



# Harbor Shores On Lake Geneva

*Thank you for your recent interest in our property. The next several pages are full of some useful information for your future booking with us. We want to ensure that your visit to Lake Geneva is a pleasant one. Please contact our Sales Department if you have any other questions or need further assistance. We look forward to working with you.*

## CONTACT INFORMATION

**Address:** 300 Wrigley Drive, Lake Geneva, WI 53147

**Phone/Fax Numbers:** 262-248-9181 (Local)  
888-746-7371 or 888-SHORES1 (Toll-free)  
262-248-1885 (Fax)

**Email Address:** [sales@harborshoreslg.com](mailto:sales@harborshoreslg.com)

**Website:** [www.harborshoreslg.com](http://www.harborshoreslg.com)

## OVERVIEW

At the Harbor Shores on Lake Geneva you are just steps from the shores of one of the most beautiful lakes in the Midwest. Whether it is discovering the unique shops, experiencing one of the many area restaurants, or just strolling the 26-mile lakefront, the Harbor Shores on Lake Geneva brings you to Lake Geneva's front door. You will find this hotel easily accessible by air or car from Chicago, Northern Illinois, Southeastern Wisconsin and Madison located in the heart of downtown Lake Geneva.

The Harbor Shores on Lake Geneva offers 108 luxury guest rooms, many with balconies overlooking the lake. A wide variety of year-round sports and recreational activities are nearby. There are excellent banquet and meeting room facilities, a restaurant, fitness room, indoor/outdoor pools, indoor/outdoor whirlpools and sauna on the premises.

## DISTANCE FROM MAJOR AIRPORTS

Milwaukee Mitchell International Airport ~ 45 Miles ~ About 45 Minutes  
Chicago O'Hare International Airport ~ 65 Miles ~ About 1½ Hours

## HOTEL FEATURES

- \* Waterfront location on beautiful Lake Geneva
- \* 108 Deluxe guest rooms, all with mini kitchenettes which include a microwave, refrigerator, keurig, flat screen TV, DVD player, hair dryer and high-speed wireless Internet (iron and ironing board are available upon request)
- \* Group discounts are available with booking of 10 or more rooms
- \* Check-in is guaranteed at 4pm. If available, early check-in requests after 1pm will be accepted at no charge and early check-in requests prior to 1pm will be subject to a \$25.00 charge
- \* Check-out is at 11am
- \* Indoor/Outdoor pools & whirlpools, sauna and fitness room
- \* In-house restaurant complete with Room Service
- \* Located downtown in the heart of Lake Geneva
- \* Children under 18 stay free with parents in room
- \* Pack and Plays are available at no charge
- \* Property is a non-smoking facility
- \* Free Parking available for one car per guest room
- \* All major credit cards are accepted: Visa, Mastercard, Discover, American Express
- \* 5364 square feet of banquet and meeting room facilities
- \* Powerboat, sailboat, jet ski and wave runner rentals across the street
- \* Four seasons of activities within the area:
  - ✧ Swimming
  - ✧ Horseback Riding
  - ✧ Several Golf Courses
  - ✧ Fishing
  - ✧ Boat Tours Around Geneva Lake
  - ✧ Hot Air Balloon Rides
  - ✧ Petting Zoo
  - ✧ Bowling
  - ✧ Mini Golf
  - ✧ Museum
  - ✧ Movie Theaters
  - ✧ Water and Snow Skiing (both downhill and cross country)
  - ✧ Ice Boating
  - ✧ Ice Fishing
  - ✧ Ice Skating
  - ✧ Snowmobiling
  - ✧ And much, much more

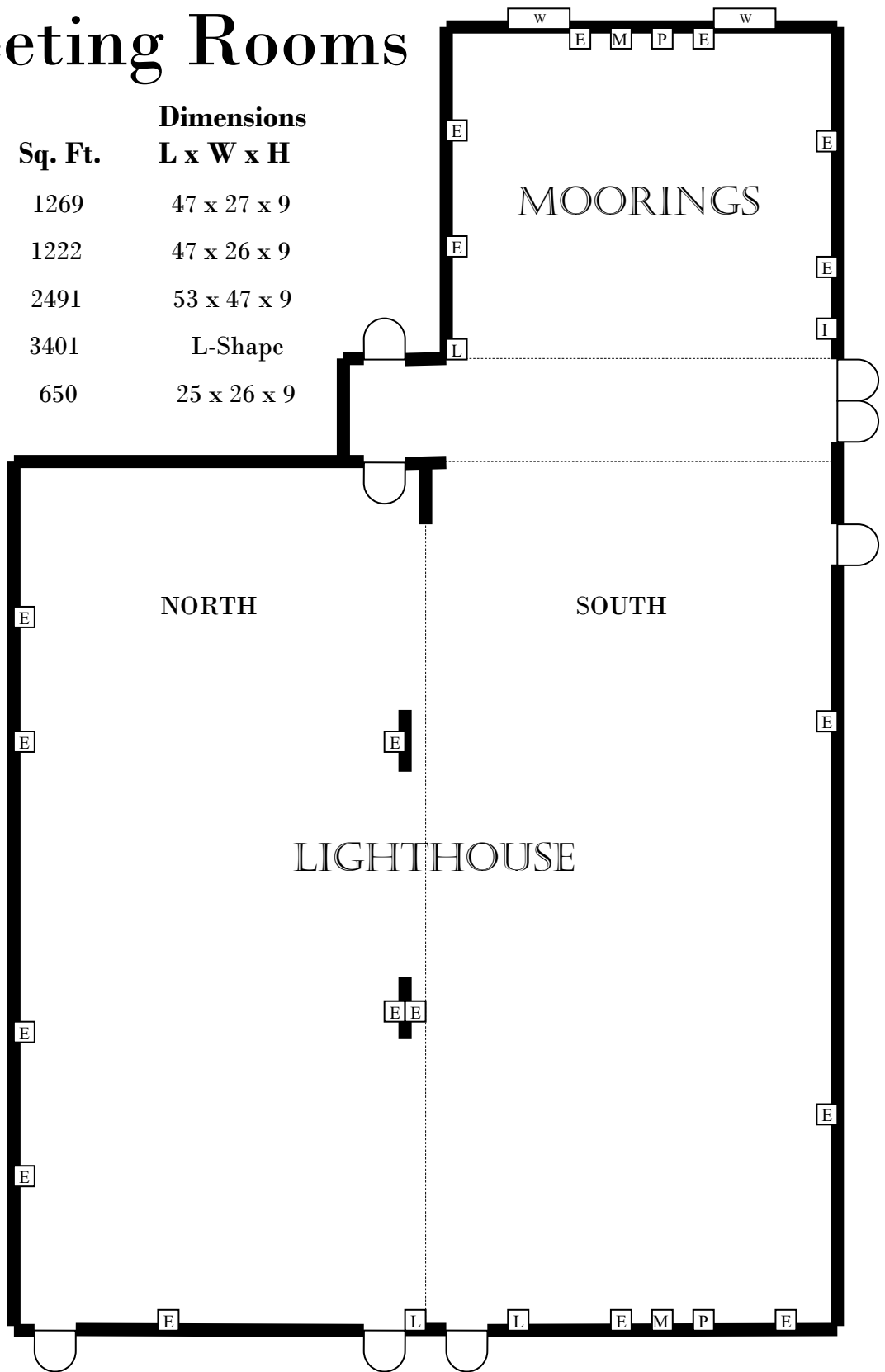
## PARKING POLICY

Unfortunately, Lake Geneva does not have ample parking, and the same goes for our property. We only have enough parking spaces for one car per guest room. Additional vehicles will be directed to a nearby location to park overnight. Therefore, if you have an event at our property where some of your guests are not staying overnight at the hotel, they will have to park off-site as well unless otherwise specified by our Sales Department, (this is mostly in affect for weekends). We apologize for any inconveniences.



# Meeting Rooms

Room Name	Sq. Ft.	Dimensions L x W x H
Lighthouse North	1269	47 x 27 x 9
Lighthouse South	1222	47 x 26 x 9
Lighthouse N & S	2491	53 x 47 x 9
Lighthouse Ballroom	3401	L-Shape
Moorings	650	25 x 26 x 9



E – Electrical Outlet

I – Internet

L – Light Switch

M – Microphone

P – Phone Jack

W – Window

Meeting Room Capacities	Classroom	Theatre	Banquet	Conference	Cost
Lighthouse North or South	65ppl	125ppl	80ppl	65ppl	\$750.00
Lighthouse North & South	150ppl	200ppl	150ppl	150ppl	\$1200.00
Lighthouse Ballroom	150ppl	250ppl	200ppl	150ppl	\$2000.00
Moorings	32ppl	50ppl	25ppl	32ppl	\$500.00



# Meeting Rooms

**Room Name**

**Sq. Ft.**

**Dimensions**

**L x W x H**

Pelican Bay

860

43 x 20 x 9

Boardroom

403

L-Shape

Harbor Club

700

50 x 14 x 9

E – Electrical Outlet

I – Internet

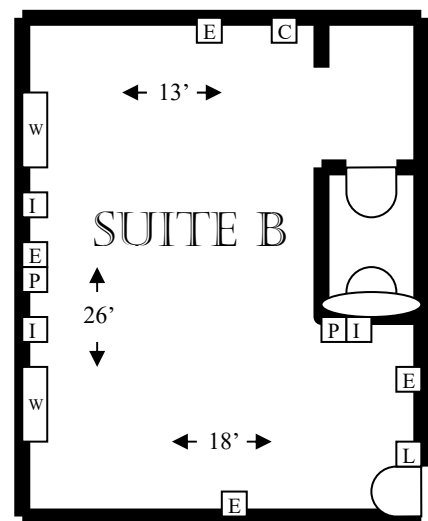
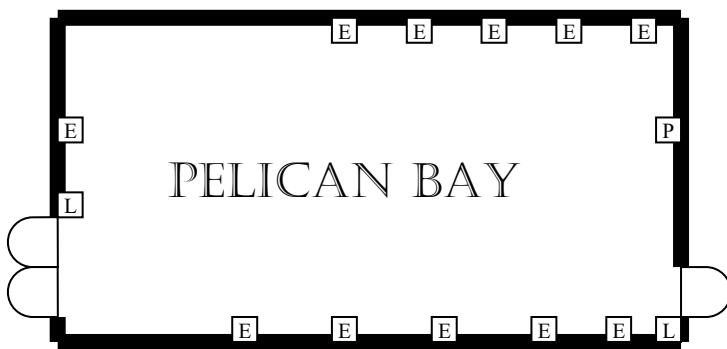
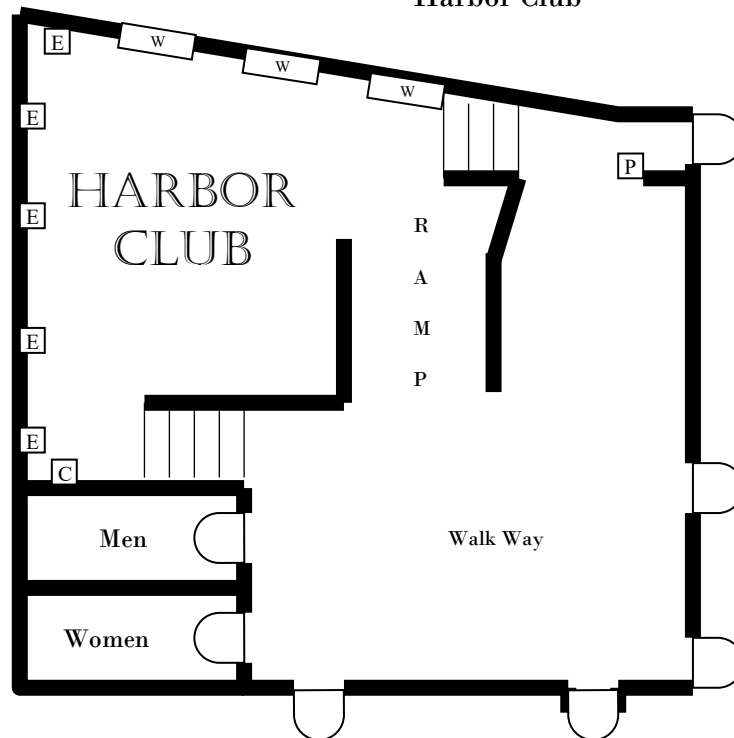
L – Light Switch

M – Microphone

P – Phone Jack

W – Window

C – Cable Hookup



**Meeting Room Capacities**

	<b>Classroom</b>	<b>Theatre</b>	<b>Banquet</b>	<b>Conference</b>	<b>Cost</b>
Pelican Bay	40ppl	50ppl	48ppl	40ppl	\$350.00
Suite B	20ppl	20ppl	20ppl	20ppl	\$200.00
Harbor Club	20ppl	40ppl	40ppl	20ppl	\$250.00

## DEPOSIT/CANCELLATION POLICY FOR GROUPS

A Contract is required for booking all groups, whether it is just a meeting room and/or guest rooms. All groups are required to provide a credit card with a signed contract unless otherwise arranged with the Sales Department. The credit card is used to guarantee the Contract and will not be charged unless instructed to do so for guest room charges and/or meeting/banquet charges. Once a Contract is signed, our policy is that if the group cancels, there is a \$250.00 Administration Fee which will be charged to the credit card. If there is just a block of rooms booked, at least one room out of the block must be reserved, or the Contract would be considered cancelled and the Administration Fee would apply. (Individual guest room cancellation is 24 hours prior to arrival.)

## MEETING AND BANQUET FACILITIES

The Harbor Shores on Lake Geneva offers several banquet and meeting room facilities. Please see the following sheets for layouts and dimensions.

	<u>Classroom</u>	<u>Theater</u>	<u>Banquet</u>	<u>Conference</u>
<b>Lighthouse North or South</b>	65ppl	125ppl	80ppl	65ppl
Cost:	\$750.00 per day			
Sq. Ft.:	1269/1222			
<b>Lighthouse North &amp; South</b>	150ppl	200ppl	150ppl	150ppl
Cost:	\$1200.00 per day			
Sq. Ft.:	2491			
<b>Lighthouse Ballroom</b>	150ppl	250ppl	200ppl	150ppl
Cost:	\$2000.00 per day			
Sq. Ft.:	3401			
<b>Moorings</b>	32ppl	50ppl	25ppl	32ppl
Cost:	\$500.00 per day			
Sq. Ft.:	650			
<b>Pelican Bay</b>	40ppl	50ppl	48ppl	40ppl
Cost:	\$350.00 per day			
Sq. Ft.:	860			
<b>Suite B</b>	20ppl	20ppl	20ppl	20ppl
Cost:	\$200.00 per day			
Sq. Ft.:	403			
<b>Harbor Club</b>	20ppl	40ppl	40ppl	20ppl
Cost:	\$250.00 per day			
Sq. Ft.:	700			

\*\*All prices are subject to change

**TOTAL MEETING/BANQUET ROOM SQUARE FOOTAGE: 5364**

# PROCEDURES & ARRANGEMENTS FOR BANQUET/MEETING FUNCTIONS

## FOOD & BEVERAGE

Current prices are indicated on the enclosed menus. The quotation herein is subject to a proportionate increase due to the cost of food and beverages and other costs of operation existing on the date of the scheduled function. All food and beverage prices are guaranteed 90 days from the date of the function. All food and beverages for the event must be booked through a Harbor Shores approved caterer. To ensure that every detail is handled in a professional manner, the hotel requires your menu selection 30 days prior to your function. At that time, you will receive a copy of our event orders on which you may make additions or deletions and return it to us with your confirming signature within 14 days of the event.

## SERVICE CHARGES AND TAXES

In addition to the prices stated on the menus, the caterers will add the customary service charge (which varies) and 5.5% state and local taxes. The menus are designed for groups of 25 or more people. A \$25.00 surcharge (per visit) may be accessed for groups of less than 25 people. Chefs, carvers and bartenders are available for an additional fee.

## AUDIOVISUAL EQUIPMENT NEEDS

If your event requires AV, we do have limited equipment onsite. However, we do also work with a local company that may provide it to you for a rental charge if you need more than what we have to offer. Once we have notification of your AV needs, we will put together a quote.

## MUSIC

You are welcome to hire a DJ or Band as your entertainment for your function. Due to our other in-house guests, we do have a noise ordinance at the hotel that all music must end promptly at midnight.

## FINAL COUNT - FOOD & BEVERAGE GUARANTEES

We need your assistance in making your event a success. Our policy is that you notify our Sales Manager of the final number of banquet or meeting guests 72 hours prior to the function. This confirmed number constitutes the F&B guarantee. If fewer than the final guaranteed number of guests attend the function, you will still be charged for that final guaranteed number. For every function, the hotel will set-up for the exact number given, so if you would like a few more seats, you would need to include them with your final number, which the set-up count does not have to match the final F&B number.

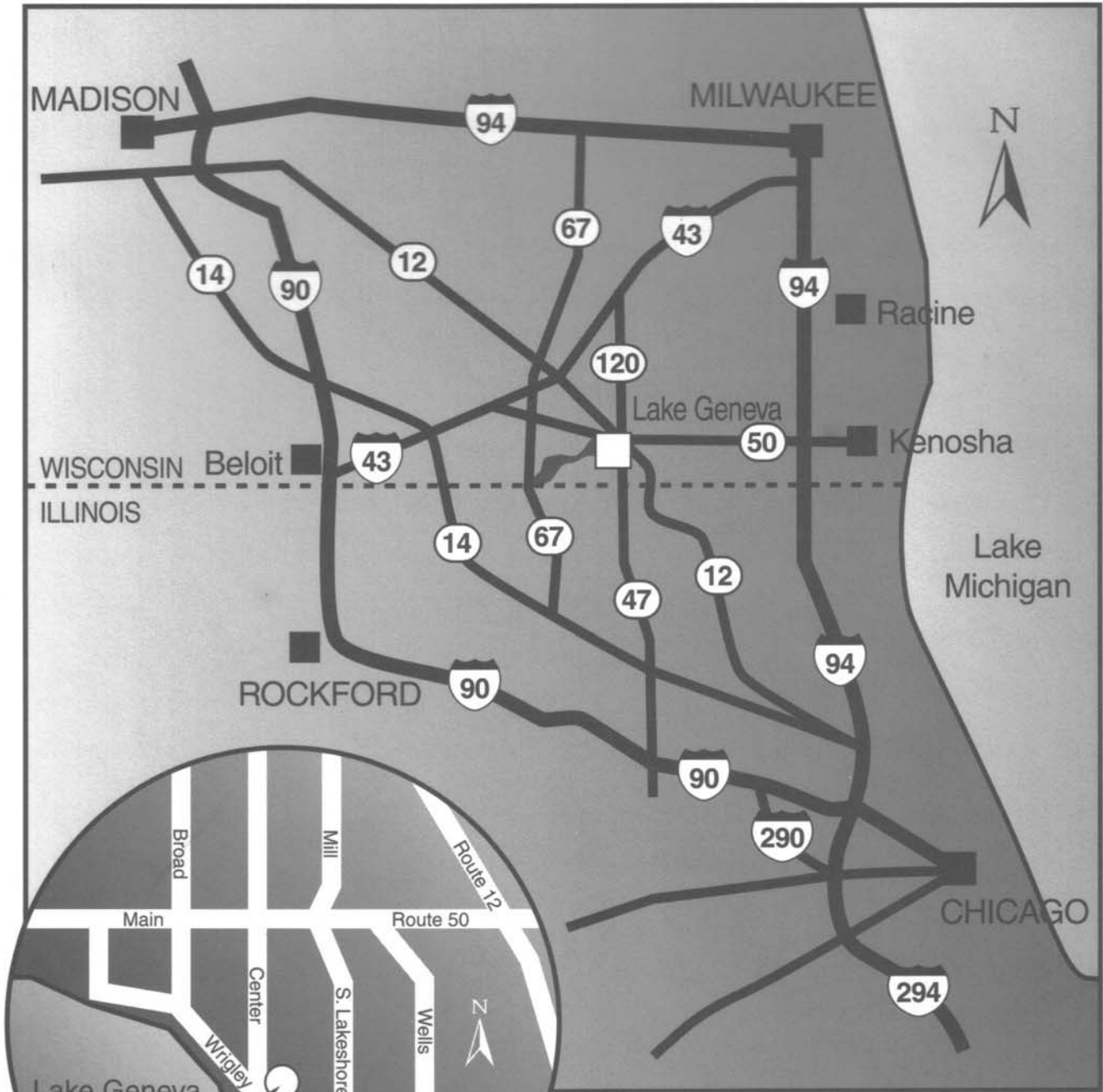
## SEATING ARRANGEMENTS

We will set-up the banquet/meeting room however you request the space to be arranged to satisfy your needs. We have rounds (6-10 people per table) for banquets, 6-foot tables and 8-foot tables for Conference/U-Shape set-ups and 8-foot "skinny" tables for Classroom style.

## DECORATIONS

The charge for the banquet/meeting room includes the following: set-up, take-down, clean-up, chair rentals, table rentals, linen rentals and microphone (if requested). All of these items are rented from our in-house inventory. If you wish to have different tables, chairs, linens, etc, they would have to be rented from off property and would consist of an additional charge. Our hotel has limited decorations to offer for a nominal fee, however, you are welcome to bring in any decorations that you wish. Our Sales Manager would be happy to assist with any floral or decorating needs if requested. The hotel will not permit the affixing of anything to walls, floors, or ceilings of the rooms with nails, staples, tape or any other substance unless prior approval is given from the Sales Manager.

# Area Map



**Harbor  
Shores**   
*on Lake Geneva*

*You will find Harbor Shores on Lake Geneva easily accessible by air or car from Chicago or Northern Illinois, Madison or Southeastern Wisconsin.*