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*Hotel*  
**NORTHLAND**

GREEN BAY

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AUTOGRAPH COLLECTION®  
HOTELS

2021 FAQs & Preferred Vendors

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## Contact Information

### Hotel Northland

304 N Adams Street  
Green Bay, WI 54301  
920-393-7499  
[www.TheHotelNorthland.com](http://www.TheHotelNorthland.com)

### Restaurants

#### The Walnut Room

920-770-2399  
[TheWalnutRoomGB.com](http://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](http://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



### Guest Room Block



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

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.



### Ceremony Space



Hotel Northland has various sized spaces to accommodate your perfect ceremony for a fee. Imagine having your ceremony, reception and guest room block all in the same venue!



### 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.

## 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 \$3.00 per person cake cutting fee applies for wedding cakes supplied by other bakeries.

## 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.

## 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.

## 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](http://www.marriott.com/loyalty.mi)

## Certificate of Liability Insurance (COI)

Prior to the day of the event, the Hotel requires that the Group provide a Certificate of Insurance naming the Hotel as an Additional Insured with respect to Commercial General Liability, on a primary and non-contributory basis, for ongoing and completed operations relative to the Group's use and/or occupancy of premises during the event. A General Liability Waiver of Subrogation in favor of the Hotel shall also apply for Commercial General Liability. Commercial General Liability limits shall be \$1,000,000 per occurrence, \$2,000,000 General Aggregate.

*Certificate Holder*  
304 North Adams Green Bay, LLC  
304 NAGB Master Tenant LLC  
dba Hotel Northland  
304 N Adams Street  
Green Bay, WI 54301

## Music in Ballroom

Hotel Northland allows DJs or bands to perform until Midnight in Crystal Ballroom. Guests are allowed to utilize space afterwards however no loud music is permitted. Hotel Northland has the right to address music volume levels throughout the course of the event and will request music to be turned down if it is disruptive to hotel guests.

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

## 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 our 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](http://www.freshnewhair.com)  
[www.amintwedding.com](http://www.amintwedding.com)

### Decorating

#### Ruby Design Rentals

711 Mike McCarthy Way  
Green Bay, WI 54303  
920-497-8309  
[beth@rubydesignonline.com](mailto:beth@rubydesignonline.com)  
[www.rubydesignonline.com](http://www.rubydesignonline.com)

#### Wedding Perfect

3101 Spirit Court  
Appleton, WI 54914  
920-830-9714  
[weddingperfect@att.net](mailto:weddingperfect@att.net)  
[www.wedding-perfect.com](http://www.wedding-perfect.com)

## Floral

### Roots on 9th

(Handles all Hotel Northland lobby flowers)

1369 9<sup>th</sup> Street  
Green Bay, WI 54304  
920-634-2788  
[jamie@rootsgb.com](mailto:jamie@rootsgb.com)  
[www.rootsgb.com](http://www.rootsgb.com)

## Calligraphy

### DCo Lovenotes

Danielle Cole, Owner  
920-585-3264  
[info@dcolovenotes.com](mailto:info@dcolovenotes.com)  
[www.dcolovenotes.com](http://www.dcolovenotes.com)

## Ice Sculpture

Krystal Kleer Ice Sculptures  
Paul Salmon  
920-470-9491  
[krystalkleerice@gmail.com](mailto:krystalkleerice@gmail.com)  
[www.krystalkleerice.com](http://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](mailto:maryascher@golamers.com)  
[golamers.com](http://golamers.com)

### Kobussen

W914 County Road CE  
Kaukauna, WI 54130  
920-655-2542  
[www.kobussen.com](http://www.kobussen.com)

## Photography

Jessica Bedore Photography  
920-471-2474  
[hello@jessicabedorephoto.com](mailto:hello@jessicabedorephoto.com)

Great Scott Images  
920-639-6793  
[greatscottimages.com](http://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