

Weddings

AT THE HAGERTY CENTER



WEDDINGS AT THE HAGERTY CENTER

Welcome to the Hagerty Center at Northwestern Michigan College. Our specialized staff of wedding professionals want to begin by expressing our congratulations and best wishes on your engagement!

The upcoming months will be filled with lots of love and excitement on what is sure to be one of the most memorable days of your life!



ABOUT US

The Hagerty Center is located on NMC's Great Lakes Campus, near downtown Traverse City.

Its breath-taking bayside location features a state-of-the-art, 300 seat reception facility with a professional staff able to orchestrate all of your event needs through on-site catering and facility services.

This modern and comfortable space can be configured to ideally suit the requirements of a sit-down plated dinner, a buffet dinner or food "action" stations placed around the Ballroom. Our entire facility also features the latest in audio-visual technology. From your wedding ceremony through your exceptional reception, the Hagerty Center will provide an unforgettable and seamless experience.

OUR STAFF

We have executives who have extensive experience and education in creating unique weddings and unforgettable experiences. We recommend locations that will make your wedding an unforgettable event, as well as a high profile suppliers.

OUR CHEF

One of the most important elements of your wedding celebration is the cuisine. We believe the meal should reflect your personal style and tastes and our chefs have meticulously planned a variety of fresh seasonal choices to meet your wishes.



"This venue was great! They make you feel your wedding is just as important to them as it is to you. The food service is fantastic and the venue is right on the water... what more could you ask for!"



Siri Salonen Photography



Wedding Reception

Host a magical reception with your wedding guests making memories for a life-time in our waterfront ballroom. Our ballroom can accommodate up to 300 guests with a spectacular view of the Grand Traverse Bay and excellent dining.



INCLUDED

Rental is from 10 AM to 11:00 PM

6' Round Tables

Standard chairs

China, flatware & glassware

Colored linen napkins (your choice of stock color)

Standard white linens (Not floor length)

13" beveled mirror tiles

Votive candle holders with tea light candles

Cutting and serving of your wedding cake

Courtyard patio and chairs

2 Bartenders, 1 bar and all mixers

Microphone

LCD projector and screen

BALLROOM RECEPTION FEE

SEASON RATES:

May 1st to first weekend in October - \$2500

OFF SEASON RATES:

Second weekend in October to April 30th - \$1250

Due to the many receptions we host, we cannot offer stand-alone wedding ceremonies.

Siri Salonen Photography





Food and Beverage

One of the most important elements of your wedding celebration is the cuisine. We believe the meal should reflect your personal style and tastes and our chefs have meticulously planned a variety of fresh seasonal choices to meet your wishes.

FOOD

Policy requires exclusive use of Hagerty Centers catering service.

A 19% service charge, subject to 6% sales tax, is added to all food and beverage.

Dinner service selections are available between 5 PM and 8 PM.

Children's Meals are available for ages 12 and under.

Place card identifiers are required at each place setting for dietary meals, children's meals and all dual entrée meals.

Final payment, headcount and meal counts are required 10 business days before your reception.



BEVERAGE

The Michigan Liquor Control Commission requires a licensee to only serve alcohol purchased from a state approved distributor or vendor; therefore all alcohol must be ordered directly through the Hagerty Center. Guest favors are included in this policy. Outside alcohol brought onto NMC and Hagerty Center property will be confiscated. The Hagerty Center reserves the right to have guests removed from the property.

There is a \$250 sales minimum for any on-site bar services. Bar services are available until 30 minutes before entertainment ends. The latest Bar service is available is 10:30 PM.

Special orders are subject to availability and require approval by the Hagerty Center Director.

Lead time required for processing is a minimum of 4 weeks prior to your reception.



Wedding Timeline

9 MONTHS

- Book Hagerty Center for reception and ceremony
- Contract and deposit due 10 Business days after initial HOLD on date
- Determine approximate guest count
- Start researching vendors such as DJ's, Florist, Cake etc

6 MONTHS

- Save The Date for the Hagerty Center Food tasting event
- You will receive an invitation to this event via email

3 MONTHS

- Schedule detailing meeting with Events Coordinator
- Determine the number of people to be served at the event
- Determine menu and beverage choices

2 MONTHS

- Hagerty Center will email you an estimate 30 days before wedding based on your tentative head count and food and Beverage choices
- Start working on seating chart with Hagerty Center Diagram

1 MONTH

- Supply Hagerty Center with your tentative head count and seating arrangements
- Update Food and Beverage changes with Events Coordinator
- Advise Hagerty Center of any special dietary restrictions or requirements
- A finalized cost estimate based on your current event information will be completed and sent to you for review
- Update any billing address changes that may occur
- Final detailing meeting with Events Coordinator

2 WEEKS

- Complete "Day of Timeline" with events coordinator
- Final payment and headcount are due 10 days prior to your event. For your convenience we accept, Master Card, Visa, Discover and American Express.
- Your 100% pre-event deposit is due; your deposit is based on the estimate you received. For your convenience we accept, Master Card, Visa, Discover, and American Express.

5 DAYS

- Update final changes

Need to Know facts



ADVANCE RENTAL AND DEPOSIT

A signed contract and deposit equal to the room rental fee are due within (10) days of the date listed on your reservation contract. The deposit is applied to the final invoice.

PAYMENT

We accept VISA, MasterCard, Discover, American Express, personal checks, money orders and cash.

PRE-EVENT PAYMENT

A final estimate for your event will be prepared 1 month prior to your wedding.

Final payment and headcount are due 10 days prior to your event. For your convenience we accept, Master Card, Visa, Discover and American Express.

POST-EVENT PAYMENT

The final payment and headcount are due 10 days in advance of your event. If any additional expenses are incurred during your event, you will be billed after your event. Final payment is due within 30 days of receiving your post event invoice. A 19% service charge, subject to 6% sales tax, is added to all food and beverage. We accept VISA, MasterCard, Discover, American Express, personal checks, money orders and cash.

BEACH USAGE

Hagerty Center ceremonies are not allowed on the back lawn or the neighboring beach front.

SMOKING

Please note that Northwestern Michigan College is a non-smoking campus.

DANCE FLOOR

We require a dance floor for all receptions. The cost is not included in the rental fee for the facility. 16x24 dance floor is \$500.00

SPECIALTY RENTALS

Specialty rentals for your reception, such as linens, tables, chairs, etc., will not result in a reduced room rental fee. All items must be approved by Hagerty Center.

PARKING

Parking is available free of charge for event guests. Handicapped spaces are also available. Overnight parking may be permitted in certain instances.

SECURITY

Hagerty Center contract stipulations, any group serving alcoholic beverages requires security.

- 150 or less Guest Reception: 1 Officer
- 150+ Guest reception: 2 Officer
- Security Cost: \$30 per hour, per officer

See event contract for additional facilities policies.



frequently Asked Questions

WILL I HAVE TIME TO SET UP?

Yes, You may access the venue space at 10 AM the day of your event. The ballroom will be 90% set and a staff member will be on-site finishing with the set-up.

DO YOU HAVE A BRIDAL SUITE?

No, we do not have a bridal suite for bridal parties to get ready. However you may use our bathroom to put on your dress before the wedding.

CAN YOU ARRANGE FLORALS, ENTERTAINMENT, DECOR OR PHOTOGRAPHY?

No, we are happy to provide referrals through our preferred vendor list. The facility fee does not include the use of Hagerty Center staff to decorate the room.

CAN WE HANG DECORATIONS FROM THE CEILING?

We allow paper lanterns, drapery, and items not exceeding a weight of 5lb to be hung from our ceilings. Client responsibility

CAN WE HAVE SPARKLERS?

The use of rice, confetti, glitter, sparklers, fireworks or floating sky lanterns are PROHIBITED.

DO YOU ALLOW CANDLES?

We allow candles that are contained in decorations.

IS SECURITY REQUIRED?

Security is mandatory for all events where alcohol is served to monitor activity in and out of the premises to ensure only invited guests are granted access.

WHEN DO I NEED TO HAVE MY DECORATIONS OUT OF THE VENUE?

All decorations must be removed following your reception; exceptions may be made based on the Hagerty Center event schedule.

DOES YOUR STAFF DIRECT THE CEREMONY?

Hagerty staff does not direct ceremony. You are responsible for the direction of ceremony and rehearsal.

CAN I HAVE AN ON-SITE REHEARSAL?

Yes, your on-site rehearsal will be scheduled through your event coordinator. You will be allowed one hour for rehearsal.

IS THE HAGERTY VENUE COORDINATOR MY WEDDING PLANNER OR DAY OF COORDINATOR?

The responsibility for the Hagerty Wedding coordinator for everything that specifically deals with the venue. Tables, chairs, linens, food, etc. Our focus is to make sure that the kitchen and wait staff are scheduled according to their needs. We provide a list of preferred wedding vendors who will be happy to help coordinate your special day.

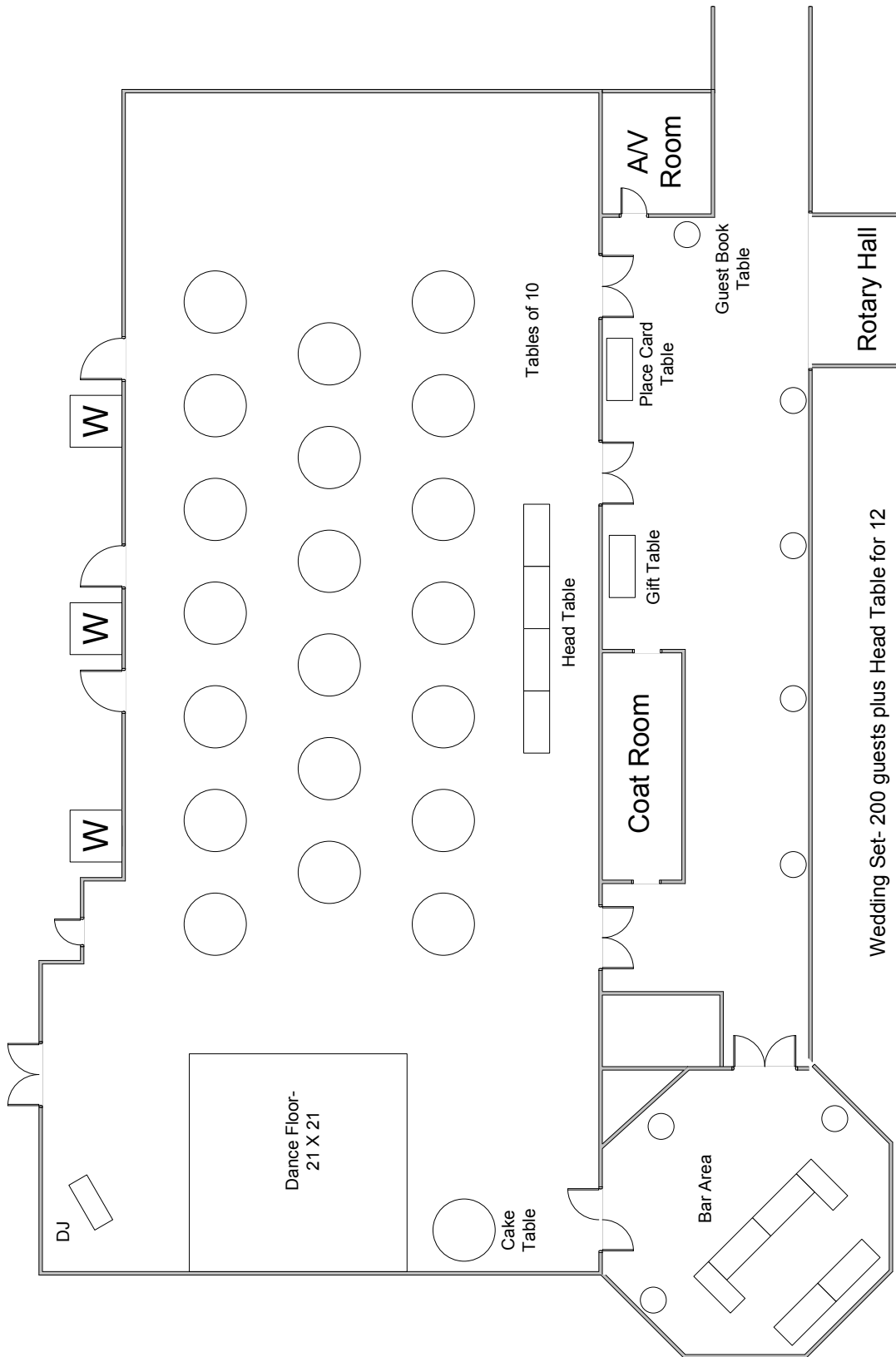
WILL THERE BE SOMEONE ON SITE THE DAY OF MY WEDDING?

A site supervisor will be on-site the day of your wedding to help assist you with any venue needs. This person is not responsible for directing your rehearsal or wedding, décor set-up, or facilitating vendors.

IS SMOKING PERMITTED?

Please note that Northwestern Michigan College is a non-smoking campus.

Event floor Plan



**Floor Plans are adjusted to the
Bride and Grooms request.**

Cost Estimate Worksheet

DESCRIPTION	COST	ITEMS TO INCLUDE
FOOD PACKAGE	_____	Hors d'oeuvres, Main Entrée, Children's Meals (10 and under), Late Night Snacks
BEVERAGE PACKAGE	+ _____	Beer, Wine, Champagne Toast, Signature Drink Liquor
ROOM RENTAL	+ _____	Courtyard Ceremony, Reception, NMC Security Services (per officer, 4 hours each)
MISCELLANEOUS	+ _____	Dance Floor
Sub Total	= _____	

Calculations

SERVICE CHARGE	+ _____	(Food + Beverage) x19%
6% SALES TAX	+ _____	(Food + Beverage + Service Charge) x 19%
6% USE TAX	+ _____	Miscellaneous x 6%
<i>Grand Total</i>	= _____	
*100% PRE-EVENT PAYMENT	_____	<i>Grand Total</i> x 90%

CONTACT US TODAY
Visit ww.nmu.edu/HagertyCenter or call 231.993.3100

THANK YOU TO THE FOLLOWING PHOTOGRAPHERS:
SIRI SLOAN, CATHY FITZ, DAN AND MELISSA, ODEN AND JANELLE



NMC
Hagerty Center

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