
Hotel
NORTHLAND

GREEN BAY

AUTOGRAPH COLLECTION®
HOTELS

2021 FAQs & Preferred Vendors

Contact Information

Hotel Northland

304 N Adams Street
Green Bay, WI 54301
920-393-7499
www.TheHotelNorthland.com

Restaurants

The Walnut Room

920-770-2399
TheWalnutRoomGB.com
Breakfast Hours: 7:00am – 11:00 am | Everyday
Sunday Brunch Hours: 10:00am – 2:00pm
Dinner Hours: 5:00pm – 11:00pm | Monday – Saturday, Closed Sunday

- ❖ *Over 200 varieties of wine to choose from*
- ❖ *10 local beers on tap*
- ❖ *Locally sourced & grown produce, meats & dairy*
- ❖ *Private Dining Room available for a food and beverage minimum*
- ❖ *ATTIRE: Business casual*

Poke the Bear

920-770-2433
PokeTheBearGB.com
Kitchen Hours: 11:00am – 10:00pm | Everyday
Bar Hours: 11:00am – 12:00am | Everyday

- ❖ *Handcrafted cocktails made with fresh, hand-squeezed juices & homemade syrups*
- ❖ *16 local beers on tap*
- ❖ *Muddled Wisconsin Old Fashions*
- ❖ *Extensive wine list, available by the glass or bottle*
- ❖ *American food, snacks, shareables, soups & salad, handhelds & Green Bay specialties*
- ❖ *ATTIRE: Casual*

Frequently Asked Questions

Rehearsal Dinner

The Walnut Room has a classy private dining space that holds up to 20 people that would work perfectly for a small rehearsal dinner.

For a larger rehearsal dinner, the Alley on the lower level makes for a fun, entertaining location. It features a built-in-bar, pool table, shuffle board table, 2 bowling lanes and an abundance of soft seating. Please inquire with your Event Manager about the Alley.

Capacity of the Crystal Ballroom

The Crystal Ballroom & Emerald (which connects) holds a capacity of 230 on ovals of 10. The Balcony Level that overlooks the Crystal Ballroom can also accommodate 70 people on ovals of 10. Max capacity between Crystal Ballroom, Emerald and Balcony is 300 PPL.

Food and Beverage

Hotel Northland requires a minimum food and beverage minimum guaranteed amount that will be discussed with your Sales Manager. This amount varies and is based upon date, time and location of your function. If your final estimate of charges falls below the contracted food and beverage minimum, you will be required to purchase additional food and/or beverages or pay the difference reflected in an additional rental fee. The food and beverage minimum does not include items purchased from a cash bar. The food and beverage minimum does not include taxes, service charge, ceremony fee or other additional charges.

Outside Food and Beverage

Hotel Northland does not permit unauthorized outside food and beverage on our premises. If unauthorized outside food and beverage is brought in, you will be subjected to an additional fee of the average meal price multiplied by the number of attendees. All charges are subject to a taxable service charge and Wisconsin state sales tax. No food or beverage shall be brought into the hotel by patrons or attendees. The sale and service of alcoholic beverages are regulated by the State of Wisconsin and the City of Green Bay codes. As licensee, the hotel is responsible for administration of these regulations. All guests will be required, by hotel and state of Wisconsin, to provide proper identification and proof of age when consuming alcoholic beverages.

Taste Testing

Hotel Northland provides a complimentary tasting for up to 4 guests. Additional guests may attend for an extra per person fee. A signed agreement is required prior to scheduling a tasting. You must confirm your tasting date with your Event Manager 14 days in advance. Private Wedding tastings are held Tuesdays – Fridays, between 2:00pm and 4:00pm, based upon business in the hotel and Executive Chef's schedule. Scheduled tasting dates must be confirmed by the Event Manager. Tastings are not offered for food stations or appetizer items. Only one buffet option allowed for tasting. Preferred tastings would be within 3 months of

wedding date due to seasonal items available.

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Children

Hotel Northland has “Kid Pricing” available for children 12 and under. Children 2 and under are no charge.
Kid’s plated options included a fruit bowl instead of a salad. Kids Menu choices include the following:
Chicken Sandwich & Fries; Grilled Chicken & Mac n Cheese; Flatbread Pizza; Cheese Burger Sliders & Onion Rings;
Grilled Cheese & Chips

Dessert

A complimentary cake is made in-house from our onsite Pastry Artist with a \$5,000.00++ F&B minimum.
A \$3.00 per person cake cutting fee applies for wedding cakes supplied by other bakeries.
Please see your Event Manager for additional information on custom cake flavors and fillings.

Ceremony Space

Depending on the size of your event, we have various sized spaces to accommodate your ceremony for a fee.

Deposit

A non-refundable deposit is due with your signed contract and is equal to 25% of the food and beverage minimum for your event.
A deposit schedule will be created for you by your Sales Manager and will be noted in your contract. All additional charges accrued during your event will be posted to the credit card on file the 3-5 days prior to your event.
Please see contract for further details.

Once your Sales Manager has received your contract and deposit, your event will be assigned to an experienced Event Manager at Hotel Northland within 30 days of receiving your signed contract. The Event Manager will assist you with finalizing all food and beverage choices for your wedding, as well as a diagram. Your Event Manager will serve as your main contact at the hotel. Should you need a personal wedding planner/coordinator, your Event Manager can provide you with a list of preferred wedding professionals.

Room Block

A member of our Group Sales Team can assist you with setting up a room block of 10 or more guest rooms.
A wedding group rate will be established based upon the number and type of rooms and time of year.

How many guest rooms are at the Hotel Northland?

160 total rooms, including the following room types:
11 King Suites | 5 Double Queen Suites | 118 King | 24 Double Queen | 2 Hospitality Suites

Welcome Bags

Planning to drop off a treat for your family or friends? Our Front Desk Staff will hand out a welcome bag, supplied by you, to each of your guests for \$3 per bag as they check in. Gift bags can also be delivered to the guest rooms for \$5 per bag.

If you'd like the Welcome Bag placed in the guests' room, our friendly Bell Staff can do this for \$5 per bag.

Décor

Fog machines, glitter and confetti are not allowed. All decorations need to be approved by the Event or Banquet Manager. We ask that nothing is affixed to the walls, light fixtures, floor, etc. without approval from the hotel. All packages include hotel standard linens, risers, tables, hotel banquet chairs, glassware, flatware & china and all required food service equipment. A cleaning fee of \$500 will apply to any event that leaves behind debris, décor, or other refuse including items left by any vendors. Vendors and host are responsible for picking up any event items one hour after the event concludes. A \$250 per day storage fee will apply for any items left behind.

Vendors

Hotel Northland allows outside vendors for décor and coordination. Outside vendors must be approved by the hotel prior to the event. Outside vendors must provide Hotel Northland with an up to date copy of their liability insurance.

If you should need suggestions on outside vendors, please see our Preferred Vendor list below. All outside vendors are responsible for the delivery, setup and removal of all items rented by the client (i.e. chairs, chargers, florals, décor, centerpieces, rose petals, etc.) on the day of the event.

Pet Policy

Hotel Northland welcomes all well-mannered dogs 40 pounds and under. Unfortunately, we do not accept any other types of pets, including, but not limited to, cats, birds and reptiles. We reserve the right to require immediate removal of any pet that displays dangerous or unacceptable behavior.

To ensure the comfort and enjoyment of our guests, dogs must be leashed or held in arms at all times. We regret that dogs are not permitted within areas where food and/or beverages are served. The Hotel Northland charges a \$100 non-refundable dog cleaning fee per stay. Maximum of 2 dogs per room.

****Hotel Northland FAQ information subject to change.****

Parking Information

Hotel Northland's Bell Staff is here to assist you with valet service. The cost of overnight valet service is \$15 (subject to change). The Pine Street Parking Ramp is also available and attached to the hotel for convenient access.

Pine Street Ramp
333 Pine Street
Green Bay, WI 54301

Over 1800 spaces available
Hours of operation: 6:00am – 6:00pm
Free parking: Weeknights after 6:00pm, Weekends & Holidays
Free first hour of parking
Daily \$0.85 per hour / \$10 per daily
The parking ramp is city owned; rates subject to change

Marriott Bonvoy

Eligible members will earn two points for every one US Dollar (US \$1) spent on actualized event charges, up to a maximum of 60,000 base points. Qualifying event charges for earning through rewarding events include in-house food and beverage, meeting room rental and in-house audiovisual equipment.

Learn more about Marriott Bonvoy at www.marriott.com/loyalty.mi

Preferred Vendors

Hotel Northland allows outside vendors for décor and coordination. Outside vendors must be approved by Hotel Northland prior to event. Outside vendors must provide Hotel Northland with an up-to-date copy of their liability insurance. If you should need suggestions on outside vendors, your Sales or Event Manager would be happy to provide you with out preferred vendors in the area. All outside vendors are responsible for the delivery, setup and removal of all items rented by the client (i.e. chairs, chargers, floral, décor, centerpieces, rose petals, etc.) on the day of the event.

Beauty

Mint Salon

1236 Main Street
Green Bay, WI 54302
920-288-1250
www.freshnewhair.com
www.amintwedding.com

Ceremony

Green Bay Botanical Garden

2600 Larsen Road
Green Bay, WI 54303
920-490-9457
weddings@gbbg.org
www.gbbg.org

Sepia Wedding Chapel

3562 Finger Road
Green Bay, WI 54311
920-680-1614
info@sepiachapel.com
www.sepiachapel.com

Heritage Hill State Park

2640 S. Webster Avenue
Green Bay, WI 54301
920-448-5150 / 800-721-5150
info@heritagehillgb.org
www.heritagehillgb.org

Decorating

Ruby Design Rentals

711 Mike McCarthy Way
Green Bay, WI 54303
920-497-8309
beth@rubydesignonline.com
www.rubydesignonline.com

Wedding Perfect

3101 Spirit Court
Appleton, WI 54914
920-830-9714
weddingperfect@att.net
www.wedding-perfect.com

Floral

Roots on 9th

(Handles all Hotel Northland lobby flowers)

1369 9th Street
Green Bay, WI 54304
920-634-2788
jamie@rootsgb.com
www.rootsgb.com

Calligraphy

Dco Lovenotes

Danielle Cole, Owner
920-585-3264
info@dcolovenotes.com
www.dcolovenotes.com

Ice Sculpture

Krystal Kleer Ice Sculptures
Paul Salmon
920-470-9491
krystalkleerice@gmail.com
www.krystalkleerice.com

Transportation

Lamers Bus Lines, Inc

304 South Point Road
Green Bay, WI 54313
Mary Ascher, Motor Coach Sales Consultant
920-496-3600, ext. 10120
maryascher@golamers.com
golamers.com

Kobussen

W914 County Road CE
Kaukauna, WI 54130
920-655-2542
www.kobussen.com

Photography

Great Scott Images
920-639-6793
greatscottimages.com

Photo Booths

Photoboosths of Wisconsin

920-266-9351

info@photoboosthsofwisconsin.com

www.photoboosthsofwisconsin.com

Music

YO DJ Entertainment

5517 W. Waterford Lane, Suite E

Appleton, WI 54913

920-915-2832

corey@yodjent.com

Bananas Entertainment

(Booking a Band)

920-964-5483

randy@bananasentertainment.com

www.bananasentertainment.com

Officiants

Masters Ceremony

Sally Masters, Owner

920-841-4442

mastersceremonies@gmail.com

mastersceremonies.com/main_page

Cake/Sweets

Monzú Bakery

126 S. Broadway

Green Bay, WI 54303

920-639-9869

jennmonzu@live.com

www.monubakery.com

The Knotted Cone Gelato Co.

info@theknottedcone.com

theknottedcone.com

Almond & Ivy

518 George Street

De Pere, WI 54115

920-619-5275

hellow@almondandivy.com

www.almondandivy.com

Wedding Coordination/Planner

Alliey & Co.

Alliey Weichelt

920-606-3197

alliey@alliey.co

www.alliey.co