

# AUDIO/VISUAL



**Conference-Style Speaker Phone / \$50**

**Easel / \$10**

**Flip Chart with Markers / \$15**

**LCD Projector / \$75**  
includes A/V cart and screen

**Projection Screen / \$20**  
fee waived w/ rental of projector  
includes A/V cart

**Standing Podium with Microphone / \$20**

**70" 4K HD TV with HDMI Connection / \$75**

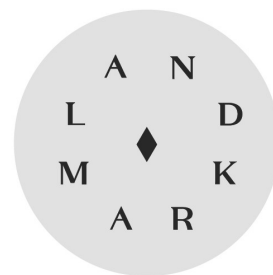
**Wireless Microphone / \$15**

**AV Cart / \$10**  
fee waived w/ rental of projector

**Wireless Bluetooth Speaker / \$10**

# EVENT/RENTAL POLICIES

Our onsite catering team will work closely with you to craft your event



**Decorating Banquet Rooms** / The Landmark Inn allows guests to bring in decorations that are appropriate for your event. We guarantee access to the banquet room a maximum of two hours prior to the start of your event. When providing your own décor, please adhere to the following guidelines: no crepe paper, glitter, loose sequins, sparkles, rice, or confetti. We do allow candles to be used; however, they must be tea lights or votives. Tapered candles are not allowed. Decorations must be hung with poster putty rather than any type of tape. Decorations must be removed from the banquet space immediately following the conclusion of the event. We are not responsible for any lost or stolen items.

**Rental Linen** / Complimentary white table linen and napkins are provided by the Landmark Inn. We also have white chair covers available for rent at \$2.00 each.

**Food Policies** / All food and beverage must be supplied by The Landmark Inn. Due to state and local health regulations no outside food or beverage will be permitted.

The Landmark Inn offers exquisite cuisine in a prompt and timely manner. The scheduled times reflected on the banquet event order should be adhered to or the hotel cannot be responsible for food quality.

If there is food remaining at the end of an event, the Landmark Inn allows the host to take food off of the premises. However, a food waiver must be signed noting that the Landmark Inn will not be held liable in regard to possible spoilage or food-borne illness from the leftover food.

“Ask your server about menu items that are cooked to order or served raw. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.”

**Customized Menus** / We pride ourselves on having the highest level of service. Ask our catering team for recommendations on custom menus.

**Wedding/Specialty Cakes** / For your special day, you may work with the vendor of your choice. The Landmark Inn will charge a \$2.00 per person cake cutting fee.

**Alcoholic Beverage Policies** / The Landmark Inn is governed by the Michigan State Division of Alcohol and Tobacco. The Landmark Inn does not permit any alcoholic beverages to be brought onto the property from any outside source. Guests must be 21 years or older to consume alcoholic beverages. We are a smoke-free property.

All hosted and cash bars will be provided by the service of a professional bartender. For an event with a guarantee of 75 people or less, one bartender will be assigned. For an event that has a guarantee of more than 75 people, a second bartender will be assigned. Should you request the services of third bartender, a fee of \$150.00 will be charged.

The Landmark Inn will determine when a bar setup or cocktail service is appropriate for your event. A \$200.00 beverage minimum is required for bar setup. If the minimum is not met, the difference will be charged as a setup fee on the final bill. If the minimum is met, the setup fee is waived.

**Confirmation** / All prices are subject to change unless a signed contract is on file. All function space reservations are considered tentative until the Landmark Inn receives a signed agreement.

All event details, including but not limited to menu selections, room set-up, AV needs must be finalized no later than 10 days prior to the event date. Any late changes made within 10 days of the event date are subject to Landmark Inn approval based on request. Final guest count is due no later than three (3) days prior to the event.