

# MAUMEE BAY

LODGE AND CONFERENCE CENTER



*2018 Wedding Guide*

*Congratulations and thank you for selecting Maumee Bay Lodge & Conference Center as the possible host for your upcoming wedding celebration. We pride ourselves on providing a beautiful atmosphere, fantastic culinary choices and extraordinary service.*

*Please refer to the wedding menu where you will find our food options and pricing and note that all food and beverage must be provided by Maumee Bay Lodge. We do have an on-site pastry chef that would be delighted to create your cake for you; however, if you have a favorite bakery you may bring in your own cake.*

*Also, overnight guest room blocks are available. We would be delighted to host any out of town guests or any guest who would like to stay the weekend of the wedding and reception.*

*Please read the information page for more details pertaining to minimum spends, guest room blocks, reservation requirements and vendor referrals.*

*Please feel free to contact us at **419.836.0013** to discuss any questions you may have.*

*Again, congratulations and we look forward to speaking with you soon!*

## *Brick Patio Ceremony with Grand Ballroom Reception*

*The Brick Patio, overlooking our fountain pond and Lake Erie, offers everything you need for a classic ceremony. The Brick Patio rents with our indoor ballroom space for your reception (maximum capacity 350 people). The ballroom offers a unique setting with glass windows and a walk-out balcony that overlooks Lake Erie.*

*The ceremony & Grand Ballroom rental fee is \$2,800 and includes:*

- *White resin folding chairs set theatre style with a center aisle*
- *In the event of inclement weather the ceremony will be held on the dance floor*
- *One guest room the night before and the night of the ceremony for the bride and groom*
- *The brick patio rents with a ballroom reception*
  - *Friday night ceremonies begin at 6:30pm with the reception immediately following*
  - *Saturday night ceremonies begin at 5:00pm with the reception immediately following*
- *Accommodates up to 350 people*
- *A five hour reception*
- *All tables and chairs for the event*
- *White table linens and skirting with choice of black, white or navy blue napkin*
- *China, silverware and glassware*
- *Standard house centerpiece*
- *Portable dance floor*
- *We book ceremony and reception combinations on the first Tuesday of the month, 12 months prior to your desired wedding dates (based on availability)*

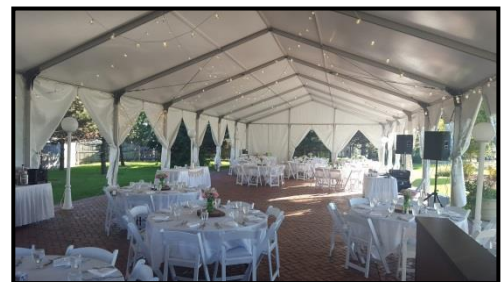
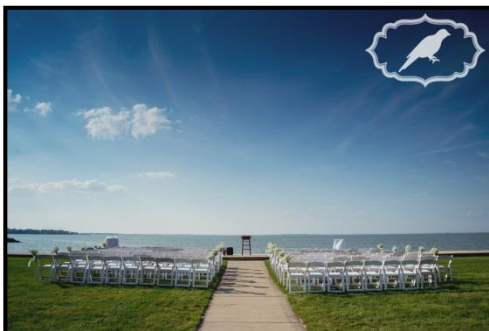


## *North Lawn Ceremony with White Tent Reception*

*The North Lawn ceremony space is a lush, grassy area directly next to the Lake, and has all the benefits of a beach ceremony minus the sand! The North Lawn rents with the White Tent for your reception (maximum capacity of 130). The Tent has a sophisticated Water Front feel, with fabulous views of Lake Erie and our fountain. You and your guests will be in awe as you dance the night away, and gaze at the sunset.*

*The ceremony & White Tent rental fee is \$1,900 and includes:*

- *White resin folding chairs set theatre style with a center aisle*
- *In the event of inclement weather the ceremony will be held on the dance floor*
- *One guest room the night before and the night of the ceremony for the bride and groom*
- *The north lawn rents with the a tent reception*
  - *Friday night ceremonies begin at 7:00pm with the reception immediately following*
  - *Saturday night ceremonies begin at 6:00pm with the reception immediately following*
- *Accommodates up to 130 people*
- *A five hour reception*
- *All tables and chairs for the event*
- *White table linens and skirting with choice of black, white or navy blue napkin*
- *China, silverware and glassware*
- *Standard house centerpiece*
- *Please note the tent does not include indoor function space for inclement weather*
- *We book ceremony and receptions combinations on the first Tuesday of the month, 12 months prior to your desired wedding dates (based on availability)*



## *Ceremony Only*

*The North Lawn or Brick Patio may be rented for a ceremony without reception space.  
Reservations for a ceremony are taken 60 days prior to the desired date (based on availability).*

*The rental fee is \$1,000 and includes:*

- *White resin folding chairs set theatre style with a center aisle*
- *Indoor space in the event of inclement weather*
- *One guest room the night before and the night of the ceremony for the bride and groom*
  - ***The North Lawn ceremony times are:***  
*Friday nights at 7:00pm*  
*Saturday nights at 6:00pm*
  - ***The Brick Patio ceremony times are:***  
*Friday nights at 6:30pm*  
*Saturday nights at 5:00pm*

## *Maumee Bay State Park Beach Ceremony*

*If you are looking to have a ceremony or reception on the beach, please contact The Maumee Bay State Park office at 419.836.7758 to gain further information.*



## ***Should you need assistance coordinating your rehearsal and / or ceremony,***

*Please reference our Referrals page for recommendations on officiates and professional wedding planners. The Hotel Representative is responsible for all things regarding the Lodge for your wedding and unfortunately cannot guarantee availability during these events.*

## ***Wedding Event Coordination Information***

***Your Maumee Bay Catering Sales Manager will guide you through all aspects of the hotel ...***

- Provide personal tours of the Lodge grounds and facilities.*
- Execute all contractual agreements between you and the Lodge.*
- Act as your primary Lodge contact, available to answer questions and communicate with other departments within the Lodge.*
- Provide you with an outline of your financial commitments and pre-payment schedule.*
- Prepare a detailed Banquet Event Order outlining your event for your approval.*
- Create a floor plan of your function space in order for you to make special seating assignments.*
- Act as a consultant for all food and beverage selections.*
- Arrange and review your block of overnight accommodations.*
- Recommend special event professionals to provide wedding coordination, ceremony officiate, music, floral arrangements, photography, etc.*
- Review your banquet checks for accuracy prior to and following the completion of your deposits and final billing.*

***A professional wedding coordinator / planner may assist you with ....***

- Organizing, coordinating and supervising the wedding rehearsal and the wedding ceremony.*
- Proper etiquette and protocol for invitations, family matter, ceremonies and toasts.*
- Creating a timeline for your wedding day, including the ceremony, reception and other wedding related events.*
- Ordering, delivering and arranging ceremony programs, place cards, centerpieces, favors and any personal items.*
- The bridal party with dressing.*
- Collecting and / or storing personal items you may have brought with you until the conclusion of the day's events.*
- Bridal party bouquets, corsages and boutonnieres.*
- Being a liaison between your family, the bridal party, band / DJ, florist, photographer and other vendors.*
- Schedules with all pertinent wedding events and information for the bridal party and family members.*

# *Maumee Bay Lodge Information*

## *Hotel Rooms*

*A wedding overnight guest room block may be set up. Once rooms within the block have been filled, we can add an additional rooms if they are available. The earlier your hotel rooms are reserved, the more likely we will be able to add to your wedding block. Saturday's may require a two night stay. A three night stay may be required on Holiday weekends.*

## *Save the Date*

*We strongly recommend that you send out a Save-the-Date card to your wedding guests. This will help to ensure that your guests are able to reserve a hotel room. For your guests to make hotel reservations, please include on the card the bride and groom's last name and our central reservation services telephone number of 1.800.282.7275. If you have a two or three night minimum stay requirement, please include this information on the card as well. Please encourage the bridal party and close family members and friends to book as soon as possible so they are guaranteed a hotel room.*

*The Lodge often sells out.*

## *Hotel Room Release*

*Your unfilled rooms from your hotel room block will be released sixty (60) days before your event. Guests are still able to reserve rooms when the block is released based on house availability. After your block has been released, your guests can still make their reservation under the wedding block.*

## *Tasting*

*You will receive a complimentary taste test in the winter or spring depending on your actual wedding date. These tastings are typically held on Sunday afternoons. You will be notified of the tasting date two (2) months prior to the taste test. The taste test will feature small samplings of salads, entrées and sides available in a family style service. Our Pastry Chef will also prepare samplings of cake if you are interested in having Maumee Bay Lodge design your cake.*

## *Additional Information*

- The ceremony and reception rentals have a two hour time period before the start of their event to set up decorations. Professional vendors are recommended.*
- Reception begins immediately following the ceremony.*
- Cocktail hours may not be held in the pre-function hall or separate location.*
- All food and beverage does have to be purchased through Maumee Bay Lodge. No outside food or alcohol can be brought in with the exception of a cake. If an outside cake is brought in a \$50 cake fee is applied to the master bill.*
- A food and beverage minimum charge may apply.*
- The reception bars may not run for more than 5 hours.*

*This information and pricing is subject to change without notice.*

*Please use this information as a guideline to assist you in planning your wedding and reception.*

# *Linens at Maumee Bay Lodge*

<i>Linen Napkins.....</i>	<i>\$.50</i>
<i>84x84 Square Tablecloth.....</i>	<i>\$6.50</i>
<i>90" Round Tablecloth.....</i>	<i>\$7.00</i>
<i>108" Round Tablecloth.....</i>	<i>\$9.00</i>
<i>120" Floor Length Tablecloth....</i>	<i>\$13.75</i>
<i>90x132 Drape to Floor.....</i>	<i>\$14.00</i>
<i>90x156 Drape to Floor.....</i>	<i>\$17.00</i>
<i>Chair Covers (Including Sash).....</i>	<i>\$3.00</i>
<i>Sash Only.....</i>	<i>\$1.50</i>
<i>Table Runner.....</i>	<i>\$3.25</i>
<i>Premium Table Runner.....</i>	<i>\$5.25</i>
<i>Specialty Overlay.....</i>	<i>\$12.00</i>
<i>Couture Overlay.....</i>	<i>\$16.00</i>
<i>Premium Lace Overlay.....</i>	<i>\$25.00</i>

*All Prices are Subject to Sales Tax*

*\*All Linens & Chair Covers Must Be Rented Through Maumee Bay\**

*\*\*See your Catering Sales Manager for Color Selections\*\**

*Prices Subject to Change*

*3/17*



# Referrals

## MUSIC, GAMES & ENTERTAINMENT

Ultimate Nights  
419.350.3629  
UltimateNightsDJ.com

Decorative Sound  
419.666.2028  
DecorativeSound.com

The Class Act by Bob Norris  
419.472.4465  
ClassactbyBobNorris.com

Harpist Denise Grupp-Verbon  
419.478.4177  
QueenofHarps.com

Twine  
419.461.1459  
Twine.it

Millenius String Quartet  
419.494.3476  
MilleniusStrings.com

## DÉCOR & MORE

Candlelight Occasions  
419.340.6242  
CandlelightOccasions.com

Your Perfect Day  
419.283.8200  
YourPerfectDayLLC.com

Chiavari Chair Toledo  
419.290.8717  
ChiavariChairToledo.com

Ice Creations  
419.559.0000  
IceCreations.net

## CAKES & PASTRIES

Ann Carter at Maumee Bay  
[see sales for information]  
MaumeeBayStateParkLodge.com

Eston's Bakery  
419.474.7222  
EstonsBakery.com

Thrush's Pastry Shoppe  
419.891.9693  
TheBakersKitchen.net

7 Little Cupcakes  
419.252.0858  
7LittleCupcakes.com

## FLORISTS

Bartz Viviano  
419.698.5911  
BartzViviano.com

Beautiful Blooms by Jen  
419.517.8821  
BeautifulBloomsbyJen.com

Hafner Florist  
419.885.7033  
HafnerFlorist.com

Beth Allen's Florist  
419.698.8021  
BethAllensFlorist.com

## PROFESSIONAL WEDDING PLANNERS

Bee for the Day  
419.270.4359  
BeefortheDay.com

Your Perfect Day  
419.283.8200  
YourPerfectDayLLC.com

## PHOTOGRAPHERS

Blue Martini Photography  
419.215.5384  
BlueMartiniPhotography.com

JP Photography  
419.215.5853  
JP-Photography.net

Grier Photography  
419.283.9980  
GrierPhoto.com

LuckyBird Photography  
419.777.6555  
LuckyBirdPhoto.com

## VIDEOGRAPHERS

Fordham Footage  
419.350.6271  
FordhamFootage.com

Josh Nagel Productions  
419.378.4455  
JoshNagelProductions.com

## OFFICIATES

Toledo Wedding Officiates  
419.866.4261  
ToledoWeddingOfficiate.com

Joyce Kachenmeister  
419.380.2343  
CrystalRiverWeddings.com

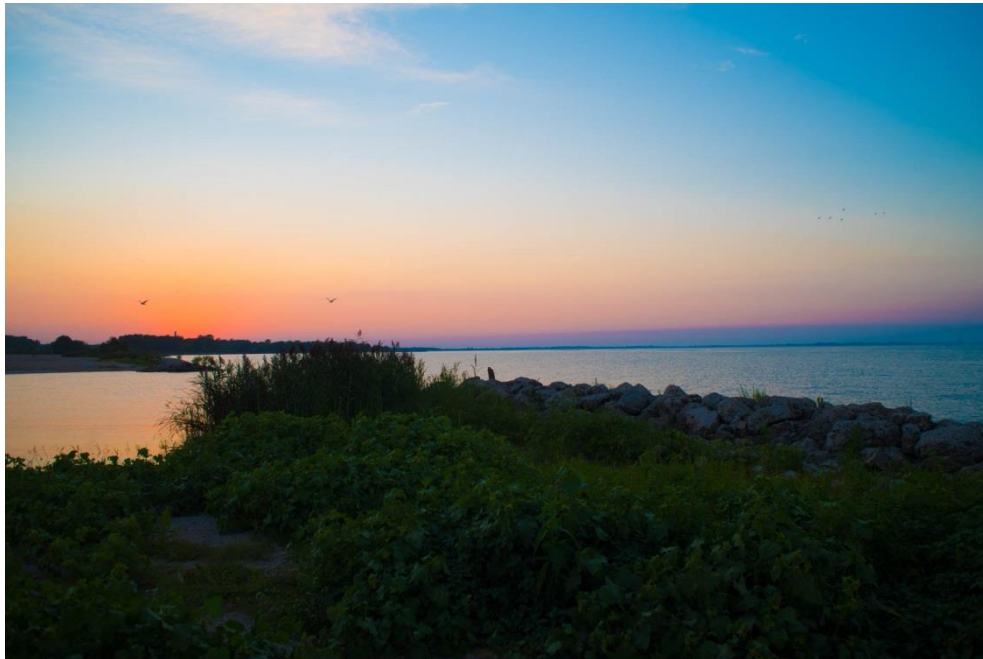
## TRANSPORTATION

Limo Toledo & Trolley  
419.356.0255  
LimoToledo.com

Birmingham Limousine  
419.882.LIMO  
BirminghamLimo.com

*Enjoy Outdoors*

*Enjoy Sunsets*



*Enjoy Elegant*

*Enjoy Maumee Bay Lodge*