



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

The Arboreal Inn Banquet Information

The Arbor Room
18191 174th Ave.
Spring Lake, MI 49456

Name: _____ Event Date: _____
Event Start Time: _____ Room: _____
Email Address: _____

Banquet Policy Page Read & Signed: Yes

Room Set up Fee: \$50 Other _____

Room Deposit Amount & Date Received*: \$250 _____

*Refund of room deposit forfeited if event is cancelled less than 7 days prior to event date. This event is limited to a maximum of 33 people.

Number of Guests*: _____

*This is the final headcount to be charged on the night of the event. Any unmet headcount will be charged as an unmet minimum, and extra dinners will not be made.

Appetizer(s): _____

Entrée Selections (3 options): _____

Dessert: _____

Bar Option: _____

Additional Requests: _____

This page will be filled out and sent/mailed to you within 7 days of the event. It must be signed in agreement by both parties before an event takes place. You may either email a signed copy back to the restaurant or you may stop by to sign in person.

Guest Signature: _____

Date: _____

Event Coordinator Signature: _____

The Arbor Room Banquet Policies

Banquets packages are for parties of 15 or more. Luncheon requirements may be different.

Please return a signed copy of this policy along with your deposit to book your event.

The Arboreal Inn offers our room free of charge. Our Arbor Room is available for parties of less than 33 people. 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.

DEPOSIT: We do require a room deposit to secure the date of your event. For events in our Arbor Room, the deposit is \$250 with a limit of 33 people. 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.

SET UP FEE: 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 Set Up Fee for The Arbor Room is \$50.

PAYMENT REQUIREMENTS: We accept all major credit cards and cash. Personal checks are prohibited. All charges must be paid in full at the conclusion of the event. A 6% Michigan sales tax and 20% gratuity is added to the final bill. Please note that tax and gratuity are not reflected in the banquet prices shown in this package.

In order to properly bill the setup fee and return the deposit as a credit, we require that all food portions of the event to be placed on one receipt. The receipt will be presented to the person who 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. The beverage portion of the bill will be handled according to the bar option you choose for this event.

FINAL HEADCOUNT: We will be in contact with you 7 days prior to the event 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. Any unmet head count will be charged as an unmet minimum service charge and dinners for those guests are forfeited. This policy is non-negotiable, so please ensure your head count is accurate. Within reason, we can usually add guests to an event, as long as your head count is 33 or fewer guests. If you have additional last minute guests, please call so that we can make further plans and adjustments.

MENU: We require that any dietary restrictions are brought to our notice 7 days prior to the event. This allows our kitchen to better prepare and ensures the proper accommodations can be made. We will not be able to address dietary concerns on the evening of the event.

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 and dinner selections. 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 one non-alcoholic beverage per guest, our arbor salad, dinner rolls, vegetable medley, and potato.

DESSERT: You may elect to add a dessert choice for your guests for \$5 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 bring in 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.

ENTERTAINMENT: We do allow live entertainment with management approval, such as a band, DJ or a single musician. 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.

LATE FEE/BAR CLOSING: 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 \$50 fee for each 30 minutes 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.

BAR: 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.

CONTRACT: To officially book your event, you must return a signed copy of these policies along with your deposit. A final contract with details will be emailed to you within 7 days of the event. This detailed contract must be signed and returned before the event starts. Failure to do so may result in a last minute cancellation of your event. We reserve the right to change our policies, prices and menu options without notice. Failure to abide by all policies put forth in this document will result in a cancellation.

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.

I hereby agree to the terms and policies put forth by The Arboreal Inn.

Guest Signature & Date: _____

Manager Signature & Date: _____

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, Italice	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.

Banquet Appetizers
Price reflects a quantity for 25 people

Bruschetta

Fresh tomato, basil, garlic & parmesan cheese on toasted Crostini drizzled with balsamic glaze and olive oil 60

Buffalo Chicken Wing Dip

Shredded chicken in a warm creamy buffalo & blue cheese dressing 65

Tenderloin Tips

Marinated tenderloin tips served with gorgonzola cream sauce and toasted crostini 90

Smoked Salmon

Smoked Salmon set on top of a Horseradish dill cream & toasted crostini 80

Oyster Rockefeller

Oysters on the half shell topped with a creamy spinach, bacon and herbs and then baked 90

Tomato Mozzarella Skewer

Heirloom cherry tomatoes, mozzarella, basil and onion on a skewer drizzled with balsamic glaze 75

Whitefish Dip

Creamy smoked Lake Superior Whitefish Spread accompanied with shaved red onions, capers and flatbread crackers 75

BBQ Meatballs

Homemade meatballs in a zesty BBQ 85

Hummus

Traditional hummus served with fresh vegetables 65

Shrimp Cocktail

Chilled Jumbo Shrimp served with homemade cocktail sauce & sliced lemon 85

Spinach Dip

Creamy Spinach & Artichoke Dip served with tri colored tortilla chips 60

Michigan Cheese platter

Lakeview Farms assorted cheese selection with crackers 65

Crab Stuffed Mushrooms

Fresh mushrooms filled with a blend of crab, shallots, baby spinach & coated with béarnaise 80

Fresh Fruit Platter

Fresh seasonal fruit assortment 75

Fresh Vegetable Platter

Fresh seasonal vegetable assortment served with house made ranch 75

Dessert

5 Per Person

Please Select One Option

Profiterole

Cream Puff stuffed with Sweet Temptations Vanilla Ice Cream and smothered in chocolate and caramel sauce

Lemon Berry Mascarpone Cake

Berries baked in a light lemon cake with mascarpone filling, lightly dusted with powdered sugar

Key Lime Cheesecake

Refreshing light cheesecake made with zesty key lime juice baked on a graham cracker crust

Carrot Cake Muffins

Baked carrot cake muffins topped with our cream cheese frosting and walnuts

Tiramisu

Layer of espresso and coffee liqueur-soaked sponge cake with creamy mascarpone cheese filling

Turtle Cheesecake

Salted caramel cheesecake topped with nuts and heavy dose of caramel

The Arboreal Banquet Dinners*

Please Select 3 Dinner Entrees to serve to your guests.

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

All entrees include a Non-Alcoholic Beverage, Salad, Dinner Rolls,
Vegetable & Potato (excludes pasta dishes)

Salad: Our Arbor Salad which consists of heirloom cherry tomatoes, cremini mushrooms, goat cheese, & sweet potato confetti is included with the dinner. *Substitute a Classic Caesar Salad for 1.00 per person. Substitute a Wedge Salad for 2.00 per person.* Only one salad choice per event, please.

Chicken

Chicken Marsala

Scaloppini style chicken breast placed on a bed of angel hair pasta and engulfed in a choice of Marsala wine sauce, served with vegetables 29

Chicken Alfredo

Scaloppini chicken pieces tossed in our homemade Alfredo sauce over cavatappi noodles 29

Champagne Chicken

Frenched roasted chicken breast pan seared and covered with our signature mushroom champagne sauce 34

Grilled Chicken

Topped with heirloom cherry tomatoes and fresh mozzarella 29

Fish & Seafood

Parmesan Encrusted Whitefish

Filet of whitefish encrusted in herbs and parmesan, pan seared and drizzled with a lemon beurre blanc sauce 29

Salmon

Broiled with house seasoning and accompanied by a dill cream sauce 34

Stuffed Whitefish

Fresh whitefish wrapped around a crab and lobster stuffing and coated in our lemon beurre blanc sauce 34

Twin Lobster Tails

Two 4oz lobster tails broiled in house seasoning and served with hot drawn butter 40

Halibut Islamadora

Panko encrusted Alaskan Halibut pan seared, then baked with fresh tomatoes, scallions, and shaved parmesan, finished with a citrus beurre blanc 40

Snapper

Gluten-free encrusted and topped with a Dijon cream 29

Steak & Pork & Veal

***Make it a Surf & Turf! Add a Lobster Tail for 9**

NY Strip Steak

Grilled and covered with a delicious mushroom demi sauce 29

Filet Mignon

Center cut filet grilled to perfection and topped with gorgonzola cream sauce 40

12oz Ribeye

Deliciously grilled top quality ribeye with mushroom demi sauce 34

Tournedos

Trio of filet medallions grilled and smothered with our house sauces 40

Veal Chop

Veal Chop covered with a mushroom cream sauce 40

Pork Chop

Grilled and smothered in a flame roasted maple apple glaze 29

Pasta

Beet Ravioli

Roasted beet ravioli tossed in our butter pecan, shallots, garlic and thyme sauce sprinkled with goat cheese 29

Caprese Pasta

Gluten-free penne tossed with fresh tomato, garlic, basil, red onion, pesto, & fresh mozzarella, finished with a balsamic glaze 29

Seafood Scampi

Jumbo gulf shrimp, lobster, crab, mussels, capers and tomatoes sautéed in a white wine lemon butter sauce poured over angel hair pasta 34

Lobster Ravioli

Lobster stuffed ravioli cooked in our savory lobster cream sauce 34

Portabella mushroom Ravioli

Stuffed portabella mushroom ravioli topped with a mushroom cream 29