



## CORPORATE CATERING & PLANNING GUIDE



## NORTHERN LIGHTS CONFERENCE CENTER

*Creative. Carefree. Complete.*



## WELCOME TO THE NORTHERN LIGHTS CONFERENCE CENTER

The Inn on Lake Superior is *the* place to host your event!

Located in the heart of Canal Park and steps from the water's edge, The Inn on Lake Superior is the perfect backdrop for your corporate and social event. Our professional and courteous staff is here to help you plan and deliver events that exceed your expectations. You're our guest at The Inn. We understand that you want to focus on your guests — not the details behind the scenes. Our professional and courteous staff will ensure your event goes off without a hitch! With space available for large groups or smaller more intimate settings, we have whatever you need. We offer everything from pads and pencils to LCD projectors — even on-site technician services — to keep things running smoothly.

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.

### FACILITY RATES AND POLICIES

Rental rates at the Northern Lights Conference Center vary by room, time, day and season. Please contact us for current rates. Rates will only be guaranteed upon receipt of deposit and signed contract. To reserve your event, The Inn on Lake Superior requires an event schedule and approximate number of guests **30 days prior to event**. You are responsible to provide a final guarantee of number of attendees **7 business days** prior to event, or The Inn on Lake Superior reserves the right to prepare and charge for numbers last noted in contract.

### FOOD AND BEVERAGE SERVICE AND POLICIES

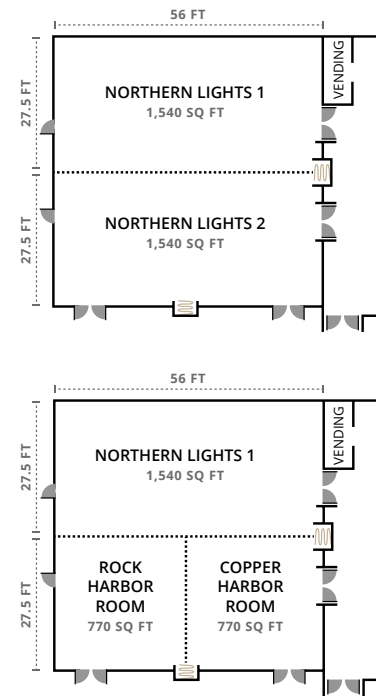
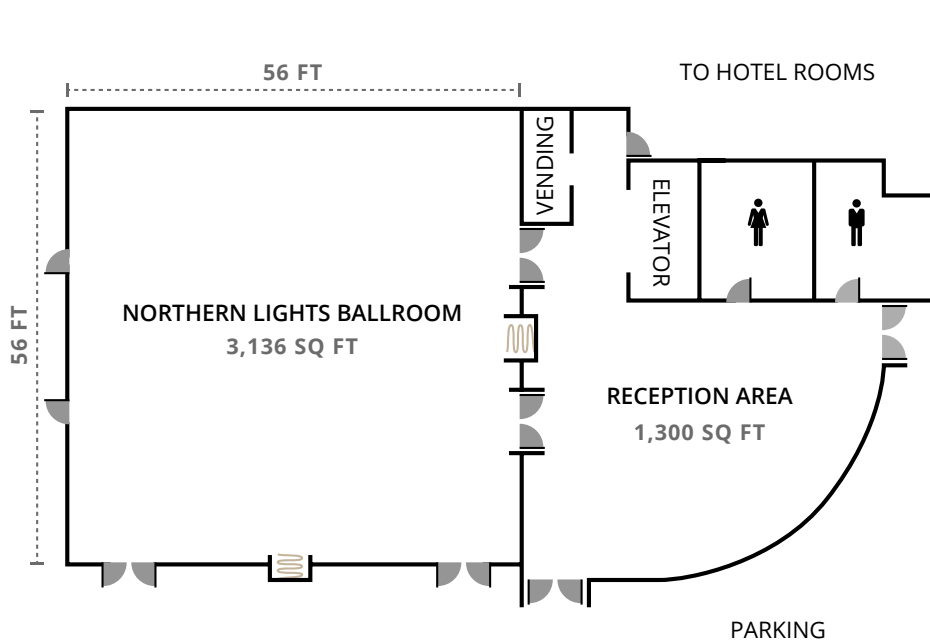
The Inn on Lake Superior works exclusively with Tavern on the Hill and Black Woods Catering. No outside food or beverage may be brought in at any time with the exception of wedding cake. A food and beverage minimum may apply depending on event. Menu prices will only be guaranteed upon receipt of deposit and signed contract. To finalize your menu selections, we require a final guarantee of number of attendees **7 business days** prior to event, or The Inn on Lake Superior reserves the right to prepare and charge for numbers last noted in contract. Certain menu items are subject to market availability. Menu must be confirmed **a minimum of 30 days prior to event**. Menu pricing does not include taxes and service charge.



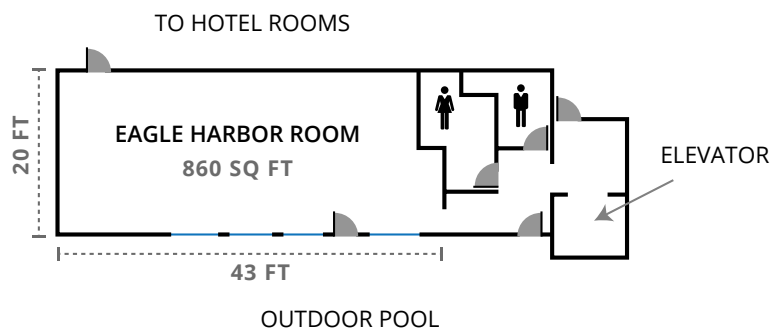
## NORTHERN LIGHTS CONFERENCE CENTER

Versatile space that will exceed your expectations!

### FIRST FLOOR EVENT SPACE - FIVE OPTIONS



### THIRD FLOOR EVENT SPACE





## WELCOME TO THE NORTHERN LIGHTS CONFERENCE CENTER

The space to bring people together, and the tools to make it productive!

### 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



BANQUET  
SEATING



CLASSROOM  
SEATING



THEATER  
SEATING



U-SHAPED  
SEATING



HOLLOW  
SQUARE  
SEATING





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## TECHNOLOGY PLUS

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From on-site technician services to pads and pencils, we've got you covered!

### AUDIO

**12 Channel Mixer**  
Required with 2 or more microphones

60

**Handheld Microphone Wireless**

35

**AV Podium**  
Bluetooth sound and microphone

60

### VIDEO

**LCD Projector Package**  
Includes 8 x 8 foot screen 3300 Lumens, XGA

150

**Projector Screen**  
8 x 8 feet

40

### MISCELLANEOUS

**Flip Chart Pad with Markers** 25  
Additional pad available for \$10

**Self-Adhesive Flip Chart Pad** 25

**Whiteboard with Markers** 15

**On-Site Technician ( hourly )** 50

**Standard Podium** 25

**Tent ( 4 hours )** 50  
10 x 10 feet

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.



## COCKTAIL AND BEVERAGE MENU

### BEER & WINE

Craft Beer	7
Bottled Domestic Beer	6
Wines by the Glass	7
Chardonnay	
Pinot Grigio	
Merlot	
Cabernet Sauvignon Pinot Noir	

### SPIRITS

Classic Cocktail	8
Canadian Windsor	
Crown Royal	
Jameson	
Four Roses	
Jim Beam	
Jack Daniels	
Johnnie Walker Red	
Dewars	
Glenlivet	
Smirnoff	
Kinky Pink	
Dorbel	
E&J	
Bacardi	
Malibu	
Captain Morgan	
Tanqueray	
Phillips Peach Schnapps	
Phillips Amaretto	
Kahlua	
Bailey's	
Grand Marnier	
Jose Quervo	

### BEVERAGES

Assorted Hot Tea	2
Coffee Station	40
Serves 30, flavored creamers, sugar	
Lemonade / Punch	13
Minimum of 3 gallons	
Soda by the Can	2
Pepsi / Diet Pepsi	
Cherry Pepsi	
Mist Twist / Diet Mist Twist	
Mountain Dew / Diet Mountain Dew	
Mug Root Beer	
Canada Dry Ginger Ale	
Iced Tea	13
Minimum of 3 gallons	
Bottled Water	2.50
Hot Chocolate	3

### CASH / HOST BAR SERVICE FOR \$100

Bartender service up to 5 hours. Additional time \$25 / hour



## Meeting Breaks

The Inn on Lake Superior is proud to partner with **Tavern on the Hill**, **Black Woods Catering**, and **Johnson's Bakery**.  
Minimum of 5 guests per selection.

### MORNINGS

One Dozen Assorted Danishes	21
One Dozen Assorted Bagels & Cream Cheese	26
One Dozen Assorted Donuts	22
One Dozen Assorted Muffins	24
Fresh Whole Fruit	1.50
Bananas, apples, oranges	
Assorted Individual Yogurt	1.50
Yogurt Parfait Buffet	7
Plain/vanilla yogurt, fruit, coconut flakes, almond slivers	
One Dozen Assorted Breakfast Breads	24
Oatmeal Bar	7
Warm oatmeal, brown sugar, cinnamon, chocolate chips, raisins, dried cranberries, coconut flakes, almond slivers	

### AFTERNOONS

One Dozen Assorted Cookies	18
One Dozen Assorted Bars or Brownies	24
One Dozen Assorted Snacks	3
Popcorn, pretzels, Gardetto's	
Popcorn Bar	4
Regular, cheese and caramel	
Hummus and Fresh Crudités Bar	5
Carrots, celery, broccoli	
Tortilla Chips and Salsa Bar	4
Stadium Nacho Bar	7
Corn chips, nacho cheese, black olives, jalapeño slices, pico de gallo, shredded lettuce	
Potato Chips and Dips	4
Build Your Own Trail Mix	5
Peanuts, chocolate chips, dried cranberries, almonds, raisins	

### COMBINATIONS

Morning	9.25
Orange juice, coffee, hot tea, fresh cut fruit and assorted muffins	
Afternoon	9.25
Coffee, soda, snack mix, cheese sticks	
Morning & Afternoon	15

Disposable Dinnerware fee of \$.75/per person may apply dependent on the menu selection.



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## CORPORATE VENDOR LIST

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The Inn on Lake Superior is proud to partner with:

### LIGHTING & SOUND

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#### Duluth Event Lighting

916 Redbud Street  
Duluth, MN 55811  
218.343.1754  
[ken@dulutheventlighting.com](mailto:ken@dulutheventlighting.com)

#### Sounds Unlimited

11 E. Superior Street  
Executive Suites 541  
Duluth, MN 55802  
218.625.7340  
[info@soundsunlimited.com](mailto:info@soundsunlimited.com)

#### After Dark Entertainment

218.269.4067

#### Audio and Visual Resources

(Specialize in Hybrid Meetings)  
[info@avrduluth.com](mailto:info@avrduluth.com)  
[www.avrduluth.com](http://www.avrduluth.com)  
218.722.6219

### FLORISTS

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#### Saffron & Grey

2303 Woodland Avenue  
Duluth, MN 55803  
218.728.1455  
[www.saffronandgrey.com](http://www.saffronandgrey.com)

#### Flora North

1925 W. Superior St.  
Duluth, MN 55806  
218.279.3444  
[www.floranorthmn.com](http://www.floranorthmn.com)

### PHOTOGRAPHY

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#### Derek Montgomery Photography & The Wild Photo Booth

5018 Idlewild Street  
Duluth MN 55804  
218-269-9598  
[derek@derekmontgomery.com](mailto:derek@derekmontgomery.com)

#### Three Irish Girls

1925 Woodland Ave  
Duluth, MN 55803  
218.464.6888  
[info@threeirishgirlsphotography.com](mailto:info@threeirishgirlsphotography.com)

### OTHER

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#### Northland Special Events

324 W Superior Street #40  
Duluth, MN 55802

#### On The Rocks Art Studio

307 Canal Park Dr.  
Duluth, MN 55802  
218.525.2736  
[info@ontherocksart.com](mailto:info@ontherocksart.com)

#### Justin Juntunen

Founder, Cedar & Stone Nordic Sauna  
350 Canal Park Dr.  
Duluth, MN 55802  
218.451.2183  
[justin@cedarandstonesauna.com](mailto:justin@cedarandstonesauna.com)

#### Board & Brush Creative Studio

732 E 4th Street  
Duluth, MN 55805  
218.491.6163  
[duluth@boardandbrush.com](mailto:duluth@boardandbrush.com)

#### Lake Superior Art Glass

357 Canal Park Dr.  
Duluth, MN 55802  
218.464.1799  
[info@lakesuperiorartglass.com](mailto:info@lakesuperiorartglass.com)

#### Simply Linen

4995 Crosley Avenue  
Duluth MN 55804  
Shari Swenson: 218.341.9324  
Bonnie Licari: 218.260.9549  
[simplylinen@gmail.com](mailto:simplylinen@gmail.com)