

**THE BELVEDERE INN
&
RESTAURANT**

WWW.THEBELVEDEREINN.COM

SPECIAL EVENTS - OUTDOOR

Our Mission Statement

We will create a superior quality establishment that will continually refresh the bodies, the minds and the spirits of both our guests and ourselves.

Whether attending a Special Event reception, staying overnight or dining at The Belvedere, our guests will come to experience fine personalized hospitality in a casual elegant setting with extras that is our standard.

We will provide service that is rapid and hospitable. We will serve food products that are healthful, flavorful, and value-filled and of consistently high quality in a way that is friendly to the environment. We will offer lodging accommodations that is inviting and give our guests peace of mind.

TABLE OF CONTENTS

- 1 WELCOME4**
 - A Letter from Pete & Shaun 4
- 2 EXECUTIVE SUMMARY5**
 - Overview of The Belvedere Inn & Restaurant.....5
 - Proprietors5
- 3 SPECIAL EVENTS.....7**
 - Food..... 7
 - Beverage8
 - Rentals8
 - Vendors8
- 4 CEREMONY9**
- 5 PACKAGE PRICING..... 10**
 - Single Crown10
 - Double Crown.....10
 - 11
 - Triple Crown11
 - Not Included12
- 6 LODGING..... 13**
 - Belvedere Inn13
- 7 SECURING A DATE 14**
 - Contract.....14
 - Deposit.....14
 - Cancellation14
- 8 MENU 15**
- 9 WHY SHOULD WE CONSIDER THE BELVEDERE INN? 16**
- 10 PRICING..... 17**
- 11 CLOSING..... 18**
 - This page left intentionally blank for your notes.18

1 WELCOME

A Letter from Pete & Shaun

Hello and welcome to The Belvedere Inn & Restaurant.

In May of 2003, we acquired The Belvedere Inn & Restaurant. We are very proud of the success we have experienced and thus allowing us to grow. We may be a little corporation but that is about as corporate as we get.

This is very important. We assure you that every minute detail has our signatures, Pete & Shaun! We measure our success on not only the numerous thanks we get but the number of hugs we receive when guests depart.

We are absolutely delighted to welcome you to our family. You are guaranteed that every effort will be made to ensure you and your families a very memorable event!

Sincerely,

A handwritten signature in cursive script that reads "Pete & Shaun".

Pete Ta & Shaun Glynn
Proprietors



2 EXECUTIVE SUMMARY

Overview of The Belvedere Inn & Restaurant

The Belvedere was built in 1913 by John D. Williamson, Vice-President of the People's Gas & Electric Company of Chicago, for use as his family's summer home. The mansion, historically referred to as "The Big House", was actually the third house built on what was once a very large estate. Mr. Williamson named his new home "Belvedere", Italian for "beautiful view". The Belvedere was maintained as a private residence until the early 1960's when it was converted into a direct care facility. In 1995, "The Big House" was completely restored to its past grandeur by using original floor plans and materials.

Today, The Belvedere is owned by Shaun Glynn and Pete Ta, both residing in Saugatuck, MI. The Belvedere Inn and Restaurant operates as a Bed and Breakfast, Special Event venue and Restaurant, all offering "casual elegance". The peaceful surroundings and impeccable service make The Inn a popular location for guests to lodge. In addition, the over 5 acres of beautifully landscaped grounds that houses The Belvedere attract many Brides, Grooms and their guests each year. Finally, the Restaurant offers a perfect dining experience for both the visitors and locals.



Proprietors

The Belvedere is privately owned by Shaun Glynn and Pete Ta. Both gentlemen relocated from Chicago, IL in 2003 when they acquired The Belvedere.

Shaun is among the very few in the hospitality industry who are accomplished both as chefs and as managers. Prior to joining The Belvedere team, Shaun spent many years in operations management, specializing in special events planning.

After working as an Executive Chef in restaurants and hotels in Europe, Shaun moved to Chicago in 1988 to take a position as Chef Tournant with the Chicago Hilton & Towers, working in all of the hotel's five food service outlets including the hotel's four-star restaurant "Buckingham's."

Shaun left the Hilton in 1990 to become Executive Field Chef for George Jewell Catering, one of Chicago's largest and most prestigious catering companies. Shaun remained with George Jewell for over 6 years and coordinated the execution of the entire spectrum of catered events, ranging from intimate Gold Coast dinner parties to gala events for up to 2000 people at the Field Museum. Shaun culminated his efforts with George Jewell by becoming the on-site Catering Manager for McDermott Will & Emery, a worldwide law firm. While in this capacity, Shaun managed that firm's employee restaurant, serving over 900 meals daily, as well as all caterings to corporate meetings, conferences and private parties.

Shaun joined Sopraffina Marketcaffe in 1996 as opening General Manager of the company's second gourmet Italian self-serve restaurant. In 1998 Shaun became Area Manager for all Sopraffina Marketcaffes, and over saw the daily management of all company operations as Director of Operations. Shaun was also responsible for the development and opening of new units, new business development, budgeting and expense control, and the recruitment and training of new personnel.

Shaun holds his A.S. in Culinary Arts (1985)/City & Guilds of London Institute.

The first part of Pete's career involved Finance and Investments. From 1991 to 1999, Pete worked for a number of Firms with increasing responsibilities. He has had analytical roles as a portfolio accountant and portfolio manager. He has also held sales positions as a stock broker and financial wholesaler.

In July of 1999, Pete made a switch into the Information Technology field. He began as a programmer, working on consulting projects for a Big 5. He progressed and gained experience in Quality Assurance and software management.

Pete managed to combine his two industry experiences and became an Information Technology Project Manager at the Chicago Mercantile Exchange. He over saw the project management of CME's Electronic Trading initiatives. Projects he has managed have range from complete life cycle (Requirements, Specifications, Design and Implementation) to production emergency fixes.

Pete holds his B.S. in Finance (1991) and M.B.A. in Finance (2003), both from DePaul University, Chicago, Illinois.

3 SPECIAL EVENTS

Although one can't predict weather a year out, based on experience and the odds, we start our outdoor season the first week of June and end the last week of September, give or take a week or two. Outdoor events have a maximum guest count of 350. The reception is under a tent. Sides are included in the event of inclement weather.



If the ceremony is on location, the cocktail and hors d'oeuvres hour follows directly. A bar is set up outdoors and guests enjoy cocktails and passed hors d'oeuvres. During this time, the Special Event couple and their families are usually taking photographs. The tent is blocked off to allow vendors to continue to set-up and also to ensure a crisp clean entrance.

At the designated time, the tent is open and guests are invited under the tent to begin the reception. Your Special Events Coordinator will continue to manage the timeline of your event from lining up

the bridal party to ensuring that the designated speakers are informed of their moment with the microphone!

Food

All food with the exception of "The Cake" is produced by the award winning Belvedere Restaurant. The food alone will separate your event from any other. We do not use outside contract caterers. Because we prepare everything onsite we have total control of the freshness, quality and presentation of the food. The kitchen is headed by Chef & Co-Proprietor, Shaun Glynn from Galway, Ireland.



Our menu offers an extensive selection to meet any taste or budget requirement. Starting with a tantalizing hors d'oeuvres menu, guests are invited to choose from passed and buffet selections.



The entrée menu allows for multiple selections including a custom combo plate and surf n turf option. Guests may also add to their dessert experience from our petit four menu and end the night with a late night munchies buffet.

Our fine dine reputation also makes a perfect choice for the rehearsal dinner. A completely separate dining menu served in the restaurant is offered for this separate event.

Close your weekend with a farewell brunch. Breakfast is complimentary for lodging guests as part of their lodging costs. Non lodging guests may also be invited for an additional cost.



Any outside food will incur a service charge in addition, any rentals needed to accommodate the food will be charged.

Beverage



The Belvedere Inn & Restaurant is a licensed premise with the Michigan Liquor Control Commission. Per State law, all alcoholic beverages consumed on premise are required to be arranged by The Belvedere Inn & Restaurant. This includes our dining rooms and common areas, indoors and outdoors.

We offer a full spirit, beer, wine and champagne menu. Generally, events quoted on a per person charge include beverage.

Rentals

We will arrange for all necessary rentals through our own vendor. For outdoor tented events, package pricing will include most of the rentals necessary. As with most of what we offer, there are various upgrade options available. Any rentals arranged through a third party will be assessed a minimum 20% service fee.

Vendors

Vendors that SE guests will need to consider are florist, officiant, musician, baker and photographer. We maintain a vendor list that is issued to SE guests once a contract is entered into. We do not require SE guest to hire from this list.

4 CEREMONY



The majority of Special Events at The Belvedere involve a ceremony. The ceremonies that are not hosted on our grounds are usually in a church for religious affiliation, the Gazebo downtown or a beach front location. Other than that, our gardens are often referred to as Mini Versailles, offering the perfect setting for a formal gathering. Special Event guests in the past have found they may go minimal on their flower budget as the gardens, view of the pond and Inn make the perfect backdrops.

The ceremony may be held anywhere on the grounds from the bird garden to even a floating gazebo on the pond. However, there is a natural riser created from the steps leading down to the gardens and that is where most SE guests have opted.

Guest chairs may be placed on one side or both sides of the gardens. Bridal party may enter from the Inn or up from the tent area. Each couple's ceremony is unique to their own vision!

For outdoor ceremonies, the reception chairs are also used as ceremony chairs. It is advised that SE guests work with their musicians to arrange for a microphone and speaker for their ceremony.



In the event of inclement weather, the ceremony backup location is under the tent. For indoor events that usually do not have a tent, the ceremony is located in the foyer of the Inn (100 max).

A ceremony fee is charged.

5 PACKAGE PRICING

We offer three different packages for outdoor events. Each offer all the necessities of a reception but differ in the upgrades of rentals. The following is a detail description of each package. For a quick reference and pricing, please refer to Pricing – Quick Glance which is at the end of this document. Our rental period is 6 hours and the finish time is 10:45 p.m. The ceremony time, if on premise, is not included in the 6 hours. However, the reception time must commence directly after the completion of the ceremony.



Single Crown

The main reception tent is a beautiful all white canopy with center poles and appropriate to the event size with a marquee entrance tent. The tent includes all white sides but not installed unless needed thus allowing the beautiful views of the pond, gardens and Inn.

The tent is lighted with perimeter mini Italian lights and lunar drop lights in the center. Tables included are dinner tables, cake table and name card table, each dressed with white linen to the ground. Chrome and white chairs are standard. Faux marble dance floor is included.

Menu option includes our classic Caesar salad, fresh sourdough bread with butter and up to two selections of the following options:

- Medallions of Beef tenderloin with wilted spinach, wild mushroom sauce and polenta
- Pecan encrusted Filet of Salmon with honey mustard dressing and rice pilaf
- Grilled Chicken Breast with roasted corn, red pepper salsa and red bliss potatoes.

Each selection includes seasonal vegetables. SE guest may include a vegetarian option and children's option. Coffee service is also included.

Bar service is included in the per person package pricing for a maximum of 6 hours. The full bar includes "House Pour" labels, beer and house wine.

For a quick reference and pricing, please refer to Pricing – Quick Glance which is at the end of this document.



Double Crown

The main reception tent is a beautiful all white canopy with center poles and appropriate to the event size with a marquee entrance tent. The tent includes French curtain window sides but not installed unless needed thus allowing the beautiful views of the pond, gardens and Inn. Center poles are wrapped in chiffon.

The tent is lighted with perimeter mini Italian lights and lunar drop lights in the center. Tables included are dinner tables, cake table and name card table, each dressed with white linen to the ground. White wood chairs and parquet dance floor is included.

Menu option includes our classic Caesar salad, fresh sourdough bread with butter and up to two selections of the following options:

- Filet Mignon with roasted mushroom, red wine demi-glace and horse radish mashed potatoes
- Seared Filet of Tuna, melon relish, mustard glaze and raisin cous cous
- Stuffed half Cornish game hen with apple and sage, maderia wine sauce and oven roasted potatoes.



Each selection includes seasonal vegetables. SE guest may include a vegetarian option and children's option. Coffee service is also included.

Bar service is included in the per person package pricing for a maximum of 6 hours. The full bar includes "Call Pour" labels, beer and house wine.

For a quick reference and pricing, please refer to Pricing – Quick Glance which is at the end of this document.



Triple Crown

The main reception tent is a beautiful all white canopy, framed (no center poles, supporting poles above) and appropriate to the event size with a marquee entrance tent. The tent includes all clear window sides but not installed unless needed thus allowing the beautiful views of the pond, gardens and Inn.

The tent is lighted with perimeter mini globe lights and chandeliers in the center. Tables included are dinner tables, cake table and name card table, each dressed with white linen to the ground. Chivari chairs and parquet dance floor is included.

Menu option includes our classic Caesar salad, fresh sourdough bread with butter and up to two selections of the following options:

- Surf n Turf (Filet Mignon and Jumbo Stuffed Shrimp), brandied pepper sauce, horse radish mashed potatoes
- Grilled Veal chop on a Mediterranean ragu and oven roasted potatoes
- Stuffed Chicken Breast with spinach, classic pasta alfredo.



Each selection includes seasonal vegetables. SE guest may include a vegetarian option and children's option. Coffee service is also included.

Bar service is included in the per person package pricing for a maximum of 6 hours. The full bar includes "Premium Pour" labels, beer and house wine.

For a quick reference and pricing, please contact us.

Not Included

We appreciate your time and do not believe in hidden costs. In order to better estimate your costs, please factor in the following:

- Ceremony fee. Setup is included.
- Hors d'oeuvres are not included in our package pricing. We offer a full menu and cost is based on SE Guest selection.
- We can only allow a traditional wedding cake from an outside vendor. There is a desert courtesy fee that includes plates and flatware. Petit fours, cheesecakes, cupcakes, cookies and similar products must be arranged through The Belvedere Restaurant.
- Musician tent, vendor table with linens and stage. These items are generally based on the requirements of the vendor and are priced as ordered.
- Portable Bathrooms which are required for guests over 150.
- A 6% sales tax and 20% gratuity charge is assessed to all quoted prices.
- The rental of all 10 guest rooms at The Belvedere Inn is required. Prices vary, 11% tax (state and CVB).
- A \$1000 damage deposit is collected.

In addition, there have been common upgrade request that we have experienced over the year. To give you an idea of what we can provide additionally, please contact us.

6 LODGING

Belvedere Inn

For a Special Events Contract, the renting of 10 guest rooms at The Belvedere Inn is part of the contract. Lodging costs vary depending on season. Minimum nights apply.

Nine rooms have a queen bed and one room has a King bed. All rooms have private baths, fireplace and includes a full breakfast each morning.

The Inn is air conditioned and children are welcome. Third floor rooms have a dormer seating area that doubles as a sleeping area to accommodate a third guest for an additional charge.

Guests attending a Special Event usually pay for their own lodging costs. We can collect from anyone and any amount directed so. Whatever is not collected is charged to the Special Event Invoice.



We are happy to offer other recommendations for overflow lodging.

7 SECURING A DATE

Contract

A contract is entered into agreement between a Special Event Representative of the guest side and the Special Event Coordinator, a member of Belvedere Acquisition Co, Inc., also known as The Belvedere Inn & Restaurant, a Michigan Corporation.

Deposit

Upon execution of a SE Contract Agreement, a deposit equal to one-third (1/3) of the total estimated invoice is required. The Belvedere is unable to hold dates and therefore, dates are not guaranteed until the initial deposit is received. Estimated invoice includes lodging and damage deposit.

An additional one-third (1/3) of the total estimated invoice must be paid a minimum of one hundred eighty (180) days prior to the scheduled date of the event.

Deposits may be paid by cashier check, money order or personal check.

The Belvedere requires a final guest count 30 days prior to the scheduled event. Using this guest count we will recalculate the final costs. This amount, less deposits previously received, is due and payable 14 days before the event date. Final payment may be paid by cashier check, money order, or certified check. Should SE Representative be unable to fulfill any of its obligations, The Belvedere reserves the right to null & void the contract and seek any remaining balances.

Cancellation

Because of the high demand of Special Event at The Belvedere and that dates are reserved well in advance, The Belvedere will most likely be turning requests down for your date once you have entered into the SE Contract Agreement. Therefore, we must adhere to a strict cancellation policy and ask that you fully understand the following because it would be difficult for us to re-book your date.

The last cancellation date for this event is one-hundred eighty (180) days prior to the scheduled date of the event. Any cancellation before this date will forfeit all previous deposits. Any cancellation after this date will forfeit all previous deposits and also require payment of the remaining balance of your quoted invoice.

8 MENU

For current menu please refer to <https://thebelvedereinn.com/PDF/MenuSE.pdf>

9 WHY SHOULD WE CONSIDER THE BELVEDERE INN?

We understand your time is important and you physically can't visit every location. We also understand websites and pictures on websites can be misleading. When you visit a location, you will most likely be visiting one or two others in the area. So let us first say even if you don't have an appointment, just stop by and look around. Believe us, you won't regret it!

Here is what we feel the top three reasons to consider us would be.

Picture Perfect Backdrop: Sitting on 5 acres of formal gardens, this country estate is often referred to as Mini Versailles with its manicured hedges, fountains and perennial gardens. It makes the perfect backdrop for endless photo opportunities. Imagine saying your vows on the steps of our Mini Versailles or on the terrace adorned by pots and window boxes spilling with fragrant flowers. Guests love to stroll through the gardens while enjoying hors d'oeuvres and cocktails. The beautiful pristine white receptions tent contrasts against the lush green lawns and reflects effortlessly off the pond. Creating a private park like setting, the grounds are large enough to accommodate up to 350 guests but designed so that smaller groups may also feel more intimate. As day light fades and evening begins to fall, the gardens and fountains become illuminated by lights. The mansion itself is like a live sparkling jewel yet another picture perfect backdrop.

Personal Special Event Coordinator: We are a “one stop shop” for your destination wedding. We cater our own food, provide our own beverage service and arrange for your necessary rentals. Through our many previous events we have built relationships with vendors and can refer you to musicians, florists, bakers and even officiates. Your personal SE Coordinator will work with you on all aspects for your wedding, allowing you to spend more time on the fun parts! This especially works well if you are planning a destination wedding from afar. We will receive your vendors and give them a tour if you are unable to meet with them. Our philosophy is that you should not have to make a decision or work on your Special Event day ... nor should your mom or anyone else on our behalf other than your personal SE coordinator. Your personal SE Coordinator will execute your day in the most seamless manner possible, making sure you have the perfect entrance to the bartender knowing when to open the bar and the best man knowing when he is about to get the microphone. This expertise service is available to you! This is The Belvedere way! We do not just charge a facility fee, unlock the doors and let you and your vendors go at it on your own.

Food: We have never understood why food served at weddings can be so bad. Maybe it is because we are serious about food at the Belvedere. All food for your event is prepared by the award winning Restaurant at The Belvedere Inn. The food alone will separate your event from any other. We do not use outside contract caterers. Because we prepare everything on site, we have total control of the freshness, quality and presentation. Chef Shaun Glynn from Galway, Ireland is also one of the owners and has exceptionally high standards when it comes to food. Everything is prepared from scratch, from the finest ingredient. Even all our filet mignons are hand cut by Chef Shaun, himself. He is also very willing to incorporate your ideas into the menu. Our guests tell us “that was the best wedding food ever” or “I could cut the filet with a butter knife”!

There you have it. It closing, we hope we have the pleasure of your visit!

10 PRICING

All pricing is subject to change. For per person pricing of each crown, please contact The Belvedere Inn.

11 CLOSING

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