Add an Omelet station for only \$6 per person

Lunch* Luncheon Buffets

Salads

Goat Cheese and Apple

Seasonal Greens with walnuts, red onions,
Apple wedges, and goat cheese drizzled
With Citrus Vinaigrette
\$14 per person

Caesar Salad

Romaine, Croutons and
Parmesan Cheese
\$13 per person

Add Chicken \$3

Sandwich Fare

Box Lunch

Croissant
(Turkey, Ham, Beef)
Potato Chips
\$17 per person

Turkey Club Croissant

Sliced Turkey, Swiss and
Cheddar cheese, with
Lettuce, Tomato, and Onion
\$15 per person

Whitefish

Fresh Michigan Whitefish
Broiled with House Seasoning
Served with Sauce Meniere
And Lemon
\$20 per person

Luncheon Buffets

(Minimum of 30 people)

Deli Buffet #1

Garden Salad
Pasta Salad
Soup du Jour
Platter of Assorted Deli Meats and Cheeses
Bread Assortment
Condiments
Selection of Assorted Desserts
\$17 per person

Deli Buffet #2

Garden Salad with Toppings
Soup Du Jour
Chicken Salad
Tuna Salad
Sliced Turkey
Croissants and Whole Wheat Bread
Selection of Assorted Desserts
\$18 per person

Add a Pasta Bar for only \$8 per person

Dinner * Dinner Buffets

Dinner Sides

House Salad.....	\$4
Caesar Salad.....	\$5
Rice Pilaf.....	\$6
Garlic Mashed Potatoes.....	\$5
Seasonal Vegetable.....	\$4

Dinner Entrees

Chicken Picata.....	\$17
Roast Prime Rib.....	\$22
Salmon.....	\$20
Stuffed Whitefish.....	\$24
7 oz. Filet of Beef.....	\$32

Dinner Desserts

Tiramisu.....	\$7
Cheese Cake.....	\$7
Chocolate Mousse.....	\$7

Dinner Buffet

(Minimum of 30 people)

All American Cookout

BBQ Pork
Grilled Chicken
Brats
Corn on the Cob
Baked Beans
Potato or Pasta
Salad
Rolls and Butter
\$22 per person

Signature Buffet

Chicken Picata
Halibut
Carved Striploin
Caprese Pasta
Au Gratin Potatoes
Seasonal Vegetables
Strawberry and Goat Cheese Salad
\$40 per person

Hors D'oeuvres

(The items below are priced per 12 pieces)

Hot Items

Chicken Satay.....	\$30
Bacon Wrapped Scallops.....	\$36
Beef Kabobs.....	\$33
Crab Cakes.....	\$39
Meatballs.....	\$20

Cold Items

Tomato Mozzarella Picks.....	\$30
Whitefish Canapes's.....	\$28
Shrimp Cocktails.....	\$39
Fruit Kabobs.....	\$30

Trays and Platters

Roasted Vegetable Crudités

Red Pepper Aioli (Serves approximately 50 people)

\$200

Fresh Fruit Crudités

Served with Fruit Dip

(Serves approximately 50 people)

\$150

Light Fare

Pretzels.....	\$6 per lb.
Potato Chips.....	\$6 per lb.
Tortilla Chips.....	\$6 per lb.
Dip by the Pint (Salsa, French Onion or Dill).....	\$5 per pint

Cash Bars

Liquor

House Selections..... \$6 per drink
Call Selections..... \$7 per drink
Premium Selections..... \$8 per drink

Beer

Domestic..... \$4 per bottle
Imported/Craft.....\$6 per bottle

Wine

House Chardonnay- Cabernet- Merlot..... \$7 per glass and up
Upgraded Wine \$9 per glass and up

****A \$100 bar set up fee will be charged if bar revenue is less than \$350.00****

Host Bars

Open a minimum of 5 Hours

***** Per person, based on your Guarantee*****

Liquor

House Selection..... \$34 (\$7 each additional hour)
Prime Selection..... \$37 (\$8 each additional hour)
Deluxe Selection.....\$41 (\$9 each additional hour)

Beer and Wine..... \$32 (\$6 each additional hour)

Other

Soft Drinks..... \$2 each

Room Rental Prices

<u>Michigan Room</u>	<u>\$2,500</u>
<u>Bay Room</u>	<u>\$1,200</u>
<u>Harbor Room</u>	<u>\$1,200</u>
<u>The Loft</u>	<u>\$2,500</u>
<u>Marina Lawn Panel</u>	<u>\$6,000</u>
<u>Sunset Beach</u>	<u>\$1,500</u>
<u>Observation Platform</u>	<u>\$1,500</u>
<u>Equestrian Center</u>	<u>\$6,000</u>

Set-Up Fees \$100

Re-Set Fee \$75

Room Rental Guidelines

Room Rental fees may be adjusted if room nights are utilized at Bay Harbor.

Please review the following schedule:

- 1-10 Room = Room rental fees apply
- 11-20 Rooms = 10% Room rental waived
- 21-30 Rooms = 20% Room rental waived
- 31-40 Rooms = 30% Room rental waived

Information and Guidelines

We look forward to serving you, your associates and guests. Our staff will assist you in every way possible to ensure a successful meeting or special occasion.

Food and Beverage:

Meal Service in private function rooms can be scheduled to a minimum of 20 persons. Any meal function under 50 persons may be subject to a minimum sales amount.

All food and beverage must be purchased through Bay Harbor.

No outside beverages, alcoholic or otherwise, or food shall be brought into Bay Harbor function rooms by the patron or attendees from outside sources. Wedding cakes are the only exception. No food may be removed from Bay Harbor upon completion of function due to state health regulations.

Bay Harbor reserves the right to inspect and control all parties, meetings, receptions, etc.

Our Culinary Team is happy to accommodate any food allergies or dietary restrictions that apply. Please advise us 48 hours prior to function.

Menu selections should be submitted to the Event Manager at least three weeks in advance. Menu selections provided here are offered merely as suggestions. Your Coordinator would be happy to design a menu to your specific taste and desires.

A 21% service charge and current state sales tax will be added to all food and beverage purchases. Any group requesting a tax exemption must submit a copy of their tax exemption number prior to the event.

Guarantees:

An approximate number of guests expected are to be given at the time of initial booking. We require a final attendance number no later than 2 business days prior to the scheduled function. For functions scheduled on Monday or Tuesday, your guarantee must be given to the sales office no later than the preceding Friday.

We will be prepared to serve 5% over the guaranteed number (to a maximum of 100 people) and 3% for over 100 people. The guarantee is the minimum your group will be charged. If the sales office does not receive a guarantee, we will consider your last estimated number of attendees as the guarantee.

Banquet and Meeting Rooms:

As other groups may be utilizing the same room prior to or following your function, please adhere to the times agreed upon. Should your time schedule change, please contact the sales office. Every effort will be made to accommodate you.

Room rental charges apply to all rooms used for meetings or functions. Consideration is given when Bay Harbor Village sleeping rooms or catered food functions are involved.

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Information and Guidelines

There will be a \$75.00 re-set charge for each request on the day of your function to change the approved set-up of a meeting room once the room has been set.

If Bay Harbor cannot supply meeting facilities as a result of occurrences beyond the control of Bay Harbor, i.e. public emergency, act of God, function sponsor waives any claim against Bay Harbor for problems resulting from cancelled facilities.

All functions must end no later than 11:00 p.m. and all banquet rooms must be vacated by 11:30 p.m. Bay Harbor management reserves the right to limit the noise volume in our banquet rooms for the consideration of our guests.

Fire exits, aisles and equipment cannot be blocked in. All decorations, bunting, draperies, and curtains must be made of non-combustible materials. Any activities or decorations, involving the use of open flame, are prohibited. No item may be attached to floors, wall, ceilings, etc. in meeting rooms or lobby areas by any method (nailing, taping, stapling, etc.).

Damage:

Function sponsors are responsible for the protection of walls, furnishings and carpeting in the meeting rooms, both during preparation and continuation of activities. Damage or loss will be billed to the function sponsor. The on-site contact of the function is responsible for the conduct of all attendees.

Security:

Bay Harbor is not liable for loss, theft or damage of property belonging to function participants. Bay Harbor reserves the right to require security guards for any group at the sponsor's cost.

Entertainment/Photographs:

Musicians, orchestras, photographers, etc. will be booked by the person in charge of each event and will be solely their responsibility. Our Event Manager can assist in making contact arrangements.

If these groups are to be included in your group's meal count, please advise the sales office 48 business hours prior to the function.

Billings and Cancellations:

Bay Harbor requires a deposit and/or full payment be made to your function unless credit has been established in advance of the function, in which case the payment is due within 2 days following the event. Any portion of a room block not picked up or cancelled at least 30 days in advance will be charged to the master account. This deposit is non-refundable and can be applied to your total bill.

Payment is due the day of all functions, such as rehearsal dinners, receptions, political functions, fraternity, and/or sorority parties and will be based on your guarantee.

Where deposits are waived, a cancellation charge on a confirmed booking shall apply. This charge shall be equal to the published rental rate for the amount of space being held. Please see room rate sheet for pricing information.

Cancellation charges based on current room rentals are assessed as follows: 6 months or more at no charge; 90 days or more at 25%; 60-89 days at 50%; 30-59 days at 75%; less than 30 days at 100% of the total event

Functions booked within a 30 day period and then cancelled will be subject to a cancellation charge equal to a \$1,000.00 non-refundable deposit.