



Special Event Policy & Capacity Guide

2020

Contact us for more information at: 1-231-223-4110
or events@chateauchantal.com

CHATEAU CHANTAL





Chateau Chantal Event Policy

Per Peninsula Township zoning regulations, Chateau Chantal is primarily limited to hosting events which include wine education. We invite your inquiry for special events on premise and offer this general information to help you determine whether or not our capabilities will create the event you seek.

Rental Policy:

Wedding, Reception, Birthday Party, Bridal Shower, Corporate Event, Champagne Brunch, Anniversary, Rehearsal Dinner, Retirement, Winery Tour... we toast to all occasions!

All events must be wine education related! We include wine education by offering a tour of the cellar highlighting the wine making process and/or by hosting wine paired meals during the event. For wine paired events, each course of the meal is specially paired with a wine to highlight the flavors. As each course is served our wine educator will give guests insight into the wine and its characteristics.

Group size must be limited to 68 people for a seated event and 100 for gathering with passed appetizers.

Peninsula Township requires a 30 day advance notification for any private events.

**All events must be concluded by 9:00 P.M.
unless all guest rooms are booked by the group.**

Chateau Chantal has an 11 room Bed & Breakfast. If the group holding the event has not rented all 11 rooms, and the B&B has other guests staying for the evening, then as a courtesy to them all events must end at 9:00pm. If the group has rented out all guest rooms, then events may run until 10:30pm.

Chateau Chantal can host weddings on a limited basis due to Peninsula Township zoning regulations. The following policies apply if a wedding is to be held at our establishment:

Wedding group size must be limited to 100 and based on township zoning, the wedding party must be overnight registered guests at the Chateau Chantal Bed & Breakfast. The B&B capacity is a maximum of 44 guests. Wedding groups 20-44 must rent the hospitality room for either the rehearsal or reception dinner.

Weddings of 20 to 44 guests require the rental of all eleven B&B units. When renting all units, the use of our 2,000 square foot Hospitality Room will be charged out at up to \$5000.00.

Please note that only registered guests of Chateau Chantal may attend your event. These are Peninsula Township regulations.





We offer other options for groups not exceeding 20 guests. It is possible for a petite wedding or private gathering to be held in the executive apartment. All guests must still be registered in other rooms of the B&B. The hospitality room would not have to be rented but other hosting fees would apply.

A **minimum** coordination & staffing fee of \$300.00-\$1,500.00 will be assessed for Chateau Chantal's planning, coordinating and labor prior to and during the event.

Coordination assistance includes the set-up and oversight of the event, as well as in-person consultations not exceeding two hours. Any additional consultation needed shall result in a \$50 hourly fee.

Please keep in mind that the tasting room remains open to the public at all times of normal operation. While we can prepare the Hospitality Room for your event and we take care in our planning to provide complete privacy it is possible that tasting room guests may have limited access to the facility during periods of group tours.

Additional Event Costs:

All additional event costs are based upon group size and dates of stay.

- B&B Room Rental - based upon rental of rooms and suites for a 2-day period.
- Hospitality Room
- Coordination & Staffing Fee
- Set-up and Clean up – Initial fee of \$150.00 which covers 3-total hours. If additional services are necessary it will be charged at \$100.00 per hour.
- Private Label Order - Optional
- Minimum Wine Purchase: Included in Package Pricing
- Wine for the Event: Wine must be purchased from Chateau Chantal and will be the exclusive wine for the event. Cost will vary depending upon the amount purchased and the type of wine selected and can be charged towards the minimum wine purchase.
- Catering/Food/etc: Catering can be arranged by the host or through Chateau Chantal. Either way it should include the following:

- Waite Staff
- Linens
- Place settings
- Glassware
- Menu items

**Site fees and services are subject to state tax.*

Use of tents and loud amplified music is prohibited by Peninsula Township. Only the wedding ceremony may be conducted outdoors all other activities must be held in the hospitality room. No food or drink may be served outdoors.





Wedding Deposits:

Chateau Chantal requires a \$25 deposit per room in our B&B in addition to the event deposit. If guests are paying for their own accommodations, their credit card information is required to hold the room, and totals will be taken care of 8 days prior to arrival.

Chateau Chantal requires a **\$1,000 security deposit** for groups of 20-42, and a **\$500 security deposit** for groups of up to 20 guests to hold our entire facility and our B&B units at the time of reservation.

The amount will then be credited back **ONLY** after check-out from the event, upon passing full inspection of our B&B units. If guests are paying for their own accommodations, their credit card information is required to hold the room, and totals will be taken care of 8 days prior to arrival.

Private Event Deposits:

Chateau Chantal requires a 50% deposit to hold the booking. Payment in full is required 30 days prior to your event. **All agreed upon costs must be paid in full 30 days prior to the event** at which time a final guest count will be required.. If there are going to be additional wine costs associated with the event, such as a wine bar, the open bottles will be counted at the conclusion of the event and payment for wine will be taken at that time.

All agreed upon costs must be paid in full 30 days prior to the event. In the event that this doesn't occur Chateau Chantal reserves the right to cancel the event

If all B&B units are to be rented out for the event, Chateau Chantal requires a **\$1,000 security deposit for groups of 20-44**, a **\$500 security deposit for groups of up to 20** guests. This deposit will be taken at the time of the B&B reservation to hold our entire facility. The amount will then be credited back **ONLY** after check-out from the event, upon passing full inspection of our B&B units.

Cancellation Policy:

If you need to cancel your reservations you will lose all or a portion of your total deposit. This is dependent upon your date of cancellation. Chateau Chantal will use a sliding scale to determine the specific amount of your deposit that will be lost.

If an event is cancelled more than 6 months prior to the event, Chateau Chantal will refund the deposit minus \$300. If the cancellation occurs within 2 to 6 months 50% of the deposit will be returned. Within 1 months of the event no return of deposit will be provided.





Accommodations:

Executive Apartment \$511 - \$650 per night	2 queen bedrooms, 1 bathrooms, 1 queen pull out sofa	Full kitchen, living room, dining area, two private decks, and spectacular sunset views	Sleeps up to 6
Behrens Master Suite \$239 - \$335 per night	1 king size bed; 1 queen pull out sofa	Wet bar; private terrace, whirlpool tub/shower combination	Sleeps up to 4
Cézanne Master Suite \$239 - \$335 per night	1 King size bed; 1 queen pull out sofa	Wet bar; private terrace, whirlpool tub/shower combination	Sleeps up to 4
French School Master Suite \$239 - \$335 per night	1 King size bed; 1 queen pull out sofa	Wet bar; private terrace, whirlpool tub/shower combination	Sleeps up to 4
Van Gogh Master Suite \$240 - \$335 per night	1 king size bed; 1 queen pull out sofa	Wet bar; private balcony, large tiled walk-in shower	Sleeps up to 4
Monet Master Suite \$240 - \$335 per night	1 king size bed; 1 queen pull out sofa	Wet bar; private balcony, large tiled shower-tub	Sleeps up to 4
Renoir Master Suite \$240 - \$335 per night	1 king size bed; 1 queen pull out sofa	Wet bar; private balcony, large tiled walk-in shower	Sleeps up to 4
Morisot Petite Suite \$208 - \$265 per night	1 queen size bed; 1 queen pull out sofa	Wet bar, large tiled walk-in shower	Sleeps up to 4
Degas Petite Suite \$208 - \$265 per night	1 queen size bed; 1 queen pull out sofa	Wet bar, large tiled walk-in shower	Sleeps up to 4
Lebasque Guest Room \$208 - \$265 per night	1 king size bed	Wet bar; private balcony, large tiled walk-in shower	Sleeps 2
Sisley Guest Room \$208 - \$265 per night	1 king size bed	Private balcony, large tiled walk-in shower	Sleeps 2
Cassatt Guest Room \$180 - \$207 per night	1 queen size bed	Walk-in shower	Sleeps 2





Total: 44 pillows. Room rates do not include 11% tax, which will be added at the time of rental. *The room rate quoted is based on double occupancy. An additional charge of \$30 per person will be incurred for more than two people in suites.* Children less than three years old are free. A full gourmet breakfast is included in the price of the room. Prices subject to change until final quote created and deposit is paid.

Destination Management:

The Grand Traverse area is a premier destination in the Midwest. To experience all the area has to offer our events coordinator can assist in setting up a little something extra for you and your guests. Whether your interests are in outdoor activities such as golf, sailing, or fishing, taking advantage of all the wine region has to offer or relaxing at the spa we are available to coordinate these details for you.

Vendors:

We are happy to assist by providing references for a variety of professional services such as entertainment, decorations, floral arrangements, transportation, confections, photographers, and more. Through our past experiences we have developed a list of preferred vendors that we hope can aid in your planning process. Please note that we are always excited to work with any new area vendors or those you bring from home. If you require Chateau Chantal to book your vendors for you, a 10% surcharge will be added to the cost of hiring the vendors themselves. We are always happy to make recommendations, though.

Security:

Chateau Chantal does not assume responsibility for the damage or loss of any equipment or property left in unsecured function rooms, public areas, or outdoor venues.

