

Special Events Contract



ARCADIA BLUFFS



Thank you for considering Arcadia Bluffs as the host facility for your upcoming event. It will be the pleasure of our entire staff to assist you in providing your guests with an exceptional experience. The enclosed information is designed to assist you with the planning of your activities, as well as introduce you to our policies that will lead to a truly memorable and seamless event.

The remaining information includes basic guidelines for items such as decorations, service charges, and Pricing. Please initial each page signifying that you agree to the terms and conditions and complete the event information page.

You may return the completed contract either by email or mail. Once again, thank you for choosing Arcadia Bluffs for your event. We look forward to welcoming you and your guests.



Contact

In order to provide you with exceptional service, please have one individual as the Primary Contact for the event. This is the person who will correspond with our staff and who we will contact when specific questions arise. If that person changes during the planning stages, please contact us as soon as possible. Our goal is to assist you in the decision and planning process for a successful event.

Event Spaces

There are two Private Dining Spaces Available along with two Restaurant Buy-out Locations. Deposits for the event spaces are due at the time of reservation and are non-refundable within 90 days of the event.

Private Dining Spaces

Lakeview Private Room:

The Lakeview Private Room is located off the Lakeview Dining Room and Bar. This cozy space is perfect for groups up to 20 guests and offers spectacular panoramic views of Lake Michigan and Arcadia Bluffs. The Lakeview Private Room is perfect for more casual gatherings, such as luncheons and cocktail parties, and offers guests easy access to the Lakeview Lawn.

Sunroom North:

The Sunroom North space has stunning panoramic views of the golf course and Lake Michigan. This space seats up to 40 guests.

**Must have over 20 guests to book the Sunroom North or the room is subject to an additional fee.*

***Maximum seating for each event space may vary based on custom event set up needs such as buffet tables, dessert table, gift table, name card table, etc.*



Restaurant Buy-out Options

Lakeview Bar:

The Lakeview Bar includes both the Dining Room and Bar, the deck, and the private room. This is the perfect space for more casual gatherings, such as cocktail parties and golf group dinners. This space can accommodate up to 50 guests and provides panoramic views of Lake Michigan and Arcadia Bluffs.

Sunroom Bar:

The Sunroom Bar can accommodate up to 80 guests. The Sunroom has stunning panoramic views of the golf course and Lake Michigan. This is the most popular space as well as the largest. The Sunroom has a private deck available to allow any event to be staged both inside and outdoors. A minimum of 35 lodging rooms is required to be booked by your group in order to reserve this space.

Buy-Out Location Specifics:

When buying out one of our locations, we include the following services complimentary.

- Private Bar and Bartender
**1 Bartender included per 40 guests*
- Complimentary Non-Alcoholic Beverages
- Complimentary Cake Cutting
- Complimentary Arcadia Bluffs Logoed Souvenir
- Free Chair Rental for Ceremonies (up to 40 chairs)

***Maximum seating for each event space may vary based on custom event set up needs such as buffet tables, dessert table, gift table, name card table, etc.*



Room Set-up

Standard table set-up is complimentary and includes white linens, china, and white skirting. Specialty linens are available but must be selected four weeks in advance of the event date and are subject to an additional linen charge. Standard décor set up including card table, gift table, guest book table, trophy table, and standard centerpieces are included in the room rental fee. All decorating plans must be approved by Arcadia Bluffs. Nailing, tacking, or taping on the walls or ceiling is not permitted. Confetti and glitter are also prohibited, and all decorations must be removed at the conclusion of the event. A cleaning fee will be assessed for any damages caused by decorating that is not provided by Arcadia Bluffs. A fee for any items provided by Arcadia Bluffs such as frames or A/V cords that are not returned will be charged to the host.

**Custom room set up or breakdown of items not supplied by Arcadia Bluffs, and require Arcadia Bluffs staff assistance, are subject to a set up charge/fee.*

Important Dates:

- 30 Days Prior to Event: Total guest count is due.
- 2 Weeks Prior to Event: Master guest list with meal selections, and master table assignment list due.
- 72 Hours Prior to Event: Final guarantee of guest count due. Any changes past this time will result in full charge of pre-ordered items.

Arcadia Bluffs Groups Agreement, Lodging cancellation Policies, and golf cancellation policies are still applicable above and beyond our event contract.



Food and Beverage

All pricing is subject to change. We reserve the right to change pricing based on availability up to 7 days prior to the event. The food and beverage minimum for Events beginning after 3pm is \$100.00 per person. The food and beverage minimum for Events concluding before 3pm is \$65.00 per person.

In compliance with all Michigan State Liquor Control and Michigan State Health Department laws, all food must be prepared, supplied, and consumed on the premises. Specialty wedding cakes must be supplied from a certified bakery and are subject to a \$3 per person fee which includes cake cutting, plating, and service. No other food or beverages of any kind may be brought into Arcadia Bluffs Golf Club. This includes alcoholic and non-alcoholic drinks, and any guests found to be in violation of the law will be asked to leave the property. Bottled wine that is not offered by Arcadia Bluffs is permissible for a corkage fee of \$35 per 750ml.

Arcadia Bluffs is extremely concerned about the potential liability created in the event a guest becomes involved in an accident after being served intoxicating beverages, either while on the property or after leaving Arcadia Bluffs. Any guest who appears to be intoxicated will be asked by Management to immediately exit the Club. Failure to exit will result in the guest being removed immediately by the proper authorities and being cited for appropriate violations. This guest will no longer be allowed as a guest at Arcadia Bluffs.



Bar Service

An extensive selection and inventory of house, call, and premium brands of beer, wine, and liquor are available. All beverages are billed based on consumption.

A service gratuity of 20% is applied to all parties of eight or more, including the standard resort fee and sales tax included on all dining bills. If your group is tax-exempt, you must provide the appropriate tax forms seven days prior to your event. Otherwise, all applicable state taxes will be applied.

Billing is based on 100% of the final guarantee or actual number, whichever is greater.

Quiet Hour

In consideration of our upstairs Lodge guests, The Quiet Hour begins at 11 pm. Last call for service will be given at 10:30 pm, and all guests must exit the dining room areas by 11 pm. At this time all functions shall be concluded, and the billing closed out. Any guests that are still in dining areas past this time will be asked to leave.

Ceremonies

Wedding ceremonies are performed on the Adirondack Lawn overlooking the 18th green and Lake Michigan and are a maximum of 20 minutes in length, starting no later than 4:30 pm. Ceremonies later than 4:30 pm are permissible on a case-by-case basis and are subject to an additional fee. In consideration of our guests, we do not permit live music, DJs, or any amplifying of sound. This policy is strictly adhered to and non-negotiable. We can recommend a Bagpiper for a private performance to play during the ceremony for an additional charge. Maximum guest count for ceremonies with reception on site is 80 guests. Ceremony chairs are \$5 per chair.



Music and Entertainment

In consideration of all guests at Arcadia Bluffs, we do not permit live music, DJs, speakers, or dance parties. The music shall be kept to an appropriate volume level that does not interfere with the Club's other guests.

Tents or temporary structures of any type are not permitted at Arcadia Bluffs.

Damages

The Primary Contact for the event assumes responsibility for any damages or loss on the property during the event. Arcadia Bluffs does not assume any responsibility for lost or damaged articles belonging to guests. The Primary Contact will assume financial responsibility for any damages that occur to Arcadia Bluffs property as a result of the function.





Private Dining Pricing

	April 1st - May 23rd October 1st - November 1st	May 24th - October 1st
Sunroom North	\$1,500	\$2,000
Lake View Private	\$1,000	\$2,000

Restaurant Buy-Out Pricing

	April 1st - May 23rd October 1st - November 1st	May 24th - October 1st
Sunroom Bar	\$3,000	\$4,000
Lake View Bar	\$2,000	\$3,000

EVENT INFORMATION

Date of Event			
Primary Contact			
Phone Number		Email	
Room Selected			
<input type="checkbox"/> Lake View Private <input type="checkbox"/> Lake View Buy-Out <input type="checkbox"/> Sunroom North <input type="checkbox"/> Sunroom Buy-Out			
Room Set-Up Preferences		Room Rental Fee	
Arrival Time		Departure Time	
Guest Count		Bagpiper Requested <i>*Additional \$300 if available</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Additional Notes:</u>			

Signature: _____

Date: _____

Event Coordinator: _____

Date: _____