



# NORTHERN LIGHTS CONFERENCE CENTER AT THE INN ON LAKE SUPERIOR

2024 EVENTS GUIDE

350 CANAL PARK DRIVE, DULUTH | [INNONLAKESUPERIOR.COM](http://innonlakesuperior.com)



The Northern Lights Conference Center at the Inn on Lake Superior is located in the heart of Canal Park, steps from the water's edge. The Inn on Lake Superior is a private label, boutique hotel that's walking distance to premier shopping, dining, the Lake Walk, many art galleries, Amsoil Arena, the Duluth Entertainment & Convention Center (DECC), and the Aerial Lift Bridge.

This Canal Park hotel has 174 thoughtfully designed rooms and suites, most with private lakeview balconies, sporting panoramic views of Canal Park, the Duluth Lakewalk and Lake Superior. Views can also include the Aerial Lift Bridge and Downtown Duluth.

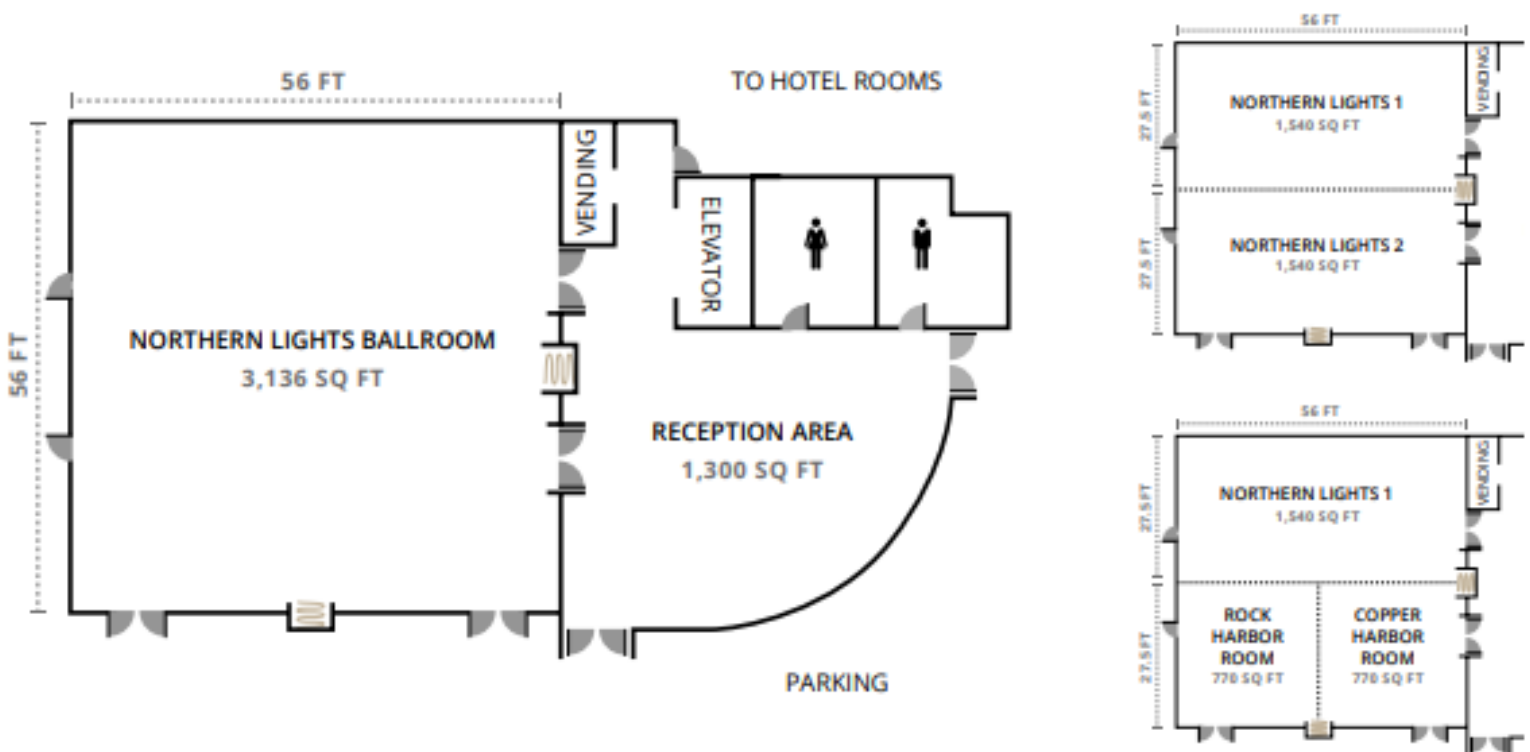
With 5300 sq feet of available meeting space, we have hosted groups of all sizes. We offer a wide variety of food and beverage options, through our preferred catering partner and can work with all budgets. From small socials, wedding and reception spaces, to full-blown events, our team is here to help you plan and deliver exception events!

This guide is intended to assist you in the planning of your event at our facility. We realize that each event is unique and that you may have special questions and concerns during the planning process. Please feel free to contact us if you should you have special requests or concerns.

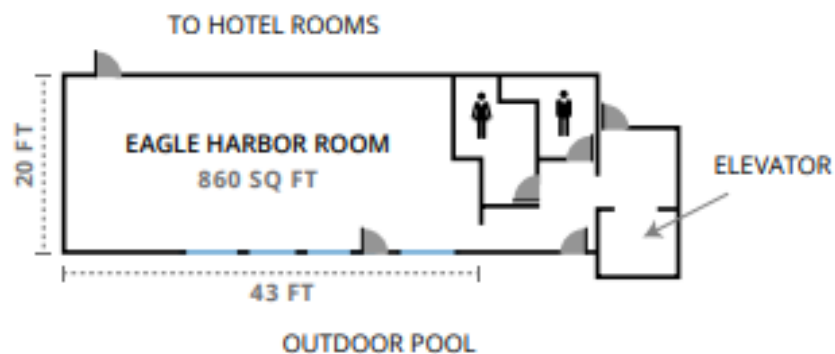


Versatile space that will exceed your expectations.

### FIRST FLOOR EVENT SPACE - FIVE OPTIONS



### THIRD FLOOR EVENT SPACE



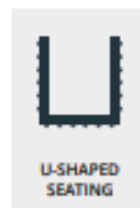
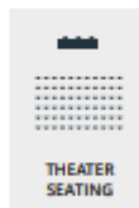
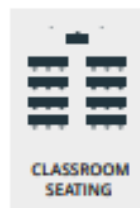
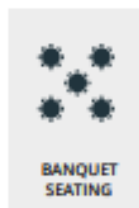


We have plenty of space to bring people together, and all the tools to make it productive. Choose from several set-up options to make your event a success.

ROOM CAPACITY ( # GUESTS )								
	dimensions	sq ft	banquet	classroom	theater	u-shaped	hollow square	trade show
<b>Northern Lights Ballroom</b>	56 x 56	3,136	180	150 / 100*	300	66 / 44*	96 / 64*	60 tables**
<b>Northern Lights 1</b>	56 x 27.5	1,540	80	96 / 64*	132	33 / 22*	42 / 28*	15 tables
<b>Northern Lights 2</b>	56 x 27.5	1,540	80	96 / 64*	132	33 / 22*	42 / 28*	15 tables
<b>Copper Harbor Room</b>	28 x 27.5	770	40	36 / 24*	65	18 / 12*	24 / 16*	8 tables
<b>Rock Harbor Room</b>	28 x 27.5	770	40	36 / 24*	65	18 / 12*	24 / 16*	8 tables
<b>Eagle Harbor Room</b> ( third floor meeting space )	43 x 20	860	56	42 / 28*	70	30 / 20*	36 / 24*	18 tables

\*3 per table / 2 per table

\*\* table number reflects utilizing center space as well







## AUDIO/VISUAL

Handheld Microphone/ Wireless	35	12 Channel Mixer Required with 2 or More Microphones	60
AV Podium Bluetooth Sound & Microphone	60	Flip Chart with Markers	35
Standard Podium No Microphone	25	Additional Flip Chart	20
LCD Projector Package Includes 8x8 Screen	175	Whiteboard with Markers	20
Projector Screen 8x8 Screen	40		



All audio-visual equipment or presentation supplies must be reserved at least seven days prior to your event. Please inquire about items you may need that are not listed, and we will do our best to accommodate your needs. Rates listed are per day and do not include sales tax.



**BANQUET SERVICE CHARGE** -A taxable service charge of 22% and 6.5% sales tax are added to all function charges to include food and beverage, meeting room rental, audio-visual, etc., and are subject to change.

**GUARANTEED ATTENDANCE** - The Northern Lights Conference Center at the Inn on Lake Superior requires the Customer to submit by email an expected number of guests for each scheduled event, ten (10) working days prior to all Food and Beverage Functions, to allow for adequate staffing and food preparation.

**FACILITY RATES AND POLICIES** - Rental rates at the Northern Lights Conference Center at the Inn on Lake Superior vary by room, time, day and season. Rates will only be guaranteed upon receipt of deposit and signed contract. You are responsible to provide a final guarantee of number of attendees 10 business days prior to event, or venue will prepare and charge for numbers last noted in contract.

**FOOD & BEVERAGE POLICIES** - The Northern Lights Conference Center at the Inn on Lake Superior works exclusively with Black Woods Group Catering. No outside food or beverage may be brought in at any time with the exception of wedding cake. A food and beverage minimum may apply depending on event. Menu prices will only be guaranteed upon receipt of deposit and signed contract. Certain menu items are subject to market availability.

**LENGTH OF SERVICE** - Customer agrees to begin function promptly at the scheduled time and agrees to vacate the designated function area at the closing hour as indicated on the BEO. Banquet prices are based on specified service hours, which are confirmed on the BEO. Extension of service beyond these parameters will result in additional fees.

**CONDUCT OF EVENT & DAMAGE** - Customer undertakes to conduct the event in an orderly manner, in full compliance with applicable state and local laws, ordinances, regulations and Hotel rules. Customer assumes full responsibility for the conduct of all persons in attendance and for any damage done to any part of the Hotel premises during any such time premises are under control of Customer. Customer agrees to be responsible and reimburse Hotel/Conference Center for any damage done by the customer, customer's guests and contractors.

**DECORATIONS** - The customer is responsible for the removal of all decorations not provided by the Hotel; however, the use of confetti is not permissible. Due to the sensitivity of the Hotel's Fire Life Safety System, helium balloons are not permitted in the function areas. If a balloon is released into the function area, fees will apply for its removal. Should the Fire Life Safety System be activated, it will result in a \$2,500.00 charge.