

Shoreline Inn

& CONFERENCE CENTER
ON MUSKEGON LAKE

2022



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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	40	48	30	30	100
Sunset Boardroom	330	--	--	--	10	--

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

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 (*approx. 16 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.

Housemade chips & salsa
 Housemade assorted cookies
 Housemade brownies
 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.

Plated garden salads available as add on.

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

LONDON BROIL, wild mushroom cognac cream (25 guest minimum)

TOP SIRLOIN (4oz), sautéed mushrooms, caramelized onions,

demi-glaze drizzle (25 guest minimum)

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

Garlic sauteed 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

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, taco sauce, southwestern ranch

PORTO (*HARBOR*)

Includes freshly baked garlic parmesan bread, tossed garden salad and 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

Includes tossed garden salad and 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, tossed garden salad and 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

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

SPINACH & ARTICHOKE STUFFED MUSHROOMS

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.

COCONUT SHRIMP, sweet Thai dipping sauce

COLD

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

CROSTINI, choice of smoked salmon, bruschetta or fig jam, candied bacon, sweet goat cheese

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

SHRIMP COCKTAIL, wakame, fresh lemon, housemade cocktail sauce

DIPS & SPREADS

SPINACH & ARTICHOKE DIP, toasted pita chips, rustic bread

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

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

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

SMOKED TROUT DIP, assorted gourmet crackers, fresh vegetables

DISPLAY TRAYS

VEGETABLE CRUDITÉS & DIP

FRESH SLICED FRUIT DISPLAY, orange cream dip

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

CHARCUTERIE DISPLAY

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

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

FISH

PAN SEARED SALMON, cracked mustard citrus glaze

PECAN CRUSTED WHITEFISH, lemon caper beurre blanc

DUOS

4oz top sirloin and any chicken entree

Any chicken entrée and any fish entree

4oz filet mignon and any fish entree

4oz filet mignon and any chicken entree

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

Garlic sauteed 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

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

ITALIAN

Freshly baked garlic parmesan bread, plated garden or Caesar salads
Linguine, penne pasta
Marinara, alfredo, vodka cream sauce
Grilled chicken, meatballs
Shaved parmesan, shredded mozzarella
Fresh basil, diced tomatoes, roasted red peppers, sliced olives

MEXICAN

Seasoned ground beef, seasoned shredded chicken
Flour tortillas, corn taco shells, tostadas (*choose 2*)
Colby cheese, queso fresco
Housemade tortilla chips, Spanish rice, refried beans
Shredded lettuce, tomato, onion, cilantro
Salsa, guacamole, sour cream, taco sauce, southwestern ranch

BARBECUE

Shredded barbecue chicken, pulled pork barbacoa
Coleslaw, potato salad
Baked beans, baked gourmet macaroni & cheese
Cornbread, slider buns

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

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 chicken
Tuscan chicken
Barbecue grilled chicken
Maple glazed pork loin
Pecan crusted whitefish
Penne with chicken

SIDES

Garlic sauteed green beans
Grilled asparagus
Bourbon glazed carrots
Fresh vegetable sauté
Steamed broccoli
Maple & vanilla mashed sweet potatoes
Garlic & parmesan mashed potatoes
Herb roasted redskin potatoes
Seasonal wild rice blend



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Desserts

PETITE DESSERTS

Petite New York-style cheesecake cups

Petite turtle cheesecake cups

Petite raspberry mousse cups

Fudge brownies

Fresh baked cookies (*chocolate chips and/ or white chocolate macadamia nut*)

Hand-dipped chocolate covered strawberries

Assorted macaroons

Mini cream puffs & chocolate covered eclairs

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
(prices include tax; guests are responsible for gratuity/tip)

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
Chivas Regal	Malibu Rum

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

CALL COCKTAILS

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

WELL COCKTAILS

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

BOTTLED DRINKS

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

KEGS

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

WINE SELECTIONS

HOUSE

Canyon Road Cabernet
Canyon Road Merlot
Canyon Road Pinot Noir
Canyon Road Chardonnay
Canyon Road Pinot Grigio
Canyon Road Moscato
Canyon Road White Zinfandel
Canyon Road Sauvignon Blanc

CALL

Le Versant Chardonnay
Tussock Jumper Pinot Grigio
Villa Wolf Dry Riesling
Wairua River Sauvignon Blanc
Portlania Pino Noir
Padocci Cabernet
Riondo Spago Prosecco

PREMIUM

By the bottle only

Novellum Chardonnay
Black Star Farms Late Harvest Riesling
Tooth & Nail Sauvignon Blanc
Tooth & Nail Cabernet Sauvignon
Poppy Pinot Noir
Conundrum Red Blend
Whispering Angel Rose
Beatrice Cuvée Prosecco

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Shoreline Inn

& CONFERENCE CENTER
ON MUSKEGON LAKE

Technology

WIFI

WIFI is complimentary for all guests attending a conference or meeting.

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
- ◆ Wireless Microphone
- ◆ Lavalier Microphone
- ◆ Portable LCD Projector
- ◆ Portable Screen
- ◆ Mounted LCD Projector & Screen Combo
- ◆ Extension Cord
- ◆ Power Strip
- ◆ Whiteboard Easel with Markers
- ◆ Paper Pad for Whiteboard Easel
- ◆ Tripod Easel (*for signs, posters, photo boards, etc*)
- ◆ 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, a 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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