

Meetings & Events at Evergreen Resort

7880 Mackinaw Trail, Cadillac, MI 49601



Meetings & Events Brochure - updated 1/31/22

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Welcome!

Let our entire group sales, management team and staff be the first to welcome you and say thank you for considering our resort property. We have outlined a comprehensive overview of our banquet options in this easy to follow guide. From a simple business meeting to large 150 person event, our team is ready to provide you with the Evergreen Experience.

Please let us know if you have any special dietary requests that need to be accommodated or have any food or beverage requests not listed. If you don't see something you're looking for, please let us know and we can customize a menu and pricing for your group.

**We look forward to
working with you!**

Jennifer Salisbury
Director of Sales & Marketing

jennifers@evergreenresortmi.com

Direct: 231-942-7029



EVERGREEN RESORT

Our Property & LOCATION

THIS IS IT!

Located on 327 beautiful acres just outside the City of Cadillac, our four season, northern Michigan resort is home to 117 guest rooms and suites, two on-site restaurants, 27 holes of golf, and indoor & outdoor event space.



WHAT OUR GUESTS SAY ABOUT US

Our one-night stay was pleasant. My room was comfortable, well-equipped with new television, writing desk, chair, comfortable bed, etc. The room was well-stocked with towels, soap, amenities such as lotion, bottled water, single-portion coffee bags, coffee maker, small fridge, and so forth. There is free wi-fi throughout the building. The restaurant has a good menu, excellent wait service, with a new interior design, and a great view out on the golf course through the large windows

- Rud ★★★★★
5 out of 5 on Tripadvisor.com



Accommodations

ON-SITE



THE ROOMS

With 117 guest rooms and suites at the resort, we can offer you a variety of options for your guests' lodging rooms.

The hotel offers three room types: standard guest rooms, junior suites, and deluxe suites. Within the room types there are various arrangements including some with in-room jacuzzi tubs, fireplaces, balconies, walk out patios, seating areas, adjoining rooms, pet friendly, and more. All rooms feature a mini fridge, a microwave, flat screen TV, in-room coffee maker, an iron and ironing board, and comfortable bed(s).

We have plenty of free parking as well as free high-speed wireless internet available. Overnight guests receive a complimentary breakfast each morning and use of our indoor heated pool, jacuzzi, and sauna. We are happy to provide you with a tour to review the numerous room types available to determine what best fits your needs.

Note: Not all room types will be available to see on a tour.



"Thank you again for hosting us last week. The accommodations were wonderful and everyone had a really enjoyable experience."
– John C

Check-In/Out

ROOM POLICY & QUESTIONS



Check in time is 4pm and check out is 11am. Efforts can be made to accommodate requests; however early check in's and late checkouts are not guaranteed. If guests need to guarantee a check in before 4pm, it is advised to arrive the day before.



Need welcome bags handed out at check in? We can do that for no additional charge!



When setting up a guest room block, the following room reservation release dates will apply:

- Unreserved rooms will be released 45 days ahead of the event.
- Room blocks for business groups will be released 14 days ahead of the event.

Please note that reservations will be accepted – based on availability – at the room block rate after the release date, however they cannot be guaranteed to be available after your release date. It is advised for guests to reserve early.

General Terms and Conditions: You are not financially obligated for guest rooms unless you require rooms to be held beyond the noted release dates. The standard cancellation policy is 24 hours prior to arrival, otherwise the first night's room and tax may be collected.

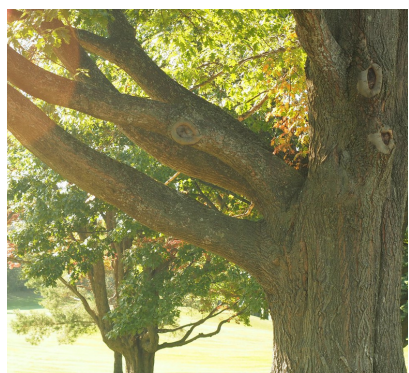
Once your room block is arranged, rooms should be reserved by guests calling the hotel directly at 231-775-9947 and asking for the ("group name") room block. Reservations made on third party sites (e.g. Expedia) are not added in the group block, and may have a higher rate than what we have offered you. At any time, we can provide you a list of who has made reservations in your group block.

Lodging room rates will vary depending on the day of the week and the time of the year. For general reference, standard guest rooms usually range from \$109-179 plus taxes per night, junior suites usually range from \$139-199 plus taxes per night, and deluxe suites usually range from \$149-209 plus taxes per night.

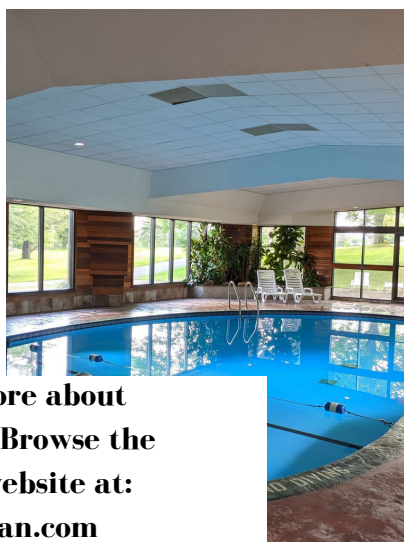


Golf

& OTHER ACTIVITIES



Want to learn more about
the Cadillac Area? Browse the
official tourism website at:
CadillacMichigan.com



OUR COURSES

With 27 holes of golf on-site, our two courses can provide hours of fun for groups. Tee times should be reserved early to ensure availability. You'll want to allow 2 1/2 hours for 9 holes of play and at least 4 1/2 hours for 18 holes.

Located on a hillside overlooking Lake Cadillac our 18-hole Spruce Golf Course is one of the most beautiful and challenging courses in Michigan.

The course winds through scenic pine forests and gentle hills. Its classic design, featuring rolling fairways and small greens with lots of slope from front to back, can be enjoyed by players of all experience levels. Our 9-hole Norway Course is ideal for casual golfers and beginners, or for those who just want a quick game. Rental clubs are available for a small fee as well.

Discounted golf rates are available to groups staying at Evergreen Resort. Ask our Director of Sales & Marketing for more information.

ACTIVITIES ONSITE/NEARBY

- TENNIS COURTS
- HIKING & BIKING TRAILS
- BASKETBALL COURT
- OUTDOOR LAWN GAMES
- PICKLEBALL - COURTS & EQUIPMENT
- INDOOR POOL & SAUNA
- SNOW SHOEING
- CROSS COUNTRY SKI

Food & Beverage



EXPERIENCE EVERGREEN

Thank you for choosing Evergreen Resort! Our team is looking forward to helping plan your event. We have made this comprehensive guide to answer any potential questions. If you have any questions not found in this guide, please don't hesitate to ask. For complete contact information, please refer to the last page in the brochure.



Please let us know if you have any special dietary request that need to be accommodated, or have any food or beverage requests not listed,

If you don't see something you're looking for, please let us know and we can help customize a menu and pricing to your group.

Prices are based per person unless otherwise noted

All food and beverage is subject to a 21% taxable service charge and 6% Michigan Sales tax. Prices are subject to change until written confirmation 14 days prior to event. A guarantee of the exact attendance is required at least ten (10) working days prior to the event.

Notice: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

Pricing is current as of February 2022



Breakfast



All Evergreen Resort overnight lodging guests receive a complimentary voucher for our daily breakfast, which may consist of either hot buffet, cold buffet, or grab-and-go bags. Please feel free to inquire about specific dates for options offered. Guests not staying with us may purchase breakfast for \$12.00 per person.

BREAK MENU

Refreshment breaks are available for groups of any size.

Bakery Favorite \$8 per person

Assorted cookies and chocolate brownies served with coffee and herbal teas.

Northern Exposure \$8 per person

Assorted breakfast breads, cereals, and oatmeal served with orange juice, 2% milk, coffee, and herbal teas.

Afternoon Delight \$8 per person

Oatmeal raisin cookies, granola bars, fresh whole fruit, and assorted canned soft drinks.

Michigander \$9 per person

Assorted breakfast breads and cinnamon rolls served with orange juice, coffee, and herbal teas.

Cadillac \$9 per person

Assorted muffins, coffee cake, and cinnamon rolls served with orange juice, cranberry juice, coffee, and herbal teas.

Up North \$9 per person

Assorted muffins, and bagels with cream cheese and jams served with coffee and herbal teas.

**** JUICES SERVED BY THE CARAFE FOR \$15/ CARAFE ****



A la Carte

BEVERAGES

Available for a serving time of 1 1/2 hours

Fresh Brewed Coffee and Hot Tea	\$2.25/PP
Fresh Brewed Ice Tea	\$2.25/PP
Lemonade	\$2.25/PP
Fresh Brewed Coffee & assorted canned Pepsi products	\$4/PP
Fountain pitchers of Pepsi products	\$6
Complete Refreshment Package	\$6/PP
Fresh Brewed Coffee, Hot Tea, Iced Tea, Lemonade, Fountain Pepsi Products & Bottled Water	
Fresh Brewed Ice Tea and Lemonade	\$7/PP
per pitcher	\$20 (per pot)
Fresh Brewed Coffee	\$60 (per urn)
Reg/Decaf	
Assorted Fruit Juices	\$15
per carafe - (apple, cranberry, grapefruit, and orange)	

BAKERY

Assorted Fresh Baked Cookies	\$10
Chocolate Brownies	\$11
Assorted Donuts and Pastries	\$15
Plain Bagels and Cream Cheese	\$16
Assorted Muffins	\$18

SNACKS

QUANTITIES OF 5

Granola Bars	\$8
Trail Mix	\$8

COLD FAVORITES

	25 GUESTS	50 GUESTS
Fresh Popped Popcorn	\$8	\$16
Pretzels	\$13	\$26
Chips and Salsa	\$15	\$30
Potato Chips and Dips	\$17	\$34
Cheddar-Horseradish Cheese Spread with Assorted Crackers	\$50	\$100
Domestic Cheeses, Cheddar Ale Spread with Assorted Crackers	\$50	\$100

SPECIALTY PIZZA

Classic Pepperoni	\$14
Pepperoni topped with blended cheeses	
Veggie Lovers	\$14
Green peppers, red onions, tomatoes, mushrooms, black olives, mozzarella and provolone cheeses.	
Curly's	\$16
Aged pepperoni, mushrooms, black olives, pepper rings, blended mozzarella and provolone cheeses.	
Meat Lovers	\$16
Pepperoni, italian sausage, diced ham, bacon, mozzarella and provolone cheeses.	
Deluxe	\$16
Aged pepperoni, ground sausage, green pepper, red onion, black olives, and mushrooms on top of blended cheeses.	

Lunch



Lunch meal pricing is available to meals served prior to 2pm. Various choices are available for group lunches, depending on size of the group. For groups fewer than 12 guests, we can offer box lunches, a custom menu based on a specific price point (e.g. a \$10 menu or government per diem menu), or allow guests to order individual items from the Curly's menu. For groups of 12 or more guests, we can offer box lunches, or buffet options. Ask our team for more information.

BOX LUNCHES

Grab & Go - \$1.00 extra if eating in-house
(available for any size group)

Half \$9 / Whole \$11
(add \$1.00 to price if eating in-room)

All box lunches include a half or whole wrap, bag of chips, cookie, and canned soft drink or bottled water. Please specify the quantity of each type, as well as type of beverage.

- **Ham & American Cheese includes mayonnaise, lettuce, and tomato.**
- **Turkey & Swiss Cheese includes mayonnaise, lettuce, and tomato.**
- **Roast Beef & Cheddar Cheese includes mayonnaise, lettuce, and tomato.**
- **Vegetarian includes tomato, cucumber, pepper, onion, and choice of cheese.**

Please note: Wraps are in a flour tortilla but can be gluten free by requesting a lettuce wrap, and dairy free if no cheese and mayonnaise is requested. Mustard, dijon mustard, or seasonal fruit vinaigrette available upon request.

LUNCHEONS

Available for a minimum of 12 guests

Choose one plated item for the entire group. Prices are per person. Luncheons include beverage of coffee, tea, or soft drink.

Burger \$10

1/2 pound char-grilled burger patty cooked to medium-well served on a brioche bun with lettuce, tomato, cheese, and red onions served with potato chips, pickle spear, and a fresh baked cookie.

Classic Pub Wrap \$11

Sliced ham and turkey with cheddar cheese, lettuce, tomato, red onion, and mayonnaise rolled in a flour tortilla served with potato chips, pickle spear, and a fresh baked cookie.

Turkey Croissant \$11

Sliced turkey breast & swiss cheese on a buttery croissant with lettuce, tomato, and mayonnaise served with potato chips, pickle spear, and a fresh baked cookie.

Happy Jack Chicken \$12

Char-grilled marinated chicken breast topped w/ sautéed onions & jack cheese served on a toasted brioche bun w/ lettuce, tomato, & chipotle mayo served with potato chips, pickle spear, and a fresh baked cookie.

Grand Traverse Salad \$15

Fresh spring greens w/ Traverse City dried cherries, mandarin oranges, red onions, croutons, and walnuts. Topped with our raspberry vinaigrette dressing. Served with a fresh baked dinner roll and a fresh baked cookie.

Lunch Continued

LUNCHEON BUFFETS

Baked Potato Bar \$13.95

Mixed greens salad served with ranch & balsamic dressings. Oven baked russet potatoes served alongside beef chili, crumbled bacon, shredded cheese, green onions, sour cream, butter, and assorted cookies.

Sandwich Platter \$13.95 *Max of 50 guests*

Choose three of the following: Turkey and Swiss, Ham and American, Roast Beef and Cheddar, Chicken Salad, or Egg Salad on a Kaiser roll with lettuce and tomato served with potato chips and assorted cookies. Add soup or pasta salad for \$1.00 more.

Field of Greens Soup & Salad Bar \$13.95

Mixed greens salad served alongside cucumbers, red onion, tomato, broccoli, crumbled bacon, shredded cheese, mandarin oranges, croutons, coleslaw, and Chef's choice of Kettle Soup. Served with Ranch, French, & Italian dressings and assorted cookies. Add sliced char-grilled chicken breast for \$3.00 more per person.

Southwest Buffet \$14.95

Pulled pork sandwiches with sides of macaroni and cheese, coleslaw, fruit salad, and a mixed green salad with your choice of dressing. Served with assorted cookies.

Soup Bar \$14.95 *20 guests or more*

Variety of 4 different flavorful soups served with fresh bread & assorted crackers

Cutting Board \$15.95

Assorted sliced lunch meats and cheeses, lettuce, tomato, red onion, mayo, and mustard with whole wheat, white, and rye breads, potato chips, a choice of either Chefs Kettle Soup or salad, and assorted cookies.

Mexican Fiesta Buffet \$17.95

Seasoned ground beef, refried beans, diced onions, diced tomatoes, shredded lettuce, shredded cheese, sour cream, and salsa served with fresh fried hard shelled yellow corn tortillas and warm soft flour tortillas. Also, includes a mixed green salad bowl with your choice of dressing. Served with assorted cookies.

Italian Pasta Buffet \$18.95

Spaghetti and fettuccine pastas with marinara and Alfredo sauces served with Italian seasoned meatballs, seasoned bread sticks, and a mixed green salad with your choice of dressing. Served with assorted cookies.

Home Style BBQ Buffet \$19.95

Bone-in chicken and pork ribs basted in our signature BBQ sauce served with baked beans, corn on the cob, potato salad, and a fresh fruit salad. Served with assorted cookies.

Hors d'oeuvres

Our hors d'oeuvres plates are a beautiful way to start off your dinner. Premium menu options are made for 15 people.

PREMIUM HORS D' OEUVRES OPTIONS

Goat Cheese Tartlets **\$45**
(30 tartlets)

Spinach Artichoke Mini Bites **\$50**
(30 pieces)

Tandori Chicken Kabobs **\$80**
serve with cucumber garnish
(30 Kabobs)

Charcuterie Boards **\$85**
Assortment of meats, cheeses, fruits & crackers. From some of the finest Michigan Vendors - per 15 people **\$90**

Mini Beef Wellington with Creamy Horseradish Dipping Sauce
(30 pieces)

PACKAGE OPTIONS

Each dish serves 15 people each

*With all three (3) options. this combination will accommodate approximately 45 people

Evergreen Special \$100

Cheddar cheese spread with assorted crackers, creamy spinach artichoke dip with chips, and fresh cut vegetables with ranch dip.

The Classic \$100 *Subject to Availability*

Cheddar cheese spread with assorted crackers, fresh cut vegetables with ranch dip, and with varied flavors of pub wings.

The Natural \$150

Cubed cheeses with assorted crackers, fresh cut vegetables with ranch dip and fruit & dip

HORS D' OEUVRES BY GUEST COUNT

Purchased in units to serve 25 to 50 guests	<u>25 GUESTS</u>	<u>50 GUESTS</u>
Loaded Potato Skins	\$25	\$50
Fresh Cut Vegetables with Ranch Dip	\$40	\$80
Spinach & Artichoke Dip with Fresh Fried Tortillas Chips	\$45	\$90
Domestic Cheeses, Cheddar Ale Spread, and Crackers	\$50	\$100
Cheddar-Horseradish Cheese Spread with Assorted Crackers	\$50	\$100
Fruit Bowl with Dip	\$65	\$130
Meatballs (BBQ, Swedish or Mushroom Sauce)	\$65	\$130
Pub Wings (Varied Flavors)	\$65	\$130
Bone in battered chicken wings tossed your choice sauce. Honey Bourbon, BBQ, Plain, Sweet Heat, Chili Buffalo, & Garlic Parmesan		

Dinner

Our dinner buffets are the most cost effective option and feature beautifully prepared food stations at our venue. Dinner buffets are served to a minimum of 12 guests. All buffets are served for 1½ hours and include choice of coffee, tea, or soft drink. Prices are adult prices per person. Kids under 10 are \$8.00 per person for all buffets.

PREMIUM BUFFET OPTIONS

Manistee River Dinner Buffet **\$24.95 - 2 entrees \$19.95 - 1 entrée**

Make your selection from the options noted here. You'll make your choice of two buffet entrees and two sides, served with a tossed mixed greens salad with house dressing, and fresh made dinner rolls

Lake Cadillac Dinner Buffet \$25.95

Make your selection from the options: Broiled Salmon, Baked or Fried Cod, Broiled Whitefish. Deep fried shrimp, shrimp scampi or shrimp cocktails as an entree. Served with two sides, tossed mixed greens salad with house dressing, and fresh made dinner rolls

YOUR CHOICE OF OPTIONS

Hot buffets are served with your choice of one or two hot entree, one salad and two sides, and assorted cookies.

Entrees: Poultry: BBQ Chicken Breast, Chicken Cordon Bleu, Smothered Chicken Breast, Sliced Turkey Breasts

Beef: Smothered or Carved Sirloin (additional \$3/ person)

Pork: Stuffed Pork Loin, Deep fried french pork chop, roasted pork chops, Dry rub or basted pork ribs

Vegetarian: Vegan Pasta Primavera, Vegetable Stir Fry over Jasmine Rice

Sides: Herb Cubed Sweet Potatoes, Roasted Buttered Redskin Potatoes, Potato Salad, Seasoned Mashed Potatoes with Gravy, Wild Rice Pilaf, Dressing, Baked Beans, Mac and Cheese, Sautéed Onions & Mushrooms. Fresh Broccoli Salad, Cranberry Relish, Cole Slaw, Green Beans, Brown Sugar Rum Glazed Baby Carrots, Stir Fry Vegetables, Steamed Broccoli with Butter, Elote - Mexican Corn, Seasoned Corn, Broccoli and Cauliflower (Add Cheese Sauce \$1.00/per person)

Salads: Caesar Salad or Mixed Greens with choice of dressings - substitute for Grand Traverse Salad (additional \$1/person)

CLASSIC BUFFET OPTIONS

Southwest Buffet \$14.95

Pulled pork sandwiches with sides of macaroni and cheese, coleslaw, fruit salad, and a mixed green salad with your choice of dressing. Served with cookies.

Came-Day Buffet \$17.95

Char-grilled 1/2 pound burgers with lettuce, tomato, cheese slices, and red onions on Brioche buns and jumbo hot dogs served with baked beans, fruit salad, and potato salad. Beer boiled bratwursts can be substituted for the jumbo hot dogs for an additional \$1.00 per person. Served with cookies.

Mexican Fiesta Buffet \$17.95

Seasoned ground beef, refried beans, diced onions, diced tomatoes, shredded lettuce, shredded cheese, sour cream, and salsa served with fresh fried hard shelled yellow corn tortillas and warm soft flour tortillas. Also, includes a mixed green salad bowl with your choice of dressing. Served with cookies.

Italian Pasta Buffet \$18.95

Spaghetti and fettuccine pastas with marinara and alfredo sauces served with Italian seasoned meatballs, seasoned bread sticks, and a mixed green salad with your choice of dressing. Served with cookies.

Home Style BBQ Buffet \$19.95

Bone-in chicken and pork ribs basted in our signature BBQ sauce served with baked beans, corn, cole slaw and a fresh fruit salad. Served with cookies.

KIDS MENU

Children's Menu \$8.95/person

Served to ages 10 and under. Choose one selection. All meals served plated style with applesauce.

Chicken Strips with French Fries
Kids Cheeseburger with French Fries
Grilled Cheese with French Fries
Macaroni and Cheese with Bacon

Desserts

Our desserts are a perfect way to wrap up the dinner portion of your reception. Our team takes pride in the diverse dessert offerings. Prices are per person and served to a minimum of 12 guests except where noted. Ask our team about multiple dessert options.

PREMIUM DESSERT PRICING

Decadent Mousse \$6/person

Your choice of chocolate, raspberry, or vanilla served in a champagne glass.

Strawberry Shortcake \$6/person

short cake with sliced strawberries, and fresh whipped cream.

Chocolate Ganache Torte

\$6/slice or \$70/whole torte

Chocolate cake layers filled with chocolate cream and frosted with white frosting. - Whole torte feeds 16

New York Style Cheesecake with Toppings

\$6/slice or \$80/whole cheesecake

Choose from one of the following toppings to finish your dessert: cherries, strawberry sauce, caramel, chocolate or sweet raspberry sauce.
- Whole cheesecake feeds 16

Caramel Apple Crisp \$7/person

Apples, caramel, and walnuts baked with a sweet crumble crust.

Cherry or Peach Cobbler \$7/person

Mixed sweet and tart cherries baked with a sweet crumble crust.

Homemade Seasonal Pie \$14/per pie

Apple, blueberry, cherry, or pumpkin pie your choice of one flavor.
- Whole pie feeds 8

Assorted Cookies \$10/per dozen

An assortment of fresh baked chocolate chunk, peanut butter, snickerdoodle, and oatmeal raisin cookies

Variety of Dessert Bars

\$60/per 15 guests

Fruit Trifles - Seasonal Fruits

\$70/per 15 guests

Bar Packages

All host bar and cash bar services require a **\$50 bar set up fee** and a **\$10 per hour, per bartender fee**. Gratuuity is not included. There is a 2-hour minimum. Please note we do not offer “shots” of liquor for special event functions. If you have any special requests for beer, wine, or liquor, please ask our team.

CASH / HOST BAR

Soft Drinks	\$3.25/drink
Domestic Beers	\$4.50/bottle
House Brands	\$6.00/drink
Imported & Craft Beers	\$6.00/bottle
House Wines	\$6.50/glass
Call Brands	\$6.50/drink
Premium Brands	\$7.50/drink
Top Shelf Brands	\$8.50/drink
House Champagne	\$26.00/bottle

Beer by the Pitcher

Domestic \$8.00

Bud Light or Miller Lite

Imported & Craft Prices Vary

Ask our team for a current list

Carafes of House Wine & Bottles

$\frac{1}{2}$ carafe - \$14 | Full carafe - \$24

Bottles of wine available at menu prices

Note: We also offer Kegs - Prices will vary

WHITE WINE

BAREFOOT -
MOSCATO
REFRESH CRISP WHITE
CADILLAC WINERY -
GREEN APPLE
TRAVERSE BAY -
CHERRY RIESLING
LEELANAU CELLARS -
TALLSHIP MOSCATO
TALLSHIP RIESLING
WINTER WHITE
CHATEAU GRAND TRAVERSE PINOT GRIGIO
CLOS DU BOIS CHARDONNAY
KENDALL JACKSON -
CHARDONNAY
SAUVIGNON BLANC
SILENI SAUVIGNON BLANC



SPARKLING

\$20	ASTI SPLIT	\$10
\$20	DOMAINE STE. MICHELLE	\$28
	MARTIN & ROSI ASTI	\$26
\$20	RED	
\$20	FISH EYE SHIRAZ	\$20
	PRIMAL ROOTS RED BLEND	\$20
\$24	CADILLAC WINERY-	
\$24	ROSE LAKE RED	\$24
\$24	ALAMOS MALBEC	\$24
\$25	APOTHIC RED BLEND	\$25
\$28	BOAT HOUSE RED	\$25
	GRAND TRAVERSE	
\$28	PINOT NOIR	\$25
\$28	CLOS DE BOIS MERLOT	\$30
\$28	LOUIS MARTINI CABERNET	\$37
	LEESE FITCH CABERNET	\$24



General Information & Event Policies

RESERVATIONS

Banquet rooms and meeting rooms are reserved through the Sales Office. The office hours are Monday - Friday from 9:00am until 5:00pm. Appointments are required.

FOOD & BEVERAGE

- Evergreen Resort will provide all food service and beverages with the exception of certain specialty cakes, e.g. wedding cakes. Outside food and beverage items are not allowed.
- Please let us know if you have any special dietary requests that need to be accommodated. In most cases, a limited number of specialty meals (e.g. gluten free, vegan, etc.) can be provided at no additional charge to your selected entrée item(s).
- All food and beverage is subject to a 6% Michigan sales tax and 21% taxable service charge.
- All perishable food will be removed after 1 1/2 hours.
- Food and alcoholic beverages may not be removed from the banquet room premises due to state regulations.
- All bars will close at 11:00pm. All federal, state, and local laws with regard to food and beverage purchase and consumption are adhered to strictly. Your cooperation with our staff is appreciated.
- We offer a complete selection of beverages to complement your function, however, we cannot serve alcohol to anyone under the age of 21. Picture ID is required.
- Notice: Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

Items above: contain or may contain undercooked ingredients, may be requested undercooked, or may be cooked to order

PER DIEM RATES

- We honor the current state and federal per diem rates for eligible groups

DEPOSIT

- A specified non-refundable deposit is required at the time you book your event. The deposit will be applied to your final bill and is non-refundable.

ROOM ASSIGNMENT

- Evergreen Resort is available for your function until 11:30pm.
Rooms are booked to various parties according to your anticipated guaranteed number of guests. If there are fluctuations in the confirmed attendance, Evergreen Resort reserves the right to accordingly reassign the room.

RESERVATION FEE

- The reservation fee includes room set up, liability, clean-up, white or black linen table cloths, your choice of colored napkins (must be ordered a month - 30 days in advance), table skirting, and additional set up items such as a registration table. Basic A/V equipment such as extension cords, screens, or a cart can be provided at no charge please confirm request with a team member. Other A/V items are available for a rental fee. Colored tables cloths are available for a small fee, ask our team for current pricing

General Information & Event Policies Continued

GUARANTEES

- Food and beverage prices are subject to change due to market conditions. Menu prices will not be guaranteed until thirty days prior to your event and will be stated on your Banquet Event Order.
- Your guaranteed attendance is required by 12:00pm, noon, ten (10) business days prior to your event. Please contact our team with your confirmation. If we are unable to obtain a guaranteed count from you, we will use the highest estimated number of guests provided as the final count for room set-up, food preparation, and billing.
- Your guaranteed count is your minimum charge and guarantees may not decrease. If you have additional attendance, you will be charged for the extra persons. Our team will confirm attendance with your designated representative the day of your event.
- Should your guaranteed attendance fall below 75% of your estimated count, additional room rental rates may be applicable

LIABILITIES & DAMAGES

- Evergreen Resort reserves the right to inspect and control all private functions. Liability for and damage to the premises will be the responsibility of and charged to the sponsoring organization. The party in charge of the function is responsible for the conduct for all who attend.
- Evergreen Resort will not assume responsibility for the damage or loss of any merchandise or articles left in the banquet room prior to or following the scheduled event.
- Evergreen Resort may require a property damage deposit for various functions. This damage deposit is unrelated to the deposit required to reserve event space. Pending the result of a full inspection of the banquet room and related areas, all or a portion of the deposit will be returned, via mail, to the group.
- An additional fee may be assessed, under Evergreen Resort discretion, if more than the standard clean-up is required.

TAX EXEMPTION

- At the time of booking, a tax-exempt certificate for the State of Michigan must be submitted in order for tax exemption to occur.

PAYMENT

- All payments must be made in cash, check, cashier's check, or major credit card.
- Evergreen Resort can establish a Direct Bill Account if all requested paperwork is received by your organization at least 60 days prior to the group's arrival and all financial information meets our accounting department's approval.

DECORATION

- Decorations must be coordinated with our team and must meet fire regulations.
- Items are not to be taped or tacked on walls, ceilings, or surfaces in meeting room, banquet rooms, lobbies, etc. State fire regulations require that all materials be free standing.
- Confetti and glitter are not allowed.
- All candles are required to be enclosed. No open flames will be allowed.



DOING DESTINATIONS DIFFERENTLY

Get Started

**Our team looks forward to helping you plan your event.
Call or email to schedule a site visit today!**

Jennifer Salisbury
Director of Sales & Marketing
jennifers@evergreenresortmi.com
Direct: 231-942-7029

WWW.EVERGREENRESORTMI.COM