



## F.A.Q.

The Liberty Harbor staff is always here for you, but a lot of your questions can be answered with the Helpful Hints and FAQs sheets. We value our clients and know everyone's time and questions are important so please start here and if for some reason can't find what you are looking for please call us 989-778-2347 or email us at [info@whcmi.com](mailto:info@whcmi.com).

**1. How long is the space available for our use?**

Our standard event is based on 6 hours of use and with access to the facility the morning of the event starting at 10:00 am.

**2. Can we bring in our own alcohol?**

No, our facility has a liquor license which prohibits patrons from bringing in their own liquor.

**3. Does Liberty Harbor provide a DJ service? If we do not choose to use Liberty Harbor's DJ service, what time can our DJ setup?**

Yes, Liberty Harbor has a state of the art PA and DJ system that integrates with large screen monitors within the facility. In the event you do not utilize Liberty Harbor's DJ then your DJ or band can have access to the facility any time after 10:00 am on the day of your event. We recommend at least 4 hours prior to your event starting.

**4. Is security provided?**

Liberty Harbor provides anywhere from 8 to 15 staff members, depending on the size of your event, to make sure your event is a success!

**5. What does your bar package consist of?**

For wedding receptions it is a 5 hour open bar by the glass (not punch bowls) with all your pop, juices, mixes, and condiments included. We do however have a few different bar packages so please consult your contract to see which package you chose. We also include set up, clean up, and bar tenders. Another great thing we do at the Liberty Harbor is allow you to pause your bar. The most convenient time to do so is during dinner service, this is just another way we are trying to save our clients money!

**6. Can we decorate and use our own centerpieces?**

Yes, although our service includes a selection of centerpieces you can provide your own.

**7. Do the bartenders card everyone?**

Yes, all guests are carded; Bridal parties included.

**8. Do you have liquor liability coverage?**

We have the required licensing by the state.

**9. How many people does the facility hold?**

Between all rooms our facility can hold 300 people.

**10. Can we smoke?**

Yes, but outdoors only.

**11. Do we have to pay the full bar price even if some of our guests are not drinking alcohol?**

Yes, our prices are calculated on a per-person basis. However, our prices are the lowest in the area!

**12. Do we have to pay for children and infants?**


Children 5 and under are complimentary and ages 6-12 are half off the food package and only pay for the non-alcoholic beverage package. This discount is limited to 15 children or 10% of your total guest count, whichever is less.

**13. Do we have to tip the wait staff and bartenders?**

No, this is already added in and is part of your overall services fee.

**14. What forms of payment do you accept?**

Currently we accept cash, personal checks, money orders, and certified checks. Credit cards are accepted, but a service charge will be applied.



**804 E Midland St  
Bay City, MI 48706**

[www.libertyharboreventcenter.com](http://www.libertyharboreventcenter.com)  
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**(989) 778-2347**



**15. What time do we have to be out of the facility?**

Typically, the events conclude at midnight and personal belongings must be vacated by 12:45. In some cases, with prior written approval, a later timeline can be arranged.

**16. Who handles setup and clean-up?**

Liberty Harbor is a full service banquet facility and provides a standard set up and clean up in the cost of their events.

**17. Can we bring in our own cake or desserts? If so, can you cut the cake and provide plates and forks?**

Yes, you can bring in your own wedding cake/desserts as long as they are made from an accredited bakery. If cake service is needed there is a small service fee applied. Larger banquets should have two people cutting the cake and 3 people delivering the cake.

**18. Can we have a dollar dance?**

Yes, the alcohol and shot cups are provided in our gold and platinum wedding bar packages.

**19. What types of tables and chairs do you have?**

We have round top tables that can seat up to 10 guests per table and have padded chairs. We have standard 6 ft and 8 ft banquet tables for the head table, gift table and dessert table if needed. You can see a picture of our tables and chairs under the gallery on our website.

**20. How many people can sit at a table?**

As mentioned above, a round top table can seat up to 10 guests. Typically, the tables are set for 10 guests per table.

**21. How many people can be seated at the head table?**

As many as you would like. We offer many different head table set ups; sweetheart tables, king and queen table, partial bridal party on riser etc.

**22. Do you have a microphone/background music?**

Yes, we have an overhead speaker system and microphone if needed.

**23. Can you raise your prices on us?**

Typically, we lock our prices in on the contract. When a contract is signed we will not raise that price. That way you know what exactly you will be paying. However, if you do add additional services to your event the price will increase dependent on those services.

**24. Can we use our own caterer?**

No, because we are a licensed, full service caterer. Our prices, service and food are superior and cost less when comparing!

**25. Can we bring snacks in to the facility?**

Yes, if they are a shelf stable product and agreed upon in writing.

**26. Can I take the food home?**

No, we do not allow any food to leave the premises as it is also a Health Department rule as well. Most of our competitors follow these same rules.

**27. Can we have colored napkins/tablecloths?**

Yes, and we have a variety of colors to choose from. You can request a color chart from your banquet coordinator.

**28. How do you verify the number of people we had attend our event?**

We only set for the confirmed head count that was given at the final meeting.

**29. How many food lines do you run for the buffet and how long does it take to feed people?**

We typically run double food lines, depending on the size of your event. Liberty Harbor attendants release tables one at a time and it typically takes about 25 to 35 minutes.

**30. Are there private bridal rooms?**

Yes, both Ballroom A and Ballroom B have private Bridal Lounge/Private Restroom.

**31. Does your staff wear uniforms?**

Yes, they wear formal attire including black shirts with black ties, black vests, black pants and black shoes.

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### 32. Do you have food tastings?

We do two (2) bridal showcases each year to serve as the food tastings. At the shows our clients get a chance to try several items including two (2) complimentary beverages. The shows also provide our clients a great opportunity to see what centerpieces, linens and décor we have. You'll also get a chance to visit with our preferred vendors as well. Our shows are typically in March and October, but all the information regarding our shows can be found on our website under upcoming events.

### 33. When do we need to make payments?

After your initial \$750 deposit, \$1,000 is due six (6) months before your event. The next payment is three (3) weeks before the event and that amount is 1/2 of the balance of the event. The final payment is to be paid in full no later than seven (7) days before your event. If for any reason the payment is after that seven (7) days, cash will be the only accepted form of payment.

### 34. When is the first contact from Liberty Harbor staff?

Typically six (6) months before your event you will be contacted by a member of the team. They will let you know that your next deposit of \$1,000 is due and see if there is anything that they can do for you. After that the next contact will be about six (6) weeks before your event. That contact will be to inform you of your submittal being due and your 1st invoice will be coming soon. Three weeks prior to your event a final meeting will be scheduled to discuss the event and make any changes necessary. Half of the remaining invoice balance and your final count will be due.

### 35. What is the banquet submittal?

The banquet submittal is a form that is given to you at the time of your booking. The form can also be found online at [www.libertyeventcenter.com](http://www.libertyeventcenter.com). It is a very detailed form that consists of fill in the blank and drop down menus. This form is very important and helps us pull off a successful event, so please pay careful attention to the answers given. Our accounting team also uses this form to complete your invoices.

**BLUE SWAN**  
EVENTS

**EVENT DETAILS**  
PHONE: 989.778.2347

Banquet/Contract Name: \_\_\_\_\_  
Submitted by: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**TYPE OF EVENT**

☐ Anniversary Party  
☐ Athletic Banquet  
☐ Baby Shower  
☐ Bar/Bat Mitzvah  
☐ Bridal Shower  
☐ Birthday Party  
☐ Business Meeting  
☐ Ceremony  
☐ Community/Social Events

☐ Christmas/Holiday Party  
☐ Dance  
☐ Fundraiser  
☐ Glow Sponsored Event  
☐ Graduation  
☐ Homecoming  
☐ Meeting  
☐ Other  
☐ Prom

☐ Rehearsal Dinner  
☐ Restaurant  
☐ Retirement Party  
☐ Reunion  
☐ School Event  
☐ School Show  
☐ Wedding Reception  
☐ Wedding Shower

Date of Event: \_\_\_\_\_

Head Count: \_\_\_\_\_  
No. At Head Table: \_\_\_\_\_  
Assigned Seating: ☐ Yes ☐ No  
Reserved Family Tables: ☐ Yes ☐ No

Doors Open (time): \_\_\_\_\_  
Doors Closed (time): \_\_\_\_\_

Hors d'Oeuvres Served (time): \_\_\_\_\_  
Toast & Prayer (time): \_\_\_\_\_  
Dinner Served (time): \_\_\_\_\_  
Cut Cake at (time): \_\_\_\_\_  
First Names for LED Sign: \_\_\_\_\_ and \_\_\_\_\_  
Photo for LED sign - Please email photo to Banquet Coordinator  
Theme/color for LED sign: \_\_\_\_\_  
Rehearsal time: \_\_\_\_\_  
Ceremony time: \_\_\_\_\_  
Table for unity? ☐ Yes ☐ No

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