

Quality Inn
561 Boulevard Drive
Saint Ignace, MI 49781
Phone: (906) 643-9700
Fax: (906) 643-6762
www.saintignace.com

2008 Conference Services

Updated March 19, 2008



BY CHOICE HOTELS

We'll see you there.



Standard Terms: For Banquets, Meetings, and Private Functions

All food and beverage are subject to a 19% gratuity. Prices will be guaranteed 30 days before meeting date.

Unless credit has been established in advance, payment in full for the entire contract price must be made on or before the function date. Direct billing must be arranged through the general manager 10 days in advance.

If your organization is tax exempt, please forward necessary paperwork to our office before meeting date.

Menu selection and minimum meal guarantee is due 7 days in advance of meal function. Final guarantee is due 48 hours before your first day of arrival.

You will be charged for the guaranteed number or the actual number of guests served, whichever is greater.

All price quotes are subject to change to meet increased operating costs. Patron agrees to pay such increased prices and to accept reasonable substitutions.

Cancellation of meeting space will be accepted 14 days before a function. However, a cancellation charge may apply to any function space that we are not able to resell. There is a deposit fee of \$50.00 required, to be placed on a credit card. The first 25 cups of Seattle's Best coffee is on us as a complimentary item for using our hotel.

Quality Inn reserves the right to:

- Change function rooms as long as the rooms are comparable.
- Decrease the function space if the number of persons attending the function decreases.
- Inspect and control all private parties and meetings held on premises. City and State health laws require that Quality Inn St. Ignace not allow any food or beverage to be brought in, or taken from the facility by our guests.
- Limit the noise volume in our function spaces, meeting rooms, guest rooms and breakfast area for the consideration of others.

Patrons are responsible to conduct the function in an orderly manner, in full compliance with the applicable law, regulations and hotel rules. Patron assumes full responsibility for the conduct of all persons attending and for any damage done to any part of hotel premises or theft of property.

N561 Boulevard Drive
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Room Dimensions:



Michigan Room: Dimensions 35'x24' = 840 square feet

Arrangements:

Classroom	32
Conference	40
U-Shape	34
Hollow Square	40
Theater	120

Huron Room: Dimensions 25'x24' = 600 square feet

Arrangements:

Classroom	20
Conference	28
U-Shape	20
Hollow Square	28
Theater	60

Bridge Room: Dimensions 60'x24' = 1440 square feet

Arrangements:

Classroom	64
Conference	60
U-Shape	48
Hollow Square	60
Theater	200

Island Room: Dimensions 12'x15' = 180 square feet

Arrangements:

16 boardroom
Semi private, located by the front desk area

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Pricing:  BY CHOICE HOTELS

Conference Rooms:

Michigan Room \$125.00
Huron Room \$75.00
Island Room \$50.00 (semi private) max. 16 people
Bridge Room \$195.00
Linen-\$2.00 per tablecloth
Skirting-\$10.00 each

AV Equipment:

Overhead Projector: \$40.00	Tri-Pod Screen: \$30.00
Dry Erase Board: \$25.00	Easel: \$10.00
Flip Chart: \$35.00	Podium: \$10.00
TV/VCR: \$75.00	Speakerphone: \$25.00
LCD Projector: \$75.00	Power Strip: \$5.00
Extension Cord: \$5.00	
Lavaliere Microphone: \$25.00	
Podium and Microphone: \$25.00	
Paper and Pen: \$0.75 per person	

Office Equipment

Computer Use: Complimentary in Lobby
Faxes: \$3.00 for the 1st page, \$1.00 each additional page
Copies: \$0.25 per page

Shuttle Service:

St. Ignace Airport.....	\$25.00
Pellston Airport.....	\$50.00
Traverse City.....	\$125.00

(All prices based on transporting 1-4 guests round trip)

All set-up requests are final 24 hours before meeting; if changes are needed, a \$25.00 reset fee may be applied.
Meeting room rental may be waived if 10 or more sleeping rooms are rented or food and beverage exceeds \$750.00 for that function.

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Create A Break:



Fresh Brewed Premium Coffee.....	\$13.00 ½ gallon
Fresh Brewed Coffee, Hot Tea, and Hot Chocolate.....	\$11.00 ½ gallon
Assorted Soft Drinks, Lemonade, Iced Tea.....	\$1.75 each
Pretzels.....	\$7.00 bowl
Potato Chips w/Dip.....	\$10.00 bowl
Popcorn.....	\$1.00 each
Mixed Nuts.....	\$10.00 bowl
Tortilla Chips w/Salsa.....	\$15.00 bowl
Cheese and Cracker Tray for 15.....	\$30.00
Fruit Tray for 15.....	\$25.00
Vegetable Tray for 15.....	\$20.00
Fresh Baked Cookies.....	\$12.00 dozen
Fresh Fudge Brownies.....	\$15.00 dozen
Assorted Candy Bars.....	\$1.00 each
Whole Fresh Fruit.....	\$10.00 dozen

Prices do not include a 19% gratuity

If you do not see something you like on our limited menu, please ask and our own chef will prepare your request.

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