

This is your moment  
to say, “I Do.”

WEDDING GUIDE



THE  
HIGHLANDS



## TABLE OF CONTENTS

OUR RESORT	3 - 4
CEREMONY & RECEPTION	5
GRAHAM CHAPEL	6
ENCHANTED FOREST	7
COUNTRY CLUB OF BOYNE	8
BLUE GREEN ROOM	9
TIER DINNER PACKAGES	10 - 14
TIER 1	11
TIER 2	12
TIER 3	13
ENTRÉE PAIRINGS	14
RECEPTION PRESENTATIONS	15
BEVERAGES	16
PREFERRED VENDORS	19
ADDITIONAL INFORMATION	25
CONTACT	28

# OUR RESORT

The wedding you've been dreaming about is right here.





Whether you are seeking an unforgettable destination for your special day, or an inclusive resort setting to relax and have fun with friends and family, The Highlands is a perfect choice.

As you enter The Highlands, it will remind you of an English countryside estate. The white rolling fence line and undulating greens welcome you to a romantic and charming place to hold your wedding.



# CEREMONY & RECEPTION

Included Accommodations



Banquet chairs  
Chair set-up  
Chair tear-down  
Rehearsal day prior



Dinner tables  
Banquet chairs  
Classic white table linens  
Classic white napkins  
Glassware  
Flatware  
Chinaware  
Gift table  
Cake table  
Guest book table  
Set-up of provided items  
Tear-down of provided items  
Dance floor

On-Site Event Manager  
Special Guest Room Rates for Wedding Guests



# GRAHAM CHAPEL

## A STUNNING A-FRAME CHAPEL AT THE MOUNTAIN TOP

Have the cozy and intimate wedding of your dreams at Graham Chapel, with rustic wood doors and huge glass windows overlooking the lush woodlands. Featuring rustic, wooden pews to floor to ceiling windows, Graham Chapel is a historic location that will beautifully showcase your wedding ceremony. Guests arrive to Graham Chapel via a scenic chairlift ride or by shuttle, traversing a rustic two-track road. The pews seat 65 comfortably and provide a memorable backdrop to your wedding story.



Ceremony & Engagement Venue 

Accommodates 150 Guests 

Reception Venue 




## ENCHANTED FOREST

FEATURING A RUSTIC YURT AND ILLUMINATING TWINKLE LIGHTS

Explore the Enchanted Forest and have a magical wedding surrounded by mature trees and twinkling lights. Located near the equestrian center at the end of the Enchanted Trail, the Enchanted Forest has a rustic yurt and secluded wooded area that is sure to please. The yurt comes with its very own quaint bar, as well as a fireplace for added atmosphere.



Ceremony Venue 

Accommodates 160 Guests 

Reception Venue 

# COUNTRY CLUB OF BOYNE

FEATURING UNPARALLELED VIEWS OF THE FAIRWAY AND WOODS

This award-winning golf club offers panoramic views of the surrounding fairways and woodland. The warm, classic interior of the clubhouse creates an atmosphere of timeless elegance, perfect in which to enjoy a feast with your guests. The charming and elegant architecture and decor creates a unique atmosphere for your celebration.

Depending on your needs, choose between using the entire club or only certain sections. The outdoor patio is perfect for rehearsal dinners, afterglow, or even a tented reception. The property features an outdoor fire pit surrounded by elegant lounge furniture for your guests to enjoy. The maximum capacity for the entire club is approximately 160 guests.





Accommodates 150 Guests 

Reception Venue 



## BLUE GREEN ROOM

A BEAUTIFUL NORDIC-INSPIRED SPACE WITH MOUNTAIN VIEWS

This beautiful Nordic-inspired space is located in the Day Lodge at The Highlands. The Blue Green Room can accommodate large wedding parties, and features gorgeous views of the mountain, runs, and chair lifts. Your guests will love the beamed ceiling, alpine motif, and the open air feeling that this space provides. The Blue Green Room is a wide open canvas that is ready to host your special wedding theme.



## TIER DINNER PACKAGES

CELEBRATE WITH A MEAL TO REMEMBER



\$125 per person 

Arrival Toast Included 

## TIER 1

Includes a sparkling wine toast upon arrival

### HORS D'OEUVRES

— Please select 4 —

CAPRESE BRUSCHETTA

ITALIAN SAUSAGE, TOMATO TARTLETS

CUCUMBER AND SMOKED WHITEFISH PINWHEELS

SHRIMP AND GAZPACHO SHOOTERS

MINIATURE SPANAKOPITA

### FIRST COURSE

— Please select 1 —

GARDEN SALAD

CAESAR SALAD

ROASTED HEIRLOOM TOMATO BISQUE

### ENTRÉE

— Pre-selected choice of entrée —

CHICKEN MARSALA

Marsala Wine Sauce

HERB ENCRUSTED WHITEFISH

Lemon Caper Butter

ROASTED FLATIRON STEAK

Red Wine Demi-Glace

PESTO SHRIMP LINGUINE

WILD MUSHROOM RISOTTO (VE) (GF)

Menu prices are per person and do not include current sales tax and service fee. Prices and menu content are effective until February 2025, and are subject to availability and may be changed without notice to the closest available option. Food is displayed for a maximum of 90 minutes.

\$150 per person



Arrival Toast Included



## TIER 2

Includes a sparkling wine toast upon arrival

### HORS D'OEUVRES

— Please select 4—

MOREL MUSHROOM BRUSCHETTA  
WALNUT, APPLE AND GORGONZOLA STRUDEL BITES  
SAUSAGE STUFFED MUSHROOM CAPS  
PROSCIUTTO WRAPPED ASPARAGUS  
MEATBALLS AU POIVRE

### FIRST COURSE

— Please select 1 —

WATERMELON GAZPACHO  
GREEK ANTIPASTO SALAD  
MICHIGAN MITTEN SALAD

### ENTRÉE

— Pre-selected choice of entrée —

PORK TENDERLOIN MEDALLIONS  
Traverse City Tart Cherry Sauce

PECAN ENCRUSTED WALLEYE  
Lemon Caper Beurre Blanc

BEEF TENDERLOIN  
Wild Mushroom Demi-Glace

SCOTTISH SALMON  
Roasted Tomato Coulis

STUFFED PORTABELLO MUSHROOMS (VE)

Menu prices are per person and do not include current sales tax and service fee. Prices and menu content are effective until February 2025, and are subject to availability and may be changed without notice to the closest available option. Food is displayed for a maximum of 90 minutes.

\$185 per person 

Arrival Toast Included 

## TIER 3

Includes a sparkling wine toast upon arrival

### HORS D'OEUVRES

— Please select 4—

TUNA CEVICHE CANAPÉ  
SMOKED SALMON RYE CROSTINI  
OYSTERS ON THE HALF SHELL  
BACON WRAPPED SCALLOPS  
TERIYAKI BEEF TENDERLOIN BITES

### FIRST COURSE

— Please select 1 —

MOREL MUSHROOM BISQUE  
CAPRESE SALAD  
STRAWBERRY FIELDS SALAD

### ENTRÉE

— Pre-selected choice of entrée —

FREE RANGE CHICKEN OSCAR  
Blue Crab, Lemon Hollandaise

SEARED PACIFIC HALIBUT  
Local Herb Beurre Blanc

FILET MIGNON  
Morel Mushroom Demi

MUSCOVY DUCK  
Blackberry And Honeycomb Gastrique

VEGETABLE LASAGNA  
Pomodoro, Parmesan Tuller

Menu prices are per person and do not include current sales tax and service fee. Prices and menu content are effective until February 2025, and are subject to availability and may be changed without notice to the closest available option. Food is displayed for a maximum of 90 minutes.

# ENTRÉE PAIRINGS

TIER 1, TIER 2, TIER 3

## STARCH

— Pre-selected 1 starch—

OVEN ROASTED RED POTATOES

WILD RICE PILAF

YUKON GOLD MASHED POTATOES

DAUPHINOISE POTATOES

## VEGETABLES

— Pre-selected 1 vegetable—

BROCCOLINI

ROASTED CARROTS

GRILLED ASPARAGUS

ROASTED BRUSSELS SPROUTS

SAUTÉED SPINACH

HARICOT VERT

SUMMER/WINTER MEDLEY

Menu prices are per person and do not include current sales tax and service fee. Prices and menu content are effective until February 2025, and are subject to availability and may be changed without notice to the closest available option. Food is displayed for a maximum of 90 minutes.

# RECEPTION PRESENTATIONS

## CRUDITÉ

— 25 guests \$150 - 50 guests \$275 —

Variety Of Seasonal Vegetables Such As Carrots, Bell Peppers, Squash, Celery, Cherry Tomatoes, And Cucumbers Served With Roasted Red Pepper Hummus

## SEASONAL FRUIT DISPLAY

— 25 guests \$185 - 50 guests \$295 —

Fresh Seasonal Fruits Such As Cantaloupe, Watermelon, Pineapple, Strawberries, And Grapes Served With Yogurt Dip

## ARTISAN CHEESE & CRACKERS

— 25 Guests \$165 - 50 Guests \$285 —

Array Of Domestic And Imported Artisan Cheeses Garnished With Grapes And Berries

## FARMER'S BOARD

— 25 Guests \$300 - 50 Guests \$550 —

Sliced Meats And Cheeses Such As Smoked Cheddar, Paradiso, Gruyere, Served With Pickled Asparagus, Marinated Olives, Crostini, And Crackers

## TASTE OF MICHIGAN

— 25 guests \$300- 50 guests \$550 —

Assorted Michigan Artisan Cheeses, Michigan Jams, Jellies, Berries, Smoked Whitefish And Smoked Duck Sausage With Crostini, And Crackers

## SHRIMP COCKTAIL

— \$56 per dozen —

Lemon, Horseradish Cocktail Sauce

## SUSHI DISPLAY

— 10 order minimum - \$18 per roll —

California Roll, Spicy Tuna Roll, Veggie Roll, Steak Roll  
Choose Up To 3 Rolls

Menu prices are per person and do not include current sales tax and service fee. Prices and menu content are effective until February 2025, and are subject to availability and may be changed without notice to the closest available option. Food is displayed for a maximum of 90 minutes.



## — BEVERAGES —

### HIGHLAND BAR

Included with tiers one, two and three.  
Includes soft beverages, coffee, and a selection of TAZO teas.

The Highlands at Harbor Springs is proud to have a Court of Master Sommeliers on staff to pair the perfect wines for your special day.  
Please inquire with your Wedding Event Manager.

### ENHANCEMENTS

Premium Bar Package - 14 per person

Signature Cocktail - begins at 6 per person\*  
Maximum of two signature drinks per function

\*Limitations apply; up charges due to ingredients and rental glassware will be added to the final invoice.

\*\*One bar will be added per 100 guests. Bar setup fee of \$150 applied to each bar. Bar set-up fee includes one bartender, non-alcoholic beverages, mixers, and garnishes. Bars set-up in outdoor event spaces will utilize plastic cups.

Menu prices are per person and do not include current sales tax and service fee. Prices and menu content are effective until February 2025 and are subject to availability and may be changed without notice to the closest available option. Food is displayed for a maximum of 90 minutes.



## — BEVERAGES —

### HIGHLAND BAR

Included with tiers one, two and three.  
Includes soft beverages, coffee, and a selection of TAZO teas.

### LIQUOR

Tito's, Absolute, Stolichnaya, Beefeater, Tanqueray, Bacardi, Malibu,  
Captain Morgan, Seagram's 7, Canadian Club, Jameson, Jack Daniels,  
Jim Beam, Bulleit, Dewar's

### BEER

- Choose Four -

Bud Light, Coors Light, Labatt Blue, Michelob Ultra, Miller Lite,  
Corona, Sam Adams, Heineken, Founders All Day IPA,  
Bell's Oberon (Seasonal)

### RED WINE

- Choose Two -

Parker Station Pinot Noir, BR Cohn Cabernet Sauvignon, Trig Point  
Merlot, Peirano Estate Old Vine Zinfandel, Costa Di Bussia Barbera

### WHITE WINE

- Choose Two -

Vietti Moscato d'Asti, Frenzy Sauvignon Blanc, Cantina Colli Euganei  
Pinot Grigio, Firestorm Chardonnay (un-oaked),  
Champs de Provence Rose

### SPARKLING

- Choose One -

Mercat Brut Cava, Ca' Furlan "Cuvee Beatrice" Prosecco

Menu prices are per person and do not include current sales tax and service fee. Prices and menu content are effective until February 2025 and are subject to availability and may be changed without notice to the closest available option. Food is displayed for a maximum of 90 minutes.

— BEVERAGES —

P

PREMIUM BAR PACKAGE

- 14 per person -

Includes soft beverages, coffee, and a selection of TAZO teas.

LIQUOR

Grey Goose, Ketel One, Tito's, Hendricks, Tanqueray, Mount Gay,  
Bacardi, Malibu, Captain Morgan, Crown Royal, Jameson,  
Canadian Club, Maker's Mark, Woodford Reserve, Jack Daniels,  
Macallan 12 Year, Dewar's

BEER

- Choose Four -

Bud Light, Coors Light, Labatt Blue, Michelob Ultra, Miller Lite,  
Corona, Sam Adams, Heineken, Founders All Day IPA,  
Bell's Oberon (seasonal)

RED WINE

- Choose Two -

Elk Cove Pinot Noir, Routestock Cabernet Sauvignon  
Revelry Merlot, Chateau Daugay Grand Cru St Emilion Bordeaux

WHITE WINE

- Choose Two -

Whitehaven Sauvignon Blanc, Les Boursicottes Sancerre,  
Cantina Colli Euganei Pinot Grigio, Waugh Chardonnay

SPARKLING

- Choose One -

Baron Fuente

Menu prices are per person and do not include current sales tax and service fee. Prices and menu content are effective until February 2025 and are subject to availability and may be changed without notice to the closest available option. Food is displayed for a maximum of 90 minutes.

# PREFERRED VENDORS

SPECIALLY DESIGNED JUST FOR YOU



## FLORAL

Sweetwater Floral  
Kalin Sheiek  
(231) 535-6013  
www.sweetwaternorth.com

Bloom  
Jennifer Haf  
(231) 675-9017  
www.bloomfloraldesign.com  
info@bloomfloraldesign.com

A.R. Pontius Floral Shop  
Jamie Platte  
(231) 526-9690  
www.pontiusflowers.com  
pontiusflowers@gmail.com

They Day's Design  
Shelby  
(231) 412-0240  
hello@thedaydesign.net  
www.thedaydesign.com

Upsy-Daisy Floral  
Sydney Wormell  
(231) 582-0972  
www.upsydaisyflorist.com

Monarch Garden & Floral Design  
William Santos  
(231) 347-7449  
william.santos@monarchgfd.com  
www.monarchgfd.com

## WEDDING PLANNERS & DÉCOR

Tableau Events  
Karly Balogh - Owner  
(231) 424-3133  
karly@tableauevents.com  
www.tableauevents.com

Fox & Fern  
(231) 944-9719  
<http://foxandfernevents.com>  
hello@foxandfernevents.com

Up North Events  
Jenna Koeller  
(231) 675-6262  
jenna@upnorthweb.biz  
Upnorthevents.biz

Boyce Wedding  
Sarah Rhodes  
(269) 492-4748  
sarahrhodesboyce@gmail.com  
www.sarahrhodesboyceweddings.com

Emerald City Designs  
Ann Owens  
(248) 474-7077  
ann@emeraldcitydesigns.com  
www.emeraldcitydesigns.com

Event Theory  
(231) 255-9261  
<http://eventtheory.com>

## PHOTOGRAPHERS

Paul Retherford Photography  
(231) 455-1793  
paulretherford@gmail.com  
www.paulretherford.com

Weber Photographers  
(231) 622-8877  
hello@weberphotographers.com  
www.weberphotographers.com

Michael Murphy IV Photography  
(231) 499-3114  
mike@michaelmurphyiv.com  
michaelmurphyiv.com

Stephanie Baker Photography  
(231) 412-0222  
sbaker.us

Oden + Janelle Photography  
(231) 645-7446  
odenandjanelle@gmail.com  
www.odenandjanelle.com

Karie Anne Photography  
Karie Anne  
(616) 328-7706  
karieannephoto@gmail.com  
www.karieannephotography.com

Life Outside the Booth - Photo Booth  
(231) 313-8668  
birdandbcreative@gmail.com  
www.lifeoutsidethebooth.com

Northern Art Photography  
(231) 392-5085  
andrea@northernartphotography.com  
www.northernartphotography.com

## VIDEOGRAPHERS

Fifth and Main Productions  
(877) 584-6246

lifeincinema@5thandmainfilms.com  
www.fifthandmainproductions.com

Tell Studios  
(248) 721-9542  
hello@tellstudios.com  
www.tellstudios.com

97 Films  
Katie Simopoulos  
(248) 602-0976  
katie@97films.com

Life on Earth Productions  
(616) 414-1601  
www.leoproductions.com

Killer Creations  
(734) 634-3880  
info@killercreations.net  
www.killercreations.com

## WEDDING ARTISTS

Dan Stewart Photography  
(231) 715-1125  
www.danstewartphotography.com

Larissa Flynn  
(231) 675-1716  
www.Lflynnfineart.com

## MUSIC

### Pluister Entertainment

Tom Pluister  
(231) 348-8185  
info@plu-ent.com  
www.plu-ent.com

### Bluewater Kings Band

Rachel Madison  
(810) 214-0020  
info@bluewaterkingsband.com  
www.bluewaterkingsband.com

### A+ Entertains

Tom Heath  
(231) 622-2275  
info@aplusentertains.com  
www.aplusentertains.com

### Rusch Entertainment

(989) 781-1553  
dean@ruschentertainment.com  
www.ruschentertainment.com

### Razor Entertainment

Chris Ames  
(231) 631-8987  
www.razormusic@yahoo.com

### Avatar Media Productions

Aaron Wolinski  
(231) 409-6697  
avatarmedia@charter.net  
www.avatarmediaproduction.com

### Brena - Live Band

www.brenaband.com

### Pete Kehoe

Pianist/Guitarist/Singer  
(231) 881-8254  
petemusic.com

### Michelle Chenard

Guitarist/Singer  
(231) 881-6753  
michellechenard.mc@gmail.com  
www.michellechenard.com

### Randy Reszka

Classical and Jazz Guitar  
(989) 370-0745  
jazzguitar@randyreszka.com  
www.randyreszka.com

### Bayshore Strings

Carolyn McConaha  
(231) 590-7913  
c.mcconaha@charter.net  
www.bayshorestrings.com

### Sylvia Norris

Harpist  
(231) 342-2021  
contact@norrisgroup.org  
sylvia.norris.harp@gmail.com  
www.norrisgroup.org

### Pete Deneen

Bag Piper  
(231) 947-0369

## BAKERIES

Bella e Dolce  
(231) 420-3077  
upnorth@bellaedolce.com  
<https://bellaedolcenorth.com>

Ruthann's Gourmet Bakery  
(231) 350-7202 & (231) 350-7010  
info@ruthannsgourmetbakery.com  
[www.ruthannsgourmetbakery.com](http://www.ruthannsgourmetbakery.com)

The Bow Tie Baker  
(231) 838-0135  
tracy@thebowtiebaker.com  
[www.thebowtiebaker.com](http://www.thebowtiebaker.com)

## MISCELLANEOUS

Ice Impressions  
Ice Sculptures  
(231) 342-9999  
[www.ice-impressions.com](http://www.ice-impressions.com)

Ciarra Claire Calligraphy & Design  
Ciarra Rouwhorst  
(231) 330-6370  
hello@ciarraclaire.com  
[www.ciarraclaire.com](http://www.ciarraclaire.com)

## RENTALS

Rental Express  
(231) 238-9696  
rentals@rentaltime.com  
[www.rentaltime.com](http://www.rentaltime.com)

Taylor Rental  
(231) 347-1840  
info@taylorrentalpetoskey.com  
<https://taylorrentalpetoskey.com>

Event Theory  
(231) 225-9261  
julie@eventtheory.com  
[www.eventtheory.com](http://www.eventtheory.com)

Charlevoix Tent Company  
(231) 547-9733  
charlevoixtentcompany@gmail.com  
[www.charlevoixtentcompany.com](http://www.charlevoixtentcompany.com)

E3 Events North  
(989) 448-2376  
[www.E3EventsNorth.com](http://www.E3EventsNorth.com)

Élevé Events  
(231) 631-7000  
info@eventseleve.com  
[www.eventseleve.com](http://www.eventseleve.com)

## TRANSPORTATION

Sunset Premier Shuttle  
(231) 497-1182  
info@sunsetpremiershuttle.com  
www.sunsetpremiershuttle.com

Blue Lakes By The Bay  
(231) 932-1065  
www.bythebay.com

Mackinaw Shuttle  
(231) 539-7005  
reservations@mackinawshuttle.com  
www.mackinawshuttle.com

Midnight Madness Bus  
(810) 404-4836  
www.midnightmadnessbus.com

## BEAUTY

Vogue Salon & Spa  
(231) 439-9255  
vogue-salons.com

The Hair & Beauty Lounge  
(231) 421-3556  
info@thehairandbeautylounge.com  
thehairandbeautylounge.com

On-Site Bridal  
(313) 461-6752  
onsitebridal.com

## MISCELLANEOUS

Ice Impressions  
Ice Sculptures  
(231) 342-9999  
www,ice-impressions.com

Ciarra Claire Calligraphy & Design  
Ciarra Rouwhorst  
(231) 330-6370  
hello@ciarraclaire.com  
www.ciarraclaire.com

Mammoth! Party  
(313) 400-7313  
hello@mammothparty.com  
www.mammothparty.com



## —The Highlands at Harbor Springs—

### ADDITIONAL INFORMATION

#### CEREMONY AND RECEPTION

Pricing will vary depending on the space selected and time frame needed; please consult with your Sales Manager for availability and pricing.

#### GIFT DELIVERIES

A charge of 5 dollars per gift is applicable for gift deliveries. Please consult your Wedding Event Manager to assist in arranging services.

#### GUEST COUNT

Your final guarantee of attendance is due 72 business hours prior to your event. At that point, it is possible to increase the guest count but not reduce the number below your final guaranteed count. If guests exceed the guarantee, appropriate charge will be incurred.

#### SERVICE CHARGE AND SALES TAX

A taxable service charge and applicable state sales tax will be added to all food and beverage charges as well as any function room set-up/rental fees.

#### MENU TASTINGS

Once a contract is signed, we will be delighted to set a time for a menu tasting. Please consult your Wedding Event Manager for availability.\*

#### AUDIOVISUAL SERVICES

The Highlands at Harbor Springs' exclusive AV provider is Oncore AV, who provides stunning audiovisual services. A representative from Oncore AV will work with you one on one to provide stunning audiovisual service to fit your specific needs, making your event even more memorable.

\*Some blackout dates and limitations apply



## —The Highlands at Harbor Springs—

### GENERAL INFORMATION

#### FOOD AND BEVERAGE POLICY

Enclosed for your consideration are a range of suggested menus. Please bear in mind that these selections are merely an example of the service that our catering and event staff are able to provide. We welcome the opportunity to create custom menus to meet your needs and suit the preferences of your guests. No food and beverage of any kind is permitted to be brought into banquet event spaces. Food and Beverage is not permitted to be removed from the hotel's banquet event area. The Highlands at Harbor Springs is the only licensed authority to sell and serve alcohol on the premises. Therefore, by law, it is not permitted to bring alcohol into The Highlands at Harbor Springs by outside vendors or individuals. The Resort reserves the right to refuse service to any guest that is under 21 years of age, appears to be under age, without legal identification, or appears to be intoxicated. The Highlands at Harbor Springs reserves the right to request the removal of any alcoholic beverage brought into the Resort's banquet facilities. Parents/Adults cannot legally serve children/minors. A 25 person minimum is required for all buffets and stations. For optimal quality, food is displayed for a maximum of 90 minutes. Menu item substitutions may be made based on product availability at any time without notice. All beverages served/consumed in any outdoor banquet event space will be served in plastic.

#### GUARANTEE POLICY

A minimum guarantee must be received (3) three working days prior to the event. If no guarantee is received at the appropriate time, the expected number will become your guarantee and charges will be billed accordingly, not subject to reduction. Complete menus for group sponsored food and beverage functions should be submitted to the Event Manager at least 28 days prior to the main date of group arrival to allow food ordering. Failure to submit requested menus prior to the 28-day cutoff may encounter substitutions based on market availability. All charges will be based on the guaranteed count, or the actual number of guests served, whichever is greater. If additional guests attend, the bill will reflect the guarantee count plus the additional guests. The culinary department will only prepare for an additional 5% attendance over the guarantee the day of the event, therefore proper notification of guest count is imperative to the success of the event.

## —The Highlands at Harbor Springs—

### GENERAL INFORMATION

#### BANQUET ROOM POLICY

The Resort reserves the right to inspect and control all private functions. It is policy that all time schedules entered on the contract are enforced. The Resort reserves the right to change the location of your event to a more suitably sized area should the anticipated attendance significantly increase or decrease. Guest agrees to be responsible for any damage or loss of any merchandise or articles left in the Resort prior to, during, or after your event. The Resort does not assume any responsibility for the damage or loss of any merchandise or articles left in the Resort prior to, during, or after your event.

Liability for damage to the premises will be charged to the representative making arrangements through the Sales or Events office. Scotch Tape, screws, staples, nails, push pins, or potentially damaging fasteners may not be used to hang signs or other materials on walls in public areas or banquet event space. Glitter and helium balloons are not permitted in any Resort space. All banquet room layout, set-up and diagrams must be pre-approved and in accordance with the state and local fire codes.

#### NOISE POLICY

All bands, Dj's, and any other form of entertainment must end at 11pm. Management may request the volume be turned down prior to the ending time if disrupting to other Resort guests. If not compliant, a \$1000 fine will be charged to the contracted group.

#### OUTSIDE VENDOR/CONTRACTOR POLICY

The Resort reserves the right to require advance approval of all outside vendors and their contracted services including but not limited to electrical requirements and specs. All vendor items, decor, and personal items must be removed from the venue by 12am by vendors or end of the night contact or a \$500 fee will be applied to the final invoice.

#### AUDIOVISUAL POLICY

The Highlands at Harbor Springs' exclusive AV provider is Oncore AV, who provides stunning audiovisual services. A representative from Oncore AV will work with you one on one to provide stunning audiovisual services to fit your specific needs, making your event even more memorable.

# ELLEN BOEVE

WEDDING SALES MANAGER

231.549.6834 | eboeve@boyne.com

Ellen Boeve joined the Boyne Sales Team in September of 2021. Prior to this Ellen led the Events Department at The Highlands for the past several years, where she worked with all types of group businesses assisting in detailing, planning, and executing their events at The Highlands. She has an extensive background in food and beverage and has also managed various dining outlets at Boyne. Ellen is a graduate of Western Michigan University with a Bachelor of Science in Dietetics and a Master's Degree in Health Promotion from Mississippi State University.

