

Weddings

AT THE HAGERTY CENTER



THE
Hagerty Center

AT NORTHWESTERN MICHIGAN COLLEGE

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, 200 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 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!"





Wedding Ceremony

Exchange your vows on our waterfront courtyard. The Grand Traverse Bay provides the ideal backdrop for your perfect wedding day, as well as a chance to take stunning sunset photos.



INCLUDED

*Courtyard for outside ceremony
Rotary Hall for backup location
150 Chairs for Courtyard Ceremony
Outdoor Speakers
(1) Wireless Microphone*

CEREMONY FEE

Courtyard or Rotary Hall

May - August

\$1500



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

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 200 guests with a spectacular view of the Grand Traverse Bay and excellent dining.

INCLUDED

The rental period begins the day prior to the reception at 8AM until 4PM, then again starting at 1PM on the day of the reception.

6' Round Tables

Standard chairs

China, flatware & glassware

linen napkins

Standard white linens (long)

Courtyard patio and chairs (seating for 20)

1 bar with bartenders

Microphone



Siri Salonen Photography

BALLROOM RECEPTION FEE

May - August

\$6000

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





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 service charge and Michigan sales tax, is added to all food and beverage. See menu for fee.

Dinner buffet selections are available to start between 5 PM and 6:30 PM.

Children's Meals are available for ages 10 and under.

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

Bar services are available starting at 4pm, close for 1 hour during dinner, and reopen until 10PM.

There is a food and beverage minimum of \$5000 on a Friday and \$7000 on a Saturday.



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*

3 MONTHS

- *Begin working on Event Detailing sheet you receive electronically*
- *Determine the number of people to be served at the event*
- *Determine menu and beverage choices*

2 MONTHS

- *Schedule detailing meeting with Events Coordinator to take place no later than 1 month from your wedding date*

1 MONTH

- *Finalized all details with Events Coordinator at detailing meeting - food, beverage, estimated count, event timeline, room layout, vendor timing.*
- *A cost estimate based on your event information will be completed and sent to you for review after your detailing meeting*
- *Update any billing address changes that may occur*

2 WEEKS

- *Notify events coordinator of any timing changes or layout changes*
- *Your 100% pre-event deposit and headcount are due no later than 10 days in advance of your event.*
 - *Your deposit is based on the cost estimate you received.*

We unfortunately cannot make any changes within 7 days of your event



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

100 % pre-event payment is due 10 days prior to your event. We accept VISA, MasterCard, Discover, American Express, personal checks, money orders and cashiers check.

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 service charge and Michigan sales tax, is added to all food and beverage.

BEACH USAGE

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

SMOKING & TOBACCO USE

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

DANCE FLOOR

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

SPECIALTY CAKES AND DESSERTS

We allow outside desserts or wedding cakes for your event, but require they are prepared in a commercial kitchen and approved by the Hagerty Center Director. A cake cutting fee of \$200 applies to all cakes and includes plates and silverware.

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.

See event contract for additional facilities policies.



frequently Asked Questions

WILL I HAVE TIME TO SET UP?

Yes, You may access the venue space from 8 AM - 4PM the day before your event. You and your vendors will have access on the day of the reception starting at 1PM. The ballroom will be set and ready for you or your vendors to add your decorations.

DO YOU HAVE A BRIDAL SUITE?

No, we do not have a bridal suite for bridal parties to get ready.

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.

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 the ceremony. You are responsible for the direction of your ceremony and rehearsal.

CAN I HAVE AN ON-SITE REHEARSAL?

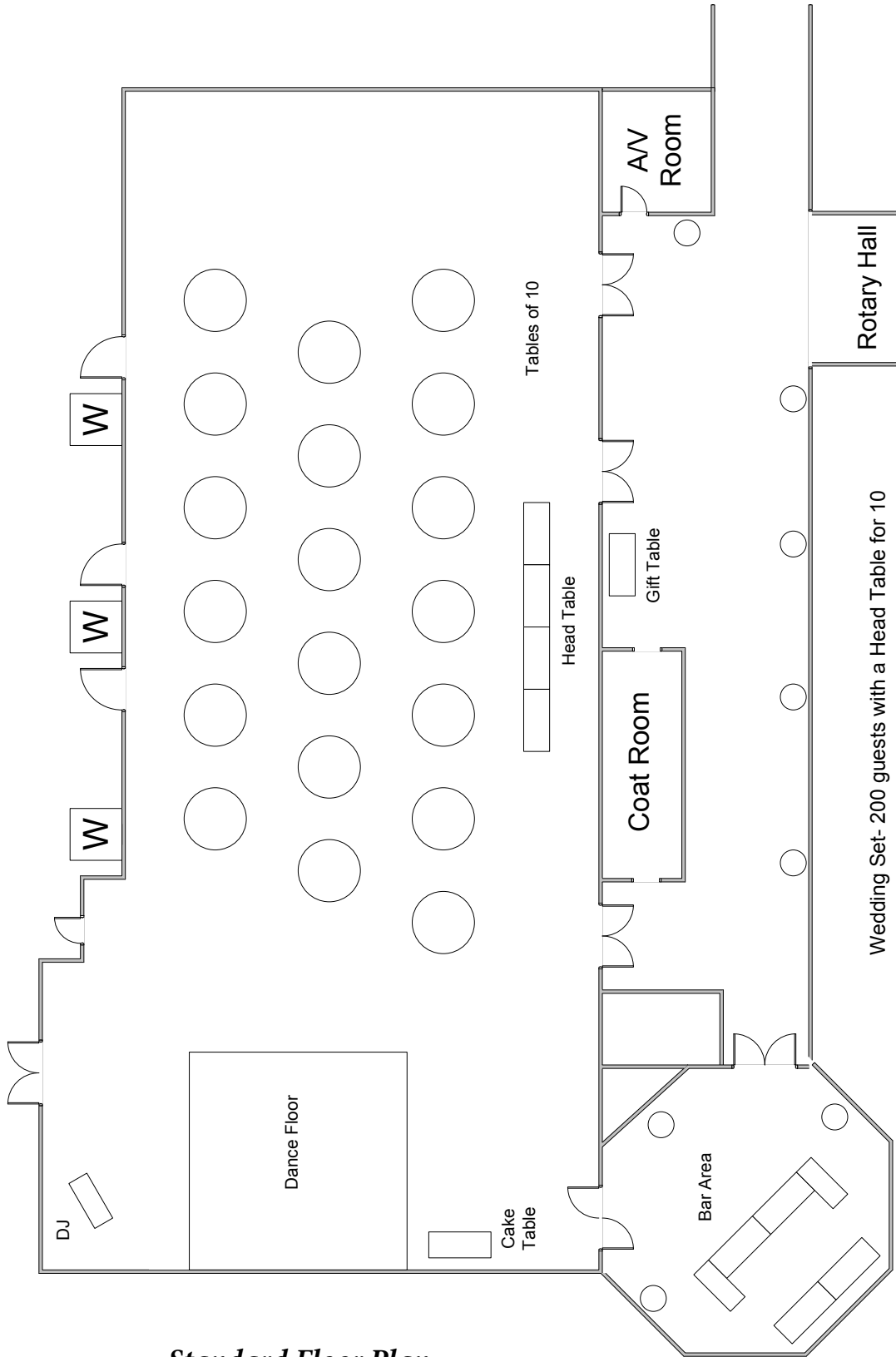
Yes, your on-site rehearsal will be scheduled through your event coordinator 1 month before your event. Timing is based on the Hagerty Center event schedule. You will be allowed one hour for rehearsal.

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

No. The responsibility of your Hagerty event coordinator is to handle everything that specifically deals with the venue. Tables, chairs, linens, food, timing. Our focus is to make sure that the kitchen and wait staff are scheduled according to the event needs. We provide a list of preferred wedding vendors who will be happy to help coordinate your special day.

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.

Event floor Plan



Standard Floor Plan

Cost Estimate Worksheet

DESCRIPTION	COST	ITEMS TO INCLUDE
FOOD PACKAGE	-----	Appetizers, Buffet Package, Children's Meals (10 and under)
BEVERAGE PACKAGE	+ -----	Bar Package, any additional hours
ROOM RENTAL	+ -----	Courtyard Ceremony, Reception, NMC Security Services (per officer, 4 hours each)
MISCELLANEOUS	+ -----	Dance Floor and cake cutting fee
Sub Total	= -----	

		Calculations
SERVICE CHARGE	+ -----	(Food + Beverage) x Service Charge
SALES TAX	+ -----	(Food + Beverage + Service Charge) x MI Sales Tax
USE TAX	+ -----	Miscellaneous x MI Use Tax
<i>Grand Total</i>	= -----	
100% PRE-EVENT PAYMENT	-----	<i>Grand Total</i>

*** See menu for current service charge and MI sales and use tax rates

CONTACT US TODAY
 Visit HagertyCenter.com or call
 231.995.3100

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



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