

GREEN BAY

AUTOGRAPH COLLECTION® HOTELS

2021 FAQs & Preferred Vendors



Contact Information



304 N Adams Street Green Bay, WI 5430I 920-393-7499 www.TheHotelNorthland.com



The Walnut Room

920-770-2399

TheWalnutRoomGB.com

Breakfast Hours: 7:00am – II:00 am | Everyday

Sunday Brunch Hours: 10:00am – 2:00pm

Dinner Hours: 5:00pm – II: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: II:00am – I0:00pm | Everyday Bar Hours: II:00am – I2:00am | 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



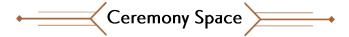
Frequently Asked Questions



160 total rooms, including the following room types:

II 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.



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!



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.

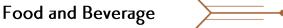


The Crystal Ballroom & Emerald (which connects) holds a capacity of 230 on ovals of 10.

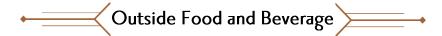
The Balcony Level that overlooks the Crystal Ballroom can also accommodate 70 people on ovals of 10. Max capacity between Crystal Ballroom, Emerald and Balcony is 300 PPL.







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.



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.



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 I4 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.



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



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





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.



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.



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 δ 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.



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.





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.

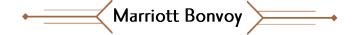


Hotel Northland's Bell Staff is here to assist you with valet service. The cost of overnight valet service is \$15 (subject to change).

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

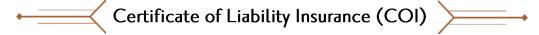
Over 1800 spaces available
Hours of operation: 6:00am – 6:00pm
Free parking: Weeknights after 6:00pm, Weekends & Holidays
Free first hour of parking
Daily \$0.85 per hour / \$10 per daily
The parking ramp is city owned; rates subject to change



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





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



Hotel Northland allows D|s 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.



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.



Mint Salon

I236 Main Street Green Bay, WI 54302 920-288-I250 www.freshnewhair.com

www.amintwedding.com



Ruby Design Rentals

7II 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

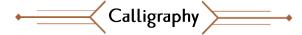


AUTOGRAPH COLLECTION°



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



DCo Lovenotes

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



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



Lamers Bus Lines, Inc

304 South Point Road Green Bay, WI 543I3 Mary Ascher, Motor Coach Sales Consultant 920-496-3600, ext. IOI20 maryascher@golamers.com golamers.com

Kobussen

W9I4 County Road CE Kaukauna, WI 54I30 920-655-2542 www.kobussen.com



|essica Bedore Photography 920-47I-2474 hello@jessicabedorephoto.com Great Scott Images 920-639-6793 greatscottimages.com



AUTOGRAPH COLLECTION®



Photobooths of Wisconsin

920-266-9351

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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



Masters Ceremony

Sally Masters, Owner 920-841-4442

 $master sceremonies @gmail.com\\ master sceremonies.com/main_page$



Monzú Bakery

I26 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



Alliey & Co.

Alliey Weichelt 920-606-3197 alliey@alliey.co www.alliey.co