

Shoreline Inn

& CONFERENCE CENTER
ON MUSKEGON LAKE



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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 lake-front 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 event a success.

Our amenities include:

- ◆ Spectacular views overlooking Muskegon Lake and Terrace Point Marina
- ◆ Flexible seating and floorplans to comfortably accommodate large and small groups
- ◆ Full food and beverage service provided by our team of highly acclaimed chefs
- ◆ Complimentary Wi-Fi
- ◆ Audio/visual equipment available
- ◆ Complimentary parking
- ◆ Experienced Catering Sales Managers to assist in successfully planning your event
- ◆ 140 hotel rooms available for out of town guests
- ◆ Located in historic Downtown Muskegon

We look forward to working with you and serving your guests!

<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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Meeting/event spaces located inside The Lake House building:

Full Ballroom - Shoreline 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

Meeting/event spaces located inside the Shoreline Inn:

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

Breakfast Buffets

available to groups of 10 or more until 11AM

Breakfast Buffets are served with freshly brewed coffee, assorted hot teas, orange and cranberry juice.

WAKE-UP CALL

Assorted Danishes, hard boiled eggs, sliced fresh fruit

BAGEL SHOP

Bagels with assorted cream cheese and jams, hard boiled eggs, sliced fresh fruit

DONUT SHOP

Assorted donuts, hard boiled eggs, sliced fresh fruit

LAKE HOUSE SUNRISE

Farm fresh scrambled eggs with cheese, American fries, bacon, wheat & white toast, assorted jams

LAKE HOUSE GRAND

Farm fresh scrambled eggs with cheese, French toast, whipped butter, warm syrup, bacon, American fries, sliced fresh fruit, wheat & white toast, assorted jams

OMELET STATION

Omelets are prepared to order. Farm fresh eggs, variety of meats, cheese and vegetable options, American fries, sliced fresh fruit, wheat & white toast, assorted jams

BREAKFAST ENHANCEMENTS

(add to a breakfast buffet above)

- ◆ French toast with whipped butter and warm syrup
- ◆ Oatmeal with brown sugar and golden raisins
- ◆ Bagels with cream cheese and jams
- ◆ White & wheat toast served with assorted jams
- ◆ Assorted Danishes
- ◆ Assorted donuts
- ◆ Scrambled eggs with cheese
- ◆ Sausage links
- ◆ Hard boiled eggs
- ◆ Yogurt & granola
- ◆ Fresh sliced fruit

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

Coffee & Beverage Service

HALF DAY COFFEE & TEA STATION

Freshly brewed regular & decaf coffee and assorted hot teas for up to 4 hours

ALL DAY COFFEE & TEA STATION:

Freshly brewed regular & decaf coffee and assorted hot teas for up to 8 hours

BEVERAGES BY THE GALLON *(16 to 18 servings per gallon):*

- ◆ Lemonade
- ◆ Iced tea
- ◆ Assorted hot teas
- ◆ Freshly brewed coffee (regular and decaf)

BEVERAGES AVAILABLE BY CONSUMPTION:

- ◆ Assorted canned soft drinks
- ◆ Bottled water

Snacks

available to groups of 10 or more

- ◆ Housemade chips & salsa
- ◆ Housemade assorted cookies
- ◆ Housemade brownies

- ◆ Trail mix
- ◆ Yogurt & granola
- ◆ Fresh sliced fruit

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Plated Lunches

available to groups of 10 or more until 3PM

Plated Lunches are served with two sides and freshly baked rolls & butter.

Lunches include iced tea and water service.

Pasta entrees come with rustic garlic bread but no additional sides.

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

LONDON BROIL, wild mushroom cognac cream

TOP SIRLOIN (4oz), sautéed mushrooms, caramelized onions,
demi-glaze drizzle

CHICKEN

AIRLINE CHICKEN (6oz), honey mustard glaze, rosemary

CAPRESE AIRLINE CHICKEN (6oz), fresh mozzarella, tomato, basil,
balsamic glaze, pesto cream sauce

TUSCAN CHICKEN (5oz), parmesan and herb crust, wild mushrooms,
roasted yellow tomatoes, creamy Tuscan goat cheese sauce

BARBECUE AIRLINE CHICKEN (6oz), spice rub, homemade barbecue sauce

FISH

PAN SEARED SALMON, cracked mustard citrus glaze

PECAN CRUSTED WHITEFISH, cracked honey mustard cream sauce

PASTA – *served with rustic garlic bread on the side:*

PENNE, grilled chicken, vodka cream sauce, fresh diced tomatoes

BEEF STROGANOFF, beef flank tips, wild mushroom cream sauce,
parsley buttered egg noodles

SIDES

Green beans

Grilled asparagus

Garlic butter carrots

Fresh vegetable sauté

Steamed broccoli

Fiesta corn

Potato hash with bacon and smoked gouda

Sweet potato mash with maple and vanilla

Mashed potatoes with garlic and parmesan

Herb roasted redskins

Wild rice blend with cranberries and almonds

Baked gourmet macaroni and cheese

*If offering multiple plated entrees to guests,
please see Menu Planning & Guest Confirmation policies on page 17.*

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

Lunch Buffets

available to groups of 10 or more until 3PM

Lunch Buffets come with a choice of a garden salad or Caesar salad bar.
Lunches include iced tea and water service.

COMPASS

Includes freshly baked garlic parmesan bread.
Choice of two pastas. *Lasagna entrees require 25 guest minimum.*

CHEESE FILLED RAVIOLI, marinara or parmesan cream sauce
PENNE, vodka cream sauce, grilled chicken breast, fresh diced tomatoes
SPAGHETTI, meatballs, marinara sauce
BAKED GOURMET MACARONI AND CHEESE
CLASSIC LASAGNA, Italian meat, tomato sauce, ricotta, mozzarella, parmesan cheese
VEGETARIAN LASAGNA, herbed ricotta, mozzarella, roasted seasonal vegetables, marinara sauce

ANCHOR

Choice of two selections. *Lasagna entrees require 25 guest minimum.*

SOUP SELECTIONS: Broccoli cheddar soup, chicken noodle soup, tomato basil bisque
PIZZA SELECTIONS: Barbecue chicken pizza, veggie pizza, deluxe pizza
PASTA SELECTIONS: Spaghetti & meatballs, chicken fettuccini alfredo or vegetarian lasagna
SANDWICH SELECTIONS: Turkey club sandwich, roast beef & gouda sandwich, caprese (vegetarian) sandwich

DRIFTWOOD

Includes housemade kettle chips.
Choice of three sandwiches. *Sandwiches can be made as wraps if preferred.*

ITALIAN GRINDER, salami, capicola, pepperoni, fresh mozzarella, roasted red peppers, banana peppers, tomatoes, sundried tomato pesto, Italian dressing
PARMESAN CHICKEN, parmesan crusted chicken breast, fresh mozzarella, tomatoes, field greens, marinara sauce
ROAST BEEF, smoked gouda, caramelized onions, horseradish sauce
HONEY DIJON CHICKEN SALAD, dried cranberries, pecans, celery, tomatoes, field greens
TURKEY CLUB, applewood bacon, cheddar cheese, lettuce, tomato, basil aioli
BBQ PULLED PORK, cheddar cheese, cucumber and onion slaw
THE VEGGIE, herbed goat cheese spread, sautéed mushrooms, roasted red peppers, asparagus, artichoke hearts, tomatoes, spinach, fresh mozzarella, feta aioli, balsamic drizzle

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Hors D'oeuvres

Appetizers are priced per person, per item.

HOT

ARANCINI, risotto fritters, saffron tomato cream

MEATBALLS, choice of barbecue, bourbon glazed, Swedish or sweet & sour sauce

QUESADILLAS, choice of chicken, beef or vegetable. Served with salsa and sour cream.

CHICKEN SKEWERS, choice of Thai peanut satay, orange-ginger or jerk barbecue sauce

MINI GRILLED CHEESE, tomato soup shooters

COLD

CAPRESE SKEWERS, grape tomatoes, fresh mozzarella, basil, balsamic reduction

CROSTINI, choice of smoked salmon, bruschetta or wild mushroom

DIPS & SPREADS

DUO DIP, housemade pico de gallo, guacamole, seasoned tortilla chips

HUMMUS, choice of lemon garlic or roasted red pepper. Served with grilled naan and fresh vegetables.

SPINACH & ARTICHOKE DIP, toasted pita chips, rustic bread

TUSCAN BEAN & GOAT CHEESE DIP, seasoned tortilla chips, rustic bread

HOT

COCONUT SHRIMP, sweet Thai dipping sauce

SLIDERS, choice of cheeseburger, barbecue pulled pork or fried lake perch

STUFFED MUSHROOMS, choice of chorizo sausage & mozzarella or spinach & artichoke

BARBECUED PULLED PORK MINI TACOS, corn taco shells, thai cucumber onion slaw, queso fresco

BONELESS CHICKEN WINGS, choice of spicy buffalo, barbecue or mango sauce. Served with ranch & bleu cheese dressing.

COLD

CROSTINI, fig jam, candied bacon, sweet goat cheese

SPRING ROLLS, choice of chicken or vegetable. Served with sweet 'n sour sauce.

SUSHI, soy, wasabi, pickled ginger

DISPLAY TRAYS

FRESH VEGETABLE DISPLAY, buttermilk dip

FRESH SLICED FRUIT DISPLAY, orange cream dip

Hors D'oeuvres

HOT

SLIDERS, choice of ahi tuna or crab cake
 CRAB CAKES, tropical fruit salsa, red pepper cilantro remoulade
 BACON WRAPPED SCALLOPS

COLD

SHRIMP COCKTAIL, wakame, fresh lemon, housemade cocktail sauce
 SEARED AHI TUNA TACOS, thai cucumber onion slaw, sriracha aioli, soy glaze

DIPS & SPREADS

SMOKED WHITEFISH DIP, assorted gourmet crackers, fresh vegetables

DISPLAY TRAYS

BRIE EN CROUTE, gourmet crackers, dried fruits, nuts, blackberry jam, raspberry jam
 ARTISAN MEAT & CHEESE DISPLAY, gourmet crackers, crostini
 IMPORTED & DOMESTIC CHEESE DISPLAY, gourmet crackers, fresh fruit garnish, dried fruits, nuts, blackberry jam, raspberry jam
 SMOKED WHITEFISH PLATTER, locally sourced whitefish, capers, egg, red onion, pickled onion, olives, lemon, honey comb, gourmet crackers & crostini *(25 guest minimum)*



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Plated Dinners

available to groups of 25 or more after 3PM

Plated Dinners are served with two sides, garden or Caesar salads and freshly baked rolls & butter.

Dinners include freshly brewed coffee, assorted hot teas, iced tea & water service.

Pasta entrees come with rustic garlic bread but no additional sides.

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

PRIME RIB (8oz CAB), herb crust, rosemary au jus,
horseradish cream sauce

FILET MIGNON (6oz), wild mushroom cognac cream,
or cabernet demi-glace

TOP SIRLOIN (6oz), sautéed mushrooms, caramelized onions,
demi-glace drizzle

LONDON BROIL, wild mushroom cognac cream

BRISKET, ginger beer braise, Dijon peppercorn, barbecue sauce
(50 guest minimum)

CHICKEN

AIRLINE CHICKEN (8oz), rosemary & honey mustard glaze

TUSCAN CHICKEN (7.5oz), parmesan and herb crust, wild mushrooms,
roasted yellow tomatoes, creamy Tuscan goat cheese sauce

CAPRESE AIRLINE CHICKEN (8oz), fresh mozzarella, tomato, basil,
balsamic glaze, pesto cream sauce

BARBECUE AIRLINE CHICKEN (8oz), spice rub, homemade barbecue sauce

PORK

PORK LOIN, rosemary & honey mustard glaze, apple walnut chutney

STUFFED PORK LOIN, sundried tomatoes, spinach, bacon &
goat cheese filling, sherry sage gravy

BABY BACK RIBS (half rack), slow braised, housemade barbecue sauce

FISH

PAN SEARED SALMON, cracked mustard citrus glaze

PECAN CRUSTED WHITEFISH, cracked honey mustard cream sauce

DUOS

4oz filet mignon and any fish entree

4oz filet mignon and any chicken entree

4oz top sirloin and any chicken entree

Ribs and any chicken entrée

PASTA

BEEF STROGANOFF, beef flank tips, wild mushroom cream sauce,
parsley buttered egg noodles

PENNE, grilled chicken, vodka cream sauce, fresh diced tomatoes

TRI-COLOR CHEESE TORTELLINI, chicken, sautéed sweet peppers,
roasted red pepper parmesan cream

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Plated Dinners

SIDES

Green beans
Grilled asparagus
Garlic butter carrots
Fresh vegetable sauté
Steamed broccoli
Fiesta corn

Potato hash with bacon and smoked gouda
Sweet potato mash with maple and vanilla
Mashed potatoes with garlic and parmesan
Herb roasted redskins
Wild rice blend with cranberries and almonds
Baked gourmet macaroni and cheese

*If offering multiple plated entrees to guests,
please see Menu Planning & Guest Confirmation policies on page 17.*

Themed Dinner Buffets

available to groups of 25 or more after 3PM

Themed Dinner Buffets come with a choice of a garden salad or Caesar salad bar.
Dinners include freshly brewed coffee, assorted hot teas, iced tea and water service.

ITALIAN

freshly baked garlic parmesan bread
linguine, penne, bowtie pasta
marinara, alfredo, vodka cream, ground beef pasta sauce
grated parmesan, Monterey jack, shaved parmesan, shredded mozzarella
grilled chicken, basil, diced tomatoes, roasted red peppers, olives

MEXICAN

seasoned ground beef, seasoned shredded chicken
flour tortillas, corn taco shells, housemade tortilla chips
colby cheese, queso fresco
Spanish rice, refried beans
shredded lettuce, tomato, onion
cilantro, salsa, guacamole, sour cream

BARBECUE

shredded barbecue chicken, pulled pork Barbacoa
cole slaw, potato salad
baked beans. baked gourmet macaroni & cheese

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Gourmet Dinner Buffets

available to groups of 25 or more after 3PM

Gourmet Dinner Buffets come with a choice of a garden salad or Caesar salad bar. Dinners include freshly brewed coffee, assorted hot teas, iced tea and water service.

BOARDWALK

Choice of two entrees & two sides.

MARINA

Choice of three entrees & two sides.

ENTREES

Top Sirloin
London Broil
Ginger Beer Braised Brisket
Honey Mustard Glazed Airline Chicken
Tuscan Chicken
Caprese Airline Chicken
Barbecue Airline Chicken
Rosemary Honey Mustard Pork Loin
Stuffed Pork Loin
Slow Braised Baby Back Ribs
Pan Seared Salmon
Pecan Crusted Whitefish
Beef Stroganoff
Penne with Chicken
Tri-Color Tortellini

SIDES

Green beans
Grilled asparagus
Garlic butter carrots
Fresh vegetable sauté
Steamed broccoli
Fiesta corn
Potato hash cakes
Maple & vanilla mashed sweet potatoes
Garlic & parmesan mashed potatoes
Herb roasted redskin potatoes
Wild rice with cranberries & almonds
Baked gourmet macaroni & cheese

**upgrade buffet to feature filet mignon*

**upgrade buffet to feature a prime rib carving station as an entrée*



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Desserts

Petite New York-style cheesecake cups
 Petite turtle cheesecake cups
 Petite raspberry mousse cups

Fudge brownies
 Assorted cookies

Cheesecake lollipops
 Tiramisu cups
 Hand-dipped chocolate covered strawberries

Petite triple berry fruit crisp

Petite vanilla bean crème brûlée

ASSORTED GOURMET FINGER DESSERTS

Classic brownie
 Chocolate chip cheesecake bar
 Chocolate Oreo cream bar
 Seven layer bar
 Lemon blueberry pound cake bar

ICE CREAM SUNDAE BAR

Vanilla bean ice cream
 Hot fudge sauce
 Caramel sauce
 Sprinkles
 M&M's
 Crushed Reese's cups
 Gummy bears

Beverage Service

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

HOSTED BAR

drinks are tallied and added to the event bill

CASH BAR

guests pay for their own drinks

ULTRA PREMIUM COCKTAILS

Ketel One Vodka	Buffalo Trace Small Batch
Titos Vodka	Makers Mark Whiskey
Bombay Sapphire Gin	Jameson Irish Whiskey
Meyers Rum	Bullet Rye
Crown Royal Blend	Milagro Tequila
Johnny Walker Red	

PREMIUM COCKTAILS

Absolute Vodka	Dewar's Scotch
Stolichnaya Vodka	Jack Daniels Bourbon
Beefeaters Gin	Jameson Irish Whiskey
Bacardi Rum	Cuervo Silver Tequila
Jim Beam Bourbon	Cuervo Gold Tequila

CALL COCKTAILS

Well Vodka	Malibu Rum
Well Gin	Canadian Club Whiskey
Well Rum	Sauza Tequila

PRICES PER BOTTLE

Domestic Beer
Imported Beer
Local & Specialty Beer
Soft Drinks
Bottled Water
Fruit Juices

WINE SELECTIONS

CALL

Canyon Road Chardonnay
Canyon Road Pinot Grigio
Canyon Road Pinot Noir
Canyon Road Cabernet
Canyon Road Moscato
Beringer White Zinfandel

PREMIUM

Sea Sun Chardonnay
Tussock Jumper Pinot Grigio
Black Star Farms Semi-Dry Riesling
Pikoria Sauvignon Blanc
Elouan Pinot Noir
Hess Cabernet
Riondo Spago Prosecco

ULTRA PREMIUM

Novellum Chardonnay
Fenn Valley Pinot Grigio
Kim Crawford Sauvignon Blanc
Black Star Farms Late Harvest Riesling
Poppy Pinot Noir
Franciscan Cabernet
Conundrum Red Blend
Whispering Angel Rose
La Marca Prosecco

CORDIALS

Bailey's
Kahlua
RumChata
Southern Comfort
Fireball
Disaronno
Jägermeister
Grand Marnier

KEGS

(1/2 barrel)
Domestic Beer
Import Beer
Local & Specialty Beer

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Shoreline Inn

& 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
- ◆ Tripod Easel
- ◆ 1 Wireless Handheld Microphone
+ additional Handheld Microphone
- ◆ Wireless Lavalier Microphone
- ◆ Projector
- ◆ 8' Projector Screen
- ◆ Whiteboard Easel with Markers
+ paper pad
- ◆ Speaker Phone



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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 Food Policies). All food and beverage is subject to current Michigan sales tax and 20% service charge.
3. 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.
4. SICC is not responsible for any lost or stolen items, or any items left behind after an event.
5. 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.
6. SICC reserves the right to charge the booking party for appropriate cleaning or repairs if the event space is damaged.
7. 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.
2. Additional table runners, specialty linens, centerpieces and chair covers can be rented from an outside vendor.
3. The event space will be available early for vendor setup or decorating. Some final setup details may still be in progress at that time. Please see Sales Office for early arrival 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. A \$100 cleaning fee is added to the bill if glitter or confetti is used in the 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.

Property Damage & Liability

1. The host agrees to be responsible for any damages incurred to the premises or any other area of the hotel by the host, guests, independent contractors or other agents that are under the host's control or the control of any independent contractor hired by the host while on premises.
2. Cleaning fees may be charged at the discretion of the Catering Sales Department.
3. Should a group choose to hire an outside vendor, subcontractor or supplier, the client will be responsible for ensuring the vendor provides general liability of \$1,000,000 combined single limit, bodily injury, property damage, and name Shoreline Inn & Conference Center (and whoever else is named in the contract) as an additional named insured as their interest may appear.
4. In addition, if the subcontractor or supplier is required by law to provide workers compensation coverage to their employees, they must furnish Shoreline Inn & Conference Center with the certificate of insurance or confirmation of coverage.

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 must be spent before current Michigan sales tax, 20% service charge and any room rental fees are added to the bill. If the final bill is less than the required food and beverage minimum, the difference will be billed as additional room rental. Cash bar sales do not apply toward the food and beverage minimum.

Deposits & Payments

Acceptable forms of payment include check, cashier's check, money order, 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. 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. Cancellation within 30 days of the event will be billed 100% of the estimated food and beverage charges.
2. Cancellation within 90 days of the event will be billed 50% of the estimated food and beverage charges.
3. 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. Food and beverage must be purchased for all guests attending the event, including vendors. The host/hostess may select up to **TWO** plated entree options. The final number of each entrée to be served is required with the guaranteed guest confirmation (see below).
2. If two plated menu options are selected, \$1 will be added to the cost of each meal.
3. Different colored placecards must be provided and distributed by the booking party to facilitate service of multiple entrees. Please see the Sales office for the color coding that you should use.
4. Substitute menu items for special dietary requests or vegetarian/vegan meals will be charged at the same price as the other meals selected. vegetarian/vegan meal substitutions and special dietary meals will be determined by the chef and detailed on the event contract.
5. Children's menu available for children age 10 and under. Please ask the Sales office for menu options.

Menu Planning & Guest Confirmation

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

Five business days prior to event

1. A guaranteed number of guests is due with counts of each menu selection (*guest confirmation is not subject to reduction - 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.*)
2. A final sales contract will be issued and must be signed by the host
3. Full payment is due at this time. If payment is not received, the event will be cancelled.

Food & Beverage Service Policies

1. All food and beverage (alcoholic & non-alcoholic) 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. 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.
3. 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.
4. No shots or pitchers are dispensed at event bars. Guests are not permitted to order multiple alcoholic drinks at last call.
5. 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 Fee applies even if no cutting or service is required. No pies, tortes, tarts, cookies, or additional sweets from another provider are allowed.
6. Menu prices will be guaranteed 90 days prior to the event.
7. **Health Department recommendations and company policy dictate that no unconsumed food may be packaged for take-out or removed from the premises.**
8. 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

Shoreline Inn

& CONFERENCE CENTER ON MUSKEGON LAKE

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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