

# Maxwelton Braes Lodge

## 2019 Wedding Planning Guide



7680 Bonnie Brae Drive, Baileys Harbor, WI 54202 ~ 920-839-2321

# Welcome!

**Built in 1929, historic Maxwellton Braes Lodge and Golf Course is located just south of beautiful Baileys Harbor, Wisconsin near the shore of Lake Michigan. It is situated in the middle of a gorgeous 18-hole golf course, offering sweeping views of Door County - spectacular during in any season.**

**Old world charm abounds here, and you feel as if you're taking a step back in time. Since the 1930's people have come to Maxwellton Braes to exchange vows, create lifetime memories, and rekindle romances. There are many amenities for receptions. These include multiple outdoor ceremony locations, charming rooms in the lodge, cottages that are a short walk from the lodge, an onsite restaurant (serving breakfast and dinner), and an upstairs banquet facility (with a fireplace and sweeping views of the golf course). We also have an outdoor patio that can be used for your ceremony, cocktail hour, dinner and dancing. Onsite for you and your guests we have; golf, tennis, pickle ball and an outdoor fire pit. Just a short drive into town you will find public beaches and hiking trails at the Ridges. We have the resources to allow your guests complete relaxation!**

**In the pages that follow you will find information that will help you in the planning stages of your wedding. If you have any questions or need additional information, our expert staff is happy to guide you through every step of the way.**

**Maxwelton Braes Lodge: 920-839-2321**  
**Weddings: [weddingsatmax@gmail.com](mailto:weddingsatmax@gmail.com)**  
**Other Events: [contact@thymecatering.com](mailto:contact@thymecatering.com)**

# Facility Rental Information

- 1. Onsite caterer provided by Thyme Cuisine and Catering.**
- 2. Use of the upstairs banquet room for wedding receptions commences at 2:00pm on the day of your event. All personal items must be removed from the space by 11:00 a.m. the following morning - additional time requests must be pre-approved by the Thyme Catering management.**
- 3. Events end at 11:00pm, all guests must be out of the space by 11:30pm and all vendors must be out by midnight on the day of the event.**
- 4. Use of outdoor space is flexible to accommodate rentals and vendors but must be approved by management.**
- 5. The patio area is available for receptions and events. A Maxwellton Staff Member will assist with rental needs and must approve all rentals brought in at the client's expense (i.e.; tent, tables, chairs, etc).**
- 6. Weekend weddings require a room block of 11 lodge rooms with a two night minimum, additional fairways suites available.**

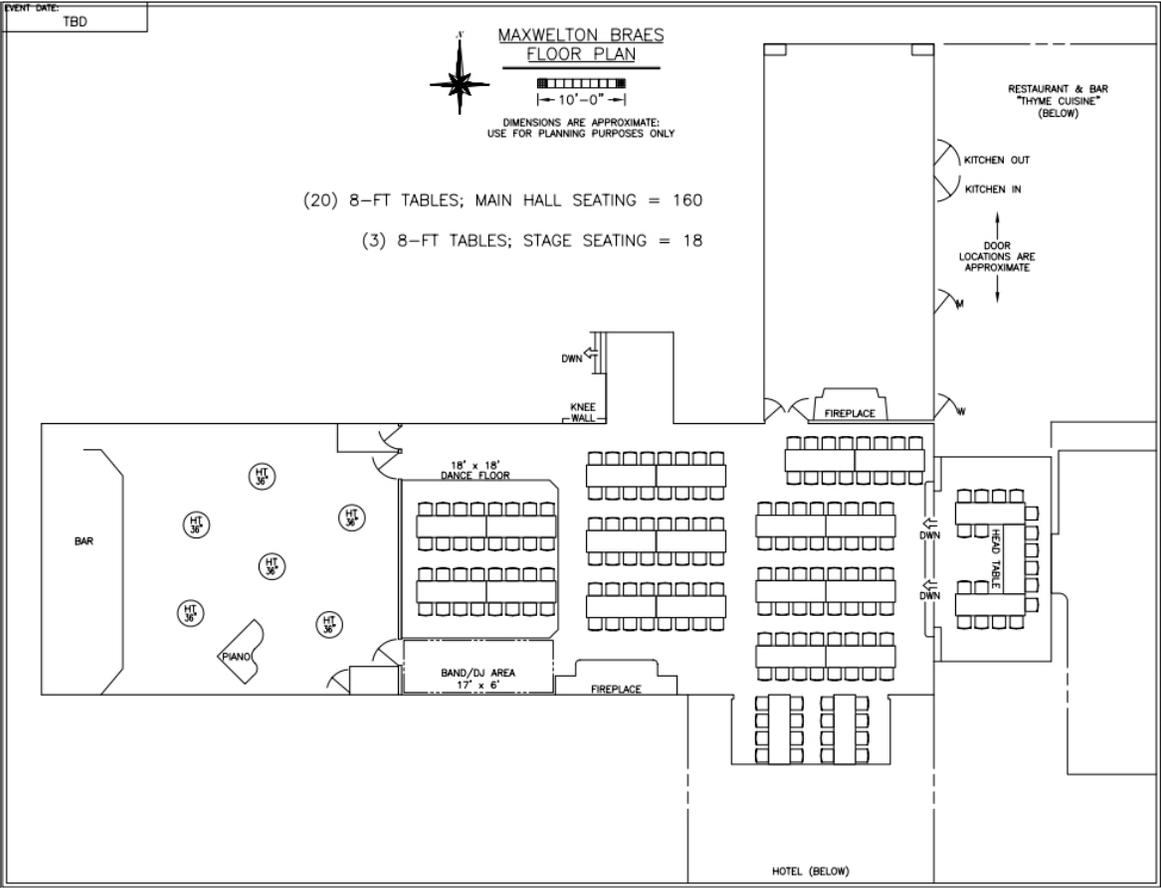
# Second Floor Event Space

Facility Features that are included:

- Spacious **Banquet Room** with seating, tables, china, glassware, flatware, and standard linens (cloth napkins and tablecloths) for up to 170 guests in the main area.
- **White Skirted Tables** are provided for additional needs such as; card and gift table, place card table, sign-in table, dessert station, etc.
- The **Outdoor Patio** can accommodate your group for a cocktail party, BBQ or sit down dinner for up to 200 people.
- **On-Site Ceremony**; use of an outdoor wedding ceremony location can be arranged, there are multiple wonderful options (weather permitting).
- Use of the common **Stone Terrace** and propane fire pit (includes outdoor string globe lighting) for guest socializing.
- **Horseshoe pit** and grassy area for **lawn games**.
- **Half off golf fees** at our 18-hole golf course for guests staying at Maxwellton Braes.
- Two regulation size **tennis courts** and two **pickle ball** courts.
- **Full bar service**, private bar in the event room on the second floor.
- **The North Wing** which overlooks the Golf Course on the second floor is available for additional needs

Options that have additional costs:

- **Outdoor Bar**
- **Rental Assistance** for outdoor ceremony needs not included with venue rental fee such as chairs, decorations, and sound equipment
- **Tent Rental Assistance** for outdoor receptions
- **Linen Rental Assistance** if you are interested in selections other than the house options
- **Onsite restaurant** serving breakfast and dinner from May through October





# Facility Rental Rates

## **2019 Second Floor Event Room Rates:**

**April 1<sup>st</sup> – May 17th and September 29<sup>th</sup> - November 2<sup>nd</sup>**

**\$1,800.00 rental fee with a \$6,000.00 food and beverage minimum**

**May 18th – September 28th**

**\$2,800.00 rental fee with a \$8,000.00 food and beverage minimum**

## **Outdoor Stone Terrace Patio Rental Rates:**

\* Same rates as above

\* Outdoor patio requires rental of tables, chairs, and dinnerware

\* One of our consultants can assist with rental item questions and costs

## **The North Wing:**

The North Wing has beautiful views to the north and the sunsets to the west, and is available for rental for groups under 50 guests – perfect for intimate rehearsal dinners, small group breakfasts, brunches, lunches and gift openings.

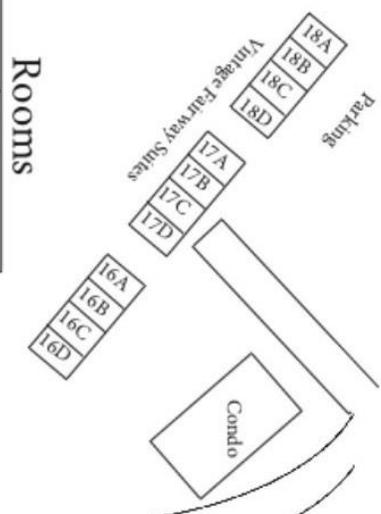
## **On-Site Ceremony Locations:**

The two most popular locations are in the Grove or on the Stone Terrace Patio. The grove is located outside the Stone Lodge Hallway door under a canopy of maple and chestnut trees. A perfect place for larger groups, this ceremony location is the epitome of a Door County wedding with all of the greenery of Maxwellton Braes Golf Course as a backdrop. The Stone Terrace is located outside and adjacent to our Lodge porch. It is quaint and charming, it offers the view of the golf course. Both locations are a wonderful place to exchange vows. Use of either ceremony location does not include chairs, tent, sound equipment or decorations.

# Lodging Information

**Please call Maxwellton Braes Lodge (920-839-2321) to make room block reservations, questions may be directed to [info@maxweltonbraes.com](mailto:info@maxweltonbraes.com)**

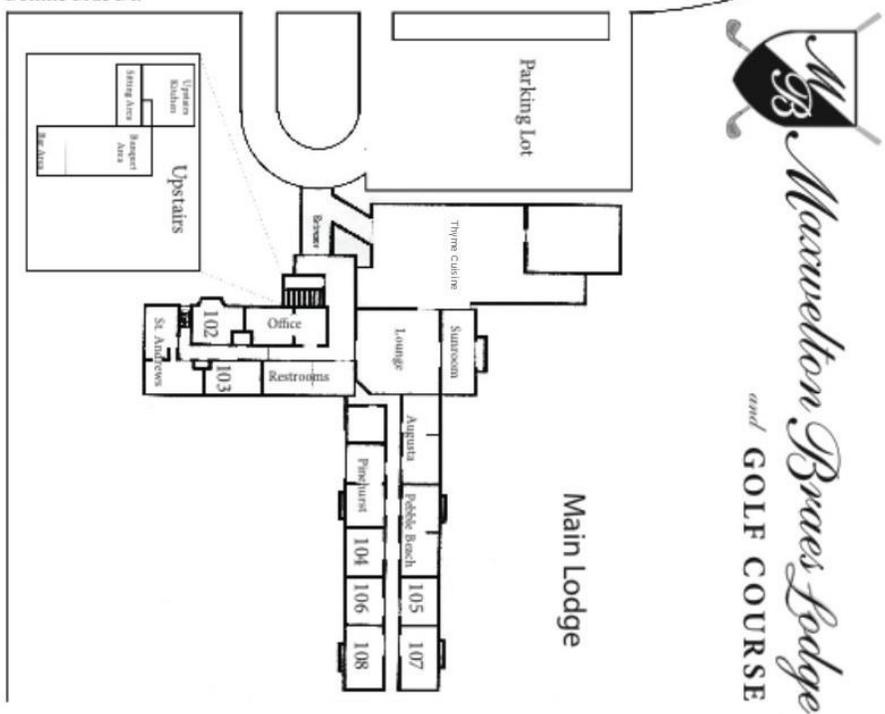
**The following pages list rates along with a map.**



### Rooms

|                    |                                |
|--------------------|--------------------------------|
| 102                | Deluxe King                    |
| 103                | Standard King                  |
| 104                | Deluxe King                    |
| 105                | Standard King                  |
| 106                | Standard King                  |
| 107                | Deluxe King                    |
| 108                | Deluxe King                    |
| Auguta Suite       | King with 2 fulls with jacuzzi |
| Pebble Beach Suite | King with jacuzzi              |
| Producers Suite    | King with jacuzzi              |
| St. Andrew Suite   | King and Queen with jacuzzi    |
| Fairview Suite 16A | Queen with Pullout Sofa        |
| Fairview Suite 16B | 2 fulls with Pullout Sofa      |
| Fairview Suite 16C | 1 fulls with Pullout Sofa      |
| Fairview Suite 16D | Queen with Pullout Sofa        |
| Fairview Suite 17A | Queen with Pullout Sofa        |
| Fairview Suite 17B | 2 fulls with Pullout Sofa      |
| Fairview Suite 17C | 2 fulls with Pullout Sofa      |
| Fairview Suite 17D | Queen with Pullout Sofa        |
| Fairview Suite 18A | 2 fulls with Pullout Sofa      |
| Fairview Suite 18C | 2 fulls with Pullout Sofa      |
| Fairview Suite 18D | Queen with Pullout Sofa        |

Bonnie Brae Dr.



  
*Marxwellton Braes Lodge*  
 and GOLF COURSE

Hwy 57

A room block of the 11 lodge rooms\* with a 2-night minimum is required for all weddings held at Maxwellton Braes. This block will be put into place after the contract and rental deposit have been received by Maxwellton Braes. A block will include 11 lodge rooms, per availability. Guests must contact the lodge to put a deposit on the room. If the block is not completely rented by wedding party, the balance of the total room block will be added to final rental fee will be the responsibility of the contracting party and is due the day prior to your event. The rustic cabins are however, optional rentals. If they are not taken by the wedding guests, they will be released to the general public.

| <b>ROOM</b><br>Rates do not include tax, but are fixed at the time of contract sign. | <b>Fri. / Sat. &amp; Holidays 5/1 to 5/16</b> | <b>Fri. / Sat. &amp; Holidays 5/17 to 10/31</b> |
|--|---|---|
| <b>102 KING*</b>   | \$139   | \$169   |
| <b>103 KING*</b>   | \$139   | \$169   |
| <b>104 KING*</b>   | \$139   | \$169   |
| <b>105 KING*</b>   | \$139   | \$169   |
| <b>106 KING*</b>   | \$139   | \$169   |
| <b>107 DLX KING*</b>   | \$149   | \$179   |
| <b>108 DLX KING*</b>   | \$149   | \$179   |
| <b>St. Andrew*</b><br>King & Queen   | \$189   | \$229   |
| <b>Augusta*</b><br>King & 2 Full   | \$189   | \$229   |
| <b>Pebble Beach*</b><br>King   | \$169   | \$189   |
| <b>Pinehurst*</b><br>King  | \$169   | \$189   |
| <b>16 A Fairway</b> Queen  | \$129   | \$149   |
| <b>16B Fairway</b> 2dbl  | \$129   | \$149   |
| <b>16C Fairway</b> 2dbl  | \$129   | \$149   |
| <b>16D Fairway</b> Queen   | \$129   | \$149   |
| <b>17A Fairway</b> Queen   | \$129   | \$149   |
| <b>17B Fairway</b> 2dbl  | \$129   | \$149   |
| <b>17C Fairway</b> 2dbl  | \$129   | \$149   |
| <b>17d Fairway</b> Queen   | \$129   | \$149   |

Check in time for the rooms is 3:00 PM. Check out is 11:00 AM.

# Event Staff

To set up a tour, or to receive more information please contact:

Chandra Johnson - Wedding Consultant  
[weddingsatmax@gmail.com](mailto:weddingsatmax@gmail.com)

Anne Alberts - Event Consultant  
[contact@thymecatering.com](mailto:contact@thymecatering.com)

- Experienced staff to assist with room layout plans, answer any facility questions, and assist with additional rentals as needed.
- Exceptional catering service on site - featuring professional, friendly staff
- Serving classic American fare with a farm to table approach. Focused on quality ingredients and beautiful presentation.
- We are able to accommodate larger groups for standing cocktail and hors d'oeuvres receptions.
- Specialty items such as wood tables, specialty linens, china, glassware, and flatware are also available for rental.

Talk with our Consultants for details.

# Additional

- \* Client is responsible for set up and breakdown of all flowers, signage, ceremony decorations, and any tables and chairs not provided by Maxwellton Braes unless other arrangements are made with staff.
- \* Maxwellton Braes does not permit the use of confetti.
- \* Due to local fire codes, we do not allow fog machines, sparklers, fireworks, or Chinese lanterns on the property.
- \* No live flames will be permitted indoors except small votive candles in enclosed containers. If you choose to use candles, they must be approved by Maxwellton Braes staff.
- \* Smoking is not permitted at any time in any of the Maxwellton Braes facilities.
- \* Smoking is permitted in designated outdoor areas only.

# Event Reservation Timeline

Thank you for deciding to host your special day at Maxwellton Braes! There are many details associated with planning a wedding, and we have laid out a timeline below to assist you.

1. Once you have decided on a date, contact our staff. Your date will be held but not guaranteed until the Maxwellton Braes contract is signed, dated, and returned with a 50% facility rental deposit. Additionally, Thyme Catering has a separate contract to be signed, dated, and returned with a \$1,000 retainer.
2. Set a room block. A room block of the 11 lodge rooms with a 2-night minimum is required for all weekend weddings held at Maxwellton Braes. Once our Event Staff has received your contract and rental deposit, the room block will be put into place by the Lodge. Direct your guests to call for reservations at 920-839-2321. Please note that block reservations cannot be made online.
3. Contact Thyme Catering to set up a meeting to discuss catering needs and to schedule a tasting after returning your contract and retainer. Catering Staff is available at 920-421-5112 or by e-mail at [thymecateringdoorcounty@gmail.com](mailto:thymecateringdoorcounty@gmail.com).
4. 30 Days prior, your consultant will need an approximate number of people attending your wedding to coordinate room and table layout details and to share with Thyme Catering. Your vendor list will also be required at this time.
5. 10 days prior to your wedding, provide Catering Staff with final guest and entrée counts. Coordinate Vendor load in and load out times.
6. During the week prior to your event, a final walkthrough with your consultant and Thyme Catering will be arranged to go over final details. At this time, your remaining room rental and catering balance will be due.