



Maiko Media



Kitty Lee Photography



M and M. Terry Photography LLC

Wedding Planner Packet

We value the history of this place, the traces of what existed and what we can bring forward into today. A place where everyone is welcomed on one of the oldest harbors in the Great Lakes.

Table of Contents



3 INTRODUCTION

4-6 EVENT SPACE RENTALS



7 WEDDING UPGRADES



8-10 PACKAGES

11 BAR MENU

12-14 EVENT POLICIES & GUIDE



Maiko Media

www.innatharborshores.com
800 Whitwam Drive | St. Joseph MI

Forever starts here...

Congratulations on your engagement!

The Inn at Harbor Shores is committed to helping you plan the beginning of your forever. For one of the most important events in your life, choose top-notch service, attention to detail, unmatched culinary flavors, and old-world hospitality.

The Inn emulates an over-scaled lakeside cottage influenced by the classic coastal architecture of late 19th and early 20th century Lake Michigan hotels while embracing 21st-century conveniences and amenities. It features views of the Public Jack Nicklaus Harbor Shores Golf Course, the St. Joseph and Paw Paw Rivers, and Lake Michigan. Whether dining at Plank's Tavern on the porch, enjoying cocktails on the balcony of the Harborview Ballroom, or stepping out onto one of the 92 guestroom balconies, guests are sure to marvel at the beauty of Michigan's Great Southwest.

Located on the second floor of The Inn at Harbor Shores, The Spa faces Harbor Shores Golf Course and features a variety of services such as manicures, pedicures, massages, a selection of facials, and more. Rounding out a guest's experience are luxurious changing rooms, an infrared sauna, and an elegant relaxation space.

Paying homage to historic roots, The Inn's waterside restaurant owes its name to an original local resort, Plank's Tavern, built in 1888 by John Oliver Plank, the same gentleman responsible for The Grand Hotel on Michigan's pristine Mackinac Island. Today, Plank's Tavern serves elevated American cuisine seven days a week.

Sip, Sit, Savor...at Rise & Vine. The Inn's newest outlet offers drip and custom coffee creations, wine tasting, breakfast to-go, snacks, carry-out bottles of wine and beer, and sundry items. Rise & Vine, is accessible from inside the hotel and via exterior entrance from the parking lot.

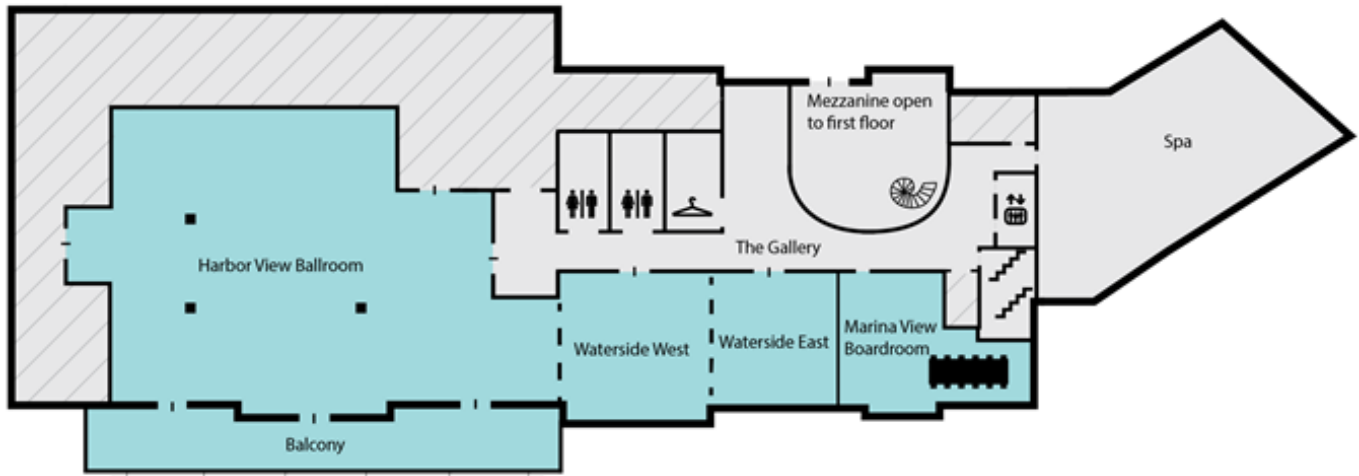
Guests of The Inn at Harbor Shores enjoy shuttle service to downtown St. Joseph & the Arts District of Benton Harbor, Wi-Fi, parking, in-room single-serve coffee, and much more.



Maiko Media

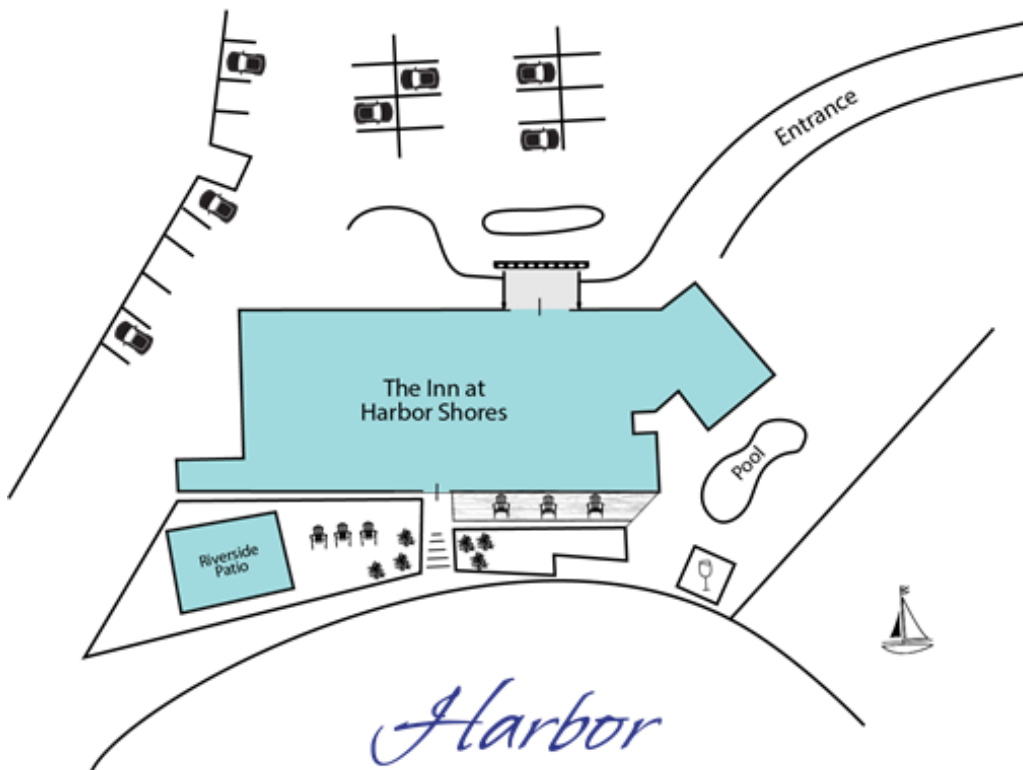


Second Floor Elevation



Harbor

Exterior Elevation



Legend

	Restrooms		Stairs
	Coat Room		Elevator
	Partition		Pillar
	Spiral Stair		Outdoor Seating
	Dockside Bar		Marina
	Table		

Harborview Ballroom Rental

Peak Season Rates

MAY - OCTOBER

VENUE FEE | \$4,000

CEREMONY SITE | \$1,000

Off Season Rates

NOVEMBER - APRIL

VENUE FEE | \$3,000

CEREMONY SITE | \$1,000



Our Harborview Ballroom is the perfect venue for indoor receptions.

The event space includes:

The Ballroom featuring round banquet tables that can seat 8-10 guests with neutral soft seat chairs, standard lap length or floor length white linens, tableware, silverware, and glassware.

Adjacent Waterside rooms are available for your cocktail hour, which is also where your bar is located for the night, with white linen cocktail tables.

On the same level, the Marina View Boardroom is available for use as your wedding lounge to get ready for the day, starting as early as 8:00 AM on the day of your wedding.

In addition, the Ballroom balcony offers stunning views overlooking the St. Joseph River Harbor with hi-top tables and chairs.

We also provide a dedicated banquet manager to oversee the event, catering, and bar, as well as set up and tear down of tables, chairs, etc.

The timing of the event is from 5:00 PM to 11:00 PM, with dinner service between 6:00 PM and 7:00 PM. Couples & their decorators can get into the space to start setting up their décor as early as 8:00 AM on the day of the wedding.

Our venue can accommodate up to 280 guests for weddings, however, our versatile space that can be adjusted to cater to any wedding size. For instance, if you're having a wedding with less than 100 guests, you can still use our space, but the layout and the use of the Waterside room will depend on the final guest count and the desired setup.

We offer a beautiful outdoor ceremony space within our Riverside Tent. This includes our stunning driftwood arch, natural wood Chiavari chairs, and standard setup. The ceremony usually takes place at 4:00 PM. Additionally, we provide a complimentary rehearsal the day before the wedding.

Riverside Tent Rental

Rates

MAY - OCTOBER

VENUE FEE | \$4,000

For our outdoor reception, we have our Riverside Tent area right on the Harbor that comes with a white fabric tent measuring 40x80 feet and covering the entire space.

The tent is equipped with clear and white walls that can be opened on all sides, round banquet tables that can seat 6-8 guests, natural wood Chiavari chairs, standard lap length or floor length white linens, tableware, silverware, and glassware.

We also provide a dedicated banquet manager to oversee the event, catering, and bar, as well as set up and tear down of tables, chairs, etc.

The timing of the event is from 4:00 PM to 10:00 PM, with dinner service between 5:00 PM and 6:00 PM.

Couples & their decorators can get into the space to start setting up their décor as early as 8:00 AM on the day of the wedding.

The Riverside Patio tent can accommodate up to 150 guests for a reception, or under 100 guests for a ceremony and reception.



Wedding Upgrades

The Inn at Harbor Shores has many upgrades to choose from to make your wedding extra special. By renting these items from The Inn you would not have to worry about set up or tear down and return of these items.

Natural Wood Chiavari Chairs | 8.00 each

With White Chair Pad -max. 180



Selfie Station | \$250.00



Kitty Lee Photography

Floor Length Linens - various colors |
\$25.00



Scott R Gane Photography

Basic Package

The Basic Package includes lap length linens for guest tables and floor length linens for the head table. Dinner includes self serve beverage station with freshly brewed coffee, iced tea, and lemonade. Dinner also includes house salad with champagne vinaigrette and dinner rolls with whipped butter.

Choose 4 Passed Hors D'oeuvres |

Crispy Chicken Skewer with Buffalo Sauce

Bacon Wrapped Dates with Feta

Spinach and Brie Stuffed Mushrooms

Prosciutto Melon Basil Bites

Veggie Crudité Shooters

Caprese Skewers with Garden Basil

Fruit Skewer

Choose 2 Entrées |

BLACK BEAN & CORN STUFFED BELL PEPPER

Black Bean & Corn stuffed Bell Pepper with Smoky
Tomato Sauce with red pepper coulis & chive oil
*vegan

TRIPLE CHEESE RAVIOLIS

Three cheese Ravioli with a Brandy Cream Sauce and
Heirloom Tomato Relish

BUTTER ROASTED CHICKEN BREAST

Chicken Breast with your Choice of Red Pepper Coulis,
Lemon & Herb Béchamel or Mushroom Marsala with
whipped potatoes

BACON WRAPPED PORK

TENDERLOIN MEDALLIONS

6 oz pork tenderloin with apple thyme compote &
whipped potatoes

Bar package | Basic Wine, Basic Liquor, Selection of Beer & Seltzers

Price | \$90 per person

Add On Options |

Floor Length Linens | \$25 per table

Late Night Snack | \$15 per person

Champagne Toast | \$4 per person

Deluxe Package

The Deluxe Package includes floor length linens and a Champagne toast. Dinner includes self serve beverage station with freshly brewed coffee, iced tea, and lemonade. Dinner also includes house salad with champagne vinaigrette and dinner rolls with whipped butter.

Choose 4 Passed Hors D'oeuvres |

Chicken & Waffles with Honey Sriracha
Sweet Chili Shrimp Skewer with Lime Aioli
Veggie Crudité Shooters
Caprese Skewers with Garden Basil
Charcuterie Bite
Gazpacho Shooters with Grilled Cheese Dippers

Brie & Phyllo with Strawberry Preserves
Crispy Chicken Skewer with Buffalo Sauce
Bacon Wrapped Dates with Feta
Spinach and Brie Stuffed Mushrooms
Fruit Skewer
Veggie Hummus Pocket

Choose 3 Entrées |

PAN-SEARED FJORD TROUT

Pan seared fjord trout with herb Compound Butter & Lemon with basmati rice

STUFFED PORTABELLO

Stuffed Portabella Mushroom Cap Stuffed with Artichokes, Heirloom Tomatoes, Fresh Mozzarella, Roasted Garlic, & Spinach with red pepper coulis & chive oil

BLACK BEAN & CORN STUFFED

BELL PEPPER

Black Bean & Corn stuffed Bell Pepper with Smoky Tomato Sauce with red pepper coulis & chive oil
*vegan

BUTTER ROASTED CHICKEN BREAST

Chicken Breast with your Choice of Red Pepper Coulis, Lemon & Herb Béchamel or Mushroom Marsala with whipped potatoes

OVEN ROASTED CHICKEN

Stuffed Prosciutto wrapped Chicken, Roasted Pepper, Spinach Havarti, Apricot Gastrique

BEEF SHORT RIBS

Stout braised boneless short rib with a beef reduction sauce with whipped potatoes

TRIPLE CHEESE RAVIOLIS

Three cheese Ravioli with a Brandy Cream Sauce and Heirloom Tomato Relish

BACON WRAPPED PORK

TENDERLOIN MEDALLIONS

6 oz pork tenderloin with apple thyme compote & whipped potatoes

Choose 1 Late Night Snack |

SOFT PRETZEL PIECES

Warm Cheese Sauce, Assorted Mustards, & House Made Peanut Butter

NACHO FIESTA

Tortilla Chips, Fresh Tomato Salsa, Warm Queso Dip, Guacamole, Sliced Jalapenos

POPCORN BAR

Plain & Assorted Flavors

CHICKEN FINGERS & FRIES

Savory chicken fingers, french fries, assorted dipping sauces

Bar package | Deluxe Wine & Liquor, Selection of Beer & Seltzers

Price | \$125 per person

Upgrade Your Package

Upgrade your Deluxe Package with these add-ons. Add-ons are priced per person and are in addition to the per-person base rate of \$125

Choose an additional passed hors d'oeuvres | \$6.00/each

Upgrade hors d'oeuvres | \$2

Mini Crab Cakes with Lemon Dill Aioli

Chilled Beef Tenderloin on a Crostini

Tuna Tartar Cones

Smoked Salmon Cucumber Cups

Shrimp Cocktail Cups

Blackened Tuna on a Wonton Chip

Upgrade Entrées | \$25

FILET MIGNON

6 oz Choice Cut with Bordeaux Demi-Glace with
whipped potatoes

CRAB STUFFED SHRIMP

Blue crab stuffed jumbo shrimp with a ginger
basmati rice in a creamy dill beurre fondue

Bar package Upgrade | Premium Wine & Liquor, Selection of Beer &
Seltzers | \$12

Kids Selections

Choose one kids selection. All kids meals come with fruit cup in lieu of salad.

CRISPY CHICKEN FINGERS

with Ranch cup and French Fries

MAC & CHEESE

Kids 12 & under | \$20

Bar Menu

Bar Packages include

Open bar from 5:00PM-10:30PM with bar closed during dinner service.

Bars include juices, mixers, soft drinks, and garnishes.

Varieties subject to change upon availability.

Liquor

PREMIUM

Grey Goose Vodka
Havana Club Rum
Bumbu Spiced Rum
Hendricks Gin
Don Julio Silver Tequila
Crown Royal Whiskey
Maker's Mark Bourbon
Johnny Walker Scotch (Red or Black)

DELUXE

Tito's Vodka
Bacardi Rum
Captain Morgan Spiced Rum
Beefeater Gin
Aristocrat Tequila
Canadian Club Whiskey
Jim Beam Bourbon
Dewar's Scotch

BASIC

Vodka
Rum
Gin
Tequila
Whiskey
Bourbon

Wines

PREMIUM

PREMIUM WHITE WINES

Chardonnay
Sauvignon Blanc
Pinot Gris
Rosé

PREMIUM RED WINES

Cabernet
Pinot Noir
Merlot

DELUXE

DELUXE WHITE WINES

Chardonnay
Sauvignon Blanc
Pinot Gris

DELUXE RED WINES

Cabernet
Pinot Noir
Merlot



Kitty Lee Photography

Event Policies & Guide

All following references to "group" apply to the party contracting the event space. All following references to "hotel" apply to The Inn at Harbor Shores

VENUE FEE | Venue Fee for wedding receptions includes: set up, tear down, tables, chairs, china, silverware, and linens per package (with napkins in a variety of colors and table cloths in white).and

COST ESTIMATE | A cost estimate for food may be generated for estimating and deposit purposes only and is not intended as a guarantee for final charges. Your event may have a food and beverage minimum that you will be required to meet or surpass, excluding taxes and service charges.

CONTRACT, DEPOSIT, & BANQUET EVENT ORDER | A signed contract and credit card on file reserves your event space and guarantees your block of guestrooms until the specified cut-off date. The contract also outlines venue responsibilities and legal policies. A non-refundable \$3,000 deposit is due at the time of contracting with the hotel. The banquet event order (BEO) specifies your event details including set up, menu, guest counts, timing, and more. The group will sign off on a BEO at least one (1) week before the event date.

EVENT TIMES | The hotel guarantees access at 8:00 am the day of the event for décor. The bar closes 1/2 hour prior to the end of reception with music ending 5 minutes before the end of the reception, with all décor cleared by 11:59pm. The banquet manager, events manager, and staff are NOT responsible for the execution or tear down of décor. All wedding décor set-up and tear-down are the responsibility of the client's respective vendors or the client.

MENU | Menu items and pricing are guaranteed three months prior to the group's event. Cost estimates provided prior to this time are a courtesy and do not serve as a final invoice. Please check with your Sales & Events Manager for the most updated catering menu prior to food selection.

BAR | Bar pricing is based upon package pricing. Last call will not be offered during receptions. Shots are not served in the banquet rooms at the hotel. The stated length of the package does not imply that guests will be served unlimited alcoholic beverages. MLCC rules and regulations will still be enforced. Glassware will be changed to plastic after dinner for your guests' safety.

The Inn at Harbor Shores as a licensee is responsible for the sale and service of all alcoholic beverages and the administration of state regulations. The Inn's alcoholic beverage license requires the Hotel to (1) request photo ID of any person and refuse alcoholic beverages to any person underage or who cannot produce proper identification and (2) refuse alcoholic beverage service to any person who, in the Hotel's judgement, appears to be intoxicated. Alcoholic beverages, not purchased from the Inn at Harbor Shores, in closed or open containers are not permitted in public areas or banquet rooms at The Inn at Harbor Shores, including Bridal room. A fee for each container found will be assessed to the group.

Event Policies & Guide Continued

OUTSIDE FOOD & BEVERAGE | Cakes and other specialty pastries may be purchased from a licensed bakery and brought into the hotel with prior notice and a signed waiver of liability by the group. Hotel policy dictates that under no circumstances will other food or beverage be brought into The Inn at Harbor Shores meeting, banquet, or event space by the client, guests, or invitees without prior permission. The Inn at Harbor Shores reserves the right to charge for the service and/or cleanup of such food and beverage. Hotel regulations do not permit the removal of food or beverages at the conclusion of the function. IAHS does not have public refrigeration available for items purchased outside of the Inn.

BANQUET MANAGER | A dedicated Banquet Manager acts as the group's point person for the venue during the event. He or she oversees banquet staff and food service, serves as a liaison between chef and service staff, ensures adherence to the group's specified event timeline, manages set up and tear down of the room layout, coordinates with the group's outside vendors for deliveries, and manages hotel's audio-visual equipment in the room.

The Banquet Manager works closely with the group's Wedding Coordinator, Wedding Planner, or designated point person on the day of the event. Wedding Coordinators offer many valuable services and The Inn at Harbor Shores recommends them for your day. Please see the Preferred Vendor List for recommended planners.

FINAL MEAL COUNTS | Hotel requires a final guest count 10 days in advance of each event. Should last minute increases in food be requested, the hotel will make all reasonable concessions to provide additional guests with a meal. The group will be charged for the final count or actual meals provided, whichever is greater. For plated meals, groups must specify, 10 days in advance, the total number of entrées of each choice and make clear to banquet staff which guest has ordered each entrée via both a seating chart and place cards (or another similar indicator).

CAKE CUTTING & TOPPERS | Complimentary cake cutting is provided by IAHS with the cake placed on a buffet table for guests self-service. If cake is to be served to each guest there is a \$3 per person fee. The hotel provides china for plating cake at no additional charge. Bakeries often provide a box for the top of the cake. Bakeries may also require cake stands or pieces be returned. All pieces and parts (both internal and external) of the cake including the traditionally saved cake top and/or decorative topper, must be taken with the group on the night of the event. The Inn at Harbor Shores is not responsible for lost items or leftover cake.

SMOKING | The Inn at Harbor Shores is 100% smoke free. Guests may smoke in designated areas located in front of the hotel or in back. At no time is smoking permitted on the Harborview Ballroom Terrace.

RESET CHARGES | For any change made to a function set up within 24 hours, a \$250.00 reset charge will apply.

Event Policies & Guide Continued

SERVICE CHARGE & SALES TAX | Food, beverage, AV, and labor charges are subject to current 22% service charge and 6% tax. Current state and local taxes will apply to all food, beverage, equipment rental, and service, and are subject to applicable tax laws and regulations. If a client is an entity claiming exemption from taxation in Michigan, the client must deliver evidence of such exemption at the time of contract to the event to be relieved of its obligation to pay state and local taxes. Please note that Michigan state law stipulates that the service charge is taxable.

SECURITY | The Inn at Harbor Shores cannot be held responsible for the safekeeping of valuable items left in guest rooms, function rooms, or public spaces. The client is responsible for providing security of any such aforementioned items and assumes the responsibility for the loss thereof. At The Inn at Harbor Shore's discretion, to maintain adequate security measures, the client may be required to provide security for specified functions. Security personnel will be at the client's sole expense.

RESTRICTIONS | Please note that the indoor event space of The Inn at Harbor Shores does not permit smoke machines, fog machines, cold sparklers, or any other similar devices. However, lit candles are allowed in a glass votive or container. If you opt for taper candles, make sure they are enclosed as well. Also, please note that the Riverside Tent does not allow cold sparklers or any type of fire, including candles. Battery-operated candles are recommended for use in the Riverside Tent. Additionally, we discourage the use of tall vases in the Riverside Tent.

TASTING | Booked couples will have the opportunity to attend a wedding tasting during the early months of the year of their wedding. The tasting will feature a variety of hors d'oeuvres and entrees from our catering menu, carefully selected by our chef and event staff. Invitations will be sent from your sales manager once the tasting date has been confirmed.

DEADLINES |

- 2 months prior: Final upgrades must be confirmed
- 1 month prior: Final food choices must be made
- 1 month prior: Final details including day of timeline
- 10 days prior: Final guest and individual entrée counts due no later than noon
- 1 week prior to event: Signed BEO due

DEPOSIT SCHEDULE | Payment in full is accepted at any time by cash, check, or credit card.

- Nonrefundable deposit of \$3,000 due at booking with signed contract
- 90 day deposit; 50% of total cost estimate
- 60 day deposit; 75% of total cost estimate
- 10 day deposit; 100% of total cost estimate
- The week following event, any remaining outstanding balances incurred during the event will be charged to the credit card on file with all charges paid within 30 days after event.