

Stewart Hartshorn Suite Guidelines

1050 W. Western Ave. Muskegon, MI 49441 (231) 722-2600 ext. 23

Amenities:

- The Stewart Hartshorn Suite offers a comfortable and private setting with seating capacities ranging from 25-65 guests.
- The Stewart Hartshorn Suite has a sitting area with a desk and phone for your convince.
- Other amenities include a portable bar, as well as audio and visual equipment, which are both are available for an additional fee.

Reservations:

- Reservations may be arranged through the Event Coordinator, Emily Harger, at (231) 722-2600 ext. 23 or emilyharger@hartshorncentre.com.
- The Stewart Hartshorn Suite's room use fee is \$250. The room use fee includes the setup and cleanup of the facility, as well as the use of the tables, chairs, and table coverings for a 6 hour time period.
- If you choose to have Fricano's Muskegon Lake cater your event, the room fee will be waived once the host's total bill exceeds \$400 (before taxes and gratuity).

Deposit and Cancellations:

- A \$100 non-refundable deposit is required to secure the room reservation and desired event date.
- This deposit will be credited to your account the night of your event.
- In the event of any cancellations, your initial deposit will not be refunded.

Food and Beverage Service:

- Food service is available through Fricano's Muskegon Lake or through a preferred caterer. The Event Coordinator can provide you with a list of the preferred caterers.
- All alcoholic and non-alcoholic beverages will be provided by Fricano's Muskegon Lake.
- You are welcome to bring a cake to celebrate; however, any other outside food is not permitted.

Decorations:

- Decorations should be approved by the Event Coordinator prior to your scheduled event. Please reserve from decorating with staples, tacks, nails, tape, glitter, confetti, nuts, bird seed or rice in the facility. Please enclose all real candles.

Liability and Damage:

- Fricano's Muskegon Lake reserves the right to inspect and control all private functions. Liability for damage to the premises will be the responsibility of and charged to the sponsoring individual, group or organization.
- Fricano's Muskegon Lake will not assume responsibility for the damage or loss of any merchandise or articles left in the building prior to or following the scheduled event.

Payment:

- Fricano's Muskegon Lake reserves the right to charge 18% service fee on the food and beverage bill.
- Final payment is due at the conclusion of the event.
- Payment may be made with cash, check, or one of the following credit cards: Visa or MasterCard. Please make checks payable to Fricano's Muskegon Lake.