



The Greystone Mansion
Banquet Center & Wedding Chapel

LOCATION ADDRESS

13996 HONOR HWY. (US 31)
HONOR, MICHIGAN 49640

MAILING ADDRESS

GREYSTONE MANSION
P.O. BOX 305
INTERLOCHEN, MICHIGAN 49643

CONTACT INFORMATION

OFFICE NUMBER: (231) 325-4410
CELLULAR NUMBERS: BOB (231) 632-1702
 JOANNE: 231) 620-0864
FAX NUMBER: (231) 325-4410
WEBSITE ADDRESS: www.greystonemansion.net
EMAIL: bob@greystonemansion.net



Greystone Mansions Wedding Chapel

WEDDING CEREMONY PACKAGE

INDOOR CANDLELIGHT SERVICE

- 1). Wedding/event coordinator.
- 2). Wedding ceremony rehearsal (1 1/2 hours).
- 3). Private bridal suite w/ setting area, vanity station & restroom.
- 4). Intimate candlelight ceremony.
- 5). CD sound system.
- 6). Traditional musical selections during ceremony.
- 7). Church pew seating for up to 125 guests, chair seating for an additional 50.

GREYSTONE GARDEN CEREMONY

- 1). Wedding/event coordinator.
- 2). Wedding ceremony rehearsal (1 1/2 hours).
- 3). Private bridal suite w/ setting area, vanity station & restroom.
- 4). Outdoor CD system w/ PA & microphone.
- 5). Round garden table for unity candle table.
- 6). Traditional musical selections during service.
- 7). White chair setup & teardown for up to 225 guests.
- 8). Option to relocate to indoor chapel due to weather conditions at no additional fee.

Wedding/event coordinator

Wedding/event coordinator will be available to organize rehearsal & ceremony. Coordinator will work with your officiate & bridal party to insure that your ceremony is beautifully presented and well planned.

Rehearsal

A time slot of 1 1/2 hours will be allotted for wedding ceremony rehearsal. An additional fee of \$25.00 per-hour will be charged for additional time. Rehearsal day and time will be scheduled two weeks prior to the day of your ceremony. Rehearsal will normally be scheduled the day before ceremony, depending on room availability.

Bridal suite

Bridal party will have use of bridal suite, starting at 2:00 pm. the day of the ceremony and also throughout the reception. Consumption of food & alcoholic beverages will not be permitted in the bridal suite.

Ceremony time

Guests may begin arriving at 5:00 pm. Your ceremony may be scheduled to begin anytime after 5:30 pm. Reception will then begin immediately following ceremony.

Rates

Summer: Saturday ceremonies (750.00)
 Friday & weekday ceremonies (500.00)

Spring/Fall: Saturday ceremonies (500.00)
 Friday/weekday ceremonies (call for rates)

Winter/off season: Call for rates.

Greystone Mansion's Ball Room

Room Amenities

- 1). Room occupancy - 350 seated guests
- 2). Non smoking
- 3). Fully decorated w/ candlelight accents & lighted trees
- 4). Bridal suite
- 5). Kids playroom w/ cable TV and DVD player
- 6). Indoor fountain
- 7). Coatroom
- 8). Raised stage for bridal party head table (seating up to 16)
- 9). Large dance floor
- 10). Access to Greystone's patio & garden
- 11). Bar
- 12). Fireplace & seating areas
- 13). Oversized restrooms
- 14). Separate buffet service area
- 15). Tables & chairs

Saturday reception event details

Set/up time for vendors, deliveries & bridal party: 2:00 pm. day of event.

First guest arrival/start of reception: 5:00 pm. or later.

Bar service period: Up to 12:00 am.

Music: Up to 1:00 am.

End of reception: 1:30 am.

Times may be varied for weekday or Sunday receptions. Reception period is based on 8 1/2 hours with a three hour pre-reception set/up. Greystone Mansion's ballroom has been specially designed by Robert & Joanne Sika for those couples wishing to experience a formal and full service venue.

Ballroom rates

Summer: Saturday receptions (2,500.00)
 Friday receptions (2,000.00)
 Sunday receptions (1,500.00)

Spring/Fall: Saturday receptions (2,000.00)
 Friday receptions (1,500.00)
 Sunday receptions (1,000.00)

Winter/off season: Call for rates

Greystone Mansion's Wedding Shuttle Service

Greystone Mansion has partnered with The Scenic Hill Best Western to offer shuttle to Greystone at the start of your event and return service to the hotel at the end of the evening. Shuttle service is available at no additional charge when you reserve a minimum of ten rooms at The Best Western. The Greystone shuttle is able to shuttle up to 15 guests, with The Best Western only 6 minutes away. Please call Kayla at 1 (800) 439-7080 for room availability and booking packages.

Wedding shuttle schedule

From Scenic Hill Best Western to Greystone Mansion: 4:00 pm. - 5:30 pm.

From Greystone Mansion to Scenic Hill Best Western: 11:30 pm. - 2:00 am.

Shuttle may also be rented at 50.00* per-hour for alternative stops and times.

*Service fee of 18% will be applied.

Banquet and Catering Service

CATERING & BANQUET SERVICE PACKAGE

Service package

- 1). Wedding/event coordinator.
- 2). Room set/up w/ table & chair placement.
- 3). **White** guest table linen, colors available at an additional fee.
- 4). **White** linen dinner napkins, colors available at an additional fee.
- 5). Choice of three guest table center piece designs or you may provide your own.
- 6). Decorated stage area for head table.
- 7). **White** linen for cake & gift table.
- 8). Elegant china dinner service.
- 9). Banquet staffing.
- 10). Two entrée dinner buffet.
- 11). Coffee & punch station.
- 12). Disposable cake plate & fork for cake cutting of your wedding cake.
- 13). Banquet staff to cut, plate & serve wedding cake to guests.
- 14). Room breakdown and cleanup after reception.

Catering and banquet service pricing is based on a room minimum of 100 guests for Saturday wedding receptions. Pricing for Sunday or weekday receptions may vary. Greystone Mansion **does not allow outside catering**. We pride ourselves in offering you the best of service and food quality. Please call for additional menu selections or to discuss appetizers selections for your event.

Price per-guest: 18.95*

Chair covers

White
Black
Cream

Chair covers are priced at 3.50* per chair and include setup, takedown and choice of a colored sash. A prepayment of 100.00 and estimated number will be needed to secure availability. Availability is limited, so Greystone suggest reserving your chair cover and color as soon as possible.

Satin table overlays

Black
Pink
Orange
Brown
Green
Lavender

Guest table overlays are priced at 8.00* per table.

Guest table runners

Table runners are available at 1.00* per runner. Please call for available colors

Colored linen dinner napkins

Greystone offers a wide variety in colored linen napkins. Napkins are available for rental at .50* per napkin. Please call for color availability.

*Subject to an 18 % service fee & State sales tax

TWO ENTREE DINNER BUFFET

MAIN DINNER ENTREE'S

ROASTED LEMON HERB OR BBQ CHICKEN	ROAST BREAST OF TURKEY
ROAST CENTER CUT PORK LOIN	BAKED HONEY GLAZED HAM
BBQ COUNTRY STYLE RIBS	SLICED ROAST BEEF WITH GRAVY
BBQ, SWEDISH OR SWEET & SOUR MEATBALLS	SWISS OR SALISBURY STEAK WITH GRAVY
CABBAGE ROLLS IN TOMATO GRAVY	POLISH SAUSAGE AND SAUERKRAUT
BAKED THREE CHEESE LASAGNA	VEGETABLE LASAGNA
CHICKEN PAPRIKASH	CHICKEN OR VEAL PARMESAN
STUFFED FLORENTINE PASTA SHELLS IN TOMATO SAUCE	
BAKED CHEESE MANICOTTI IN TOMATO SAUCE W/ BAKED MOZZARELLA AND PARMESAN CHEESE	
BAKED ZITI PASTA W/ MEATBALLS IN TOMATO SAUCE W/ BAKED MOZZARELLA AND PARMESAN CHEESE	

POTATO ENTREE'S

MASHED POTATOES WITH GRAVY	SCALLOPED POTATOES
AU-GRATIN POTATOES	RICE PILAF
SAGE DRESSING	RED SKINS WITH PARSLEY BUTTER
BAKED POTATOES WITH SOUR CREAM & CHIVES	HOT GERMAN POTATO SALAD
BAKED BEANS	MACARONI w/ CHEESE
BAKED MOSTACCIOLI IN MARANA SAUCE WITH BAKED MOZZARELLA AND PARMESAN CHEESE	

VEGETABLE ENTREE'S

BUTTERED SWEET CORN	GREEN BEANS WITH SLICED ALMONDS
GREEN BEAN CASSEROLE	PEAS W/ PEARLED ONIONS
PEAS AND BABY CARROTS	BUTTERED SLICED CARROTS
BABY HONEY GLAZED CARROTS	CALIFORNIA MIXED VEGETABLES
BROCCOLI WITH CHEESE SAUCE	CREAMED CAUIFLOWER

COLD SALAD ENTREE'S

TOSSED SALAD WITH THREE DRESSINGS & CROUTONS	COLESLAW
MACARONI SALAD	ITALIAN PASTA SALAD
SEAFOOD PASTA SALAD	PEA & PEANUT SALAD
THREE BEAN SALAD	POTATO SALAD
FRESH FRUIT BOWL (ADD \$.75 PER PERSON)	CARROT & RAISN SALAD

ASSORTED DINNER ROLLS WITH BUTTER
COFFEE AND PUNCH STATION

TWO SELECTIONS FROM EACH ENTRÉE ARE INCLUDED IN CATERING & BANQUET SERVICE PRICING. GREYSTONE MANSION ALSO OFFERS VEGETABLE & RELISH, FRESH FRUIT AND ASSORTED CHEESE & CRACKER TRAYS. A VARIETY OF HOT AND COLD APPETIZERS, AS WELLS AS ASSORTED BAR SNACKS. PLEASE SCHEDULE A PRE-EVENT CONSULTATION FOR ALTERNATIVE DINNER SELECTIONS, AND APPETIZERS.

Soft Drink Service

Greystone Mansion offers unlimited soft drink service at 1.25* per-guest. All beverage cups and ice are to be provided by hosting party. Greystone suggests that plastic or styro foam cups are used. Wine, champagne and cocktail glasses are available to rent through Greystone and are priced below.

Wine glass: .65 per glass*
Fluted champagne glass: .75 per glass*
Cocktail glass (9oz.): .50 per glass*

Pepsi
Diet Pepsi
Mt. Dew
Sierra Mist
Ginger Ale
Orange Juice
Cranberry Juice
Tonic
Soda Water

Greystone Music Productions

DJ service will provide you with professional, but personalized service. Whether your music taste is contemporary, classic rock, country, alternative or cutting edge, our system's music catalog satisfy all your guest's needs. We also invite you to bring music selections of your own. Listed below, you will find the services provide with our system and pricing. Our DJ is looking forward in assisting you to make your event entertainment memorable and worry free.

DJ Service

- Dinner music at start of event
- DJ to announce wedding party's grand entrance
- DJ will assist with prayer, toast, special announcements and release guest tables for dinner
- DJ will direct bridal party through traditional dances, bouquet and garter toss
- DJ will play a selection of music appropriate, if you wish to have a dollar dance
- DJ will be open to requests and suggestions from your guest
- DJ will be available to play music until 1:00 AM., with no additional charges

DJ service fee: 600.00

A pre-event payment of 100.00 will be needed to secure the DJ for the date of your event. Pre-event payment is non-refundable from day one (1) of booking. A 75.00 fee will be charged when using an outside DJ system

*Subject to an 18% service fee & State sales tax

LIABILITY.

We are pleased that you are considering The Greystone Mansion to host your special event. Please be assured that we will do everything within our power to see that your event runs smoothly.

The hosting party and/or organization waives any claims against The Greystone Mansion (J.B.M. Management Corp.), for problems resulting from cancelled events and occurrences beyond our control (i.e. public emergency, electrical failure, or Acts of God).

LIQUOR LIABILITY

The Greystone Mansion does **NOT** provide liquor. Hosting parties wishing to provide beer, wine and/or liquor for their event, must first provide a certificate of liability from their homeowner's insurance, covering the scheduled day of the event. The certificate must also name The Greystone Mansion as the event location and certificate holder. Certificate must be from an insurance company licensed in the State of Michigan. Such coverage can be obtained from your homeowner's policy.

You will have to provide this certificate two weeks prior to your scheduled event date. If certificate is not provided, there will be no beer, wine or liquor allowed at your event.

The hosting party and/or organization assume full responsibility and must comply with all laws and regulations of the Michigan Liquor Control Act. This also pertains to serving any persons under the age of 21, which will not be allowed under any circumstances.

Beer, wine and liquor consumed on The Greystone premises must be provided by the hosting party and/or organization. Outside beer, wine or liquor will not be allowed on the premise. Alcoholic beverages will not be allowed in the parking area. All alcoholic beverages will be served from your bartender.

Serving of alcoholic beverages must end at 12:00 am. Unless, hosting party has extended their liability coverage. The Greystone management (J.B.M. Management Corp.) reserves the right to discontinue the service of alcoholic beverages or close the event in progress, without compensation or recourse.

BARTENDERS

Bartenders may be provided by the hosting party. Bartenders must be certified and provide their certificate and will act in a professional manner. This means, they will conduct themselves properly and follow the laws and regulations of the Michigan Liquor Control Act.

Hosting parties also have the option to hire The Greystone Mansion bartending staff. A fee of 35.00 per-hour, per-bartender, plus an 18% service fee will be charged. Bartenders will have a tip jar at the bar and there is a 4 hour minimum per each bartender.

RESERVING YOUR DATE

A pre-event payment of 1,000.00 will be required to hold your event date. Pre-event payment is non-refundable from day 1 (one) of reserving your date and will be applied to your final balance. An additional pre-event payment of 100.00 will be needed to hold Greystone Music Productions DJ Service. Pre-event payment will secure your scheduled date and event package pricing.

DAMAGE DEPOSIT.

A damage deposit of \$500.00 will be due 14 days prior to your event date. This deposit will be refund to you seven days after your event date. If however, any damage or theft is caused to the facility, as a direct result of the hosting party's guest or vendors. Your deposit will be applied to clean, repair or replace said damage or theft.

The Greystone management will supply the contracted hosting party with a damage report and billing. The Greystone management reserves the right to make such determinations.

PRICING

Pricing is subject to change. Prices are valid for 14 days from the date of quotation. When events are confirmed outside of 14 days, new pricing may not be communicated until confirmation of event details and event pre-payment is received. All services, purchases and rentals are subject to an 18% service fee and State sales tax as it implies.

PAYMENT, EVENT DETAILS AND FINAL GUEST COUNT

Final guest count and all event details, will be due 14 (fourteen) days prior to your event. Once final count is given, it cannot be decreased in size. However, increases can be made 4 (four) days prior to the event date.

Final payment in full; for all purchases, rentals, and services will be due 14 (fourteen) days prior to your event date with no exceptions. Payment can be made by cash, check, Visa, MasterCard and/or Discover Card. A 2% handling and service fee will be added to credit card payments over 500.00.

Signage / decorations

Signs displayed outside the Greystone must be professionally made and free standing, or on an easel. Items to be attached in the ballroom (walls, ceiling, etc.), must meet with management approval in respect to the method used to affix them.

Confetti, glitter, silly string, artificial flower petals (indoor only), jelly center dinner mints, chocolate fountains and bubbles are not allowed. It is also important that we know of any plans that you may have for decoration or setup, so that we may have the room ready.

Hosting parties and organizations are responsible for the replacement and/or payment of lost or damaged room decorations provided by The Greystone Mansion.

The Greystone Mansion is owned and operated by J.B.M. Management Corp. (a Michigan corporation). Please feel free to contact us, with any questions or concerns. Our mailing address and phone number;

J.B.M. Management Corp.
P.O. Box 305
Interlochen, Michigan 49643
(231) 325-4410

Thank you for allowing us the opportunity to explain our services. We wish to congratulate you on your recent engagement and wish you the best in the future.

Robert & Joanne Sika