



We are located at 201 Mill Street Northport, MI 49670. Our venue is one block from the Grand Traverse Bay and the Northport Marina Park where many couples host their late spring, summer and early fall wedding ceremonies at the Gazebo; weather dependent.

**Rates: In Season (May 31 to October 31)**

**Weekends- 130 people maximum begins at \$6000**

**Weekdays: Monday, Tuesday or Wednesday- starts at \$4500**

**Cozy Wedding Package- 50 people or less, weekdays only- starts at \$3000**

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**Off Season (November 01 to May 31)**

**reduced occupancy due to weather**

**Weekends- 100 people maximum begins at \$5000**

**Weekdays: Monday, Tuesday, Wednesday- starts at \$3500**

**Cozy Wedding Package- starts at \$2500 weekend or weekdays off season only**

Note: Ask about rates for events on holidays

## Our Wedding Packages Includes:

Included in our event fee for our standard wedding package is the use of five Willowbrook Mill spaces: the main ballroom, foyer, porch and deck, indoor/outdoor seating. This is modified in the winter months as weather does not permit the use of the outdoor spaces. Also included are standard banquet tables and chairs. We also keep in our inventory: a sweetheart table, high top cocktail tables, 6ft and 8ft tables, 60" and 48" round tables for seated dining; white folding chairs, bar setup and \* Willowbrook Mill does the initial setup of all tables, chairs so the rooms are ready for your linens, decor additions for your scheduled set-up appointment. We also do the removal of chairs and tables after the event.

Wedding Packages are **five hour events**  
Elopements are **three hour events**.

### Setup and Teardown for Full Wedding Packages:

*Willowbrook Mill hosts only one wedding per weekend.* This allows our clients to set-up their personal decorations during a scheduled four hour setup *the day prior to the wedding and they have an extra hour, until noon, on the day after the wedding to remove their items.* This kind of access to a venue is unprecedented in Northern Michigan, and we feel it's just one more of the simple things we can do for our clients that gives them a sense of wellbeing during their sometimes hectic event weekends.

## Booking an Event at Willowbrook Mill

**CATERING NOTE:** Our clients may select one of our **Preferred**, pre-vetted Caterers for their food needs. These catering companies hold themselves and their employees to the same high standards that we do here at Willowbrook Mill, and they offer a wide variety of price points and styles of service and cuisine. We do not allow self catering of any kind, including self-made desserts. We do not allow food trucks for the main meal of a wedding reception event. **If you have tried all of our Preferred Caterers and you are unable to book one of them because they are not available on your wedding date, call us first and we will recommend other catering services that we are familiar with. Do not book any caterer outside of our already vetted list prior to speaking with us.**

**Preferred Vendors:** *We only require that you use one of our pre-approved catering vendors* for your Willowbrook Mill events. You may select any other vendors for your other wedding needs. We have provided several of our favorite vendors in our list for your convenience or, if you may contract with your own photographer, professional baker, florist, wedding planner, videographer, DJ etc.

**ALCOHOL:** *We do not employ bartenders. Please check with your caterer first to secure their bartending services. If they do not have bartenders on staff, we have a list of local professional bartenders that you can contract with.* Willowbrook Mill is a licensed venue and no outside alcohol is allowed on the premises at any time. We will offer a variety of wine, beer and spirits to select from for your event. Our per person prices for open bars are competitive with area venues. You will be able to contract bartending services through your catering company. If they do not have certified bartenders on staff, you may use one of our listed services in our Preferred Vendor List.

**OUTSIDE FOOD & BEVERAGES:** We do not allow any outside food or beverages inside the venue. All food and beverage must be provided by your caterer, professional baker or Willowbrook Mill; all businesses with licensed and inspected commercial kitchens.

**FLOOR PLANS:** We are members of **AllSeated.com**, an online professional service that holds all of our to-scale floor plans that are waiting for you to plan your perfect event! We will upload a starting plan and then invite you to the project where you will be able to customize your setup and you may use their guest list, table organizing components to make seating charts a breeze!

**Decor Rental:** To supplement your own personal decor items, we offer several decor rental items including farm tables, color and designer linens for dining and cake tables, sweetheart table, and seating options and tabletop items. *Ask us about the specialty vendors that we contract with to make your event perfect.*

**Capacities:** For a seated dinner in the Willowbrook Mill ballroom, **the comfort capacity is 130 guests.** Though we can accommodate up to 150 guests at a seated dinner, this number of tables requires a specific table configuration and removal of three tables after dinner to create the dance floor area. The set up is 15, 60" rounds with ten guests at each and it is a tight fit! *The option for over 130 guests is not available in the winter months as inclement weather does not allow the use of outdoor spaces or the easy*

*removal of extra tables and chairs to create a dance floor. **For a cocktail party only, no seated meals, Willowbrook Mill can accommodate up to 250 guests.***

***FOR FARM TABLE RECEPTIONS: We can accommodate up to 114 guests at farm tables.***

***Additional Time:*** You may add additional time in half or full hour increments to your event for a fee of \$500 per half hour. Hosting your ceremony at Willowbrook Mill outside of your 5 hour time block for the cocktail hour and reception means you are renting extra time at the venue. Doors open at the venue for your guests at the start of your cocktail hour. Plan accordingly to have your guests staying busy in and around the area until our doors open at the beginning of your cocktail hour.

***Event End Time:*** Village ordinance: all weddings or events must end at 11:00 PM. You can plan your 5 hour event anytime on that day; morning, afternoon or evening.

***Parking:*** All of Northport is street parking and there are plenty of spaces for guests on Mill St. Second Street and at the Marina one block east. ***SMOKING NOTE: All of Willowbrook Mill is a completely non-smoking venue.***

This includes the inside of the venue and outside on our bridge, lower patio and front deck. It is your responsibility to inform your guests prior to their arrival. This helps us protect our 140 year old wood building and your non-smoking guests from second hand smoke. Guests must step away from the building and property before they light up and must dispose of smoking debris properly to keep the streets of Northport clean. Please make sure all your guests know this.

***COVID NOTE: Willowbrook Mill will always be following the Michigan guidelines for building capacities.***