

# Amenities



- All Food & Beverage by Weissgerbers' Seabird Restaurant Culinary Team
- Experienced Event Planners
- 16,800 sq ft Meeting & Convention Space with state of the art Audio Visual for 50 to 1000 guests
- Board Room & Private Dining Rooms for 10 to 50 guests
- 182 Suites with Lakeside or Courtyard Views plus 64 Condominiums with complimentary Parking
- ELEMENTS – An Aveda Concept Spa
- Adjacent Indoor Waterpark for the entire Family
- 4 On-site Restaurants from upscale to casual including: Weissgerbers' Seabird Restaurant and Blue Point Wine & Tapas Bar, Blue Harbor Resort's Rusty Anchor and On the Rocks
- World Class Golf Courses, Shopping & Boating minutes away

**725 Blue Harbor Drive, Sheboygan, WI 53081**  
**www.blueharborresort.com 920-452-2900**

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**Steak - Seafood - Tapas - Award Winning Wine Spectator List.**  
**A room for every occasion with Beautiful Views & Lakeside Dining:**

- Seabird Dining Room (up to 100 guests)
- Poseidon Room (6 -10 guests)
- Island Room - with fireplace, bar & lakeside deck (20-50 guests)
- Blue Point Wine & Tapas Bar (up to 60 guests)

**Weddings • Rehearsal Dinners • Company Parties • Family Celebrations**  
**Business Meetings • Corporate Events**

**229 South Pier Drive, Sheboygan, WI 53081**  
**www.weissgerbers.com 920-453-4000**

# Catering Policies

## Blue Harbor Resort & Conference Center Catering & Banquet Information

We present to you our menu selections for the planning of your upcoming event at our resort. Our Catering Sales Manager looks forward to assisting you in any manner possible to ensure your guests an exceptional visit to Sheboygan and the Blue Harbor Resort & Conference Center. Along with our accommodations and first-class cuisine, the Blue Harbor Resort & Conference Center offers an abundance of leisure activities and sports.

The menus were created by the renowned Weissgerber family and their talented "Seabird" culinary team. From elegant and nautical surroundings in the Blue Harbor Grand Ballroom to themed events on our Lakefront outdoor locations, we will create the ideal ambiance for your special event. On behalf of our entire staff, we thank you for selecting Blue Harbor Resort & Conference Center for your event, and ensure it will be a memorable experience for you and your guests. We look forward to serving you.

### POLICIES AND PROCEDURES

**Menu Selections** To assure that our menu selections can be made available, food and beverage choices must be submitted to the Catering Office three (3) weeks PRIOR to the scheduled date of your event, with final guest count no later than FOUR (4) DAYS BEFORE BY 12 NOON. Children's meals are available for attendees 10 years old and under at \$9.95.

We welcome the opportunity to create special menus for any dietary needs.

**Offering Choices** Though we strongly recommend selecting one entrée or choosing one of our combination plates, you may offer your guests a choice of two entrées excluding a combination plate as one of the choices. When the choice of two entrées is offered, exact counts of each item must be established from your guests and submitted FOUR (4) days prior by 12 noon, along with entrée place cards for each table. An additional per person surcharge for serving more than two entrées in groups over 200.

**Meal Guarantees** Final guarantees are required for the number of persons attending your function by 12 noon, FOUR (4) days prior to the function date. This number will be considered a guaranteed number for attendance, not subject to reduction. If no guarantee is received, the expected number of guests on the Banquet Event Order will be considered the guarantee. If attendance falls below the guarantee, the host is responsible for the number guaranteed. Blue Harbor Resort & Conference Center will set 5% over the guarantee for functions under 100 and 3% for functions of 100 guests or more. Menu prices will be guaranteed 6 months prior to the date of the event.

**Food and Beverage Service** All federal, state and local laws with regard to food and beverage purchase and consumption will be strictly adhered to.

The hotel will not dispense alcoholic beverages to anyone under legal drinking age or to any parties considered under the influence of alcohol. It is therefore hotel policy that no liquor, beer or wine may be brought in from outside sources per state law.

ALL FOOD AND BEVERAGE CONSUMED ON THE HOTEL PREMISES MUST BE PURCHASED THROUGH OUR HOSPITALITY BUSINESSES. REMAINING FOOD SHALL NOT BE TAKEN FROM THE PREMISES IN ACCORDANCE WITH STATE AND LOCAL LAWS.

**Service Charge** All food and beverage is subject to a 19% taxable service charge and 5% state sales tax. Groups requesting tax exemption must complete the tax form prior to scheduled functions.

**Audio Visual/Services** Blue Harbor Resort & Conference Center offers a full array of audio visual equipment and services. A \$100 fee per room, per day will be assessed for technical services and additional set-up requirements for Audio Visual equipment supplied by a source other than Blue Harbor Resort & Conference Center. (Service fee is subject to change up to nine (9) months in advance of scheduled function.)

**Outside Services** Blue Harbor Resort & Conference Center is pleased to provide recommendations for music, floral, transportation, photography and other services. Contact your Conference Service Manager for assistance.

**Engineering Services** Should meetings require extra lighting, electrical requirements, or engineering assistance, this information must be provided 14 days in advance. Depending on the extent of the arrangements and additional labor and equipment needed, additional charges may be assessed.

**Room Assignments** The hotel reserves the right to inspect and control all private functions of any nature held on the hotel premises.

The hotel reserves the right to change banquet room or rooms, as specified in the contract, if the guaranteed number of guest changes or if deemed necessary by Blue Harbor Resort & Conference Center. Changes in banquet room arrangements within 24 hours will be subject to additional labor charges.

Customers and exhibitors must remove all displays and vacate their function room by the contracted time on their scheduled departure date.

As required by the American Disabilities Act, our meeting facilities are accessible by persons with disabilities.

**Shipping / Receiving** Customers or exhibitors shipping material and/or equipment to the hotel prior to the event MUST receive permission and terms of acceptance from the Catering Sales office. Packages will not be accepted earlier than two working days prior to the function date. Package labels must include:

- A) Hotel Representative
- B) Name of Conference
- C) Client's Name
- D) Date of Conference
- E) Box numbers (i.e., 1 of 12, 2 of 12, etc.)

**Labor Charges** Bartenders are available at \$75 per bar. For each \$350 in bar revenue, we will waive the charge per bartender. Bartenders are required and charged for unless otherwise stated. Blue Harbor Resort & Conference Center will provide one bartender for every 75-100 guests. Requirements for more than this ratio will result in additional labor charges. Charges may be assessed for special activities, not previously agreed and approved prior to an event, such as special setup, special electrical supply, moving of heavy items, handling and storage, etc.

Chefs/Carvers are required for some Reception Stations and all Carving Stations and are charged at \$25 per hour; two-hour minimum required.

**Deposits** A non-refundable deposit is required with the signed agreement. All deposits for weddings and social events are non-refundable.

**Corporate Event Payments** Payments can be arranged through your Sales Manager.

**Wedding & Social Event Payments** Full payment is due at least seven (7) business days prior to the function (at the time the minimum guarantee is given). The amount due for additional guests or additional food and beverage items is payable at the end of the function unless other arrangements have been made through the Catering Department. Billing is possible if credit has been established to the satisfaction of the Accounting Department, at least two weeks prior the event. Determination of a deposit or payment in advance is decided from information received by our Accounting Department. All cancellations must be received in writing. Cancellation fees and deposit refunds will be outlined in the Catering Sales contract.

**Taxes/Pricing** All Federal, State and Municipal taxes are applicable and will be assessed to all goods and services (including service charge).

**Billing** Billing information is included in the group contract and/or will be provided on the Banquet Event Orders. We ask that all social events pay 100% of their estimated bill seven (7) business days prior to that function. A credit card must be on file in advance for all wedding & social events, as NO checks are accepted within 30 days of the event or after the event.

**Liability** NO staples, tacks or adhesives are allowed on any walls or doors within the meeting facilities. NO posters or signs may be located in the hotel lobby without permission. Banners may be hung with approval and coordination through the Catering Department.

Customer assumes responsibility for any damages caused by it or any of its guests, invitees or other persons attending, in any part of the hotel.

In providing accommodations or rendering services under this agreement, it is expressly agreed and understood that to the extent permitted by the law, the hotel, its employees or agents shall not be liable for any loss, injury or damage, to persons, property of the customer or its invitees, in connection with this agreement, the accommodations or services provided hereunder, except where such injury or damage results from the negligence of the hotel.

**Liability For Weddings** The hotel will not be responsible for any gifts or cards. The hotel cannot be responsible for lost, stolen or missing articles that you bring. Please assign a personal attendant to gather items (such as the guest book and pen, card box, cake knife, special toasting glasses, etc.). The hotel will not store these items following the function.

**Security** Blue Harbor Resort & Conference Center cannot assume responsibility for the damage or loss of any merchandise or articles left in the hotel prior to, during, or following an event. If valuable items must be left in any banquet area, it is recommended that a security firm be retained at the group's expense. Blue Harbor Resort & Conference Center may request that security be required based upon the nature of the function. This will be at the Function Planners expense. The Catering Department will assist in making any arrangements. The hotel retains the right to approve, coordinate and monitor any supplemental security services.

**Prices and Service Charge subject to change.**