

Sawmill Inn

of Grand Rapids

Wedding Planner

Congratulations on your engagement and thank you for allowing the Sawmill Inn to be of service to you by hosting your wedding reception. With years of experience, our professional staff will make your special day a truly memorable one!

<u>Banquet Room</u>	<u># of Guests</u>	<u>Room Rental</u>
Sawmill Hall	up to 350	\$750 with dinner \$1500 w/o dinner
Sawmill Main	up to 225	\$750 with dinner \$1500 w/o dinner

*****Book a Friday night reception and receive a 20% discount on your room rental*****

Room rental for a wedding reception entitles you to the following services and supplies at no additional charge. All waitstaff, bartenders (if required), setup and tear down of the banquet room, table cloths, skirting of head table, gift table, cake table and buffet tables. Hotel security is also on duty.

*****Receptions with dinners include the following services at no additional charge*****

- *Choice of linen napkins
- *Butler style champagne service
- *Cake cutting and serving

****Our decorations at no charge include:** Choice of centerpieces with dinners (tea lites or votive candles if needed in the centerpieces). White lattice screen or white arbor, backdrop behind head table and 18' X 12' dance floor all available for dinner or dance receptions.

**** Supplies are limited, some materials are available on a first come basis****

****Doing your own decorating**—set up the night before requires additional room charge.

Hors d'oeuvre receptions of \$16 per person or more, are considered dinners and will receive the \$750 room rental price and services.

We reserve the right to set the banquet halls to best accommodate your guests and our staff. Guests attending functions may not bring food or beverage, with the exception of wedding cakes, into the hotel's public areas or banquet space.

Wedding receptions that cancel nine months or more prior to their reception are entitled to receive a deposit refund. **Those who cancel less than nine months prior forfeit their deposit.** If your date changes and we have availability, the deposit will transfer to your new date. If your secondary date cancels your will forfeit your deposit.