

## 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. The Blue Water Convention Center requires a valid driver's license or other valid form of ID from any guests that intend to drink at your Wedding Reception (including wedding party). The Blue Water Convention Center is the only entity that is allowed to provide all of your alcohol 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. Service 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 the Management Office.

### **Bartender/Bar Set Up Fee**

The Blue Water Convention Center asks that 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. Your reception can run until the end of your contract (normally 11:59pm).

### **Bar Services**

The Blue Water Convention Center offers 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 exceptional customer service and on-site catering 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 beverages needs.

### **Blue Water Convention Center**

Frequently Asked Questions  
*Wedding Edition*

### **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.

### **Décor**

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

### **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 ASM Global. Both entities require all events to have a Liability Insurance as outlined 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.

### **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. A variety of color linen is an option, but there is a fee.

### **Liquor License**

The Blue Water Convention Center has an on-site liquor license and provides all your alcoholic beverage needs.

### **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 may cost more and additional fees can apply for specialized décor, dance floor, table linens, napkins, etc.

### **Outside Food and Beverage**

You are welcomed 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 favors for your guests, that is also acceptable. All and any other food and beverages 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**

Per the contract, a non-refundable deposit is required to secure the Blue Water Convention Center for your wedding reception. If you need to make an alternative payment arrangement, please speak with our Sales Manager prior to signing a contract.

*\*If you decide to pay with Credit/Debit card there is a 4% service charge. You must inquire prior to the 10 days to make a payment with a Credit/Debit card.*

### **Prohibited**

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. Outside alcohol is also prohibited.

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

### **Set Up**

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

**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. Items 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**

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, Meal Options, and Premium Open Bar.

*\* If an outside supplier is required for an item you request such as staging, up-lighting, etc. 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.