

# Put-in-Bay Corporate Meetings and Retreats

## Put-in-Bay's only full service conference center with all rooms & facilities on site!

Conduct your next meeting out of the city in a venue where attendees arrive excited to attend and the Village of Put-in-Bay lies just one block away offering a wide variety of shopping, dining and nightlife.

Put-in-Bay is a great destination for your next conference or corporate retreat. Corporate groups enjoy a relaxed atmosphere where meetings are productive and focused. We provide everything from first-class hotel accommodations to luxurious meeting space to all-day catering to fun-filled group activities including golf, great Ohio fishing, Putinbay tours, team building scavenger hunts, Jet Ski and kayaking outings, tours and themed poolside events.

Allow our professional staff to create an atmosphere surpassing every expectation - from providing the perfect venue to creating a delicious menu. Host a Put-in-Bay conference and choose from our extensive selection of state-of-the-art audiovisual services. When business is done for the day, retire to your comfortable room, join us for poolside beverages or explore South Bass Island (aka Put-in-Bay) where there is something for everyone.

- Audiovisual equipment available, for effective speeches and presentations
- Onsite catering available inside or poolside satisfying all appetites
- Complimentary High Speed Internet access, in all meeting rooms, rooms and public spaces
- Copy, Fax and business services available
- Shuttle service available from the ferryboat docks
- One stop meeting planner services including organized activities, ferry transportation and group tour planning.

### **Put-in-Bay Resort & Conference Center - "The Place To Meet" in Northern Ohio**

*Excellent. Perfect. Unsurpassed.* Be sure to plan early, as spring, summer and fall is the island's busy season! Come see why companies such as Microsoft, Heineken USA, Cisco, National City Bank, Pfizer, MetLife, Medco, Arthur Daniels Midland, Allstate, Cargill, Deloitte & Touche, Wells Fargo, McDonalds, and over 700 groups have chosen the Put-in-Bay Resort & Conference Center for their conferences and events. Many companies have had such successful results holding their meetings here, they return every year!

# DISCOVER THE PUT-IN-BAY RESORT & CONFERENCE CENTER

Savor a taste of island living Put-in-Bay Style! The Put-in-Bay Resort is the island largest and most modern resort located just one block from historic downtown Put-in-Bay and its wide array of dining, shopping and nightlife.

Our resort combines modern architecture blended with a Caribbean flavor, comfort and style in a perfect balance providing a luxurious hideaway for travelers. Since the Put-in-Bay Resort opened in 2007, it has attracted Fortune 500 Companies, dignitaries, weddings and family reunions seeking a one stop location for productive yet fun gatherings.

Come be a part of Put-in-Bay tradition, enjoy a relaxed afternoon around our award winning heated crystal clear pool with swim up bar, relax after a workout in our fitness facility in the world's largest Jacuzzi. Enjoy a game of golf or numerous water sports located just minutes away.

## ACCOMMODATIONS

- Rooms, Jacuzzi Rooms, Suites, Pool View (with balcony) rooms, and 4 & 5 bedroom Villas

## ACCOMMODATIONS FEATURES

- Complimentary Continental Breakfast daily (except Saturday)
- Complimentary Wireless high speed internet in all rooms and public areas
- Refrigerators in all rooms
- In Room safes, irons and ironing boards, hairdryers
- Sealy Posturepedic Monogram 400 sleep sets
- Direct TV satellite service
- Complimentary local and long distance calls (United States Only)

## RESORT AMENITIES & RECREATION

- Award winning crystal clear heated pool with swim up bar
- Fitness center with cardio equipment and weights
- Tanning Salon (available for a fee)
- World's largest Jacuzzi
- Splash Pad for families & children
- Lushly landscaped courtyard with palm trees, waterfall and BBQ Grills
- Adjacent to adventure Bay Amusement park
- Golf Cart and Bicycle rentals located on site
- 9 hole executive golf course and miniature golf located 5 minutes from resort
- Fishing, Jet Ski Rentals, Kayaking and Parasailing within walking distance

## DINING AND ENTERTAINMENT

- Blue Marlin Bar & Grill located on site with fun casual food and signature drinks
- Complete on site catering available in private dining rooms or poolside
- Put-in-Bay Resort is a one block walk from a wide array of dining, shopping and entertainment
- Room service and private beverage bar service available

## MEETINGS AND EVENTS

Let your next meeting or social event come to life at the Put-in-Bay Resort & Conference Center. From the eye catching Caribbean themed decor to the convenience of our downtown location, our stunning meeting facilities set the scene for a productive and enjoyable visit to Put-in-Bay. Whether you are hosting a conference or meeting, theater-style gathering or family reunion- our vibrant setting boasts 5 meeting rooms-4600 square feet of relaxed comfortable meeting space. Host your next dynamic Put-in-Bay event in an ideal island location.

- 4600 square feet of indoor meeting space
- 5 meeting rooms accommodating groups from 10 to 400
- Poolside deck for outdoor functions or events
- Lushly landscaped courtyard suitable for events or outdoor dining
- Wired and wireless complimentary high speed internet access in all meeting rooms and public areas
- On-site audio visual and technology services

# Put-in-Bay Resort & Conference Center - Banquet Policies

## Audio Visual Equipment

A wide Selection of audio-visual equipment and services are available on a rental basis. Orders may be placed through the Catering Department. Outside vendors are prohibited to set-up audio-visual equipment at the Put-in-Bay Resort. All rentals necessitate a 20% Service Charge and 8.25% Sales Tax.

## Beverage Service

If alcoholic beverages are to be served on the hotel premises (or elsewhere under the Hotel's alcoholic beverage license), the Put-in-Bay Resort and Ohio State law require that beverages be dispensed only by Hotel servers and bartenders. The Hotel's alcoholic license requires the Hotel to

(1) request proper identification (photo ID of any person of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced ) and

(2) refuse alcoholic beverage service to any person who, in the Hotel's judgment, appears intoxicated. The Put-in-Bay Resort, as a licensee, is responsible for the administration of the sales and service of alcoholic beverages in accordance with the Ohio Liquor Commission's regulation. It is a House Policy, therefore, that all alcoholic beverages must be supplied by the Hotel.

## Billing

Billing agreements for all events must be made in accordance with Hotel policies. If a deposit is required, it is considered non-refundable inside of 22 days of the event. In the event of social functions, deposit will be required when the contract is signed and the balance due 7 days prior with the final count.

## Cancellation

Cancellation must be made in writing with our Catering Office between the hours of 8:00 a.m. and 6:00 p.m. Monday-Friday. Cancellation fees will apply in accordance with Hotel policies.

In the event of cancellation 22 days or more before the scheduled event there is no cancellation fee.

In the event of cancellation inside of 22 days but greater than 7 days, the deposit applied shall be reduced by 50%.

In the event of cancellation 7 days or less of the scheduled event all monies deposited shall be forfeited.

## Damages

Patron agrees to be responsible for any damages done to the premises or any other part of the Hotel, during the period of time the patron, his guests, invitees, employees, independent contractors or other agents are under patron's control, or the control of any independent contractor hired by the patron.

## **Decorations**

Fresh floral arrangements and special theme decorations may be ordered through the Catering Department. Streamers and confetti are prohibited in the function room without the consent of the Catering Department.

## **Electrical Charges**

Special electrical needs can be arranged through our Engineering Department. Charges will be based on the materials and labor involved. Special electrical requirements must be specified at least 72 hours prior to your function.

## **Function Rooms**

Function rooms are held only between the hours indicated on your confirmation. The Hotel assigns function rooms based on the guaranteed number of attendees. Final confirmation of rooms can be made at the time the guarantee is given. All rooms are subject to change. Any group that requires a room to be reset on the day of the function will be charged at \$150.00 resetup fee. Excessive noise must be approved through the Catering Department.

## **Guarantees**

It is a requirement that the Catering Office is notified at the exact number of attendees by noon, seven (7) working days prior to the event. This minimum number of guests will be considered a guarantee for which you will be charged even if fewer guests attend. All buffets are set for a minimum of 25 guests.

The Hotel will set-up 5% over the final guarantee figure; however, food is prepared for the guarantee only. If no guarantee is received by the Catering Office, we will then consider your last indication of number of attendees as the guarantee.

## **Labor Charge**

Additional carver's, station attendant, food and cocktail servers are available at \$100.00 fee. Bartender Charge \$100.00 plus applicable tax and gratuity.

## **Lost and Found**

The Housekeeping Department administers the Lost and Found. The Hotel cannot be held responsible for damage or loss of any articles or merchandise left in the Hotel prior to or following your banquet or meeting. Security arrangements should be made for all merchandise or article set-up prior to the planned event, or left unattended for any time.

## **Package Receiving**

All packages must identify group name, arrival date and Sales and Catering Manager's name.

**Schedule**

Established times on programs are followed per this agreement. The patron is responsible for abiding by these schedules to accommodate possible commitments for function space prior to or following the arranged program.

**Service Charges & Sales Tax**

Twenty percent (20%) service charge and applicable state sales tax will be added to all catering services.

**Signs**

No signs are permitted in public areas of the Hotel. Signs, banners, or posters or any other item may not be affixed to any wall, ceiling, door, etc., without advance permission from the Director of Catering.

**Weather Policy**

In all cases, the Hotel reserves the right to make a final decision if lightning storms or severe weather conditions are expected in the vicinity that may endanger the safety of guests or employees. Should there be a report of 30% or more chance of precipitation in the area, the scheduled function will take place in the designated back-up area. Temperatures below 60 degrees and/or wind gusts in excess of 20 MPH shall also be cause to hold the function indoors. This decision will be made no less than three (3) hours prior to the scheduled starting time of the function. Should the decision be delayed by the client and results in a double set-up of the function, a service charge of \$5.00 per guest will be added to the Master Account

The above information and detail specifications as outlined in the function order are approved and accepted.

Guest's Signature \_\_\_\_\_

Date \_\_\_\_\_