



LUTSEN RESORT  
ON LAKE SUPERIOR  
est. 1885

# Corporate Retreat Planning Guide





Thank you for your interest in Lutsen Resort on Lake Superior.

Lutsen Resort was established in 1885 and has grown to become one of the area's most popular places to stay. The natural beauty of Lake Superior's North Shore brings a warm and inviting culture to all who visit.

Lutsen Resort provides a spectacular setting for a business retreat, offering groups a perfect combination of focused work, relaxation and fun.

Please view the following for a comprehensive outline of our offerings, menus and facility information. For additional information, please contact us directly. We would be happy to assist you throughout the planning process.

*"Unforgettable since 1885."*

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# Meeting and Banquet Facilities

Lutsen Resort offers a variety of function rooms with the ability to offer full services to conferences and social functions.

## Meeting Venues

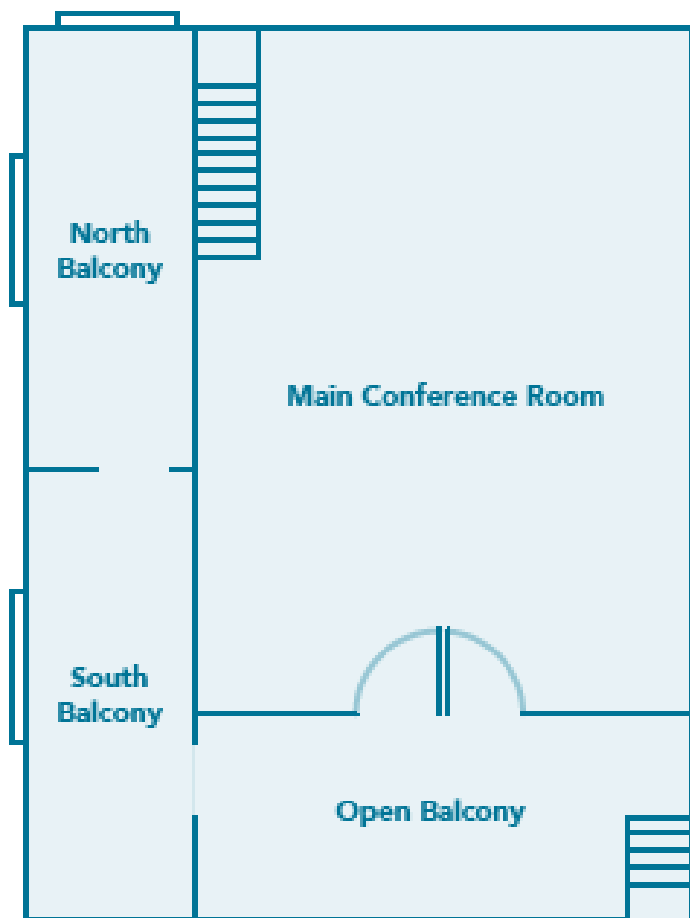
**Superior Ballroom** - Located in the Main Lodge, this large space is perfect for corporate group meetings. It can accommodate up to 100 in a meeting style set up and also features a large balcony ideal for breakout sessions.

**Nelson Suite** - Located on the 3rd floor of our Main Lodge and is ideal for smaller group meetings. This space overlooks Lake Superior offering a true blend of relaxing views and focused work time.

- Accommodates groups up to 35.
- Ideal for welcome social, a hospitality or breakout room or primary meeting space for smaller groups.

\*Complete AV packages are available for both venues. All meeting venues, lodging units and public space are equipped with Wi-Fi connections.\*

\*For groups looking for an experiential team-building or leadership development component, we partner with Encompass Learning from Duluth. They will work directly with your group to tailor and facilitate an experience specific to your goals.\*



## Superior Ballroom

Max Capacity:

**25-125** for a dinner reception/event

**25-200** for a dance reception/event

Main Conference Room

**42' x 30'**

North Balcony

**25' x 10'**

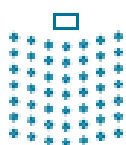
South Balcony

**25' x 10'**

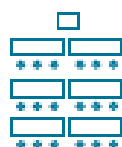
Open Balcony

**11' x 30'**

## Seating



Theatre  
Capacity **100**



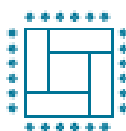
Classroom  
Capacity **60**



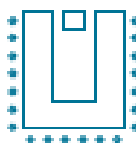
**80 People**  
at large rounds  
+ balcony



**100 People**  
at rectangular  
banquets + balcony



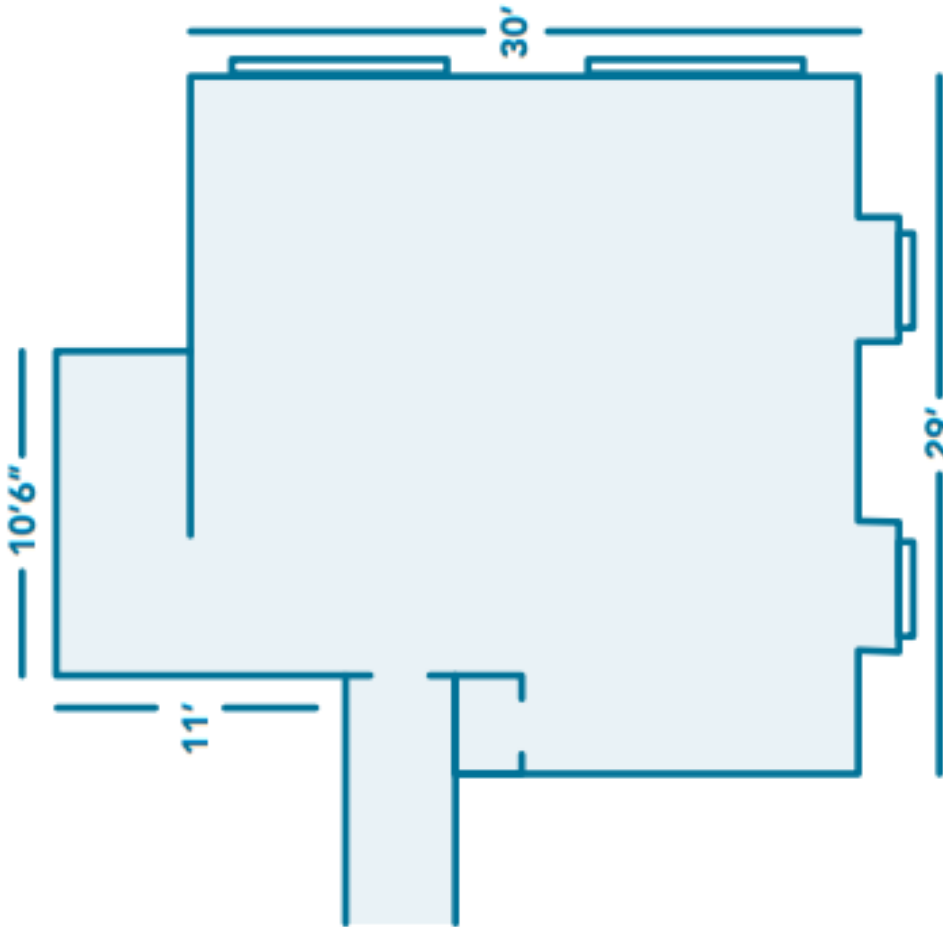
Hollow Sq.  
Capacity **60**



U-Shape  
Capacity **50**



**155 People**  
at cocktail social/dance  
+ balcony



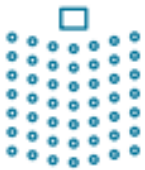
## Nelson Suite

**Max Capacity: 50**

Please see layouts and descriptions below.

### Seating

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#### Theatre

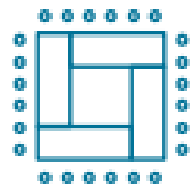
**Capacity 50**

(10 Chairs per row with 5 rows)



#### Classroom

**Capacity 30**



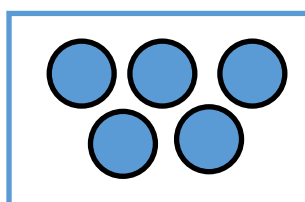
#### Hollow Sq.

**Capacity 21**



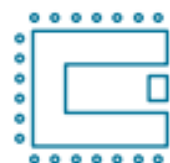
#### U-Shape

**Capacity**



#### Large Rounds

**Capacity 50**



#### U-Shape - Sideways

**Capacity**

# Meeting and Banquet Facilities

## Dinner Venue Options:

## Venue Rates

**Summer/Fall Season - Mid-May to Mid-October**

**Winter/Spring Season - Mid-October to Mid-May**

**Weekend is Friday and Saturday**

**Midweek is Sunday - Thursday**

<b>Waterfront Dining Room Private Space - Minimum Requirement  (No fee)  Capacity 70-175</b>	<p>The views and ambience of our Waterfront Dining Room make this the ideal meal space for groups of up to 175. There is no rental fee for this space; however, groups wanting to reserve this space for a private function are required to meet a daily Food &amp; Beverage minimum and we also have required timing for this space (see below). Tables, chairs, china, silverware and stemware are all included.</p> <p><b><i>Summer/Fall - \$4000 food and beverage minimum</i></b></p> <p><b><i>Required timing from 3:30-5:30pm</i></b></p> <p><b>Winter/Spring - \$3000 food and beverage minimum</b></p>
<b>Waterfront Dining Room Group Reservation  (No fee)</b>	<p>This is an ideal option for smaller groups who are wanting an elegant meal in this space without the minimum requirements. There is no rental fee for this space or purchase minimums. Tables, , chairs, china, silverware and stemware are all included. Limited menus are available if that is a preference.</p>
<b>Superior Ballroom Dinner Rental Fee  <i>Summer/Fall</i>  <i>\$500 (weekend)</i>  <i>\$400 (midweek)</i>  Winter/Spring  \$ 400 (weekend)  \$300 (midweek)</b>	<p>This fee covers the ballroom dinner rental as well as tables, chairs, linens, china, silverware and stemware. A full bar is available (\$100 set-up fee and \$300 liquor purchase minimum). Hosted beer and wine is also available without a set-up fee. Maximum for dinner is 125 people although there may different minimums that go along with the type of meal service.</p>



# Meeting and Banquet Facilities

## Dinner Venue Options: (continued)

<p><b>Beach BBQ Fee</b></p> <p><b><i>Summer/Fall</i></b></p> <p><b><i>\$750 (weekend)</i></b></p> <p><b><i>\$500 (midweek)</i></b></p> <p><b>Capacity 25-70</b></p>	<p>Beach BBQs are a popular choice for a corporate group welcome meal or more casual get-together. This fee covers the venue rental, set-up fees, linens, buffet equipment and chef fee. A covered backup space is also included and varies depending on the size of the group and availability of venues. Beer and wine are available without a set-up fee or minimum requirement.</p> <p>Only available during the Summer/Fall season.</p>
<p><b>Lakeview Patio Meal</b></p> <p><b><i>Summer/Fall</i></b></p> <p><b><i>\$750 (weekend)</i></b></p> <p><b><i>\$500 (midweek)</i></b></p> <p><b>Capacity 25-70</b></p>	<p>For groups of 70 or less, a family style meal can be served on our covered Lakeview Patio. This fee includes the venue cost, set-up, tables, chairs, white linens, china, silverware, and stemware. This is a great option for an elegant meal with stunning views of Lake Superior! A full bar is available (\$100 set-up fee and \$300 liquor purchase minimum). Hosted beer and wine is available without a set-up fee or minimum requirement.</p> <p>Only available during the Summer/Fall season.</p>
<p><b>Nelson Suite Meal</b></p> <p><b><i>Summer/Fall</i></b></p> <p><b><i>\$500 (weekend)</i></b></p> <p><b><i>\$400 (midweek)</i></b></p> <p><b>Winter/Spring</b></p> <p><b><i>\$ 250 (weekend)</i></b></p> <p><b><i>\$200 (midweek)</i></b></p> <p><b>Capacity 25-50</b></p>	<p>The Nelson Family called this space in the Main Lodge home and it is a fabulous private meal space option for groups of 50 or less. Your guests will enjoy a buffet meal with fantastic Lake Superior views from the 3rd floor of the lodge. This fee includes the venue cost, set-up, tables, chairs, white linens, china, silverware and stemware. Beer and wine are available without a set-up fee or minimum requirement. (Minimum of 25 people for buffet meal)</p> <p>Space can also be used as a casual social gathering option for \$250 during the Summer/Fall season and \$100 during the Winter/Spring season. Timing is approximately 2 hours per social.</p>



# Lutsen Resort Activities:

## **Spring Activities:**

Campfires  
Guided Hike  
Live Music  
Waterfall Tours  
9-Hole Pitch and Putt Golf  
Waters Meet Spa  
Pool, Hot Tub, Sauna

## **Summer Activities:**

Sea Kayaking  
Campfires  
Stand Up Paddle Boarding  
Caribou Lake Kayaking Tours  
Fly Fishing Introduction  
Guided Hike  
Yoga  
Live Music  
Golf  
Waters Meet Spa  
Pool, Hot Tub, Sauna

## **Fall Activities:**

Fall Flavors Tour  
Guided Hike  
Caribou Lake Kayaking Tours  
Campfires  
Golf  
Live Music  
Waters Meet Spa  
Pool, Hot Tub, Sauna

## **Winter Activities:**

Ice Skating  
Cross Country skiing  
Downhill Skiing Shuttle  
Guided Snowshoe Hike  
Campfires  
Live Music  
Waters Meet Spa  
Pool, Hot Tub, Sauna

## **Other Area Attractions:**

-Biking	-Gondola	-State Parks
-Canoeing	-Hiking	-Towering Pines Canopy Tour
-Day Trips	-Horseback Riding	-Shopping
-Alpine Slide	-Live Music and Cultural Events	-Superior National Golf Course
-Fishing	-Alpine Skiing	-Rock Climbing

-Many of these activities are complimentary through our activities department but may require an online sign-up ahead of time. Please go to <https://www.lutsenresort.com/activities/> to sign-up or learn more.

-Private tours also might be available for an additional fee. Please contact your our group sales director or your event coordinator to inquire about private tours.

# Private Activities:

## Winter

Group Ski Excursion— \$100 for up to 4 people, \$25/person thereafter

Group Snowshoe Excursion— \$60 for up to 4 people, \$15/person thereafter

Our staff will outfit you with the appropriate equipment. We will then take a shuttle to one of our nearby trails. Here you will receive a brief introduction to using the equipment. Then we will ski/snowshoe off and take our time enjoying the winter woods while becoming more comfortable on the equipment. This is a great experience for beginner and for experienced skiers who are looking for a relaxed atmosphere. These adventures are approximately 3 hours but can be tailored based on group preferences and experience level.

**\*\*Programs must be scheduled at least one month before the program date and are subject to available times.**

**\*\*All guests are able to take part in regularly scheduled complimentary activities for which they can sign-up for by calling the front desk up to five days before the activity. The programs and fees described above apply to private programs arranged specifically for that group of guests.**

**\*\*Tours are available in the morning from Sunday-Friday.**

**\*\*Tours can accommodate up to 35 participants.**

# Private Activities:

## Summer

### Group Sea Kayaking Tour — \$45/person

Join our experienced friendly guides for a three hour kayaking program. Your journey will begin with an introduction to the kayak and paddling technique. Then venture out on the water for an intimate experience with Lake Superior and gorgeous views of the shoreline. Does the lake look too cold and windy? Don't worry! When the lake is unfriendly you will have a chance to visit one of our scenic inland lakes. All equipment is supplied. Come dressed in a swimsuit and shoes that can get wet. No experience necessary.

\*Minimum number of people is 6/tour

\*Maximum number of people is 10/tour

### Group SUP Tour— \$25/person

Within the friendly confines of Caribou Lake, the increasingly popular sport of Stand Up Paddle Boarding (or SUP for short) is available to Lutsen Resort guests. The board is like a wider and more stable surfboard, while the paddle is a longer version of a canoe paddle.

\*Minimum number of people is 4/tour

\*Maximum number of people is 6/tour

# Private Activities:

## Summer Continued...

Group Hiking Tour — \$90 for up to 6 people, \$15/person thereafter

Join one of our guides for a hike on one of our nearby scenic trails. The guide will meet the group in the lobby, and then shuttle the group to the trailhead. The hike will be at a relaxed pace allowing guests to take in the natural beauty around them while learning more about the north woods. This is a 2 or 3 hour program.

\*Maximum number of people is 14/tour

## Other Info for Summer Activities

\*\*Programs must be scheduled at least one month before the program date and are subject to available times.

\*\*All guests are able to take part in regularly scheduled complimentary activities for which they can sign-up for by calling the front desk up to five days before the activity. The programs and fees described above apply to private programs arranged specifically for that group of guests.

\*\*If you are interested in other activities, please let us know. We may have recommendations for other business around the area who may be able to accommodate!

# Superior National Golf Course

Located right across the Hwy from Lutsen Resort, Superior National is a 27-hole public resort golf course set amidst the unparalleled beauty of Lake Superior's North Shore in Lutsen, Minnesota. Unbelievable vistas of Lake Superior and other natural features can be seen as you play around the course.

The River & Canyon 18 make up our newly renovated Premier 18. The River 9 features the spectacular Poplar River as a natural water feature and scenic respite. The Canyon 9 follows the Poplar River into the valley of the Sawtooth Mountains, surrounded by Boreal forest. The Mountain 9 is perfect for a quick game of 9 holes or going for a full 27.

Please contact Heath Ekstrom at [snlproshop@gmail.com](mailto:snlproshop@gmail.com) for group inquiries.

Other contact info includes:

[snl@boreal.org](mailto:snl@boreal.org)

218-663-7195

[superiornational.com/index.htm](http://superiornational.com/index.htm)



# Lutsen Mountains

Contact Info:

218-663-7281

[ski@lutsen.com](mailto:ski@lutsen.com)

[www.lutsen.com](http://www.lutsen.com)



## Winter

Lutsen Mountains offers the Midwest's only true mountain ski area experience. Four interconnected peaks overlooking Lake Superior bring big mountain skiing with Up North authenticity.

## Summer

**Summit Express Gondola:** You won't find a better vantage point from which to view the Sawtooth Mountains and Lake Superior's dramatic coastline. This aerial gondola is one of the North Shore's most popular attractions, taking you on a scenic ride to the top of Moose Mountain, rising 1,000 feet over Lake Superior. The gentle ride at treetop level is an experience not to be missed if you're visiting the North Shore.

**Alpine Slide:** Everybody likes a little thrill every now and then, and the Alpine Slide is ready to oblige. Getting there is half the fun with a leisurely chairlift ride to the summit of Lutsen's Eagle Mountain. Then hop on your sled and cruise down an exhilarating half-mile of twisting, turning track back to the base.

**Hiking Trails:** Lutsen Mountains features several miles of hiking trails, including hiking along the famed Superior Hiking Trail. Combine a hike with a ride on the Summit Express for easy access to mountaintop trailheads that lead you through wildflower meadows and deep forests, past waterfalls, wildlife, and spectacular mountain overlooks.



# Accommodations: Lutsen Lodge

On the 2nd and 3rd floors, there are 32 inviting and cozy rooms with a variety of king, queen and twin bed accommodations. Sleeps 1-4 people

## **Lakeview Rooms - 11 rooms**

- 7 with one king bed
- 3 with two queen beds
- 1 with one queen bed and one twin bed

## **Non-Lakeview Rooms - 13 rooms**

- 3 with one king bed
- 5 with one queen bed and one twin bed
- 4 with two queen beds
- one with one queen bed and two twin beds

## **Courtyard Rooms - 4 rooms**

- 4 with one queen bed

## **Economy Rooms - 1 rooms**

- 1 with one queen bed

## **3rd Floor Rooms - 3 rooms**

- one with a king bed and a double hide-a-bed
- one with two queen beds
- one with two queen beds and a double hide-a-bed





# Poplar River Condos



The Poplar River Condos offer the most flexibility in luxury accommodations at Lutsen Resort. Located above the Poplar River and Lake Superior, these condos have spectacular views of Lake Superior and the North Shore. Nestled on 20 acres of land across the Poplar River from the Lodge, the site offers privacy with convenient access to all Lutsen Resort amenities and activities. The units may be rented as a full 3 bedroom unit (with 3 separate entrance doors) or as individual units. Sleeps 1 to 10 people.

## **3-Bedroom Units**

-We have 12 full condo buildings for a total of 24 lower level 3-bedroom units and 24 upper level 3-bedroom units with lofts.

## **Renting as Individual Condo Rooms**

### **Premium Units**

9 Bedroom Units with 2 double beds

9 Bedroom units with 1 king bed

4 Lower level master units with 1 king bed

5 Upper Level master units with 1 king bed in the master bedroom and a loft with 2 twin beds

### **Non-Premium units**

1 Bedroom Units with 2 double beds

29 Bedroom units with 1 king bed

8 Lower level master units with 1 king bed

7 Upper Level master units with 1 king bed in the master bedroom and a loft with 2 twin beds



## Cliffhouse Townhomes:

### **10 townhomes –**

two-story, three, bedroom, three bathroom

-Lutsen Resort's newest accommodations.

-Perched above the lake where the original Cliff House stood, these roomy townhomes have excellent views overlooking the lake.

-Bedrooms include one with two queen beds, one with one queen bed and another with one king bed.

-Sleeps up to 9 people.



## Log Cabins:

### **9 Cabins -** one-story, two-

bedroom, one bathroom

-Overlook Lake Superior and have fabulous views from the living room and dining room.

-Windows surround the main living area which has high ceilings and a full kitchen with granite countertops, a cozy dining area and living room.

-Bedrooms include one with a king bed and one with two double beds. The living room has a pull-out sofa or futon.

-There is a large deck lakeside and a small deck on entry side.

-Sleeps 2-6 people.



Available Lodging Packages:

## Example Rooming Assignments List

Group Name: \_\_\_\_\_

[illegible]

**\*\*Lutsen Resort Events Staff will provide the room #, type of room and bedding layout we are holding for you.\*\***



# Gift Ideas available for purchase:

Stainless Steel Water Bottle with Lutsen Resort Logo

To-Go Thermos with Lutsen Resort Logo

Ceramic Coffee Cups with Lutsen Resort Logo

Local Postcards (with images from various local artists)

Local Maple Syrup

MN Made, Hand-Crafted Soap (from Blue Heron Soap Co.)

If you would like to provide your guests with a personalized gift in the room, we can coordinate welcome packages for your guests for a fee of \$3.00 per room.



# General Event Policies:

- A signed contract and deposit is required to confirm all events and lodging accommodations with Lutsen Resort. Please work with the Group Sales Director to set up an agenda, confirm venue spaces and go through the initial booking process.
- We require a major credit card (Visa, MasterCard, American Express or Discover) to be on file at the time of booking your event.
- After the contract and deposit have been received, a Lutsen Resort Event Coordinator will be assigned to your group. Your Event Coordinator will be your main point of contact from that time on to help finalize food and beverage selections, final headcounts, room setup and day of needs for your group.
- Although we don't anticipate any issues, in the event there is any damage to guest rooms or the venue spaces, we like to let you know that charges will be added to the master account. In addition to this, in the event that the hotel has to discount room rates or provide complimentary rooms to hotel guests due to noise complaints these charges will also be added to the master account.
- After your event is over we will send a final invoice to the Event Organizer. Payment can be made anytime within 30 days of the completion of your event.
- If there is anything you need during your stay, please do not hesitate to contact either your event coordinator or the front desk at 218-663-7212.



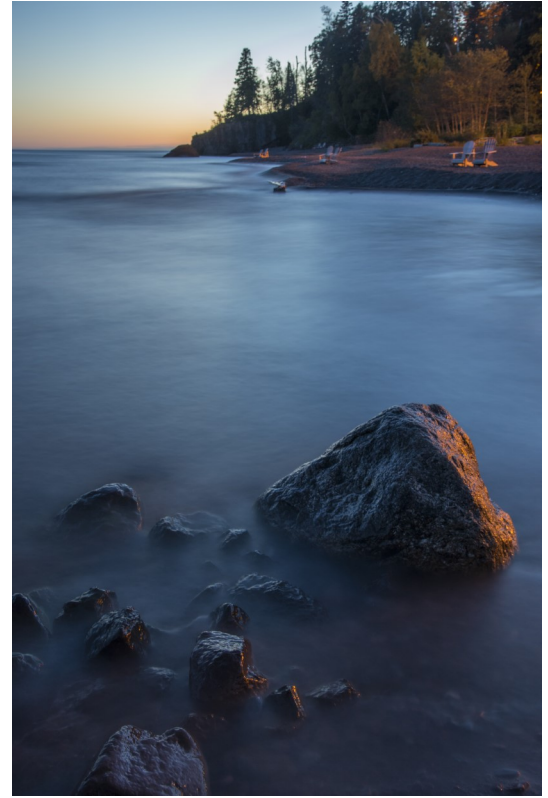
# Food and Beverage Policies:

- Lutsen Resort reserves the right to all banquet food and beverage services. The licenses that are required by the State of Minnesota regulate the sale and service of food and beverage within the resort. As a licensee, Lutsen Resort is responsible for the administration of these regulations. It is our policy; therefore, that food and beverages cannot be brought into any of our rented banquet spaces from outside sources.
- Health regulations do not allow Lutsen Resort to distribute event leftovers to guests for consumption at a future time.
- Lutsen Resort will guarantee the selected menu for an additional 5% increase above the final head count given. Lutsen Resort will make every effort to accommodate a larger increase however increases above 5% are not guaranteed. All increases may have an additional charge associated with them.
- Once an estimated head count has been turned in, please let us know your preferences for venue space layouts. These will be turned into our Group Sales and Food & Beverage Directors for final approval.
- Due to price fluctuation in the food and beverage industry menu prices may change. Should increases be necessary, Lutsen Resort guarantees to cap those increase at a max of 10% above the current listed price. All menu choices and prices are guaranteed 30 days from the event date.
- All food & beverage is subject to a 20% Gratuity/Service Charge and standard tax rates.
- Lutsen Resort requires all alcohol to be served by a certified staff member. The bar fee covers the labor and setup only, all beverages are an additional cost and available at menu price. The bar is subject to a minimum in certain venue spaces.
- Due to our liquor license, we are not able to allow kegs in any of our lodging units.
- Final meal arrangements, head count and specific menus need to be submitted to your event coordinator 30 days prior to group arrival.
- We recommend that you let your guests know of the menu decisions ahead of time so we are able to accommodate any food allergies or dietary requirements they might have. In the event that there are any last minute changes, we may need to charge for additional requests.

Please see our attached Banquet Menu for a full list of pricing and options.



# Other Resort Policies and Info:



- Check-in is at 4pm and check-out is at 11am. Lutsen Resort is not able to guarantee rooms for early occupancy or late departure but we will do our best to accommodate requests.
- Check-in will be at the Lutsen Resort Main Lodge even if you are staying in accommodations other than the Main Lodge.
- There is parking right on-sight for all accommodations and meeting spaces.
- Cancellation Policy: Please refer to your contract for specific cancelation policies pertaining to your group block and deposit info.
- The Strand Waterfront Dining Room, Poplar River Pub, Pool, Sauna, Hot Tub and Lobby are all located in the Main Lodge. These are available to all guests.
- Dinner reservations in the Waterfront Dining Room are strongly recommended. Please contact either your event coordinator or the front desk to inquire about reservations.
- Activities and Massage reservations should be made prior to your arrival. A full description of Activities is on our website under "Things to Do" —> "Resort Activities." Sign up for all activities begins 7 days prior to the activity and programs often fill up quickly. Please sign up as soon as you can to ensure availability. For massage appointments, please call 218-663-7212 and the front desk staff can assist you.

# Directions:

## **From MSP (Minneapolis/St. Paul) to Main Lodge —>**

- Follow I-35E and I-35 N to MN-61/London Rd in Duluth. Take exit 259 from I-35N
- Follow MN-61 to Resort Rd/Cliffhouse Rd.
- Arrive at Main Lodge

## **From DHL (Duluth) to Main Lodge —>**

- Take Airport Rd, Rice Lake Rd, W Arrowhead Rd, Snively Rd and Glenwood St. to MN-61 N
  - Take Grinden Drive (.5 mi)
  - Continue onto Airport Rd (1 mi)
  - Turn right onto Rice Lake Rd (1.4 mi)
  - Turn left onto W Arrowhead Rd (1.5 mi)
  - Continue straight to stay on W Arrowhead Rd (1.4 mi)
  - Turn left onto Woodland Ave (.1 mi)
  - Turn right onto Snively Rd (1 mi)
  - Turn right onto Glenwood St (2.2 mi)
  - Turn right onto N 60th Ave E (.1 mi)
  - Turn left onto E Superior St (.8 mi)
  - Turn left onto MN-61 N
- Take MN-61 N to Resort Rd/Cliffhouse Rd
- Arrive at Main Lodge

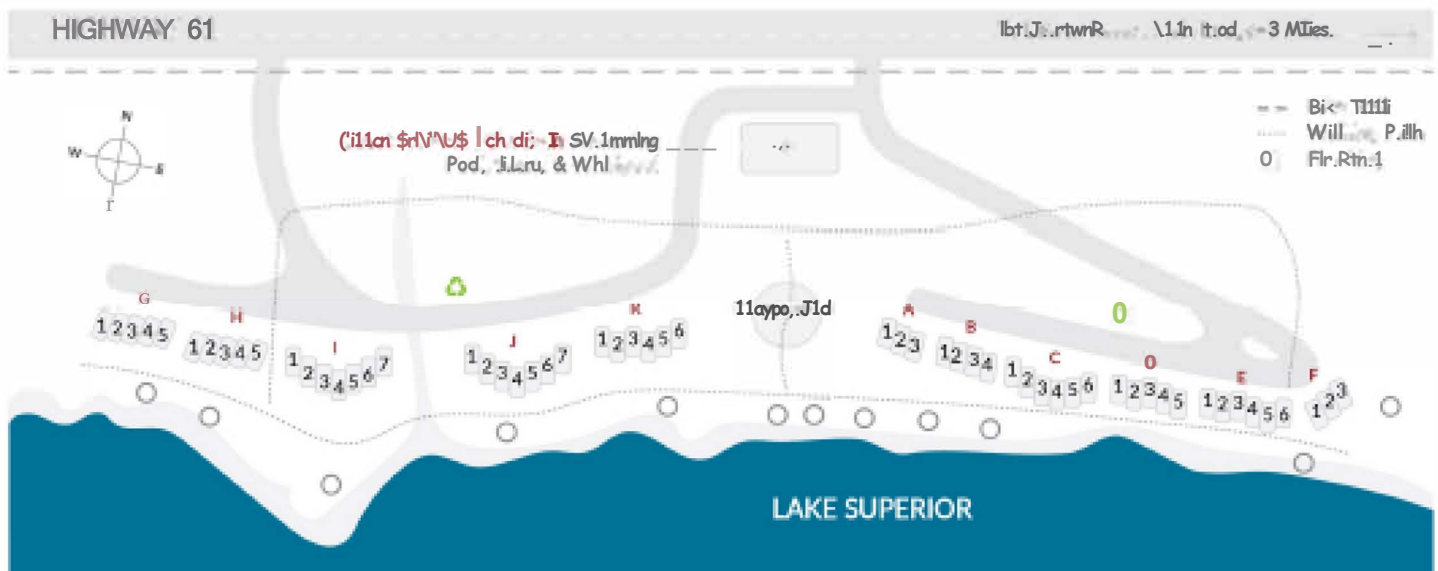
## **From YQT (Thunder Bay) —>**

- Take Round Blvd to Hwy 61 S
- Take MN-61 S to Resort Rd/Cliffhouse Rd
- Arrive at Main Lodge

## Main Lodge, Cliff House Townhomes, Log Homes & Poplar River Condominiums



## Sea Villa Townhomes





Our goal is to make every single moment a unique and memorable experience. We would love to discuss options that interest you. Once you have had a chance to look over the information, please let us know if you have further questions.





*Unforgettable since 1885.*

218-663-7212  
PO Box 9

5700 W. Highway 61  
Lutsen, MN 55612