



800 Harker Street • Port Huron, MI 48060
810-201-5513

www.bluewaterconventioncenter.com

Frequently Asked Questions for your Wedding Day!

Address

The Blue Water Convention Center is located at 800 Harker Street Port Huron, MI 48060. See our [Maps and Parking Information](#). For more information, please contact us at (810) 201-5513.

Alcohol Policy

To be served alcohol at the Blue Water Convention Center your guests must be 21 years of age or older. Staff of the Blue Water Convention Center will card any guests that are intending to drink at your Wedding Reception (including your wedding party). The Blue Water Convention Center is the only entity that is allowed to provide all of your alcoholic beverage needs for your event. For any special alcohol requests, please contact your Wedding Specialist/Event Coordinator.

Animals

Animals or pets of any kind are prohibited with the exception of service animals for guests with disabilities and/or special needs. Services animals are welcomed into the building and must remain on a leash or harness at all times.

ATMs

The Blue Water Convention Center has an ATM machine located outside of Management Office and the CVB office.

Bartender/Bar Set Up Fee

The Blue Water Convention Center asks that for each additional bar that is set up for an event requires an additional charge of \$150. For all Open Bars, we include one bartender for every 100 guests. For all requested Cash Bars, each bartender we staff is a \$150 fee.

Bar Services

The Blue Water Convention Center offer House and Premium Liquor Selections, with soda, beer and wine options.

Booking

Please contact the Blue Water Convention Center and we would be happy to assist all of your booking needs, please call us at (810) 201-5513.

Catering

We offer on-site catering and offer exceptional customer service for groups ranging from 10 to 1000 people. Once an event is booked through our Sales and Marketing Team the event file will be passed onto an Event Coordinator. The Event Coordinator will take care of all your food and beverage needs.



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Décor

We do have onsite decoration options for over the dance floor drape options, chandeliers, backdrops, chair covers, sashes, runners, uplighting and so much more. Make sure you talk to our Event Coordinator to pick out your special décor.

Contact

The Blue Water Convention Center staff welcomes all feedback, questions, and concerns from our guests. To contact us, please [click here](#). Most e-mails will receive a return reply within 24-48 hours. If your question concerns the event on that day, please call us at (810) 201-5513.

Directions

See our [Maps and Parking Information](#). For more information contact the Blue Water Convention Center.

Event Liability Insurance

The Blue Water Convention Center is owned by St. Clair County and privately managed by SMG. Both companies require all events to have Liability Insurance and is explained in the contract. Please ask our Sales and Marketing Manager about how to obtain sufficient specifications, limitations, and verbiage prior to signing a contract.

**Having difficulty obtaining Event Insurance through your automotive, home owners, or renters' insurance?*

The Blue Water Convention Center does offer the opportunity to purchase Event Liability Insurance through their facility with a guest count minimum and per person costs. Please ask our Event Manager for more information on how to add this to your event without the stress of talking to Insurance Representatives.

Families

Family restrooms are located off the Great Lakes Hall/Pre-Function, right outside the Lake Huron Hall and St. Clair Suites.

Hours of Operations

As a convention and entertainment facility, the Blue Water Convention Center's hours of operations may vary. However, our normal business hours are Monday-Friday from 8:30 am – 5:00 pm. During this time there is someone working in the Convention Center Office, which can be reached at (810) 201-5513.

Linens

The Blue Water Convention Center is happy to offer a choice of standard linen options complimentary. The table linen options are white or black with a variety of napkin colors.

Liquor License

The Blue Water Convention Center has an on-site liquor license.



Lost and Found

Anything left behind will be collected by our Convention Center Staff and are only open during business hours. You can contact them at (810) 201-5513

Menu

If you do not find what you are looking for in our standard menus, our talented and professional catering team would be happy to customize a menu a la carte for you.

**With that being said, please be aware all customized menus are no longer packages and additional fees do apply for décor, dance floor, table linens, napkins, etc.*

Outside Food and Beverage

You are welcome to bring in a wedding cake, cupcakes, and donuts from a reputable licensed facility. If you would like to setup a “candy bar” as wedding favor for your guests, that is also acceptable. All and any other food and beverage items must be arranged through our caterers.

Parking (FREE PARKING)

The Blue Water Convention Center has complimentary 24/7 parking conveniently shared with the DoubleTree Hotel and Freighter’s Eatery & Taproom.

**Vendor/Exhibitor Vehicles, Large Trucks, Trailers, Food Trucks, Boats, RVs are not allowed to be parked directly in front of the facility. Please park in the back section of the parking lot toward State Street right by the Tesla Parking spots.*

Payment Policy

To be secure the Blue Water Convention Center for your wedding reception you will be required to pay the contract no-refundable deposit. If you need to make alternate payment arrangements, please speak with our Sales Manager prior to signing a contract. The remaining estimated charges of your invoice will be due 10 days prior to your Wedding Reception. Acceptable forms of payment include: Cash, Check and Credit/Debit Cards.

**If you decide to pay with a Credit/Debit Card our facility utilizes PayPal services and requires a 3% service charge to the entire balance due. You must inquiry prior to the 10 days to make a payment with a Credit/Debit card, therefore a Blue Water Convention Center employee will provide a link via email to complete the method of payment.*

Prohibited

Pets, Smoking, Vaping, Confetti, Birdseed, Rice, Smoke Machines, and Weapons are not permitted to be used inside or outside of the building. Guests found in possession of the above-mentioned items will be asked to remove the item from the venue or dispose of it. Guests who refuse to comply will be ejected from the venue and may be subject to arrest. Licensee assumes responsibility for all guests in this matter. If aforesaid mentioned items are used, Licensee agrees to pay the Blue Water Convention Center \$350 cleaning/violation charge.

**Weapons include, but are not limited to, the following: firearms, explosives, stun guns, handcuffs, brass knuckles, sticks, clubs, batons, martial arts instruments, pepper spray, tear gas, knives, etc.*



Set Up

You will have access to the room based on the information on your contract. If the space is not being utilized the day prior to your wedding day, there is a possibility you would have access to setup the day before. If you definitely want to be able to setup the day prior to the actual wedding, let our Sales Manager know so you can contract the space (there will be an additional rental fee to secure the space a day prior). We will always work hard to ensure everything is in place in time for the reception and are happy to assist.

Depending on the Wedding Package you select determines the length of your bar service. Your reception can run until the end of your contract time (normally 11:59 pm). However, all décor, guests, rental equipment/décor and items brought into the facility must be cleaned up and evacuated by 11:59 pm that evening.

Storage

The Blue Water Convention Center aims to be as accommodating as possible for our couples regarding decoration storage. Typically, we offer a small space (maximum of 5 totes/boxes) in the Event's Office to store the items at no charge. They can be arranged for pick up the day after the event, as long as these items are packed in totes/boxes and labeled by the end of the contracted event time. The Blue Water Convention Center is not responsible for cards/gifts, electronics, décor, rental equipment organized through the Licensee that are brought into the venue for an event.

Tobacco Free

The Blue Water Convention Center is a tobacco free facility. Use of tobacco on site is prohibited, including traditional and e-cigarettes.

Wedding Reception Packages

We are happy to include the equipment for your wedding reception. Head table with table linens and skirting, basic electricity for your DJ or Band, Table Linens (White or Black), Colored Napkins (choice from in-house selection), Dance Floor, Buffet Meal Options and Open Bar Selections.

*There items are provided at no additional charge based upon in-house equipment availability. If an outside supplier is required additional charges may apply.

All catered events are subject to an 18% Administrative Fee. This fee is the sole property of the food/beverage service company or the venue owner, as applicable, is used to cover such party's costs and expenses in connection with the catered event (other than employee tips, gratuities and wages), this is not charged in lieu of a tip. The Administrative Fee is not a tip or gratuity, nor is it purposed to be a tip or gratuity for any wait staff employee, service employee, bartender, or other employee, and no part of the Administrative Fee will be distributed (as a tip, gratuity or otherwise) to any employee who provides service to guests. There will also be a sales tax of 6% added to your final bill.