

# Shoreline Inn

& CONFERENCE CENTER  
ON MUSKEGON LAKE

2021



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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:**

<b>Full Ballroom - Shoreline 1, 2 &amp; 3 combined</b>	4100	150	250	50	60	300
<b>Shoreline 1</b>	1900	60	88	28	32	100
<b>Shoreline 2</b>	1000	40	48	24	24	60
<b>Shoreline 3</b>	1200	48	64	28	24	80
<b>Shoreline 1 &amp; 2 Combined</b>	2900	100	136	--	56	160
<b>Shoreline 2 &amp; 3 Combined</b>	2200	88	112	--	48	140

**Meeting/event spaces located inside the Shoreline Inn:**

<b>Marina View Room</b>	1100	63	64	30	30	100
<b>Sunset Boardroom</b>	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**

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

### **PASTRY SHOP**

Assorted breakfast pastries, assorted mini-croissants, assorted mini-danishes, 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
- ◆ White & wheat toast served with assorted jams
- ◆ Assorted mini-croissants with whipped butter
- ◆ Sausage links
- ◆ Hard boiled eggs
- ◆ Bagels with cream cheese and jams
- ◆ Yogurt & granola
- ◆ Fresh sliced fruit
- ◆ Assorted mini-danishes

## 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

Snacks are priced per person, per item.

### **List A**

Housemade chips & salsa  
Housemade assorted cookies  
Housemade brownies

### **List B**

Trail mix  
Yogurt & granola  
Sliced Fruits

# Breakfast To Go

**available to groups of 10 or more until 11AM**

Boxed breakfasts include an apple or banana and orange juice.

## **BOXED BREAKFASTS**

BREAKFAST WRAP, sausage, cheddar cheese, scrambled eggs with green peppers & red onions

BREAKFAST BAGEL, choice of plain or asiago bagel, applewood bacon, cheddar cheese, scrambled eggs

BREAKFAST PASTRIES, mini Danish, croissant, yogurt parfait with fresh fruit & granola

## **BOXED BREAKFAST ENHANCEMENTS** (add to a boxed breakfast above)

- ◆ Assorted yogurts
- ◆ Assorted mini-danishes

## **BEVERAGES**

- ◆ Freshly brewed coffee (regular and decaf)
- ◆ Assorted hot teas
- ◆ Fruit juices
- ◆ Assorted canned soft drinks
- ◆ Bottled water

# Lunch To Go

**available to groups of 10 or more until 3PM**

Groups of 10 to 19 choose up to two options. Groups of 20+ choose up to three options.

Boxed sandwiches include kettle chips and bottled water.

## **BOXED SANDWICHES**

MICHIGAN CHERRY CHICKEN SALAD WRAP, sweet gourmet chicken salad, artisan mixed greens, cracked honey mustard aioli, wheat wrap

BLACKENED CHICKEN GRILLED PEACH WRAP, artisan mixed greens, blueberries, bacon lardons, gorgonzola, fennel, grape tomatoes, grilled peaches, peach vinaigrette, wheat wrap

TURKEY & BRIE, sliced turkey, cheddar cheese, brie cheese, applewood bacon, pickled red onions, heritage mixed greens, apricot jam, 9 grain bread

CLUB SANDWICH, turkey, tasso ham, artisan mixed greens, red onion, tomato, garlic aioli, sourdough bread

FRIED LAKE PERCH SANDWICH, fried perch, cheddar cheese, tartar sauce, lettuce, tomato, brioche bun

CHIPOTLE BLACK BEAN BURGER, queso fresco, arugula, avocado, chipotle aioli, brioche bun

## **BOXED SALADS**

SOUTHWEST SALAD, chopped romaine, heritage mixed greens, black beans, chickpeas, roasted corn, pico de gallo, queso fresco, sesame seeds, crispy tortilla strips, cilantro lime vinaigrette

GRILLED PEACH SALAD, artisan mixed greens, grilled peach slices, blueberries, bacon lardons, gorgonzola, fennel, candied pecans, grape tomatoes, peach vinaigrette

GRILLED CAESAR SALAD, artisan romaine, shaved parmesan, grated parmesan, bacon lardons, grape tomatoes, caesar dressing

MOROCCAN SALAD, curried couscous, honey dew, raisins, chickpeas, kalamata olives, shredded carrots, toasted almonds, dried cherries, dried cranberries, roasted cauliflower, pomegranate seeds, honey lemon vinaigrette

MARTHA'S VINEYARD SALAD, artisan mixed greens, candied pecans, golden raisins, cashews, goat cheese, granny smith apples, balsamic glaze, summer berry vinaigrette

## **BOXED LUNCH ENHANCEMENTS** (add to a boxed lunch above)

- ◆ Whole fruit (choice of clementine oranges, bananas or apples)
- ◆ Cookie or brownie
- ◆ Assorted dessert bars

## **BEVERAGES**

- ◆ Assorted canned soft drinks
- ◆ Bottled water

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

# 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.*

Upgrade luncheon to include a plated garden salad.

## **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, lemon caper beurre blanc

## **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

Bourbon glazed 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

Seasonal wild rice blend

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.

### **FARO** (*LIGHTHOUSE*)

BUILD YOUR OWN TACOS/TACO SALAD, seasoned ground beef, seasoned shredded chicken, flour tortillas, corn taco shells, housemade tortilla chips, colby jack cheese, queso fresco, spanish rice, refried beans, shredded lettuce, tomato, onion, cilantro, salsa, guacamole, sour cream

### **PORTO** (*HARBOR*)

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 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

# Hors D'oeuvres

Appetizers are priced per person, per item.

## List A

### 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

## List B

### 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, thai cucumber onion slaw, queso fresco, corn filo cups

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

# Hors D'oeuvres

## List C

### HOT

CRAB CAKES, tropical fruit salsa, red pepper cilantro remoulade

### COLD

SHRIMP COCKTAIL, wakame, fresh lemon, housemade cocktail sauce

SEARED AHI TUNA TACOS, thai cucumber onion slaw, sriracha aioli, soy glaze

### DIPS & SPREADS

SMOKED TROUT DIP, assorted gourmet crackers, fresh vegetables

### DISPLAY TRAYS

FRESH VEGETABLE DISPLAY, buttermilk dip

FRESH SLICED FRUIT DISPLAY, orange cream dip

BRIE EN CROUTE, gourmet crackers, dried fruits, nuts, blackberry jam, raspberry jam

## List D

### HOT

CRAB CAKE SLIDERS

BACON WRAPPED SCALLOPS

### DISPLAY TRAYS

ARTISAN MEAT & CHEESE DISPLAY, gourmet crackers, crostini

IMPORTED & DOMESTIC CHEESE DISPLAY, gourmet crackers, fresh fruit garnish, dried fruits, nuts, blackberry jam, raspberry jam

SMOKED TROUT PLATTER, capers, egg, red onion, pickled onion, olives, lemon, honey comb, gourmet crackers & crostini *(25 guest minimum)*



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

# 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 (5oz), 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, maple 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, lemon caper beurre blanc

## **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	Potato hash with bacon and smoked gouda
Grilled asparagus	Sweet potato mash with maple and vanilla
Bourbon glazed carrots	Mashed potatoes with garlic and parmesan
Fresh vegetable sauté	Herb roasted redskins
Steamed broccoli	Seasonal wild rice blend
Fiesta corn	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  
 Tuscan chicken  
 Barbecue grilled chicken  
 Maple glazed 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  
 Bourbon glazed carrots  
 Fresh vegetable sauté  
 Steamed broccoli  
 Fiesta corn  
 Potato hash cakes  
 Maple & vanilla mashed sweet potatoes  
 Garlic & parmesan mashed potatoes  
 Herb roasted redskin potatoes  
 Seasonal wild rice blend  
 Baked gourmet macaroni & cheese

*Upgrade buffet to feature filet mignon (4oz) as an entrée.*



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# Desserts

## List A

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

## List B

Fudge brownies  
 Fresh baked cookies (*chocolate chips and/ or white chocolate macadamia nut*)  
 Hand-dipped chocolate covered strawberries

## List C

Petite triple berry fruit crisp  
 Assorted macaroons

## List D

Petite vanilla bean crème brûlée

## ASSORTED GOURMET FINGER DESSERTS

### *By the dozen*

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

## ULTRA PREMIUM COCKTAILS

Ketel One Vodka	Buffalo Trace Small Batch
Grey Goose 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
Titos 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  
Pikorua 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

## CASH BAR

guests pay for their own drinks  
(prices include tax; guests are responsible for gratuity/tip)

Call Liquor Cocktails  
Premium Liquor Cocktails  
Call Wines  
Domestic Beer  
Imported Beer  
Local & Specialty Beer  
Soft Drinks  
Bottled Water  
Fruit Juices

## CORDIALS PACKAGE

Bailey's	Fireball
Kahlua	Disaronno
RumChata	Jägermeister
Southern Comfort	

## 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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# Meeting/Event Rental

1. Complimentary meeting/event set up includes tables, chairs, white table linens and white linen napkins, glassware, flatware and china. Table runners, specialty linens, centerpieces, chair covers and other decorations desired can be rented from an outside vendor.
2. The event space will be available for vendor setup or decorating before the event begins. Some final setup details will still be in progress at that time.
3. Setup & tear down of any table decorations, specialty linens, centerpieces, equipment, placecards, favors, etc must be arranged by the bride & groom. SICCC will not setup or tear down these items.
4. All decorative items brought in by the host must be removed at the end of the event.
5. SICCC is not responsible for any lost or stolen items, or any items left behind after an event.
6. No glitter, confetti, or unenclosed flames are allowed in event rooms. SICCC does not permit the affixing of anything to walls, floors or ceilings of the rooms by use of nails, staples, pins, tape or any other substance. Prior authorization must be obtained before hanging any signs or banners.
7. Any food or beverage items brought in as gifts or favors must remain sealed and unopened during the event.
8. Last call at the bar will be given no later than 11:10PM, with the bar closing no later than 11:30PM.
9. Entertainment must end by 11:30PM at the latest. All guests must depart no later than 12AM at the latest.
10. SICCC 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.
11. The use of Chinese lanterns, fireworks, or sparklers on property is strictly prohibited.

# Property Damage & Liability

1. The host agrees to be responsible for any damages incurred to the event space or any other area of the property 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 SICCC.
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. 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.

# Menu Planning

1. Food and beverage must be purchased for everyone attending the event, including vendors.
2. Final menu selections are due no less than 21 days prior to the reception.
3. Menu prices are subject to change until confirmed on banquet event orders.
4. The host may select up to TWO plated menu options. The final number of each entrée to be served is required with the guaranteed guest confirmation. If two plated menu options are selected, an additional fee will be added to the cost of each meal. 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 code you should use.
5. 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.
6. Children's menu available for children age 10 and under. Please ask the Sales office for kids' menu options.
7. SICC does not allow food and/or beverage to be brought onto the property. Specialty cakes and cupcakes are allowed to be brought in from a licensed bakery. A liability release form must be signed. An outside dessert fee 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.
8. **Health Department recommendations and company policy dictate that no unconsumed food may be packaged for take-out or removed from the premises.**

# Guarantees

1. In order to properly document your event, a Function Sheet will indicate the anticipated attendance number. We require a guaranteed attendance number five business days prior to each specific event. In the event this update is not received as scheduled, the anticipated attendance number will be used as the guarantee.
2. All food and beverage events are billed at the guaranteed attendance number or the actual number of guests served, whichever is greater.
3. SICC will prepare food for 5% over the final guaranteed attendance number.
4. A minimum guarantee policy of 80% of the original expected number applies.

# Alcohol Rules & Regulations

1. The State of Michigan prohibits the consumption of alcoholic beverages which have not been purchased through, delivered by or served by SICC at an event on property. Thus, the host and/or guests are not permitted to purchase and bring in their own alcoholic beverages. All beverages brought into an event property will be held until departure.
2. SICC employees are required to request proper photo ID from a person of the questionable age and refuse alcoholic beverages to any person underage or who cannot produce proper identification.
3. SICC employees are required to refuse any alcoholic beverage service to any person who, in the hotel's judgment appears to be intoxicated.

# 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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