



Banquet Informational Package

www.thearborealinn.com

18191 Old Grand Haven Road

Spring Lake, MI 49456

616.842.3800

Thank you for considering the Arboreal Inn for your event. Our goal is to make your event unique and special. Our facilities offer a secluded, private location with a traditional, elegant feel, perfect for anything from a business meeting to a small wedding. Our Orchard Room features a beautiful fireplace, rich cherry wood floors, and classic gold chandeliers while our Arbor Room highlights a neutral palate with beautiful seasonal accents.

Beyond our facilities, the Arboreal Inn's professional staff exceeds all expectations by providing the closest attention to detail. We will work with you to create the vision you desire for your event. Our staff takes pride in caring for guests and always provides the highest quality service. At the Arboreal Inn your needs and those of your guests are the highest priority.

Whether you need to hold a business meeting or host a small wedding, the Arboreal Inn can serve you. Our goal is to make your special occasion an event to remember. Thank you for your interest in allowing us to be a part of your special occasion. Please contact us with any questions or concerns you may have.

Sincerely,

Jason & Jillianne Fettes
Arboreal Inn Managers

Arboreal Inn Banquet Contract
18191 174th Ave.
Spring Lake, MI 49456

Name: _____

Event Date: _____

Event Time: _____

Room: _____

Room Deposit Amount: _____

* Refund of room deposit forfeited if event is cancelled less than 7 days prior to event date.

Date Deposit Received: _____

Number of Guests: _____

Appetizer(s): _____

Entrée Selections (3 options): _____

Dessert: _____

Bar Option: _____

Additional Requests: _____

Guest Signature & Date: _____

Manager Signature & Date: _____

Banquet Policies

Please read carefully as these policies are non-negotiable. Banquets packages are for parties of 15 or more. Luncheon requirements may be different. By placing a deposit to hold the event with us, you accept and agree to the terms of our banquet policies.

At the Arboreal Inn, we offer our rooms free of charge. Our Orchard Room is available for parties greater than 33, and our Arbor Room is available for parties of 33 or less. On the day of the event, the room will be reserved exclusively for your party, allowing you to come in for early set up if needed. We do ask that you contact a manager ahead of time so the facility is unlocked for you should you need early set up.

We do require a room deposit to secure the date of your event. For events in our Arbor Room, the deposit is \$250. Events located in our Orchard Room require a \$500 deposit. This deposit is taken off of the final bill. The deposit is non-refundable if a cancellation occurs within 7 days of the event to offset expenses already incurred.

A setup fee will be added to the final bill on the day of the event. This fee covers the expenses of having our staff set up for the event, the cost of linens, creating a printed specialty menu, etc. The Orchard Room has a \$100 setup fee and the Arbor Room has a \$50 set up fee.

In order to properly bill for the setup fee and return the deposit to you as a credit, we require that all food portions of events be placed on one receipt. The receipt will typically be presented to the person whom booked the event, unless our staff is notified otherwise. In cases of multiple paying guests, our computer system can allow partial payments for this receipt on credit cards or with cash. The drink portion of the bill will be handled according to the bar option you choose for this event.

We will be in contact with you 7 days before the event takes place to finalize details. At this time, we will ask for a final head count of your guests. Your event cost is based on this final head count as we incur expenses in purchasing food and supplies for the number of confirmed guests for your event. This policy is non-negotiable, so please ensure your head count is accurate. Within reason, we can usually add guests to an event, so if you have additional last minute guests, please call so that we can make further plans and adjustments.

It is our company policy to automatically add 6% Michigan sales tax and 20% gratuity to the final bill. Tax and gratuity are not reflected in the banquet prices shown in this package.

We offer appetizer trays that feed 25 people at a discounted price for our banquet guests. Several options from which to choose can be found on the appetizer page in this package.

After choosing 3 menu options from any price category on the banquet menu provided, we will create a unique menu from which your guests will choose their dinner. The menu will include the beverage options you chose, appetizer, dinner selections, and dessert option. Your specialty menu will be placed at each place setting before your event begins. Our servers will take each guest's order the night of the event. All dinner options include our arbor salad, dinner rolls, vegetable medley, and potato.

You may elect to add a dessert choice for your guests for \$4 per person. The charge to bring in a dessert for an event such as a wedding or birthday, is a 1 dollar per person banquet dessert fee or \$15, whichever is larger. If you have a cake, we will cut the cake and serve it to your guests. Likewise, if you have cupcakes, we will provide plates, silverware, and service. Any food product placed on tables as a party favor such as chocolate, truffles, cookies, mints, etc. is considered a dessert and will necessitate a dessert fee. Due to health code regulations, any dessert brought in must be from a certified bakery; therefore, it cannot be homemade. Any homemade dessert presented, will be removed and you will be politely asked to leave it in your car for the evening. Health department sanitation rules and regulations must be followed. Please note that desserts brought in to the restaurant from a certified bakery may be delivered only on the day of the event. Unfortunately, we do not have the capacity to store desserts of any kind overnight.

We do allow live entertainment, such as a band, DJ or a single musician with management approval. The entertainment must be kept at a noise level that is not disruptive to our other dining guests. Music should be tasteful and appropriate for all ages and end promptly at 10 pm. In case of music inappropriate to The Arboreal Inn ambiance, management reserves the right to intervene and/or end the music.

We dedicate specific staff to your event to ensure the highest quality of personal service excellence. Our staff arrives one hour prior to the event to ensure time for preparation and attentiveness to detail. Therefore, we will charge a \$100 fee for each hour your event is late to arrive at our facility. In addition, our bar closes promptly at 10 pm. Bar time required past 10 pm will cost an additional \$100 per hour to cover our additional expenses.

If you have any questions, concerns, or special needs pertaining to our banquet policies, please feel free to contact us anytime. Our goal is to create a special evening for you and your guests.

Banquet Bar Options

The Arboreal Inn reserves the right to control all serving of alcohol on premises as our liquor license allows. Management may discontinue service of alcohol to anyone at any time. All alcohol must be consumed on premises and may not leave the building. Any and all alcohol found on premises not purchased from the Arboreal Inn will be discarded immediately.

All guests must have proper identification in order to be served alcoholic beverages. Any guest under the age of 21 found consuming alcohol will be escorted off the property and management may discontinue service. We reserve the right to refuse alcohol for the remainder of the event to any guest who becomes over intoxicated.

Bar closes at 10 pm. Any additional bar time will acquire a cost of \$100 per hour to cover our additional expenses. Prices are subject to change and do not include 6% sales tax or 20% gratuity.

At the Arboreal Inn, we pride ourselves in having an eclectic beer and wine selection. You will be meeting with Jillianne who will assist you in deciding the best options for the bar. Traditionally, the two bar options include a cash bar or an open bar. We provide two additional options for you to select if those traditional options do not fit your needs. Drinks are always charged based on consumption. Please contact Jillianne with any further questions.

Open Bar: This option allows your guests to order whatever drinks they may like. Beverage costs are added to a master tab for which the host is responsible to pay at the conclusion of the event.

Cash Bar: This option allows your guests to purchase drinks directly from the server or bartender. Guests are responsible for their beverage tabs.

Selected Bar: This option allows for you to offer previously selected beverages on the host tab. The host can choose specific beers, bottles of wine, or a specialty cocktail to serve in any combination. Guests who choose to order a beverage not provided by the host will be responsible for their own beverage tab.

Limited Bar: This option allows for you to say you would like to offer a certain number of drinks per person before switching to a cash bar. It also provides a capped bar, allowing you to say you would only like to spend \$500 on drinks, for example, and when that amount is met our servers will switch the guests to a cash bar. **Please note that we cannot guarantee keeping track of the number of drinks per person for parties of 20 or more. Our servers will professionally inform

your guests upon ordering their first drink of the host's wishes. In addition, your directions will be noted on the menu. Our hope is that your guests will order accordingly.

Prices Per Beverage

Wine by the glass: We offer 4 types of house wine by the glass for \$5.50. They include Cabernet Sauvignon, Merlot, Pinot Grigio, and Chardonnay. If you are looking for something a little different we also have:

Riesling, Blufeld	8
Pinot Grigio, Italico	8
Sauvignon Blanc, Kono	9
Un-Oaked Chardonnay, Naked	8
Chardonnay, Toasted Head	9
Pinot Noir, Poppy	10
Malbec, Chakras	8
Merlot, Revelry	9
Cabernet Sauvignon, Tom Gore	11
Cabernet Sauvignon, Sterling	9

Bottled wine

If this is something you are interested in, please see Jillianne for a wine list.

Bottled beer

Prices range from \$4.00 to \$6.50. Our beer list can be found on our website.

Liquor

Cocktails range from \$5.00 to \$10.00 depending on the drink of choice.

Please contact us with any questions, comments or concerns. We will be happy to answer any questions you may have. Our goal is to work with you to create the event you and your guests' desire. Thank you for your time and consideration.

Appetizer Trays
Based on a quantity for 25 people

Whitefish Dip \$45
Hummus \$45
Shrimp Cocktail \$65
Spinach Dip \$45
Cheese platter \$55
Crab Stuffed Mushrooms \$55
Fresh Fruit Platter \$55
Fresh Vegetable Platter \$55

Dessert

\$4 per person

Please select one:

Lemon Mascarpone
Key Lime Cheesecake
Profiterole

Arboreal Banquet Dinners

Select a maximum of 3 options from any price category

***Price excludes 20% gratuity and 6% sales tax**

All entrees include our Arbor Salad, Dinner Rolls, Potato, and Vegetables

You may mix and match any of the items on the list and we will create a specialized menu with these options. Cost of entrees will be per item.

For example: Chicken Marsala would be a \$25 charge, Encrusted Salmon a \$30 charge, and Filet Mignon would cost \$36.

\$25 Selection

Pork Chop grilled to perfection and smothered with a flame roasted maple apple glaze
Parmesan Encrusted Whitefish fresh from the Great Lakes and topped with a homemade
lemon beurre blanc sauce

12 oz. NY Strip grilled and covered with a delicious mushroom demi sauce
Chicken Marsala or Piccata Scaloppini style chicken breast placed on a bed of angel hair pasta
and engulfed in a choice of Marsala wine sauce or piccata, served with vegetables

Chicken Alfredo Scaloppini chicken pieces tossed in our homemade Alfredo sauce and served
over penne pasta

Spinach & Cheese Ravioli Gluten-Free ravioli stuffed with spinach and cheese and finished
with our pesto cream sauce

\$30 Selection

Salmon broiled with house seasonings and accompanied by a dill cream sauce

Champagne Chicken Frenched roasted chicken breast pan seared and covered with our
signature mushroom champagne sauce

12oz Ribeye grilled to perfection and topped with a mushroom demi glaze

Seafood Scampi Jumbo gulf shrimp, lobster, crab, mussels, capers and tomatoes sautéed in a
white wine lemon butter sauce served over angel hair pasta

Lobster Ravioli Lobster stuffed ravioli cooked in our savory lobster cream sauce

Veal Scaloppini Scaloppini style veal cutlets sautéed and topped with choice of Marsala sauce,
piccata sauce, or jumbo lump crab meat and béarnaise

Stuffed Whitefish- Fresh Great Lakes whitefish wrapped around a lobster and crab stuffing and
coated with our lemon beurre blanc sauce

\$36 Selection

Twin Tails Two 4oz. Lobster Tails broiled in house seasonings and served with hot drawn butter

Filet Mignon Center cut filet grilled to perfection and covered with béarnaise or gorgonzola

Tournedos Trio Trio of filet medallions grilled and smothered with our house sauces

Halibut Islamadora Panko encrusted Alaskan halibut pan-seared, then baked with fresh
tomatoes, scallions, and shaved parmesan finished with a citrus beurre blanc

Chicken Oscar Scaloppini style chicken breast garnished with jumbo lump crab meat and
béarnaise placed over angel hair pasta and served with asparagus

Mixed Grill 3oz filet medallion with mushroom demi, 2 lamb lollipops with rosemary au jus and
2 jumbo Cajun shrimp