



CATERING GUIDE



THE HIGHLANDS



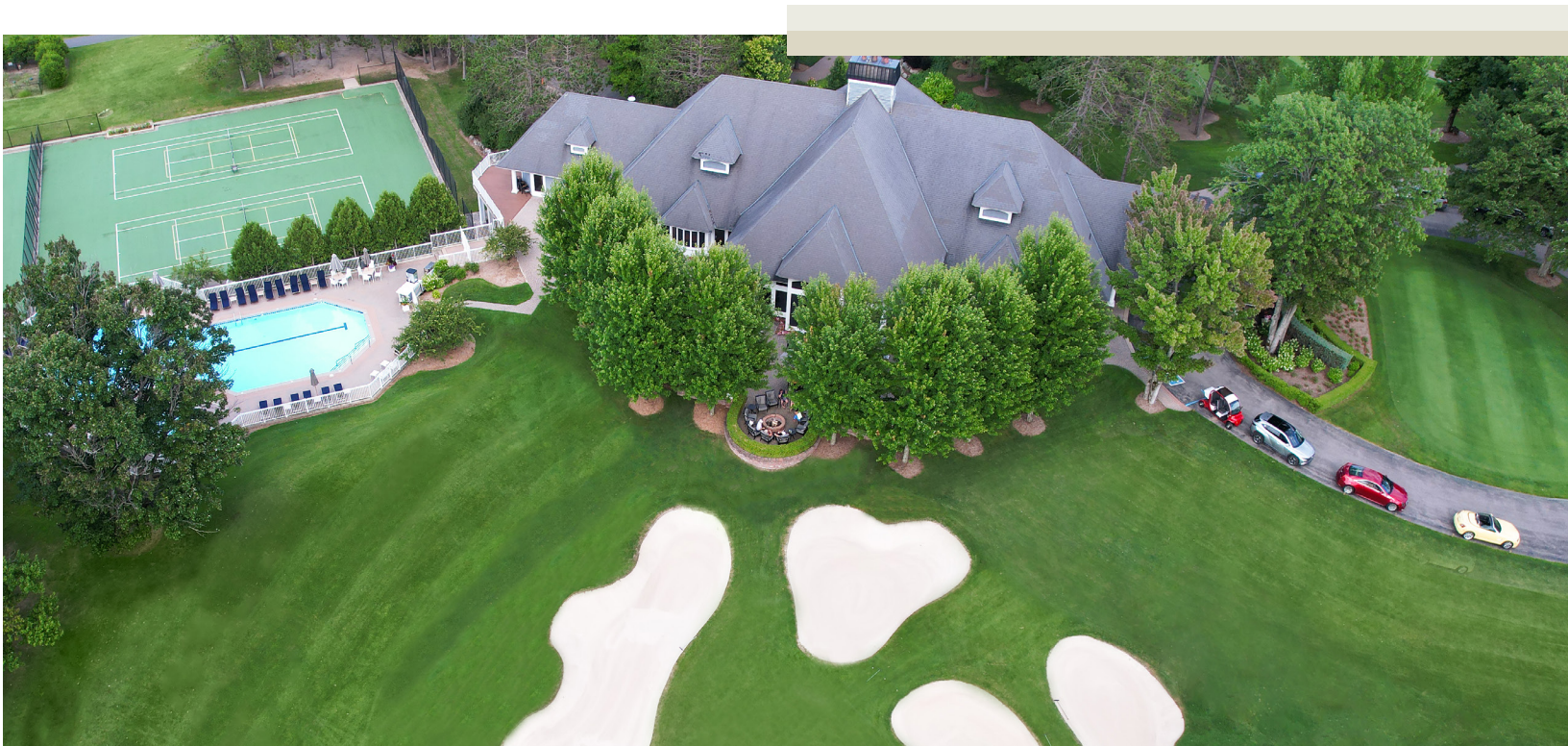
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WELCOME

To the Highlands of Harbor Springs where relaxation is a just a step away. The Highlands is here to invite you and your guests to an ultimate getaway that will remind you of the old English countryside.

With four award winning golf courses on property, to ski hills for all levels; we have got the fuel you need to get you through your day. Now sit back and relax. Our catering team is here to help assist you in creating a memorable experience. Sourcing local and fresh products, our culinary team has curated a variety of specialized menus to fit all occasions.



BREAKFAST

Start your morning off right with delicious selections for everyone.



BREAKFAST

BOXED

Packed Fresh With Fresh Fruit Cup And Bottled Water

BREAKFAST SANDWICH - 16

Bacon Or Sausage Patty, Egg And White Cheddar On A Fresh Croissant

CONTINENTAL

Served with Leelanau Roasting Company Coffees, TAZO Teas, Orange Juice

THE MEETING NEGOTIATOR - 15

Assorted Danishes, Muffins, Bagels, Cream Cheese, Butter And Preserves

HEART SMART HEALTHY START - 22

Sliced Fresh Fruit, Assorted Yogurts, Steel-Cut Oatmeal With Skim Milk, Brown Sugar And Dried Fruit Toppings.

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BREAKFAST

CREATE YOUR OWN BUFFET - 28

Served with Leelanau Roasting Company Coffees, TAZO Teas, Orange Juice

Fresh Fruit And Berries

Scrambled Eggs

Breakfast Potatoes

MEAT

- CHOOSE 2 -

Bacon, Sausage Links, Canadian Bacon, Turkey Sausage

BREADS AND PASTRIES

- CHOOSE 3 -

Danish Pastries, Scones, Biscuits, Bagels, Assorted Muffins,
Cinnamon Rolls, Sweet Breads, Sliced Breakfast Breads

CEREAL AND GRANOLA

- CHOOSE 1 -

Steel~Cut Oatmeal, Kellogg's Cereal and Chilled Milk, Yogurt Parfaits

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BREAKFAST

ENHANCEMENTS

Plath's Bacon or Sausage | 8

Turkey Bacon or Sausage Links | 7

Sausage, Egg And Cheese Breakfast Sandwich | 10

Eggs Benedict | 8

Biscuits And Gravy | 4

Hard Boiled Eggs | 12 Per Dozen

Assorted Individual Yogurts | 6

Assorted Cold Cereals And Milk | 7

Steel-Cut Oatmeal With Milk And Dried Fruit | 7

*Chef Attended Omelet Or Belgian Waffle Station | 8

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*Chef attended stations require an additional \$200 fee

BREAKS

Relax and refuel between sessions with one or all of our delicious selections.



BREAKS

All Breaks Served With Leelanau Roasting Company Coffees, Tazo Teas

Solace Rejuvenation - 16

Fruit Skewers
Crudite With Garden Dip
Pita Chips With Hummus
Assorted Granola Bars
Mixed Nuts

BUILD-YOUR-OWN YOGURT BAR - 12

Assorted Greek Individual Yogurts
Granola
Fresh Berries
Raisins, Dried Cherries, Dried Cranberries
Honey
Michigan Maple Syrup

THE HIGHLANDS BAKERY - 12

Assorted Muffins
Assorted Scones
Assorted Danish Pastries

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BREAKS

All Breaks Served With Leelanau Roasting Company Coffees, Tazo Teas

SWEET AND SALTY - 13

Assorted Cookies

Fudge Brownies

Mixed Nuts

Kettle Chips With French Onion Dip

CHIPS AND SALSA - 14

Tortilla Chips

Salsa

Guacamole

Warm Queso Dip

ARTISAN CHEESE - 20

Domestic And Imported Cheese

Seasonal Fresh Berries

Toasted Crostini

Local Fruit Marmalade And Preserves

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LUNCH

Whether you are on the go or just getting started, our offerings are designed to fit any needs.



LUNCH

BOXED LUNCH - 20

Served With Individual Bag Of Potato Chips, Chef's Fruit Salad,
Condiments On The Side, Sweet Treat, Bottled Water.

- Choose Three -

MICHIGAN CHICKEN SALAD CROISSANT

House-Made Chicken Salad With Northern Michigan Cherries, Celery, Walnuts

TURKEY AND GRUYERE

Roasted Turkey, Gruyere Cheese, Romaine, Light Rye, Garlic Aioli

HAM AND SWISS

Ham, Swiss Cheese, Tomatoes, Lettuce, Honey Mustard

ROAST BEEF AND CHEDDAR

Medium Roast Beef, Smoked Cheddar, Leaf Lettuce, Brioche Bun, Bistro Sauce

CLUB SANDWICH

Smoked Ham, Roasted Turkey, Bacon, Romaine, Sour Dough Bread, Garlic Aioli

DELUXE ITALIAN

Salami, Ham, Pepperoni, Provolone, Tomato, Onion, Banana Pepper, Italian Dressing

GRILLED CHICKEN CAESAR SALAD

Romaine, Brioche Crouton, Parmesan Reggiano, Grilled Chicken Breast,
House-Made Caesar Dressing

CHEF SALAD

Romaine, Roasted Turkey, Smoked Ham, Gruyere Cheese, Tomatoes, Red Onion,
Hard Boiled Egg, Ranch Dressing

QUINOA AND HUMMUS VEGGIE WRAP

Chilled Red Quinoa, Traditional Hummus, Cucumber, Roasted Red Pepper,
Romaine, And Whole Wheat Wrap

CAPRESE SANDWICH

Tomato, Pesto, Basil, Fresh Mozzarella, Balsamic Reduction

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LUNCH

SOUP AND SANDWICH BUFFET - 28

Served with Leelanau Roasting Company Coffees, TAZO Teas, Iced Tea.

FRESH GARDEN SALAD

Cucumbers, Cherry Tomatoes, Shredded Cheese, Croutons, Assorted Dressings.

- Choose Three -

MICHIGAN CHICKEN SALAD CROISSANT

House-Made Chicken Salad With Northern Michigan Cherries, Celery, Walnuts

TURKEY AND GRUYERE

Roasted Turkey, Gruyere Cheese, Romaine, Light Rye, Garlic Aioli

HAM AND SWISS

Ham, Swiss Cheese, Tomatoes, Lettuce, Honey Mustard

ROAST BEEF AND CHEDDAR

Medium Roast Beef, Smoked Cheddar, Leaf Lettuce, Brioche Bun, Bistro Sauce

CLUB SANDWICH

Smoked Ham, Roasted Turkey, Bacon, Romaine, Sour Dough Bread, Garlic Aioli

DELUXE ITALIAN

Salami, Ham, Pepperoni, Provolone, Tomato, Onion, Banana Pepper, Italian Dressing

QUINOA AND HUMMUS VEGGIE WRAP

Chilled Red Quinoa, Traditional Hummus, Cucumber, Roasted Red Pepper, Romaine, And Whole Wheat Wrap

CAPRESE SANDWICH

Tomato, Pesto, Basil, Fresh Mozzarella, Balsamic Reduction

HOUSE-MADE SOUPS

- Choose 2 -

Chicken Noodle

Creamy Broccoli Cheddar

Butternut Squash Bisque

Tomato Basil Wild Mushroom

CHEF'S CHOICE DESSERT

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LUNCH

MOUNTAINSIDE GRILL - 34

Served with Leelanau Roasting Company Coffees, TAZO Teas, and Iced Tea

FRESH GARDEN SALAD

Cucumbers, Cherry Tomatoes, Shredded Cheese, Croutons, Assorted Dressings

SWEET CORNBREAD

CREATE YOUR OWN BBQ SANDWICH

Sandwich Rolls

Roasted Pulled Pork

BBQ Chicken

Roasted Pulled Brisket

ASSORTED TOPPINGS

Tomatoes, Lettuce, Onions, Cheese, Condiments

MICHIGAN-STYLE POTATO SALAD

TRADITIONAL BAKED BEANS

HOUSE-MADE MACARONI AND CHEESE

WATERMELON

STRAWBERRY SHORTCAKE

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LUNCH

SOUTH OF THE BORDER - 32

Served with Leelanau Roasting Company Coffees, TAZO Teas, and Iced Teas

FRESH GARDEN SALAD

Cucumbers, Cherry Tomatoes, Shredded Cheese, Croutons, Assorted Dressings

CREATE YOUR OWN FAJITAS

Flour Tortillas

Marinated Chicken Breast

Marinated Flank Steak

ASSORTED TOPPINGS

Diced Tomatoes, Shredded Lettuce, Shredded Cheese,
Sour Cream, Jalapeños, Onions

TORTILLA CHIPS

Salsa, Warm Queso Fundido

SPANISH RICE

REFRIED BEANS

FRUIT-FILLED EMPANADAS

ENHANCEMENT

CAJUN SHRIMP, MANGO SALSA - 5

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LUNCH

LITTLE ITALY - 38

Served with Leelanau Roasting Company Coffees, TAZO Teas, and Iced Tea.

CAPRESE SALAD

Tomatoes, Fresh Mozzarella, Balsamic Drizzle

ANTIPASTO DISPLAY

Salami, Ham, Mozzarella, Roasted Peppers, Olives

GARLIC BREAD

CHICKEN PICCATA

TRUFFLE RAVIOLI

Crispy Pork Belly, Truffle Cream Sauce, Sautéed Spinach, Parmesan

ITALIAN-SEASONED ZUCCHINI AND SQUASH

ITALIAN LEMON CAKE

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LUNCH

TASTE OF ASIA - 36

Served with Leelanau Peninsula Coffees, TAZO Teas, and Iced Tea.

RED CABBAGE COLESLAW
Broccoli And Sesame Ginger Dressing

EGG DROP SOUP

VEGETARIAN SPRING ROLLS
Sweet Chili Sauce

KUNG PAO CHICKEN

BEEF TERIYAKI

VEGETABLE LO MEIN

STEAMED WHITE RICE

FORTUNE COOKIES

ENHANCEMENT

ASSORTED SUSHI ROLLS - 18 PER ROLL

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RECEPTION

Elevate your experience with a one of a kind dining experience.



RECEPTION

COLD HORS D'OEUVRES

- Per Dozen -

MOZZARELLA & TOMATO SKEWERS - 32

CAPRESE BRUSCHETTA - 31

CUCUMBER AND SMOKED WHITEFISH PINWHEELS - 38

SHRIMP AND GAZPACHO SHOOTERS - 54

PROSCIUTTO WRAPPED ASPARAGUS - 36
Balsamic Drizzle

TUNA CEVICHE CANAPÉ - 44

SMOKED SALMON RYE CROSTINI - 41
Herb~Infused Cheese

OYSTERS ON THE HALF SHELL - MP

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*Chef attended stations require an additional \$200 fee

RECEPTION

HOT HORS D'OEUVRES

- Per Dozen -

ITALIAN SAUSAGE AND TOMATO TARTLETS - 35

SAUSAGE STUFFED MUSHROOM CAPS - 34

MINIATURE SPANAKOPITA - 34

MEATBALLS AU POIVRE - 34

BACON WRAPPED SCALLOPS - 48

TERIYAKI BEEF TENDERLOIN BITES - 36

WALNUT, APPLE AND GORGONZOLA STRUDEL BITES - 36

PORK BELLY AND CHEVE BRUSCHETTA - 38

PESTO, MUSHROOM AND OLIVE PIZZETTES - 32

WILD MUSHROOM TARTLETS - 39

MOREL MUSHROOM BRUSCHETTA - 46

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RECEPTION

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

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RECEPTION

CARVING STATIONS

- Per Person -

ROAST PORK LOIN WITH TART CHERRY SAUCE - 16

Pan Finished Sous Vide Pork Tenderloin, Traverse City Tart Cherry Sauce

ROAST PRIME RIB OF BEEF - MP

Au Jus, Sliced Rolls, Creamy Horseradish, And Dijon Mustard

FRESH HERB ENCRUSTED LEG OF LAMB - MP

Pomegranate Glaze, Mint Tzatziki



*These Chef attended carving stations are intended to provide appetizer sized portions
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RECEPTION

PASTA STATION - 23

PASTA

Penne, Fettuccine, And Tortellini

SAUCE

Marinara, Creamy Alfredo

ASSORTED TOPPINGS

Seasonal Fresh Vegetables, Grated Parmesan Cheese

GARLIC BREAD

ENHANCEMENTS

Grilled Chicken - 5

Italian Sausage - 6

Shrimp - 6

KABOB STATION - 28

Marinated Grilled Chicken

Marinated Beef

Marinated Shrimp

Cherry Tomatoes

Tricolored Peppers

Onions

Mushrooms

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RECEPTION

SLIDER STATION - 24

Shaved Beef

Pulled Brisket

Pulled Buffalo Chicken

Kettle Chips

Assorted Toppings

Cheese, Lettuce, Sliced Red Onions, Bleu Cheese Dressing Bistro Sauce

TACO STATION - 24

Marinated Grilled Chicken

Marinated Flank Steak

Soft Taco Shells

Tortilla Chips

Assorted Toppings

Shredded Lettuce, Shredded Jack Cheese, Sour Cream, Guacamole,
Jalapeños, Onions, Pico De Gallo

Enhancement

Whitefish Tacos And Mango Salsa - 5

HOUSE MADE MAC AND CHEESE STATION - 23

Assorted Toppings

Bacon, Scallions, Shredded Cheddar And Pepper Jack Cheese,
Broccoli, Sun~Dried Tomatoes

Enhancements

Lobster - 7

Buffalo Chicken - 5

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DINNER

Enlighten your palette with a wide variety of selections for you and your guests.



DINNER

PLATED

Served with Leelanau Roasting Company Coffees, TAZO Teas, and Iced Tea.
Includes fresh garden salad including cucumbers, cherry tomatoes, shredded cheese, croutons,
and assorted dressings, dinner rolls, choice of vegetable and starch, and chef's choice of dessert.

CHICKEN BREAST - 38
Sauce Vierge

BERKSHIRE PORK CHOP - 43
Boursin Cream

FREE RANGE CHICKEN OSCAR - 41
Blue Crab, Lemon Hollandaise

ROASTED FLATIRON STEAK - 34
Burgundy Demi~Glacé

PECAN ENCRUSTED WALLEYE - 42
Lemon Caper Beurre Blanc

FILET MIGNON - 52
Wild Mushroom Demi

HERB ENCRUSTED WHITEFISH - 39
Lemon Caper Butter

DUCK CONFIT - 46
Pickled Raisins, Blackberry Gastrique

SEARED PACIFIC HALIBUT - 46
Local Herb Beurre Blanc

WILD MUSHROOM RISOTTO - 28
Vegan and Gluten Free

SCOTTISH SALMON - 41
Almond Romesco

VEGETABLE LASAGNA - 28
Pomodoro, Parmesan Tuile

PESTO SHRIMP LINGUINE - 36
Herb Salad, Ciabatta Crostini

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DINNER

BUFFET

Served with Leelanau Roasting Company Coffees, TAZO Teas, and Iced Tea. Includes fresh garden salad including cucumbers, cherry tomatoes, shredded cheese, croutons, and assorted dressings, dinner rolls, choice of vegetable and starch, and chef's choice of dessert.

TWO ENTREES - 42
THREE ENTREES - 54

CHICKEN BREAST
Sauce Vierge

PECAN ENCRUSTED WALLEYE
Lemon Caper Beurre Blanc

HERB ENCRUSTED WHITEFISH
Lemon Caper Butter

SCOTTISH SALMON
Almond Romesco

PESTO SHRIMP LINGUINE
Herb Salad, Ciabatta Crostini

BERKSHIRE PORK CHOP
Boursin Cream

ROASTED FLATIRON STEAK
Burgundy Demi~Glace

BEEF TENDERLOIN
Wild Mushroom Demi

VEGETABLE LASAGNA
Pomodoro, Parmesan Tuile

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DINNER

ENTREE PAIRINGS

PLATED - CHOOSE ONE OF EACH

BUFFET - CHOOSE TWO OF EACH

STARCH

Oven Roasted Red Potatoes

Wild Rice Pilaf

Yukon Gold Mashed Potatoes

White Cheddar Gratin

VEGETABLES

Broccolini

Roasted Carrots

Grilled Asparagus

Roasted Brussels Sprouts

Sautéed Spinach

Haricot Vert

Summer Medley

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DINNER

ENHANCEMENTS

SALADS

CAESAR SALAD - 9

Romaine, Parmesan Cheese, Croutons, Caesar Dressing

GREEK/ANTIPASTO SALAD - 11

Romaine, Shaved Beets, Banana Peppers, Cherry Tomatoes, Salami, Pepperoncini, Balsamic Vinaigrette

MICHIGAN MITTEN - 10

Bibb Lettuce, Dried Cherries, Gorgonzola And Toasted Walnuts
With House~Made Green Apple Vinaigrette

STRAWBERRY FIELDS - 12

Fresh Spinach, Strawberries, Toasted Pine Nuts And Goat Cheese
With House~Made Green Apple Vinaigrette

CAPRESE SALAD - 11

Heirloom Tomatoes, Fresh Mozzarella, Aged Balsamic, Fresh Basil

SOUPS

ROASTED HEIRLOOM TOMATO BISQUE - 9

WATERMELON GAZPACHO - 9

MOREL MUSHROOM BISQUE - 16

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DINNER

ENHANCEMENTS

DESSERTS - 8

Custom Desserts Available Upon Request, Please Inquire with Event Manager.



NEW YORK STYLE CHEESECAKE

Topped With Fresh Strawberries

CHOCOLATE FLOURLESS CAKE

HOUSE-MADE FRUIT PIES

KEY LIME PIE

TIRAMISU

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BEVERAGES

The Highlands at Harbor Springs is proud to have Court of Master Sommeliers certified staff.



BEVERAGES

HIGHLAND BAR

Pricing based on consumption

LIQUOR - 10

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

BEER

- Choose Four -

Domestic - 6 | Bud Light, Coors Light, Labatt Blue, Michelob Ultra, Miller Lite, Corona, Sam Adams

Import - 7 | Heineken

Craft - 8 | Founder's All Day IPA, Bell's Oberon (Seasonal)

RED WINE

- Choose Two -

Parker Station Pinot Noir - 42 PER BOTTLE

BR Cohn Cabernet Sauvignon - 46 PER BOTTLE

Trig Point Merlot - 40 PER BOTTLE

Peirano Estate Old Vine Zinfandel - 38 PER BOTTLE

Costa Di Bussia Barbera - 40 PER BOTTLE

WHITE WINE

- Choose Two -

Vietti Moscato d'Asti - 38 PER BOTTLE

Frenzy Sauvignon Blanc - 34 PER BOTTLE

Cantina Colli Euganei Pinot Grigio - 34 PER BOTTLE

Firestorm (un-oaked) Chardonnay - 34 PER BOTTLE

Champs de Provence Rose - 41 PER BOTTLE

SPARKLING

- Choose One -

Mercat Brut Cava - 38 PER BOTTLE

Ca' Furlan "Cuvee Beatrice" Prosecco - 34 PER BOTTLE

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BEVERAGES

PREMIUM BAR PACKAGE

Pricing based on consumption

LIQUOR - 12

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 -

Domestic - 6 | Bud Light, Coors Light, Labatt Blue, Michelob Ultra, Miller Lite, Corona, Sam Adams

Import - 7 | Heineken

Craft - 8 | Founders All Day IPA, Bell's Oberon (Seasonal)

RED WINE

- Choose Two -

Elk Cove Pinot Noir - 55 PER BOTTLE

Routestock Cabernet Sauvignon - 49 PER BOTTLE

Revelry Merlot - 47 PER BOTTLE

Chateau Daugay Grand Cru St Emilion Bordeaux - 68 PER BOTTLE

WHITE WINE

- Choose Two -

Whitehaven Sauvignon Blanc - 45 PER BOTTLE

Les Boursicottes Sancerre - 55 PER BOTTLE

Cantina Colli Euganei Pinot Grigio - 34 PER BOTTLE

Waugh Chardonnay - 49 PER BOTTLE

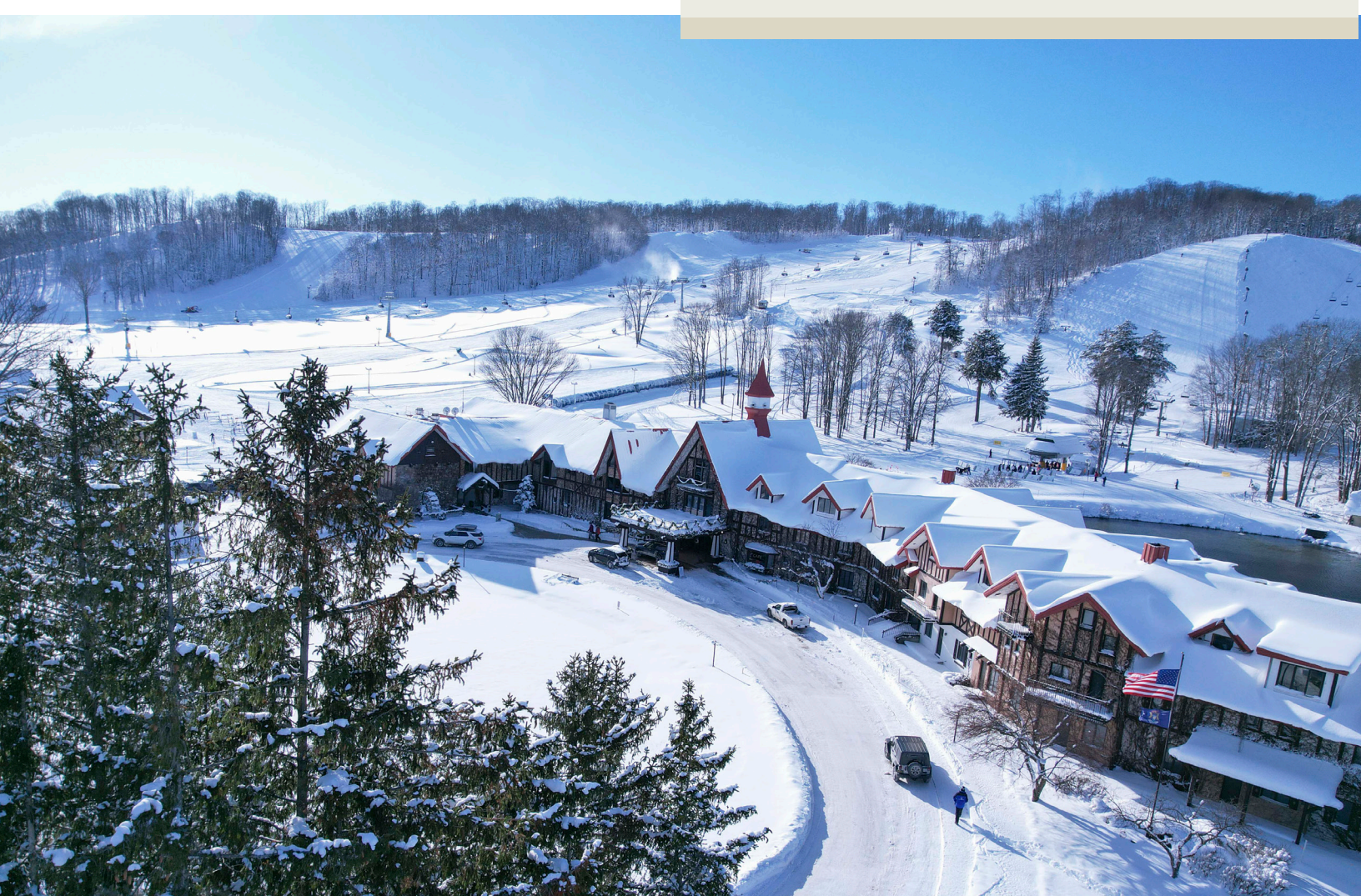
SPARKLING

Baron Fuente - 58 PER BOTTLE

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ADDITIONS

Let our team help create a memorable event for you and your guests.



ADDITIONS

TECHNOLOGY

OnCore Services is our sole provider for all audiovisual needs.
Pricing varies based upon need.

AV ASSISTANCE

Advance scheduling required.

DAILY

8AM-5PM - 80 PER HOUR

5PM-8PM - 120 PER HOUR

HOLIDAYS & AFTER BUSINESS HOURS - 165 PER HOUR



ADDITIONS

STORAGE AND SHIPPING

STORAGE

The Highlands at Harbor Springs will not accept delivery of packages more than 7 days prior to your function date and the Event Manager should be made aware of such a delivery in writing.

STORAGE OF BOXES - 25 PER BOX, PER DAY

STORAGE OF PALLETS - 150 PER PALLET, PER DAY

SHIPPING POLICY

In order to assure arrival and timely processing of your packages please include the following:

Name of guest to Receive the Package

FIRST and LAST NAME

EVENT NAME/EVENT MANAGER'S NAME

BOX # _ OF # _

The Highlands at Harbor Springs

600 Highland Drive

Harbor Springs, MI 49740

OUTBOUND FREIGHT/SHIPPING

Group must provide filled out shipping labels with company account number listed.

ADDITIONS

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 the 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 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 hotel'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.



ADDITIONS

PRICING POLICY

To qualify for tax exemption the organization must provide a valid Michigan tax exemption certificate prior to the event date and payment must match name on exemption form. All prices are subject to change without notice. All prices are subject to Michigan state sales tax and current service charge.

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.

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 hotel 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.

SIGNAGE POLICY

Minimum pre-approved and pre-arranged signage is permitted in the public areas and grounds. The signage must be prepared by a professional vendor/contractor. It must meet hotel standards and requirements (handmade, inked signs are not permitted) and must be removed immediately upon conclusion of the meeting for which it has been used. All event signage is limited to private function areas. No signage is permitted in the main lobby.

ADDITIONS

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 Spring's 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 professional audio-visual services to fit your specific needs, making your event even more memorable.





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