

2024



Kelly Sweet Photography

Shoreline Inn

& CONFERENCE CENTER
ON MUSKEGON LAKE

The perfect venue for your special day!

Welcome to Muskegon's only full service, lake-front venue, featuring:

Lawn Ceremonies



Waterfront Receptions



Point Ceremonies



Waterfront Guest Accommodations



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 full service, 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 reception perfect!

We are pleased to offer the following amenities:

- ◆ Spectacular views overlooking Muskegon Lake and Terrace Point Marina
- ◆ Complimentary event setup, including white table linens and napkins, glassware, flatware and china
- ◆ Flexible seating and custom room plans to comfortably accommodate weddings of all sizes
- ◆ Full food and beverage service provided by our team of highly acclaimed chefs
- ◆ Experienced Catering Sales Managers to assist in planning your big day
- ◆ Dancefloor available (*fees may apply*)
- ◆ Audio/visual equipment available (*fees may apply*)
- ◆ Complimentary wifi
- ◆ Complimentary parking

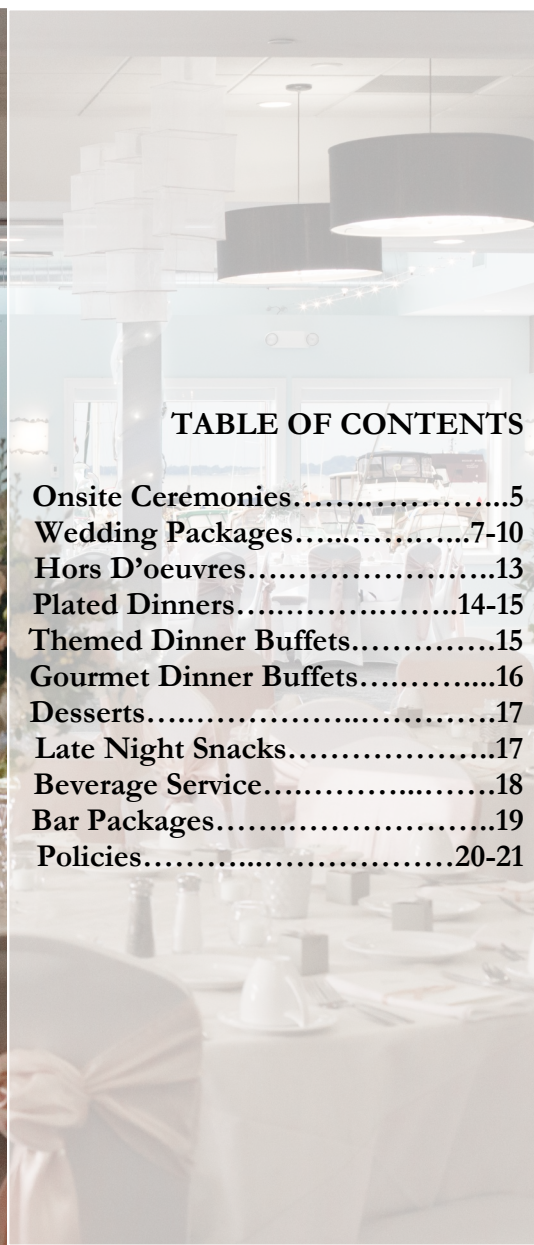


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Wedding Ceremonies

L. Isabelle Photo



The Point

The Point on Muskegon Lake is a gorgeous location for your wedding ceremony & photos. *Available Memorial Day through Labor Day*, this area can hold ~150 guests seated. If weather does not cooperate, the Marina View Room inside the Shoreline Inn will be set up with 100 of our banquet chairs as an indoor ceremony location. *Please see the Sales Office for availability & pricing.*

Riversedge



L. Isabelle Photo



The Front Lawn

The Front Lawn of the Shoreline Inn is a bright & lush location for your ceremony. *Available Memorial Day through Labor Day*, The Lawn can hold up to 250 guests seated. The tent & chairs for the ceremony must be provided by Redi Rental of Muskegon. *Please see the Sales Office for availability & pricing.*



Wedding Packages

To Simplify Planning



WHAT'S INCLUDED

BALLROOM SET UP

Tables and chairs

White table linens and
white linen napkins

China, flatware,
glassware and stemware

Dancefloor

WEDDING NIGHT ACCOMMODATIONS

Corner room with a king-size bed,
jacuzzi tub, fireplace & balcony
for the bride & groom

Champagne & chocolate-covered
strawberries delivered to the room

BEVERAGE SERVICE

Coffee, tea & water service

Champagne toast for head table

CAKE SERVICE

Cake cutting & buffet-style service

FOOD TASTING

Food tasting for the bride & groom

Lakes Package

FEATURING A THEMED BUFFET

priced per person

Room rental fee for Ballroom is not included in package price

Italian Buffet

APPETIZERS

Caprese skewers, spinach & artichoke dip

MAIN COURSE

Includes tossed garden salad with choice of two dressings, garlic baguette and two pastas.

PENNE WITH BASIL MARINARA, grilled Italian rope sausage, bell peppers, onions,
mozzarella cheese

CHEESE RAVIOLI WITH POMODORO SAUCE, spinach, garlic cremini mushrooms,
parmesan cheese

CHEESE TORTELLINI WITH GRILLED CHICKEN, pesto cream, artichokes, tomatoes,
kalamata olives, parmesan cheese

LINGUINI WITH GRILLED CHICKEN, grilled summer squash, zucchini, blistered tomatoes,
alfredo, fresh mozzarella cheese pearls

BAKED LASAGNA, ricotta, parmesan cheese, mozzarella, bolognese (Italian meat ragu)

Southwest Buffet

APPETIZERS

Chicken brochettes, Mexican street corn dip

MAIN COURSE

Includes tossed garden salad with chili buttermilk and lime cilantro vinaigrette.

Seasoned ground beef, fajita chicken, flour tortillas, hard corn shells, tortilla chips, braised pinto beans, Spanish rice, Colby jack cheese, diced tomatoes, diced onions, shredded lettuce, jalapenos, salsa, black bean corn salsa, taco sauce, sour cream, guacamole

Pit Master Buffet

APPETIZERS

Barbecue boneless wings, vegetable crudites & dip

MAIN COURSE

Barbecue pulled pork, Carolina gold barbecue brisket, grilled rope sausage, kettle baked beans, corn on the cob, coleslaw, potato salad, diced mixed fruit, kettle chips, artisan buns, pretzel slider buns

Luau Buffet

APPETIZERS

Sweet & sour meatballs, prosciutto wrapped melon skewers

MAIN COURSE

Includes tossed garden salad with choice of two dressings.

Barbecue pulled pork, jerk chicken, pineapple salsa, fruit salad, kettle baked beans, coleslaw, Hawaiian rolls

Beverage Service

Fully stocked bar with bartender, along with 5 hours of bar service including one draft domestic beer, four house wines, soda & juices

Driftwood Package

FEATURING ONE PLATED ENTRÉE

ALL GUESTS ENJOY SAME ENTRÉE

priced per person

Room rental fee for Ballroom is not included in package price

Appetizers

Tuscan dip
Vegetable crudités

First Course

Plated garden salads (artisan greens, cucumbers, grape tomatoes, heirloom carrots, red onions, choice of two house dressings)

House Dressing Options: Buttermilk Ranch, French, Italian, Summer Berry Vinaigrette, Balsamic Vinaigrette, Bleu Cheese

Freshly baked rolls & butter

Main Course

Choice of one entree & two sides

ENTREES

TOP SIRLOIN (6oz)
LONDON BROIL
BACON WRAPPED PORK TENDERLOIN
ROASTED PORK LOIN
BRUSCHETTA CHICKEN
TUSCAN CHICKEN
WHITEFISH AMANDINE

SIDES

Garlic sauteed green beans
Garlic whipped potatoes
Grilled asparagus
Wild rice pilaf
Honey glazed carrots
Potato and caramelized onion hash
Burgundy mushrooms
Mashed sweet potatoes
Steamed broccoli
Butter and parsley fingerling potatoes
Ratatouille squash
Roasted Yukon gold potatoes
Succotash corn

Beverage Service

Fully stocked bar with bartender, along with 5 hours of bar service including one draft domestic beer, one draft import beer, four house wines, well cocktails, sodas & juices

Compass Package

FEATURING TWO PLATED ENTRÉE OPTIONS

GUESTS SELECT ONE OF TWO ENTREES ON RSVP CARDS

priced per person

Room rental fee for Ballroom is not included in package price

Appetizers

Tuscan dip
Vegetable crudités
Tomato bruschetta
Sausage & cheese display

First Course

Plated garden salads (artisan greens, cucumbers, grape tomatoes, heirloom carrots, red onions, choice of two house dressings)

House Dressing Options: Buttermilk Ranch, French, Italian, Summer Berry Vinaigrette, Balsamic Vinaigrette, Bleu Cheese

Freshly baked rolls & butter

Main Course

Choice of two entrée options (guests select one) & two sides

ENTREES

TOP SIRLOIN (6oz)
LONDON BROIL
BACON WRAPPED PORK TENDERLOIN
ROASTED PORK LOIN
BRUSCHETTA CHICKEN
TUSCAN CHICKEN
WHITEFISH AMANDINE

SIDES

Garlic sauteed green beans
Garlic whipped potatoes
Grilled asparagus
Wild rice pilaf
Honey glazed carrots
Potato and caramelized onion hash
Burgundy mushrooms
Mashed sweet potatoes
Steamed broccoli
Butter and parsley fingerling potatoes
Ratatouille squash
Roasted Yukon gold potatoes
Succotash corn

Beverage Service

Fully stocked bar with bartender, along with 5 hours of bar service including one draft domestic beer, one craft OR import beer, four house wines, call cocktails, sodas & juices

Lighthouse Package

FEATURING A DINNER BUFFET

priced per person

Room rental fee for Ballroom is not included in package price

Appetizers

Tuscan dip
Vegetable crudité

First Course

Plated garden salads (artisan greens, cucumbers, grape tomatoes, heirloom carrots, red onions, choice of two house dressings)

House Dressing Options: Buttermilk Ranch, French, Italian, Summer Berry Vinaigrette, Balsamic Vinaigrette, Bleu Cheese

Freshly baked rolls & butter

Main Course

Choice of two entrees & two sides

ENTREES

TOP SIRLOIN (6OZ)
LONDON BROIL
SLOW COOKED BONELESS SHORT RIBS
BACON WRAPPED PORK TENDERLOIN
ROASTED PORK LOIN
BRUSCHETTA AIRLINE CHICKEN
TUSCAN AIRLINE CHICKEN
HORSERADISH CRUSTED SALMON
WHITEFISH AMANDINE
BAKED LASAGNA BOLOGNAISE
PENNE PRIMAVERA

SIDES

Garlic green beans
Grilled asparagus
Honey glazed carrots
Burgundy mushrooms
Steamed broccoli
Ratatouille squash
Succotash corn
Roasted Yukon gold potatoes
Wild rice pilaf
Mashed sweet potatoes
Butter and parsley fingerling potatoes

Beverage Service

Fully stocked bar with bartender, along with 5 hours of bar service including one draft domestic beer, one craft OR import beer, four house wines, call cocktails, sodas & juices



Two Birds Media



Sweet Lemon Drop Photography

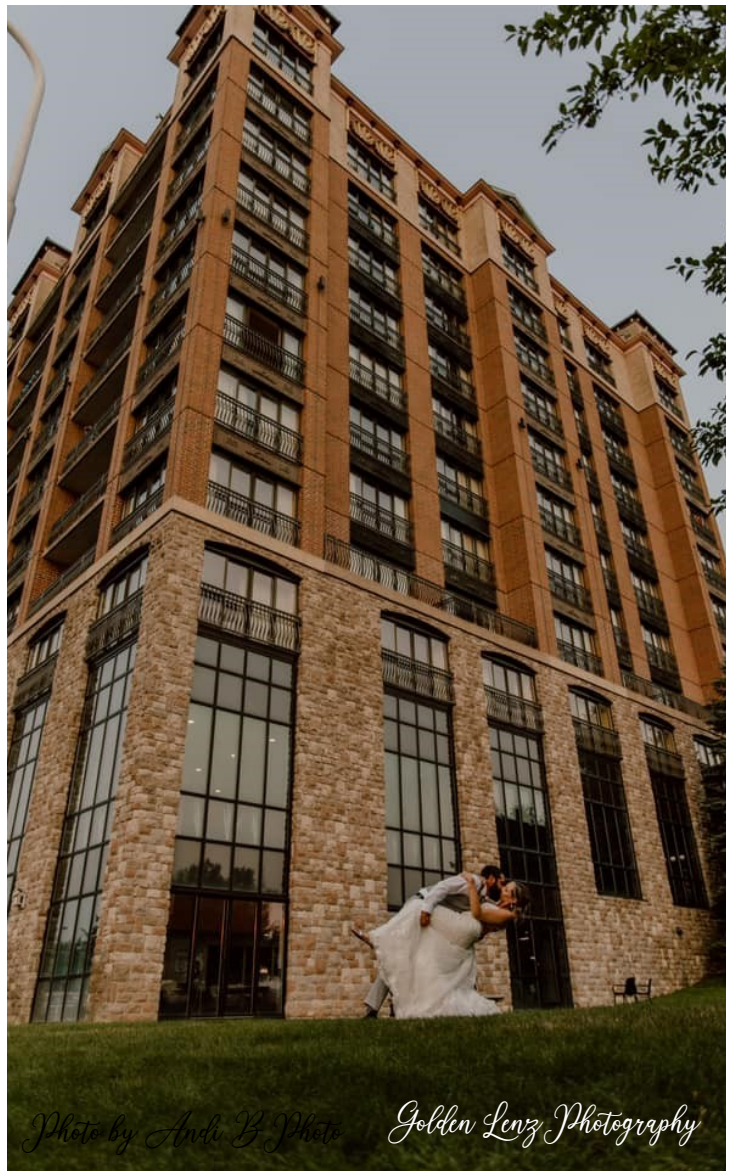


Photo by Andi B Photo Golden Lenz Photography

A La Cart Menu

To Customize Your Reception



Photo by Brenda Hoffman Photography

Hors D'oeuvres

Hors d'oeuvres are priced per person, per item.
Hors d'oeuvres can be made available for up to 3 hours maximum (*or until consumed*).

HOT

MEATBALLS, choice sweet & tangy bbq, Swedish, sweet & sour, Carolina gold bbq or sticky Asian glaze
CHORIZO STUFFED MUSHROOMS, chorizo sausage, Manchego cheese, button mushrooms
CHICKEN SATAY, teriyaki marinade, peanut sauce
SPANAKOPITA, spinach phyllo, balsamic drizzle, honey
VEGETABLE SPRING ROLLS, sweet Thai chili sauce
POT STICKERS, hoisin dipping sauce
BONELESS CHICKEN WINGS, choice of buffalo, sweet & tangy bbq or teriyaki, buttermilk ranch
BAVARIAN SLIDERS, mini smoked gouda cheese burgers, honey mustard
CHICKEN BROCHETTES, sweet & sour glaze, pineapple pico de gallo
COCONUT SHRIMP, sweet Thai chili sauce
CRAB RANGOONS, sweet & sour sauce

COLD

STEAK CROSTINI, shaved roast beef, balsamic drizzle, bleu cheese spread
PROSCIUTTO WRAPPED MELON SKEWERS, honeydew, cantaloupe, prosciutto ham
CAPRESE SKEWERS, basil pesto marinated mozzarella pearls, grape tomatoes, balsamic drizzle
CHICKEN SALAD ENDIVE, Belgian endive leaves, Michigan chicken cherry salad
MANGO CRAB SALAD PHYLLO CUPS
TOMATO BRUSCHETTA, garlic crostini, balsamic tomato basil relish, parmesan cheese
SHRIMP COCKTAIL, poached & chilled shrimp on ice, cocktail sauce, lemon

DIPS & SPREADS

WILD MUSHROOM GRATIN, local wild mushrooms, smoked bacon, herb cream cheese, pita chips
SPINACH AND ARTICHOKE DIP, chopped spinach, artichoke hearts, roasted peppers, garlic herb cream cheese, pita bread
MEXICAN STREET CORN DIP, roasted corn, chilies, fire roasted peppers and onions, queso fresco, cream cheese, house tortilla chips
TUSCAN DIP, Tuscan-style white bean and goat cheese dip, house tortilla chips, vegetables
WHITEFISH DIP, flatbread crackers, vegetables
BUFFALO CHICKEN DIP, shredded buffalo chicken, cream cheese, blue cheese crumbles, house chips

DISPLAY TRAYS

VEGETABLE CRUDITÉS, buttermilk ranch dip
SLICED FRUIT DISPLAY, cantaloupe, pineapple, honeydew, strawberries, grapes, blueberries
CHARCUTERIE DISPLAY, cured meats, cornichons, pickled vegetables, olives, flat bread crackers
SAUSAGE & CHEESE DISPLAY, assorted sliced sausages, bar cheese, assorted mustards, flat bread crackers
DOMESTIC & IMPORTED CHEESE DISPLAY, assorted Midwestern and imported cheeses, grapes, crackers
BRIE EN CROUTE, orange marmalade glaze, puff pastry crust, crackers, berries, apples

Plated Dinners

Plated dinners are priced per person and include two sides, plated garden salads (artisan greens, cucumbers, grape tomatoes, heirloom carrots, red onions, choice of two house dressings) rolls & butter, and hot tea/iced tea/coffee/water service.

Pasta entrees & entrée salads come with crusty house baguette but no additional sides.

Upgrade salads to MARINA SALAD (artisan greens, feta, artichoke hearts, grape tomatoes, cucumbers, red onions) or CAESAR WEDGE (baby iceberg lettuce wedge, Caesar dressing, parmesan cheese, grape tomatoes)

If offering multiple plated entrees to guests, please see Menu Planning policies on page 21.

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

SLOW ROASTED PRIME RIB (12oz CAB), herb crust, burgundy au jus, horseradish cream

FILET MIGNON (6oz), three lily butter or wild mushroom demi-glace

TOP SIRLOIN (6oz), three lily butter or wild mushroom demi-glace

LONDON BROIL, marinated flank steak, cognac peppercorn sauce

SLOW COOKED BONELESS SHORT RIBS, red wine demi-glace

PORK

BACON WRAPPED PORK TENDERLOIN, sliced pork tenderloin medallions,
maple mustard glaze

ROASTED PORK LOIN, sliced rosemary and garlic rubbed pork loin, mango chutney

AIRLINE CHICKEN *(boneless chicken breast available upon request)*

BRUSCHETTA CHICKEN, herb roasted airline breast, balsamic tomato basil relish,
parmesan cheese

TUSCAN CHICKEN, parmesan and herb crusted airline breast, roasted mushrooms and
gold tomatoes, Tuscan white bean and goat cheese sauce

FISH

HORSERADISH CRUSTED SALMON, orange rosemary marmalade

WHITEFISH AMANDINE, almond crusted whitefish, lemon beurre blanc, parsley

PASTA - *served with crusty house baguette*

BAKED LASAGNA BOLOGNAISE, fresh pasta, herb ricotta cheese, creamy Italian meat ragu

PENNE PRIMAVERA, marinated tomatoes, artichoke hearts, roasted peppers, red onions,
spinach, vodka blush sauce *(add grilled chicken breast)*

ENTRÉE SALADS - *served with crusty house baguette*

STEAK COBB, white balsamic marinated flank steak, artisan greens, blue cheese dressing,
gorgonzola, hard cooked egg, avocado, chives, grape tomatoes

SOUTHWEST CHICKEN, chipotle chicken, black bean corn salsa, chili buttermilk ranch,
artisan greens, avocado

BERRY CHICKEN, grilled chicken breast, strawberries, blueberries, goat cheese,
candied pecans, summer berry vinaigrette

DUO ENTRÉE DINNERS - *guests receive two entrees on the same plate*

6OZ FILET AND CHOICE OF CHICKEN

6OZ FILET AND CHOICE OF FISH

6OZ TOP SIRLOIN AND CHOICE OF CHICKEN

6OZ TOP SIRLOIN AND CHOICE OF FISH

Plated Dinners

SIDES

Garlic sauteed green beans
Grilled asparagus
Honey glazed carrots
Burgundy mushrooms
Steamed broccoli
Ratatouille squash
Succotash corn

Garlic whipped potatoes
Wild rice pilaf
Potato and caramelized onion hash
Mashed sweet potatoes with bourbon brown sugar
Butter and parsley fingerling potatoes
Roasted Yukon gold potatoes
Au gratin potatoes +2

House Dressing Options: Buttermilk Ranch, French, Italian, Summer Berry Vinaigrette, Balsamic Vinaigrette, Bleu Cheese

Themed Dinner Buffets

Themed dinner buffets are priced per person and served for one hour (*or until consumed*).
Themed dinner buffets include hot tea/iced tea/coffee/water service.

ITALIAN BUFFET

Includes tossed garden salad with choice of two dressings, garlic baguette and two pastas.

PENNE WITH BASIL MARINARA, grilled Italian rope sausage, bell peppers, onions, mozzarella cheese
CHEESE RAVIOLI WITH POMODORO SAUCE, spinach, garlic cremini mushrooms, parmesan cheese
CHEESE TORTELLINI WITH GRILLED CHICKEN, pesto cream, artichokes, tomatoes, kalamata olives, parmesan cheese
LINGUINI WITH GRILLED CHICKEN, grilled summer squash, zucchini, blistered tomatoes, alfredo, fresh mozzarella cheese pearls
BAKED LASAGNA, ricotta, parmesan cheese, mozzarella, bolognaise (Italian meat ragu)

SOUTHEAST BUFFET

Includes tossed garden salad with chili buttermilk and lime cilantro vinaigrette.

Seasoned ground beef, fajita chicken, flour tortillas, hard corn shells, tortilla chips, braised pinto beans, Spanish rice, Colby jack cheese, diced tomatoes, diced onions, shredded lettuce, jalapenos, salsa, black bean corn salsa, taco sauce, sour cream, guacamole

LUAU BUFFET

Includes tossed garden salad with choice of two dressings.

Barbecue pulled pork, jerk chicken, pineapple salsa, fruit salad, kettle baked beans, coleslaw, Hawaiian rolls

PIT MASTER BUFFET

Barbecue pulled pork, Carolina gold barbecue brisket, grilled rope sausage, kettle baked beans, corn on the cob, coleslaw, potato salad, diced mixed fruit, kettle chips, artisan buns, pretzel slider buns

Gourmet Dinner Buffets

Gourmet dinner buffets are priced per person and served for one hour *(or until consumed)*.
Gourmet dinner buffets include plated garden salads (artisan greens, cucumbers, grape tomatoes, heirloom carrots, red onions, choice of two house dressings) rolls & butter, and hot tea/iced tea/coffee/water service.

Upgrade salads to MARINA SALAD (artisan greens, feta, artichoke hearts, grape tomatoes, cucumbers, red onions) or CAESAR WEDGE (baby iceberg lettuce wedge, Caesar dressing, parmesan cheese, grape tomatoes)

Boardwalk

Choice of two entrees & two sides.

ENTREES

TOP SIRLOIN (6OZ)
LONDON BROIL
SLOW COOKED BONELESS SHORT RIBS
BACON WRAPPED PORK TENDERLOIN
ROASTED PORK LOIN
BRUSCHETTA AIRLINE CHICKEN
TUSCAN AIRLINE CHICKEN
HORSERADISH CRUSTED SALMON
WHITEFISH AMANDINE
BAKED LASAGNA BOLOGNAISE
PENNE PRIMAVERA

Marina

Choice of three entrees & two sides.

SIDES

Garlic green beans
Grilled asparagus
Honey glazed carrots
Burgundy mushrooms
Steamed broccoli
Ratatouille squash
Succotash corn
Roasted Yukon gold potatoes
Wild rice pilaf
Mashed sweet potatoes
Butter and parsley fingerling potatoes



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

Desserts

Desserts are priced per item, unless otherwise noted.
Displayed desserts can be made available for up to 3 hours maximum (*or until consumed*).

PLATED DESSERTS

PETITE CRÈME BRULÉE
PETITE NEW YORK CHEESECAKE, with berries
PETITE TURTLE CHEESECAKE
PETITE TIRAMISU
PETITE FLOURLESS CHOCOLATE TORTE
PETITE RED VELVET CAKE
PETITE KEY LIME PIE

DISPLAYED DESSERTS

FRESH BAKED COOKIES
FRESH BAKED BROWNIES
ASSORTED FINGER DESSERT BARS
ASSORTED MACAROONS
HAND-DIPPED CHOCOLATE COVERED STRAWBERRIES
MINI CHEESECAKE BITES

ICE CREAM

VANILLA BEAN GELATO, vanilla gelato, choice of hot fudge or caramel sauce
ICE CREAM SUNDAE BAR, vanilla gelato, hot fudge, caramel sauce, sprinkles, M&Ms
gummy bears, sliced strawberries



Late Night Snacks

Late night snacks are priced per person, per item.
Late night snacks can be made available for up to 3 hours maximum (*or until consumed*).

MEATBALLS, choice sweet & tangy bbq, Swedish, sweet & sour, Carolina gold bbq or sticky Asian glaze
BONELESS CHICKEN WINGS, choice of buffalo, sweet & tangy bbq or teriyaki, buttermilk ranch
VEGETABLE SPRING ROLLS, sweet Thai chili sauce
SPINACH AND ARTICHOKE DIP, chopped spinach, artichoke hearts, roasted peppers, garlic herb cream cheese, pita bread
MEXICAN STREET CORN DIP, roasted corn, chilies, fire roasted peppers and onions, queso fresco, cream cheese, house tortilla chips
BAVARIAN SLIDERS, mini smoked gouda cheese burgers, honey mustard
CRAB RANGOONS, sweet & sour sauce
BUFFALO CHICKEN DIP, shredded buffalo chicken, cream cheese, blue cheese crumbles, house chips

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

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

single pour cocktails only

ULTRA-PREMIUM COCKTAILS

Choose One Whiskey

Crown Royal Blend	Bullet Bourbon
Makers Mark Whiskey	Bullet Rye Bourbon
Jameson Black Barrel	Milagro Tequila

PREMIUM COCKTAILS

Titos Vodka	Chivas Regal
Bombay Sapphire Gin	Seagram's VO Whiskey
Meyers Rum	Sauza Tequila
Captain Morgan Rum	Rum Haven Coconut

CALL COCKTAILS

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

WELL COCKTAILS

Well Vodka	Parrot Bay Rum
Well Gin	Canadian Club Whiskey
Well Rum	Azteca Tequila

CORDIALS

CALL - Bailey's, Kahlua, Rumchata

PREMIUM - 5 Farms Irish Cream, Frangelico

BOTTLED BEER

Domestic Beer

Local & Specialty Beer

Imported Beer

DRAFT BEER

Domestic Beer

Import Beer

Local & Specialty Beer

NON-ALCOHOLIC DRINKS

Soft Drinks

Bottled Water

Fruit Juices

CASH BAR |

guests pay for their own drinks

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

Well Liquor Cocktails

Call Liquor Cocktails

House Wines

Domestic Beer

Imported Beer

Local & Specialty Beer

Soft Drinks

Bottled Water

Fruit Juices

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
Black Star Farms Late Harvest Riesling
Wairua River Sauvignon Blanc
Portlandia Pinot Noir
Parducci Cabernet Sauvignon
French Blue Rosé
Nespolino Red Blend
Cuvee Beatrice Prosecco

PREMIUM

Duxinaro Chardonnay
Villa Wolf Dry Riesling
Decibel Sauvignon Blanc
Tooth & Nail Cabernet Sauvignon
Poppy Pinot Noir
Conundrum Red Blend
Cuvee Mariana Prosecco Rosé
Riondo Spago Nero Prosecco
Maso Canali Pinot Grigio

Beverage Service

HOSTED BAR PACKAGES

Hosted bar packages are available to groups with a sit-down dinner.
Hosted bar packages are priced per person and include five hours of open bar.

Shore

Choice of four house wines
Choice of one draft domestic beer
Sodas and juices

Dock

Choice of four house wines
Choice of one draft domestic beer
Choice of one import beer
Well cocktails
Sodas and juices

Dune

Choice of four house wines
Choice of one draft domestic beer
Choice of one craft beer or import beer
Call cocktails
Sodas and juices

Pier

Choice of five call wines
Choice of one draft domestic beer
Choice of one craft beer or import beer
Premium cocktails
Sodas and juices

*add an additional 1/2 barrel of domestic beer,
a 1/2 barrel of import beer
or a 1/2 barrel of local/craft or specialty beer.*

Reception Rental

1. Complimentary event set up includes 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 at 10AM, the morning of the reception. 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. SICC will not setup or tear down these items.
4. All decorative items brought in by the bride & groom must be removed at the end of the reception.
5. SICC 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. SICC 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. 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.
9. Last call will be given no later than 11:10PM, with the bar closing no later than 11:30PM.
10. Entertainment must end by 11:30PM. All guests must depart no later than 12AM.
11. 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.
12. The use of Chinese lanterns, fireworks, or sparklers on property is strictly prohibited.

Ceremony Rental

1. Wedding reception must be held at SICC to add on a ceremony on site.
2. All ceremony arrangements on premise must be approved by SICC prior to booking.
3. SICC cannot guarantee the ceremony site will be available the day prior to the event for rehearsal. The rehearsal is the responsibility of the bride and groom. SICC does not facilitate the rehearsal.
4. As the ceremony site is outdoors, we cannot guarantee the cleanliness of the area due to natural wildlife.
5. Chairs/seating, flowers, runners and/or arches for The Point must be provided by a vendor able to deliver, set up and tear down the items. All seating and décor arrangements, payments and cancellations are between yourself and the vendor.
6. Seating/décor must be dropped off and set up by the vendor on the day of the ceremony, then removed after the ceremony. Shoreline Inn Conference Center is not able to provide seating or décor for The Point, nor are we responsible for any of the items brought in for The Point. We highly recommend Redi Rental of Muskegon or Chalet Floral & Events for seating arrangements/décor.
7. Please also be aware there is a public easement on the walkway to The Point.

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 SICC.
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, \$1 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 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. Cakes baked under the Michigan Cottage Food Law are not allowed. 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 seven (7) 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. No shots or pitchers are dispensed at event bars.
3. Single pour cocktails only are served at event bars.
4. Guests are not permitted to order multiple alcoholic beverages at last call.
5. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are underage. SICC employees are required to request proper photo ID from a person of a questionable age and refuse alcoholic beverages to any person underage or who cannot produce proper identification.

We would love host your wedding reception!

Sweet Lemon Drop Photography



Two Birds Media



Sweet Lemon Drop Photography



Scara Hope Photography



**For more information or to schedule a tour, please contact us directly
at (231) 720 - 4206 or Events@ShorelineInn.com!**

Shoreline Inn Conference Center
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