

Put-in-Bay
RESORT & CONFERENCE CENTER



Wedding Planner Guide

Put-in-Bay Resort & Conference Center
439 Loraine Ave.
Put-in-Bay, OH 43456

888-742-7829 (phone)
419-285-2601 (fax)

weddings@putinbayresort.com (e-mail)

Put-in-Bay Resort Wedding Planner

Table of Contents

Introduction	3
Reception Fees	4
Rental Conditions	5
Linen/Specialty Rentals	7
Food Packages	8
A La Carte Hors D'oeuvres	12
Bar Packages	13
Champagne Toasts & Cake	14
Transportation Options	15
Outside Vendors	16

Put-in-Bay Resort Wedding Planner

Introduction

We are delighted that you are considering the Put-in-Bay Resort & Conference Center as a possible location for your upcoming wedding. Please allow us this opportunity to provide you with an overview of how we can make this a memorable event you will cherish forever.

Put-in-Bay Resort is located on beautiful South Bass Island in Lake Erie and offers some of the most spectacular views and historically rich attractions of Lake Erie in the area. Imagine a sunset that takes your breath away. Now, imagine this as the setting on the day of your wedding. From fabulous food to fragrant flowers to a relaxing late-night dip in our award-winning 40-person hot tub, we can help create the tropical island resort wedding of your dreams.

Put-in-Bay Resort & Conference Center features spacious accommodations ranging from deluxe studios to one and two bedroom suites with daily housekeeping to our brand new 8 and 10 person villas new for 2010. In addition, your guests will experience a wide range of amenities including Z's Texas BBQ Restaurant, Blue Marlin Bar & Grill, a swim-up pool bar, 2 heated pools and hot tubs, adjacent to Adventure Bay amusement park, Isola Spa, access to downtown shopping, nearby water sports including jet skis, short walk to the marina with dock slip rentals, and family recreation programs.

We would be honored to offer our experience and professionalism to help you celebrate this special occasion. You may call or email to request additional information or to schedule an appointment to visit our wonderful facilities and see for yourself why couples and families call the Put-in-Bay Resort & Conference Center their wedding dream come true.

We look forward to the opportunity to make your wedding everything you dreamed it could be!

Kindest Regards,

The Wedding Consultant Team

(888) 742-7829 - Toll Free

(419) 285-2601 - Fax

E-mail us: Weddings@PutInBayResort.com

Put-in-Bay Resort Wedding Planner

Ceremony Fees & Descriptions

Outdoor Ceremony - \$1,000.00

Ceremonies Include:

White Ceremony Chairs
Ceremony Arch
Ceremony Decorations
Registry Ceremony Table

Reception Fees & Descriptions

Grand Ballroom - \$750.00 (*accommodates 200 ppl*)
Double Bass Rooms - \$500.00 (*accommodates 100 ppl*)
Single Bass Rooms - \$250.00 (*accommodates 40 ppl*)
Poolside Patio - \$500.00 (*accommodates 200 ppl*)

(room fees reduced with minimum hotel room nights booked)

Receptions Include:

60" Round Tables and Chairs
Head Table for Wedding Party
White House Linens and White Skirting
Ivory Classic Dinnerware and Silverware
Cake Table
Card/Gift Table

All above Site Fees are subject to 20% Service Charge and 8% Local Sales Tax

Put-in-Bay Resort Wedding Planner

Rental Conditions

STANDARD HOTEL GUEST ROOM POLICIES

Check-in time is 4:00pm on date of arrival with a check-out at 11:00am on date of departure. We have a luggage storage area for those who arrive early or those wishing to stay on the island later than check-out.

REQUIREMENTS TO HOLD CONFERENCE ROOM

Your conference room reservation is confirmed upon receipt of the signed Contract Agreement and Banquet Event Order (BEO) and any deposit as required. 25% of the estimated group charges are due 90 days out from event; additional 50% of estimated total charges due 15 days out from event along with final meal counts.

CLEANING/SECURITY DEPOSIT

A security deposit of \$250 will be required to reserve a conference space. If the conference room is left in good, clean condition, and the equipment is fully operational, no charges will be incurred. If the room requires excessive cleaning, or if the room or equipment require repair due to negligence on behalf of the rental party, a damage fee will be retained by The Put-in-Bay Resort & Conference Center (PIBR) for such work. The rental party shall be responsible for any and all damages or repairs (see final settlement). **If glitter or other small ornamental objects are used, an additional fee will be imposed due to extra cleaning requirements.**

FINAL SETTLEMENT

A final statement will be presented to you upon checkout for any food, beverage, or incidental charges incurred. The statement will reflect the total charges, less payments received. Payment shall be due upon receipt of the final statement.

CANCELLATION POLICY

Cancellations must be received twenty-one (21) days prior to the function for a full refund. Written cancellations received fewer than twenty-one (21) days prior to the function will be charged a \$50 cancellation fee (equipment rental fee and cleaning/security deposits will be fully refunded).

OPERATIONAL CONDITIONS:

1. Business Hours: Sunday – Saturday, 8:00 a.m. to 10:00 p.m. Advance set-up and cleanup must be accomplished within these hours.
2. A room layout must be provided at least seven (7) days prior to the function to allow for set-up time. The room is to be left in the same layout as requested.

Put-in-Bay Resort Wedding Planner

3. Registration will be the responsibility of the person or organization renting the facility.
4. Advertising will be the responsibility of the person/organization renting the facility (no advertising or individual promotion will be done by PIBR; i.e., PIBR will not email, fax, post, nor distribute information or fliers).
5. The partition wall between any two meeting rooms may be opened or closed only by authorized staff of PIBR to prevent possible injury and/or damage.
6. Smoking is prohibited in the meeting room, hallways, restrooms, and all other interior public areas as per Ohio State Law. Outdoor smoking is allowed.
7. No outside equipment may be used without the prior written consent of PIBR.
8. No items may be nailed, tacked, push pinned, or otherwise adhered to the walls of the reception area except by invisible tape authorized by the staff of PIBR.

FOOD SERVICES

PIBR is responsible for the quality and freshness of any food served to our guests. Due to current health regulations, food may not be brought in from outside the resort nor taken from the resort premises after it has been prepared and served. Exceptions to this rule may be made for outside wedding cake vendors with qualified food licenses.

BEVERAGES

PIBR, as an Ohio liquor control licensee, is responsible for the administration of sale and service of alcoholic beverages in accordance with the regulations of the Ohio Division of Liquor Control. It is our policy, therefore, that all liquor, beer and wine must be provided and served by the resort. Under no circumstances may liquor be brought in from outside the resort or served by anyone other than a designated resort representative. Guests must be 21 years of age, and I.D. is required if asked, or the resort may refuse to serve the guest.

FOOD & BEVERAGE AGREEMENT

All food and beverage will be provided at the times specified by the group in the original agreement. Any changes to meal times on day of event will be subject to a 10% charge to cover additional labor and food waste.

CONTRACT AGREEMENT

An agreement must be signed and returned to PIBR twenty-one (21) days (or more) prior to wedding/reception, unless the group booking occurs within 21 days, in which case the agreement shall be due at time of booking. This agreement will be valid and binding upon acceptance and execution by PIBR.

Put-in-Bay Resort Wedding Planner

Linen/Specialty Rentals

Solid Color Table Linen 120” Round	25.00
Solid Color Napkins	1.00
White Chair Covers <i>(chair covers include a colored sash of your choice)</i>	6.00
4’x8’x15” Riser, with skirting	75.00
125’ Aisle Runner	100.00
White Lattice Wedding Arch	80.00
7-Light White Candelabras (pair)	80.00

Available Solid Linen Colors: White, Red, Café, Navy Blue, Hunter Green, Ivory, Raspberry, Purple, Yellow, Black

Other rental items are available upon request. Please contact our wedding department for more information or to get a quote.



Put-in-Bay Resort Wedding Planner

Food Packages

South Bass Island Package (\$26.95 per person)

Your choice of 3 smoked meats carved as you order:

Brisket * ribs * Pulled Pork * 1/4 Smoked Chicken * Hot Links

Your choice of 1 Salad:

House Salad * Potato Salad * Pasta Salad * Cole Slaw

Your choice of 2 Side Items:

Texas Toast * Baked Beans * Corn on Cob * Green Bean Casserole * Smashed Potatoes * Cajun Rice * Mixed Vegetables

Non-Alcoholic Beverages

Catawba Island Package (\$25.95 per person)

*(** 40-person minimum)*

Slow Smoked Whole Pig, carved dinner-side

Your choice of 1 Salad (\$1 extra/each for multiple salads):

House Salad * Potato Salad * Pasta Salad * Cole Slaw

Your choice of 1 Side Items (\$2 extra/each for multiple sides):

Texas Toast * Baked Beans * Corn on the Cob * Mixed Veggies

Non-Alcoholic Beverages

Rattlesnake Island Package (\$24.95 per person)

10oz Strip Steaks -or- Slow-Smoked 1/4 BBQ Chickens (\$8 more for both)

Shrimp Skewers (\$5.00 extra per person)

Baked Potato

Corn on the cob

Dinner Salad

Non-Alcoholic Beverages

Put-in-Bay Resort Wedding Planner

Middle Bass Island Package (\$23.95 per person)

Egg Rolls -or- Turkey Potstickers
Asian Mixed Greens with Soy Sesame Dressing
Vegetable Fried Rice
Steamed California Vegetable Medley
Grilled Plum Sauce Chicken Breast -or- Teriyaki Steak
Fortune Cookie
Non-Alcoholic Beverages

Gull Island Package (\$20.95 per person)

Chicken & Beef Fajitas (build your own)
Spanish Rice
Mixed Greens with Southwest Ranch Dressing
Housemade Tortilla Chips, Guacamole, Sour Cream and Salsa
Refried Beans with Grated Cheddar & Onions
Warm Flour Tortillas
Non-Alcoholic Beverages

North Bass Island Package (\$19.95 per person)

Lake Erie Yellow Perch
BBQ Pulled Pork Sandwiches
Salad Bar
Beer-Battered Brew City Fries
Pasta Salad
Assorted Condiments
Non-Alcoholic Beverages

Put-in-Bay Resort Wedding Planner

Pelee Island Package (\$18.95 per person)

Grilled Bratwurst
BBQ Chicken
¼ lb Cheeseburgers
Potato Salad
Ranch Style Beans
Corn Cobs - or - Corn Bread
Non-Alcoholic Beverages

Prime Rib Dinner (\$21.95 per person)

Garden -or- Caesar Salad
Mashed Potatoes & Brown Gravy
Steamed Vegetables
Rolls & Butter
Non-Alcoholic Beverages

Smoked Pork Chops (\$18.95 per person)

Stuffed with apple almond dressing
Mashed Potatoes & Cream Gravy
Green Bean Casserole
Rolls & Butter
Non-Alcoholic Beverages

Fried Chicken (\$17.95 per person)

With Mashed Potatoes & Chicken Gravy
Corn on the Cob
Rolls & Butter
Non-Alcoholic Beverages

Put-in-Bay Resort Wedding Planner

Chicken Parmesan with Spaghetti (\$15.95 per person)

Served with House Salad
Garlic Toast
Non-Alcoholic Beverages

Children's Dinner

Cup of Fruit
Macaroni and Cheese
Tater Tots
(choice of one entrée)
Breast of Chicken Tenders
- or -
Children's Cheeseburger

3 years and under \$7.95

4 to 12 years old \$12.95



*** All Prices Subject to 20% Service Charge and 8% Sales Tax*

Put-in-Bay Resort Wedding Planner

A La Carte Hors D'oeuvres

Scallops Wrapped In Bacon

Asst. Smoked Sausages

Stuffed Mushrooms w/ Crab

Stuffed Mushrooms w/ Spinach

Pepperoni Pinwheels

Chicken Nuggets

Spinach Cheese Balls

Mozzarella Sticks w/ Sauce

Chicken Egg Rolls

Genoa Cornucopias

Jalapeno Poppers

Bourbon Dogs

Sliced Stromboli

Gourmet Cheese Display

Lobster Ravioli (*Addl. Charge)

Crostini/ Dips

Sesame Chicken Tenders

Coconut Chicken Tenders

Prosciutto Formaggio

Assorted Quiche

Stuffed Mushrooms w/ Sausage

Smoked Turkey Wraps

Crab Balls

Meatballs (Swedish, Sweet & Sour, Barbecue)

Chicken Fingers w/ Sauce

Fried Mushrooms

Pigs in the Blanket

Pepper Shooters

Seasonal Fresh Fruit Display

Spicy Hot Wings

Cheese Pierogies

Shrimp Cocktail (*Addl.Charge)

Seafood Bar (* Addl. Charge)

Chicken Taquitos

Harvest Fresh Vegetable Crudite w/ Dip

Hors D'oeuvre Platters can be custom made to your specifications. Please contact us so we can provide you a quote, based on your selections. Likewise, if you are interested in a food item that you do not see listed, please contact us for availability.

Put-in-Bay Resort Wedding Planner

Bar Packages

Call Brands: Absolut Vodka, Beefeater Gin, Captain Morgan Spiced Rum, Dewars, Seagram's 7, Jose Cuervo Gold Tequila, Jack Daniel's Bourbon

Premium Brands: Ketel One Vodka, Bombay Sapphire Gin, Myer's Dark Rum, Johnny Walker Black Scotch, Crown Royal Blended Whiskey, Jose Cuervo 1800 Tequila, Makers Mark Bourbon

All Banquet Open Bars include Red and White House Wine, Imported & Domestic Beers, Bottled Waters & Assorted Soft Drinks.

Host Bar on an Hourly Basis

Includes all Mixers, Liquors and Garnishes based on a per person basis.

Call Brands

1st Hour \$15.00 per Guest 2nd Hour \$11.00 per Guest

Premium Brands

1st Hour \$18.00 per Guest 2nd Hour \$14.00 per Guest

Beer, Wine and Soda Only

1st Hour \$10.00 per Guest 2nd Hour \$7.00 per Guest

Hosted Bar on a Consumption Basis

Call Cocktails	\$5.00	Premium Cocktails	\$6.00
Imported Beer	\$4.50	Domestic Beer	\$4.00
House Wine	\$5.00	Bottled Water	\$3.00
	Assorted Soda		\$2.00

*** All Prices Subject to 20% Service Charge and 8% Sales Tax*

Cash Bar Prices

* Tax and gratuity included

Call Cocktails	\$5.50	Premium Cocktails	\$6.50
Imported Beer	\$5.00	Domestic Beer	\$4.50
Variety Wines	\$5.50	Bottled Water	\$3.50
	Assorted Soda		\$2.50

Whether you choose a Cash Bar or a Sponsored Reception, \$250.00 per Hour, per Bar of Revenue, must be generated. Otherwise, an additional charge of \$75.00 per Hour, per Bartender, will be applied to Your Account. One bartender per 100 Guests.

Put-in-Bay Resort Wedding Planner

Champagne Toast Packages

(prices include complete champagne service and are per person)

Local Island Wines

Heineman's Sweet	2.00
Mon Ami Spumante	2.50
Mon Ami Extra Dry	3.25

National Brands

Martini & Rossi Asti Spumante	4.25
Piper Heidsieck Cuvee Brut	13.50

Interesting Alternatives

Prosecco	4.50
Cinzano Asti Spumante	5.25

Cake Cutting Packages

(prices include complete cake service and are per person)

Cake Cutting Only (buffet style)	1.25
Cake Cutting & Table Service	2.25



Put-in-Bay Resort Wedding Planner

Transportation Options

Golf Cart Rentals

Golf carts are indeed the favored mode of transportation within Put-in-Bay and on South Bass Island. They are economical, speedy, and just plain fun to drive! We offer 4-person golf cart rentals at our Resort front desk, and advance reservations can also be made through our wedding planners for all sizes of carts.

4-person Golf Carts	\$12/hour	\$60/day
6-person Golf Carts	\$18/hour	\$80/day
8-person Golf Carts	\$24/hour	\$100/day



Tour Train Rental

For large parties, the island tour train offers an interesting alternative for getting your guests to and from the wedding and hotel. They can even offer a short narrated tour of the island for your guests while your wedding party takes pictures and prepares for the reception. For tour train rental pricing and options, please contact Island Transportation at 419-285-4855.

Taxi Cab Service

There are always taxi vans driving around the island waiting to pick you up and whisk you away to your next exciting destination. There are no local ordinances regarding hailing a cab like there are in Las Vegas or New York City, so just wave one down and away you go! We recommend Island Club Taxi if you want to reserve a cab (or cabs) ahead of time, and we can arrange for service for you and your guests.

Put-in-Bay Resort Wedding Planner

Outside Vendors

Officiants

We recommend a local officiant named Maisie Cox. Maisie has presided over hundreds of weddings here on South Bass Island in the past few years. She is licensed in the State of Ohio and can help you exchange vows on your special day.

Contact info: Maisie Cox, Island Wedding Services, 419.285.2505

Reception Locations

We recommend our award-winning facilities at the Put-in-Bay Resort & Conference Center. We have catered hundreds of corporate events and weddings ranging from 10 people up to 300. Our menu is extensive and can be custom-made to your price or taste specifications. Everything from barbecue to seafood to your basic chicken dinner. We allow outside decorations to be brought in and we provide a full and licensed bar.

Contact info: Charles Reed, Put-in-Bay Resort, 419.285.7427

Wedding Locations

One of two popular outdoor locations, the DeRivera Park gazebo is a quaint and picturesque venue. From the gazebo, you can look out over the harbor and the bay. Since it is a public park, you must sign a contract and obtain a permit agreeing not to have any alcohol in the park and holding the park harmless if someone is injured. The fee for using the gazebo is \$50, however, the DeRivera Park Trust will waive the fee when the permit is signed ahead of time.

Contact info: Tom Ohlemacher, DeRivera Park Gazebo, 419.285.2076

The monument lawn is a popular outdoor location to hold a wedding ceremony. The monument itself is not available for ceremonies, but there are a few locations on the grassy lawn where a ceremony may be held in full view of the monument and both Put-in-Bay harbor and Lake Erie on each side. A permit is required in advance, with a minimum \$50 fee for ceremonies of 50 people or fewer.

Contact info: Blanca Alvarez Stransky, Perry's Monument, 419.285.2184

Our Mother of Sorrows church will seat 150 on the main floor and an additional 35 in the balcony. The pews in the balcony are from the original Mother of Sorrows Church. On major summer holidays, even though there are 3 different Masses, it is not uncommon for some people to be forced to stand during services. There are currently approximately 85 Catholic year-round parishioners. The church is thus very dependent on its summer visitors for the major part of its support.

Contact info: Father Ron Brickner, Mother of Sorrows Catholic Church, 419.285.2741

Put-in-Bay Resort Wedding Planner

Built in 1865, St. Paul's Episcopal Church is one of the oldest churches in Ohio. Still in its original wooden form, it is located just south of the downtown area of the village of Put-in-Bay, South Bass Island, Ohio. Tours and visitations can be made upon request, please call.

Contact info: Father Maughan, St. Paul's Episcopal Church, 419.285.5981

Caterers

We recommend our award-winning staff in the kitchen at the Put-in-Bay Resort & Conference Center. Our Z's Texas BBQ has catered hundreds of corporate events and weddings ranging from 10 people up to 300. Our menu is extensive and can be custom-made to your price or taste specifications. Everything from Barbecue to Seafood to your basic chicken dinner. Please see a sample of our wedding catering menu above. Special items can be catered, please consult with us for pricing.

Contact info: Charles Reed, Put-in-Bay Resort, 419.285.7427

Wedding Cakes

We recommend our island's own Village Bakery. Pauline has made cakes for numerous wedding receptions held here at the Resort over the past few years. She can make everything from a traditional layered wedding cake to an extravagant fondant marvel that rivals the best cakes of New York and Los Angeles. In addition to wedding cakes, they have coffees, donuts, breakfast sandwiches, deli sandwiches, fresh fruit cups and assorted pastries & desserts which are made fresh daily.

Contact info: Pauline Garsteck, Village Bakery, 419.285.5351

Founded on the traditions of quality, value, and personal service, Bassett's Market is an independent grocer serving Northwest Ohio. With their main location in Port Clinton conveniently located near the Miller Ferry, Bassett's offers the finest in produce, meats, seafood, dairy, and most importantly baked goods and cakes! Our comprehensive grocery features hard-to-find specialty goods. Come and visit us today!

Contact info: Bakery Department, Bassett's, 419.734.6506

Wedding Flowers

At Otto & Urban Florist & Greenhouse our priority is to provide you with only the freshest flowers backed by the highest level of personal service available. We have served & satisfied thousands of customers, helping us become Port Clinton's favorite florist. With a staff that is friendly & knowledgeable, and a delivery team that is prompt, courteous, and dedicated to the safety of your order, we pride ourselves in going the extra mile to make your special occasion extra special.

Contact info: Otto & Urban Florist & Greenhouse, Port Clinton, OH, 419.734.4456

Put-in-Bay Resort Wedding Planner

DJ Services

DJ Billy has spun his tunes at numerous Put-in-Bay weddings and corporate events. He is a regular DJ at the Put-in-Bay Resort on Saturdays during the summer months and keeps the people in the pool dancing to his smooth beats. His musical collection is extensive and covers everything from classic love tunes to modern dance, old school rap to new-age country, and everything in between.

Contact info: Bill Rigone, DJ Billy the Kid, 419.656.6530

Wedding Photographers

Put-in-Bay Studios will professionally photograph your event on Put-in-Bay! Whether you're planning a wedding, reunion or corporate event, Put-in-Bay Studios has the advantage of being located on the island which will provide you with the most unique and ideal locations for your photo shoot.

Contact info: Susan Byrnes, Put-in-Bay Studios, 419.285.2306

Shipping & Receiving

Put-in-Bay Resort would be happy to receive for delivery any and all packages for your planned event. Please plan to have your items shipped for delivery to the resort one working day prior to the function with notification to our Wedding Consultant Team. The following information should be included on all packages: (a) Wedding name, (b) Date of Function, (c) Address of the Put-in-Bay Resort. Guests are responsible for the return shipment of all packages. There will be a \$2.00 per box fee charged for all boxes moved in and out of all function areas.

Contact info: Wedding Consultant, Put-in-Bay Resort, 419.285.7427

V.I.P. Gifts

Put-in-Bay Resort can offer a special "WELCOME" for your guests! Allow us to add the "extra special touch" that will make your wedding remembered for a long time, at a modest price. Please contact your wedding consultant team for assistance.

Contact info: Wedding Consultant, Put-in-Bay Resort, 419.285.7427

Wedding Consultant Team

The Wedding Consultant Team here at the beautiful Put-in-Bay Resort & Conference Center are here to make your island wedding everything you dreamed it could be and hopefully more! We can assist you with your wedding reception from start to finish so you don't have anything to worry about on your big day. Please contact us for pricing options, based upon your needs.

Contact info: Wedding Consultant, Put-in-Bay Resort, 419.285.7427