



Visions

Wedding Ceremonies and Receptions





Wedding Ceremony Package

BaySide or Atrium Wedding Ceremony Package

- Professional Wedding Ceremony Coordinator & Planner
Wedding Coordinator will plan & assist you with your rehearsal and wedding ceremony.
- Wedding Ceremony Rehearsal
- Private Bridal Suite
- Ceremony Chair Seating Setup and Teardown
BaySide 200 / Atrium 30
- PA System
- CD Music System
- Option Available to Move BaySide Ceremony to Atrium Due to Inclement Weather.



Wedding Ceremony Times



- Saturday/Sunday Wedding Ceremony: 4:30 PM
- Friday Wedding Ceremony: 5:30 PM or Later

Wedding Ceremony Package Pricing

June - September

- Saturday Wedding Ceremony: \$1,000.00
- Friday/Sunday Wedding Ceremony: \$750.00

October - May

- Saturday Wedding Ceremony: \$750.00
- Friday/Sunday Wedding Ceremony: \$500.00

Wedding Reception Package Pricing

Ballroom Rental

Ballroom Capacity: 220 Guests

-Ballroom Rental Period

Pre-Event Setup Period: 1:00 pm - 5:00 pm (4 Hours)

Reception Period: 5:00 pm - 12:00 am (7 Hours)

-Bridal Suite

-Caterer's Prep & Staging Area



Setup/Decorating

-Professional Wedding Coordinator and Event Planner

-Round Guest Tables

-Amber Chivari Banquet Chair

-Table & Chair Placement

-White Guest Table Linen (Full and Overlay)*

-White Linen Napkins*

-Head Table Setup w/ White Linen and Skirting*

-Cake/Gift Table/Guestbook Table Setup w/ White Linen & Skirting*

-End of Event Cleanup

*Additional colors, fabrics and designs available for an additional fee. Please visit linenshowroom.com for ideas and suggestions.

Login: Greystone Password: events



Bartender & Bar Service Package

-Professional Insured/Certified Bartender Service

1 Hour Bar Setup / Bar Service Period 5:00 pm - 11:00 pm / 1 Hour Cleanup

-One Day Host Liquor/Liability Event Insurance Policy. Provided Through Wedsafe.com

-Event Greeter/Security

-Two Keg Beer Cooler

-Unlimited Soft Drinks (Coke, Diet Coke, Sprite, Mellow Yellow and Ginger Ale)

-Juices (Orange Juice, Cranberry Juice, Lemonade, Tonic and Soda Water)

-Coffee, Iced Tea and Water Station

-Disposable Bar Glass Service*

-Champagne Glasses at Head Table

-Cubed Ice w/ Ice Bin

-End of Evening 14 Passenger Shuttle Service**

-Beer/Wine/Liquor Provided by Hosting Party

*Bar glassware package available for an additional fee.

**Please see package for additional information on shuttle service.



DJ Service

-Professional Planning of your Evening's Events

-Social/Dinner Music

-Announcing of Evening's Events

-Coordination w/ Vendors & Vision's Onsite Wedding Coordinator

-House System w/ Internet

-Two Tier Dancefloor

-Overhead High Energy Dancefloor Lighting



DJ Service Period: 5:00 pm - 11:30 pm

Wedding Reception Package Pricing

June - September

Saturday: \$10,000.00*

Friday/Sunday: \$9,000.00*

May/October

Saturday: \$9,000.00*

Friday/Sunday: \$8,000.00*

November - April

Saturday: \$7,000.00*

Friday/Sunday: \$6,500.00*

*Price are subject to State sales tax as it applies.

Wedding Ceremony & Room Pre-Setup Information

Wedding Ceremony Rehearsal

Your wedding ceremony rehearsal may be scheduled no earlier than **three weeks** prior to your wedding date and normally scheduled the day prior to your wedding ceremony. Time and day will be dependent on site availability. If an event is scheduled for that day. Your rehearsal time will be scheduled from 1:00 pm until 2:00 pm. You may pick your own rehearsal time period if an event has not been scheduled.

Wedding day coordinator will assist your wedding officiate & bridal party in planning your wedding ceremony. Reception & ceremony supplies may be brought in during rehearsal period. A additional fee of \$50.00 will be charged for each additional hour after the allowed hour time period.

There is to be no food or beverages consumed during your rehearsal period. If you need help in selecting a location for your rehearsal dinner. Please contact us and we would be happy to help.

Bridal Room

Bridal suite will be available to use prior to your wedding ceremony and during the reception period. Bridal suite features; sitting area, makeup station and full length display mirror. Brides will have access to the bridal suite, starting at 2:00 pm and ending at 12:00 am. the day of your wedding. Brides having their ceremony offsite. Will have use of the bridal suite during their reception period. There is to be no food or beverages allowed in the Bridal suite.

Wedding Ceremony

You may choose to have your wedding ceremony BaySide or in The CenterPointe Atrium . If weather becomes an issue, BaySide ceremonies may be moved into the Atrium at no additional fee. This decision may be made at anytime. However, ceremony time may not be adjusted and setup may be effected for last minute decisions.

First Guest Arrival & Ceremony Times

First Guest Arrival

Friday: 5:00 pm

Saturday/Sunday: 4:00 pm

Ceremony Start Time

Friday: 5:30 pm

Saturday/Sunday: 4:30 pm

Wedding Reception Information

Wedding Reception

Wedding receptions are based on a seven hour period, beginning at 5:00 pm and ending no later than 12:00 am. Ballroom is able to host up to 220 guests.

Guest Table Setup

Package is based on **12 guests** per table. An additional fee of \$50.00 per-table, will be applied to each additional guest table over your final event guest count. This fee is to cover additional setup, linens and teardown. All table linens, chair covers/sashes, table runners and napkins are to be provided by Visions. Centerpieces may be provided by hosting party or rented through Visions. Please call Jo at 231.392.6460 if you have questions on room setup, centerpiece rental or linen pricing.

Caterers

Visions requires the use of certified and insured caterers for your wedding reception. Caterers must provide Visions with a certificate of liability insurance, naming Visions as the certificate holder. Caterers must provide all of the necessary equipment and full event banquet staffing for your reception. Caterers will have use of CenterPointe's prep and staging area with refrigeration. Caterers will be directed by Visions' onsite wedding coordinator and be provided with event guidelines. Visions recommends the use of one of our preferred caterers to insure the success of your wedding day. All questions may be directed to Bob Sika at 231.632.1702.

Bar Service Package & Bartenders

Bar service will be available for a six hour period, beginning at 5:00 pm and ending no later than 11:00 pm. Number of bartenders will be based on your event final guest count. Glassware package (cocktail/wine/beer) may be added for an additional fee of \$2.50* per-guest and available during bar service period. All soft drink service will be provided in clear plastic. Bartenders are insured and TAM certified. Visions will not allow the use of outside bartending services. Bartenders will have a tip jar available during bar service period. All drinks will be served as single shot due to the length of bar service. Shots and double shot cocktails will not be allowed. There is to be no drinking on premise until bar service period begins. This is to insure that you and your guest have a safe and enjoyable event.

DJ Service

Our DJ service will provide your wedding reception with professional DJ service. DJ will be available at the start of your reception to welcome guests and provide cocktail hour and dinner music. DJ will provide all of your evening's announcing and entertainment. DJ service is based on a 6.5 hour period, beginning at 5:00 pm and ending with last dance at 11:30 pm. DJ playlist and setup will be provided at your reception final setup. Playlist is to be completed and provided to wedding coordinator by the evening before your reception. Music selections may not be guaranteed when playlist is provided day of reception. Although we welcome suggestions, DJs will not be bound to music request playlists. We offer a two tier dance floor with a built in system & lighting. Visions will **not allow** the use of outside DJ Services.

Reserving Your Date

A **NON-REFUNDABLE** prepayment of \$2,000.00 will be needed to secure your event date and event pricing. Prepayment is **NON-REFUNDABLE** from day one of receiving payment and reserving your date. Prepayment will be applied to your final event payment. Visions recommends purchasing wedding ceremony and reception day insurance.

Liability and Cancellation

We are pleased that you are having your special event at Visions. Please be assured that Visions will do everything within our power, to insure that your event runs as smoothly and professionally. The hosting party and/or organization waive any claims against Visions at CenterPointe (J.B.M. Management Corporation) for problems resulting from canceled events and occurrences beyond our control, i.e. public emergency, weather, electrical failure, lost or stolen items and Acts of God.

Pricing

Pricing and packages may be subject to change. Prices are valid for 14 days from the date of quotation. When events are confirmed outside of the 14 day period. New pricing may not be communicated until confirmation of event date and event prepayment is received.

Liquor Liability

Visions does **NOT** provide alcoholic beverages. All alcoholic beverages are to be provided by the Hosting/Rental party. The Hosting/Rental party and or organization must comply with all the laws and regulations of the State of Michigan Liquor Control Act. This also pertains to the serving of any person under the age of 21, which will not be allowed under any circumstances.

Beer, wine and liquor consumed on property. Must be provided by the Hosting/Rental party and/or organization. Guest of the Hosting/Rental party may not bring alcoholic beverages on to the property. Alcoholic beverages will not be allowed in the parking area or any area besides the 4th floor of The CenterPointe Building. All alcoholic beverages must be served by a Visions bartender. Serving of all alcoholic beverages must end by 11:00 pm. Visions at CenterPointe (J.B.M. Management Corporation) reserves the right to discontinue the service of alcoholic beverages or close the event in progress without compensation or recourse.

Damage Deposit

A damage deposit of \$500.00 will be due no later than 14 days prior to your event date. This deposit may be refunded to you seven days after your event date. However, any damage or theft caused to the facility as a direct result of the Hosting/Rental party's guest or vendors (excluding Visions staff). Your deposit will be applied to clean, repair or replace said damage or theft. All unpaid event balances may also be deducted from the return of the damage deposit payment. Visions management will supply the contacted Hosting/Rental party with a damage report and billing statement upon request. Visions management reserves the right to make such determinations.

Final Payment/Event Details and Final Guest Count

Final event payment for all purchases, rentals and services will be due 21 (twenty one) days prior to your event date with no exceptions. Payment may be made by; cash, check, money order, Visa, MasterCard, Discover or American Express. A 2% service and handling convenience fee will be added to credit card payments over \$500.00.

Additional purchase and rentals made outside of Visions wedding ceremony/reception package will be subject to an 18% service fee and State sales tax.

Final guest count and all event details are due 21 (twenty one) days prior to your event date. Once final guest count is given, it may not be decreased in size. Final guest count may be increased up to 5 days prior to your event date. Payment for additional guest count and or services confirmed outside of the 21 day mark must be received no later than 24 hours prior to event date.

Wedding Shuttle Service

End of evening wedding shuttle service will be provided from 10:00 pm until 1:00 am and be offered as first come, first serve. Shuttle service will only be provided to the Traverse City downtown area and local downtown hotels. Additional shuttle service may be added for an additional fee of \$75.00 per-hour, for guest/bridal party pickup and offsite picture locations. There is to be no food, smoking or alcoholic beverages on our wedding shuttle. Please call Bob Sika for additional shuttle service information and a list of suggested Traverse City downtown hotels.



Signage/Decorations

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

Confetti, glitter, silly string, artificial flower petals, jelly center dinner mints, chocolate fountains, fireworks, sparklers, Chinese lanterns and bubbles will not be allowed. It is important that we know of any plans that you have for additional decoration or setup so that we may have the ballroom ready.

Vendor delivery and day of setup must be scheduled no earlier than 1:00 pm the day of your reception. Time provided is part of your rental agreement. If an earlier setup/delivery time is desired, Visions management must first approve and a additional fee of \$50.00 per-hour will be charged. This fee will start at the hour arranged and be charged for each additional consecutive hour leading up to the 1:00 pm original contracted setup period.

Hosting/Rental party and/or organizations are responsible for the replacement and/or payment of lost or damaged room decorations provided by Visions.

Visions at CenterPointe is owned and operated by J.B.M. Management Corporation. Please feel free to contact us with any questions or concerns. Thank you for allowing us the opportunity to be a part of your special day and we wish to congratulate you on your engagement and wish you the best in all things to come.

Mailing Address

GreyStone / Visions

P.O. Box 305

Interlochen, MI. 49643

Site Address Location

12935 S West Bayshore Dr

Traverse City, MI. 49684

Phone Numbers

231.632.1702 Bob Sika

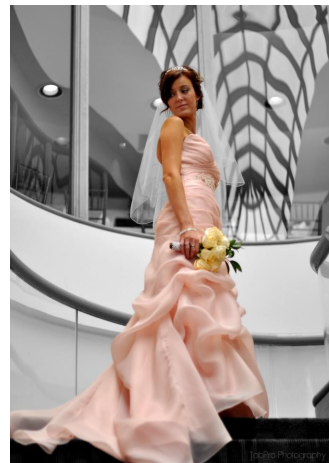
231.392.6460 Joanne Sika

Email

bob@greystoneweddings.com

Website Address

www.visionsatcp.com



Notes