

Beechwood INN

380 Douglas Ave.
Holland, MI 49424
Mailing: PO Box 8246
Holland, MI 49422-8246
Phone: 616-396-2355
Fax: 616-396-1153
Email: catering@bwoodinn.com

Catering * Restaurant * Coyote Cafe

Weddings or Special Events at Beechwood Inn

General Information

Thank you for your interest in Beechwood Inn Restaurant for your reception. We understand the importance of each and every event and ensure you that we are dedicated to providing the highest quality food and service available!

Banquet Room Rental:

Early Afternoon / Evening Functions: There is a room charge of \$250.00 for the entire lower level banquet room. This room can hold up to 120 people comfortably (approx. 100 for wedding events). The room is available until midnight. DJ's, gifts, etc... must be cleaned up and out by midnight. The \$250.00 room charge will give you the room for the day & evening in case you need to do any decorating during the day!

Daytime Functions (out by 4pm): The room charge will be reduced to \$150.00. Everything must be out no later than 4 pm so we can reset for the evening functions.

**** There is a minimum guest count of 65 guests to reserve the entire lower level room****

Menu:

Please see our family style menu, which is the way we serve larger parties held at our restaurant. The family style menu gives you several options to ensure that you have a menu that suites your tastes and likings. Family style is served like many meals are served at home. Everyone is started with a fresh tossed salad. The rest of the meal is served to the tables on large platters or bowls. Your guests pass them around and take exactly what and how much they would like! Our professional and friendly wait staff is there to get more of whatever is needed! All non-alcoholic beverages are included! If the event is a wedding, we will be happy to cut and serve your wedding cake for you at no additional charge! Our desserts are optional – see the brochure for the choices.

Bar:

If you would like a bar setup - the cost is \$150.00. This can be done as a cash bar or put on the final bill. The \$150.00 charge includes a bartender until 11:00 pm. We will setup a bar with limited bottled beer, wine and liquor selections. Sorry, no kegs. Also, please note that state law prohibits any drinking outside of our building (the parking lot) and no alcohol may be brought into a licensed establishment. The bartender will be checking I.D.'s and no one under the age of 21 will be served. The bartender also will have the right to not serve a guest he or she feels is intoxicated.

Champagne - for a champagne toast... \$3.00 per person.

Dancing & D.J.'s:

D.J.'s are permitted in the banquet room. We do not have a built-in dance floor and therefore it is up to you if you would like to just dance on the floor (a section of the floor is tile) or we can rent a wood dance floor. The cost for a 12 x 15 wood dance floor is approximately \$225.00 and \$180.00 for a 12 x 12 dance floor. DJ's must provide their own extension cords, and everything else they may need. They may use our elevator to transport their equipment to the lower level banquet room but may not ride on the service elevator. If they are to be served dinner or drinks – please include them in your guest count. Music must end at 11:00pm and all equipment must be picked up and out no later than midnight.

Table Setup/Decoration:

We use white linen tablecloths and decoratively-folded linen napkins (white or we have a few color options) to ensure an elegant atmosphere! You may decorate how you wish; our only restriction is that no confetti be used and no open flamed candles. Table skirting can be rented for tables such as a head table, cake table & gift table. The cost is \$18.00 for a 21' section (goes all the way around an 8ft table) and \$14.00 for a 12' section (will cover the front and sides of an 8ft. table-for tables against the wall)

Staff:

Our staff is very knowledgeable and works hard to provide you with excellent food and service. Our service staff wears black and white tuxedo styled uniforms to ensure the elegant and professional atmosphere.

Policies:

Food & Beverage Service:

All food and beverage must be supplied by Beechwood Inn Restaurant, with the exception of a wedding cake. No food or beverage other than the cake may be brought into the facility.

Guarantee Policy:

The guaranteed number of guests is required 2 days (48 hours) prior to your event date. You will be charged for the guaranteed number. We would ask for a “close” count 1 week prior when the menu selections are determined.

Deposits, Payment & Liability:

A \$250.00 security deposit is required upon booking the event. The deposit is Non-refundable should the event be cancelled. Final payment will be due the night of the event and the security deposit will be returned within 7 days following the event. Damage done to the property or our equipment as a result of a group function will be at the host's expense and will be deducted from the security deposit. Beechwood Inn, Inc. can not assume responsibility for the damage to, or loss of, any articles left prior to, during or following an event.

We accept cash and credit card (American Express, Visa, Master Card or Discover) for payment.

Cancellation Policy:

If you need to cancel your reservation for any reason, your deposit will not be refunded. Notice of cancellation must be received a minimum of 30 days prior to the event. If less than the 30 days notice is given, a charge of 50% of the projected final bill will be assessed.

The Beechwood Inn Banquet Room is entirely a non-smoking area. Smoking is allowed in the Coyote Café and outside on the covered porch only.