

# INN AT BAY HARBOR

AUTOGRAPH COLLECTION®  
HOTELS

## ***Congratulations on your recent engagement!***

Inn at Bay Harbor is where dreams become reality, and the details bring to life the wedding you've always imagined. With our comprehensive wedding packages, beautifully-appointed facilities on the shores of Lake Michigan, and experienced team, we ensure that your special day is an event that will be cherished by all who attend. You have a love like no other, and our Certified Wedding Planners work tirelessly to make your unique wedding wishes come true.

### ***Lodging***

- Wedding room blocks are offered of up to 10 standard guestrooms. Cottages and suites are available upon request.
  - Rooms in the block are held at a fixed rate
  - Friday and Sunday weddings will not receive a room block. Guests can begin the booking process 10-12 months prior to the wedding date by booking online or by calling Central Reservations at 1-800-GO-BOYNE
- Rates are subject to a 10% Resort Service Fee, 6% Michigan State Sales and Use Tax, and a 5% Local Lodging Assessment.
- Rates are per room, per night.
- **A two-night minimum is required on all weekend stays (Friday and Saturday night).**
- **A three-night minimum applies to any holiday weekends.**
- **A three-night minimum applies to cottage and suite reservations June-September.**
- The newlyweds receive a complimentary room on wedding night.
- Should you wish to hold rooms, a formal agreement will be written, subject to availability
- Check in time begins at 5:00pm, checkout time is 11:00am. *\*The Inn at Bay Harbor does not accept early check-in requests during peak-season (June-September)*

### ***Deposit Policy***

An initial deposit in the amount of \$2,000 is due with the signed contract and 80% of the estimated food and beverage check, is due 30 days prior to the event. (Final balance due two weeks after to accommodate consumption bar packages remaining on the schedule and add on). All deposits are non-refundable and coincide with cancellation fee if the event is to cancel. First nights lodging deposit will be required with individual reservations.

### ***Ceremony/Reception Details You Should Know:***

- **Lake Lawn Ceremony** rental fee is \$3,000.00 plus 6% sales tax and 22% service fee and includes white resin chairs, set up, tear down, of IBH equipment and items, lavalier (wireless) microphone for officiant, and 2 wireless speakers. In case of Rain, back up space will be Arlington Ballroom.
- **Sagamore Room and Terrace Reception** rental fee of \$16,000.00 plus 6% sales tax and 22% service fee includes restaurant tables, signature dining room chairs or white chiavari chairs, white linens, glassware, flatware, chinaware, dance floor, \*patio tent, set-up and tear down of Inn at Bay Harbor items.
  - \*A tent is required on the Sagamore Terrace for all weddings May through October. Tent rental is included in the rental of the Sagamore Room and Terrace for all wedding receptions. The tent rental includes: 20x75 white frame tent, tent sides, and perimeter Edison bulb strand lighting
- **The Inn at Bay Harbor does not offer Ceremony only as an option.**
- Removal of restaurant tables or chairs due to design/layout ideas is \$1,000.00 plus 6% sales tax and 22% service fee.

- The capacity of the Sagamore's Room with the signature dining room chairs is 125. The capacity with the white chiavari chairs is 150.
- Access to Sagamore's Room begins at 1:00 p.m. for vendors and wedding planner set up.
- All outside decoration and set up equipment must be removed from the Sagamore's Room, patio and ceremony site immediately following the reception by the wedding planner/vendor. A \$1000.00 (plus 6% state sales tax and 22% service fee) handling fee is otherwise assessed to the client.
- Sagamore's Reception Peak-Season Rental Rate: June through September - \$16,000.00
- Sagamore's Reception Shoulder Season Rental Rate: May – \$11,250.00
- Sagamore's Reception Shoulder Season Rental Rate: October - \$11,250.00
- Sagamore's Reception Off-Season Rental Rate: November through April – FREE RENTAL
  - Capacity for off season is 100 guests in Sagamore Room and includes tables, signature dining room chairs, all table and service ware, standard white linen.
- **Friday and Sunday weddings receive a discounted reception rental rate of \$12,000.00 during peak season**
  - Friday and Sunday weddings will not receive a room block. Guest can begin the booking process 12 months prior to the wedding date by booking online or by calling Central Reservations at 1-800-GO-BOYNE
  - Complimentary honeymoon suite for the bride and groom will still be offered.
- **Bay Harbor Golf Club Cart Pad Ceremony** rental fee is \$3,000.00 plus 6% sales tax and 22% service fee and includes white resin chairs, ceremony AV, set up, tear down. Access to Bay Harbor Golf Club Cart Pad is 2:30 p.m. for vendors and wedding planner set up. Capacity 130.
- **Bay Harbor Golf Club Arthur's 27 Ceremony** rental fee is \$2,000.00 plus 6% sales tax and 22% service fee and includes white resin chairs, ceremony AV, set up, tear down.
- **Bay Harbor Golf Club Reception** rental fee is \$12,500.00 plus 6% sales tax and 22% service and includes tables, white chiavari chairs, white linens, glassware, flatware, chinaware, dance floor, set-up and tear down. Capacity for Bay Harbor Golf Club is 130.
- **The Bay Harbor Golf Club does not offer ceremony only as an option.**
- **Friday and Sunday Wedding will receive a discounted rental rate of \$8,500.00**
- Bay Harbor Golf Club unavailable November-April.
- All decorations must be provided by the wedding party &/or wedding decorator/planner
- Wedding party must meet a **Food and Beverage minimum** of \$15,000.00 at the Bay Harbor Golf Club.
- Wedding party must meet a **Food and Beverage minimum** of \$20,000.00 at the Inn at Bay Harbor.
- All rentals, and food & beverage is subject taxed at 6% Michigan Sales Tax and 22% service fee.
- There is a Bar set-up fee of \$150.00 plus 6% state sales tax and a 22% service fee per bar (applies to The Inn at Bay Harbor or additional bars at Bay Harbor Golf Club).
- Oncore AV is Inn at Bay Harbor and Bay Harbor Golf Club's exclusive provider for audio/visual for your wedding needs. Because the use of DJ/Band will necessarily involve the use of some of Inn at Bay Harbor's or Bay Harbor Golf Club and Oncore AV's equipment and experience, a \$150 will be charged accordingly. A representative from Oncore AV will reach out directly to the group contact once a final contract is signed.

### ***Other Activities***

- [The Spa](#) - Defined by endless horizons and fresh water, The Spa at Inn at Bay Harbor is perfectly suited for guests seeking a spa day of relaxation, solitude and self-discovery. Experience body, massage and nail services designed to provide visibly beautiful results through thoughtfully selected natural ingredients in luxuriously advanced formulations.
- [Golf](#) - Choose between golf at Crooked Tree and the Bay Harbor Golf Club and discover courses consistently ranked amongst the best courses in the country. Come experience this work class golf yourself and learn why northern Michigan golf has earned a reputation of excellence amongst golfers.
- [Summer at Inn at Bay Harbor](#) - Complimentary bikes are available for use on the Little Traverse Wheelway (a 27-mile paved stretch along Lake Michigan from Charlevoix to Harbor Springs) Outdoor heated pool, beach area, lawn chess, tournament croquet, and council fire pit with s'mores are just some of the amenities available to the Inn at Bay Harbor guests.

- [Boyne Outfitters](#) - Offering a variety of fly fishing activities, Boyne Outfitters is situated at the heart of the Midwest's "Golden Triangle" of fly fishing. Look no further for the best clinics, classes, guided trips, and even scenic floats along the river.
- [Zipline Adventure](#) - Let our Zipline Adventure take your breath away on the most unforgettable outdoor experience at [Boyne Mountain](#) or [Boyne Highlands](#). Spend several hours sailing through trees and down our mountains at speeds up to 25 MPH or enjoy our Twin Zip for the perfect group event with friends watching as you race side-by-side.
- [Guided Trail Rides](#) - Explore the vast mountainous terrain and make a new equine friend when you choose horseback riding at [Boyne Mountain](#) or [Boyne Highlands](#). The wooded trails have been gently cut through natural vegetation and are exclusive to riders on horseback.
- [Great Lakes Center for the Arts](#) - year-round world-class performances with affordable ticket pricing. Located in Bay Harbor.
- [Shopping](#) - Minutes from Petoskey and within close proximity to Boyne City, Charlevoix, and Harbor Springs, guests will discover a unique collection of boutiques, galleries and casual to fine dining venues among these picturesque waterfront towns.
- [Wineries & Breweries](#) - Whether you are an aspiring wine connoisseur or just want to enjoy a beer with a friend, Northern Michigan has the variety of unique beverages you've been craving.

#### *Airports*

- [Cherry Capital Airport \(TVC\)](#) - located 65 miles South of The Inn at Bay Harbor
- [Pellston Regional Airport \(PLN\)](#) - located 20 miles North of The Inn at Bay Harbor

#### *Shuttle Services*

- [Blue Lakes By The Bay](#) - Traverse City, MI 231.932.1065
- [Sunset Premier](#) - Petoskey, MI 231.497-1182