



February 2010

Welcome to the MRPA Grand Hotel Mackinac Island Program! Enclosed is an information packet for the 2010 program. Listed here are just a few other items you might like to know.

- Room Allotments Each group has been given their room allotments based on their requests. Please call when and if you need additional rooms.
- Fort Mackinac Admission to the Fort is included in the tour this year *for Trip 1 travelers only*. Fort Mackinac closes to the public on October 10.
- Carriage Tour The carriage tour route runs on a four year cycle, changing each year.
- Trip Insurance Brochures are available for your information. There is an order form enclosed with this packet. You can use that or just email or call to request the number you would like. Please encourage your travelers to consider insurance.
- Promotion We are glad to assist if you need ideas to help promote your trip. We all know the tried and true – newsletters, brochures, flyers posted in Centers. If anyone has a unique promotional piece or idea, please share with us. We can create links through the Eblast or via our website.
- The Next Mailing A list with all group leader names and contact information will be included in the next mailing (late April/early May). At this time you will also receive information on your first payment (due July 3). The first payment will be \$200 for each person that you have booked at that time. Groups that need an invoice will need to contact Tom Fraas at the MRPA Office. The mailing will also include the following: rooming list, credit card payment, participant consent and medical forms, group leader duties, and a variety of information. Also included will be a request form to receive a CD which will have all the information and forms on it that you will need for this year's trip.
- Questions If you have any questions about any of this information, please call the office. Also, some of you may need rooming lists or medical forms prior to the mailing in late April. Please call if we can help you. With approximately 40 different groups, we try to pick the best time to mail information to you. If your group needs information prior to the mailing dates, call and we'll do our best to get things to you when you need them.
- Boat Request Please submit the Boat Request Form included in this mailing.



MRPA 2010

Grand Hotel/Mackinac Program

General Information Packet



Trip #1	October 4-7	Double \$569	Single \$779	Triple \$511	3 night/4 day
Trip #2	October 11-14 <i>FULL</i>	Double \$569	Single \$779	Triple \$511	3 night/4 day
Trip #3	October 17 - 19	Double \$414	Single \$584	Triple \$377	2 night/3 day
Trip #4	October 22 - 25	Double \$569	Single \$779	Triple \$511	3 night/4 day

Ages Participants must be 50 years or older. Spouses of participants, and/or sons and daughters who accompany the participant may be younger than 50. Caregivers who accompany those with physical/mental/emotional restrictions may be under 50. Group Leaders do not have to be 50 years of age.

Additional Costs Not included in the package price from MRPA are: transportation costs to and from Mackinaw City or St. Ignace, pin-on name tags for participants, or hand held sign to help organize your group. Breakfast and dinner are included during your stay at the Grand Hotel. On Trip #4 participants will have the Grand Hotel Lunch Buffet included in their package on **Saturday and Sunday, October 23rd and 24th**.

Lunch Discounts At Grand Hotel, MRPA participants receive a special price of \$15 for the Grand Hotel Luncheon Buffet. Carleton's Tea Shop (on the lower level) offers soup, 1/2 sandwich, and beverage for \$8.50. There are also box lunches available for \$11. Some groups order these for the ride home. They are boxed and delivered to your bus.

Group Leader Rates A qualified group leader must accompany the trip. If a group leader brings 30 paid participants (excluding themselves) he or she will receive a complimentary package in a double room. Each group leader is responsible for finding a roommate. Group leaders wishing to have a single accommodation must pay the single supplement of \$40 for a 2/night trip or \$55 for a 3/night trip. If the group leader does not bring 30 persons, *regular double or single rates apply*.

Bus Drivers Bus drivers, assistants and all others must pay regular package rates.

Handicap Accommodations	Barrier free rooms with specially equipped facilities are available for those in wheelchairs or electric carts. Rooms near an elevator can be assigned for individuals with walking difficulties. Leader dogs are welcome to accompany their masters. <i>It is strongly recommended that participants with physical/mental or emotional restrictions bring a caregiver.</i> Caregivers pay the same package price. **Please be sure to ask your travelers about their special needs and note them on the Final Room List. Please be specific: roll-in shower, grab bars on the toilet, near elevator, etc.
Wheelchairs at Grand Hotel	Grand Hotel has a limited number of wheelchairs for <u>emergency</u> use by guests. Travelers who need wheelchairs must bring their own. They can be stowed below the bus and accompany the luggage to Grand Hotel. Be sure that they have the appropriate tag and loop on them.
Smoking	Grand Hotel has become a non-smoking facility. <u>Smoking is not permitted anywhere in the Hotel.</u> The only smoking allowed at the Hotel will be outdoors on one-half of the Front Porch.
Participant's Room Assignments	All participants will be assigned rooms by "luck of the draw." No one will receive special room assignments regardless of the number of years they have attended, anniversaries, birthdays, etc.
Triple Occupancy	For groups with triples, please advise your travelers that 90 percent of the rooms at Grand Hotel have double beds (not queen) and it is still luck of the draw for the size of room. When your triple occupants get to their room they will need to call and request a rollaway, extra towels, amenities etc.
Group Leader Room Assignments	Group leaders are assigned rooms in a higher than average category. They may use it to hold a party, trade it with someone in their group celebrating a special anniversary, etc., or simply reward themselves for a job well done.
Dress Code at the Grand Hotel	<i>Before 6 p.m.</i> dress for comfort and weather. Casual clothing is allowed in the dining room for breakfast and lunch. <i>After 6 p.m.</i> ladies should wear dressy outfits, evening dresses or dressy pants outfits. Gentlemen must wear a coat and tie in the dining room. Casual attire is permitted each evening in the Cupola Bar, located a stairway above the 4 th floor.
Inclement Weather	Participants must dress for comfort and weather. The weather can be a bit frosty on occasion. Participants are encouraged to bring hats and gloves, warm socks and scarves for the carriage tour and other outdoor activities.

Tipping at the Grand Hotel	Tips for meals, beverages and luggage handling at the Grand Hotel are included.
Tipping Elsewhere	Tips for horse-drawn taxi drivers, carriage tour drivers, and Arnold Ferry luggage handlers are not included. <i>It is recommended that these tips be built in to the trip price and handled by the group leader, or that the group leader encourages the awareness and generosity of the participants.</i>
Group Luggage ID Bands	Each group will be given ID bands of a different color. This is very important, as the luggage delivery and departures are based on the colors of these tags. <u>Please be sure that your traveler's names are on their luggage.</u> The Grand Hotel luggage tag is removed from the luggage at the Hotel, so it should not serve as their name tag.
Luggage Count	Have your bus driver count each piece of luggage as it is loaded under the bus. Each group leader will be asked for the exact number of luggage bags that they brought on the trip. You will give this number at the leaders meeting on the day of arrival. This will insure that the proper number also get back on your bus at time of departure. <u>Do not</u> include any items in your luggage count that will be staying with your travelers (i.e. oxygen tanks, walkers, wheelchairs). Your luggage count may not change during the trip.
Luggage Allowance	One piece of luggage is allowed per person. All luggage must be identified by a personal name tag, a Grand Hotel name tag and the group's color ID band. The latter two will be provided to the groups. Luggage that does not have the person's name on it <u>will not</u> be delivered to their room at Grand Hotel, but held until identification is made. Many leaders choose to use address labels and pre-label the Grand Hotel tags before giving them to the travelers. The Grand Hotel luggage tag is to be removed from the luggage once it is claimed at Grand Hotel.
Carry On Luggage	It is recommended that travelers put their medications, hat and gloves, etc. in their handheld luggage. This does not get counted in the luggage count for each group, nor can it be added to the luggage count at time of departure. <i>It is very important to remind travelers that this luggage must fit on their laps when taking the taxi to and from the hotel. Small rolling carry-ons are very difficult to maneuver on the horse drawn carriages, as they must be put on the lap of the traveler.</i>
Extra Luggage Items	You will need extra luggage tags for golf bags, walkers, wheelchairs, portable oxygen tanks, etc. Be sure to identify with a name tag, a Grand Hotel luggage tag and the groups color ID band. Amigos and drivable personal vehicles that are used by participants or leaders must be driven by the person up to the Grand Hotel.
Name Tags	Pin on name tags (with ribbons provided) must be worn by all group members at all times. It is important to identify MRPA Grand Hotel program participants as some activities are limited to our group, stores

may offer a discount to shoppers, and it is helpful to other groups and leaders.

Extra Travelers

If you have people that will be meeting you in Mackinaw City and are not traveling with you on the bus, please contact the MRPA office to discuss the challenges that this will bring to you.

Boat Tickets

Each leader will be given a voucher for the entire group's boat ride to the Island. The Arnold Line employee will take this from you at the end of the dock while they unload your luggage. They will give you back a ticket that is your return voucher for the trip back from the Island to the mainland. Put this in a safe place and present it at the dock on the Island as you board the boat to return to the mainland. Remember, you can take the boat to the Island from one city, and return to the other city if you wish.

Taxi (Boat to the Grand)

We are working to eliminate the need for taxi tickets. To this end, each leader will need to sign a Mackinac Island Carriage Tour voucher indicating the number of travelers that you brought to the Island. This will be in lieu of taxi tickets. You will receive more information on this with the August mailing.

Group Leader Duties

This program has always relied on the spirit of cooperation between MRPA, the Grand Hotel and the organizations involved. Group leaders will be asked to oversee many of the activities on the trip. In an effort to share the load, each group leader will be able to request their preferred duties on the Group Leader Duty Preferences form that will be mailed to you. Duties will be assigned and mailed out to leaders prior to your trip. Any changes/conflicts after that point can be resolved at the leaders meeting on arrival day.

MRPA Desk

There is an MRPA Information desk located in the parlor. This is where your participants sign up for the sports contests, look for information, program changes and special messages.

Grand Hotel Phone Number

The phone number at the Grand Hotel is 906.847.3331. The 800 # for reservations does not work for contacting hotel guests.

Refund Policy

The \$100 deposit is non-refundable once the trip date has been assigned to your group. After the first payment is made and before the final payment is received, a refund can be issued (less the deposit). After the final payment deadline, there are no refunds. You may replace cancelled participants with another individual and handle the money internally.

Trip Cancellation

If by mid-June you don't think your trip will fill, please call the MRPA office at 517.485.9888. We can discuss options and help to combine trips and serve your seniors.

Travel Insurance

Travel insurance is highly recommended. You are encouraged to order Travel Insurance brochures. Because there are absolutely no refunds

after the final payment date, travelers are encouraged to purchase travel insurance. The purchase of travel insurance is between the traveler/participant and the insurance company. If you have your own favorite Travel Insurance Company, it is perfectly fine to use them. Call or email the MRPA office if you would like more brochures.

Lunch Options

While on Mackinac Island there are several restaurant options for lunch. In the Grand Hotel, there is a special price for the Luncheon Buffet of \$15. Additionally, at Carleton's Tea Shop, located in the lower level of the Grand Hotel, there is special luncheon pricing for soup and ½ sandwich of \$8.50. The Jockey Club at Grand Hotel will not be open. The Grand's Gate House is another Grand Hotel property that will be serving lunch and dinner.

Motor Coaches

To find a motor coach, check out your Yellow Pages in the phone book or online. Call several companies for quotes. Be sure to compare prices for round trip transportation and negotiate if possible. If you are not familiar with the company, ask for phone numbers of satisfied customers and ask them to bring the bus to your location. If you like the bus you see, make sure it is the bus you will get. Be sure to get everything in writing. We do encourage you to at least include in your bid companies that are MRPA members. Currently we have one motor coach line that is a vendor member - **Lakefront Lines, Inc.** (800) 638-6338. Ask for Mike Goebel, extension 124. Be sure to ask for special MRPA member pricing.

Payment Deadlines

First Payment

\$200 per participant is due by July 2, 2010 for all trips.

Final Payment

Trip #1	August 27
Trip #2	September 3
Trip #3	September 10
Trip #4	September 17

If you have questions on billing or invoicing, please call Tom Fraas, MRPA Business Manager at 517.485.9888.



MRPA
Grand Hotel Mackinac Island Program
Insurance Brochure Order Form

Please send me # _____ insurance brochures.

Name _____

Address _____

City/State/Zip _____

Please **fax** your request to MRPA at **517.485.7932**, or email your request to mwinegar@mrpaonline.org. Brochures will be mailed to you.



MRPA 2010 MRPA GRAND EXPERIENCE TRIP

**October 17 - 19
(2 Night/3 Day Trip)**

What's included in this trip:

Day 1	Day 2	Day 3
Ferry Boat Ride to Mackinac Island Horse Drawn Taxi to Hotel Orientation Room Key Distribution Welcome Talk Tea and Cookies 5 Course Dinner Demitasse Dancing in the Terrace Room 2 Movies Evening Entertainment	Breakfast Carriage Tour *Activities: Kitchen Tour, Bingo, Golf Putting and Golf Chipping Contest, Bocci Ball Tournament, History Lecture, Photo Contest, Writing Contest, Guided Walk, Yoga Class, Tea and Cookies, Champagne Reception 5 Course Dinner Banquet Demitasse Evening Entertainment 2 Movies	Breakfast Horse Drawn Taxi to Boat Dock Ferry Boat Ride to Mackinaw City **Depending on departure boat time requested by the group leader, groups may have optional time on their own before their departure (which may include staying through lunch).

Also Included:

- Special Discounts on Bicycle Rental
- Free Golf at the Jewel Golf Course (\$15 cart fee required)
- Discounts at Grand Hotel Salon and Spa
- Shopping on Mackinac Island
- Discounts on Fudge

*Activities are based on space and instructor availability and may differ slightly each year. We will make every effort to offer a wide variety of programs.



**MRPA 2010
GRAND HOTEL MACKINAC ISLAND TRIP**

**October 4 - 7, October 11 - 14, October 22 - 25
(3 Night/4 Day Trip)**

What's included in these trips:

Day 1	Day 2 & Day 3	Day 4
Ferry Boat Ride to Mackinac Island Horse Drawn Taxi to Hotel Orientation Room Key Distribution Welcome Talk Tea and Cookies 5 Course Dinner Demitasse Dancing in the Terrace Room 2 Movies Evening Entertainment	Breakfast Carriage Tour Ft Mackinac Admission (Trip #1) *Activities: Kitchen Tour, 2 Bingos, Golf Putting and Chipping Contest, Bocci Ball Tournament, Photography Contest, , History Lectures, Garden Lecture, Writing Contest, Line Dancing Class, Cooking Demonstration, Yoga, Napkin Folding, Guided Walk Tea and Cookies Champagne Reception on Day 3 5 Course Banquet on Day 3 Nightly Demitasse Dancing in the Terrace Room Evening Entertainment 2 Movies	Breakfast Horse Drawn Taxi to Boat Dock Ferry Boat Ride to Mackinaw City **Depending on departure boat time requested by the group leader, groups may have optional time on their own before their departure (which may include staying through lunch).
Additions for Trip #4 October 22-25 Only	Grand Luncheon Buffet Day 2 & 3 ½ Price Sales in Grand Hotel Shops	

Also Included:

- Special Discounts on Bicycle Rental
- Free Golf at the Jewel Golf Course (\$15 cart fee required)
- Discounts at Grand Hotel Salon and Spa
- Shopping on Mackinac Island
- Discounts on Fudge

*Activities are based on space and instructor availability and may differ slightly each year. We will make every effort to offer a wide variety of programs.



Pricing Your Trip

It is important to include all of your anticipated costs when pricing your trip. Following is a list of potential costs. Not all costs will apply to all groups

- Motor Coach** Be sure to get round trip pricing. Think about any single or triple rooms when planning on the number of people riding your bus.
- Group Leaders Package** If there are 30 people on the trip (excluding the group leader), your group leader is entitled to a free package. You may want to figure in the cost of an additional group leader if your group is large.
- Single Supplement - Group Leader** If your group leader would like a single room the cost is \$40 for the 2/night package and \$55 for the 3/night package.
- Package Price for Participants** Add the cost of the trip package. Be sure to figure different prices for the single, double or triple occupancy.
- Triple Occupancy** Each person in a triple room is charged the lower rate. *Grand Hotel does not have any rooms with three beds. A room with two double (not queen) beds will be assigned. A roll-away can be added at no extra charge.*
- Single Occupancy** The single rate will apply to those not having a named/paid roommate at the time room lists are due. MRPA is not responsible for matching roommates. Be careful when pricing the single rooms, as that is one less roommate that can help pay for your bus.
- Additional Considerations** Other items to consider when pricing your trip: a per person allowance for snacks and prizes on the bus, administrative costs for your organization, including additional meals such as lunch on the first and last day, bus driver gratuity (typically \$1/each way), tip for the baggage handlers (typically 50 cents per bag).
- Tipping** It is not mandatory, but the following is an idea of customary tips
*Carriage tour drivers (\$1 or more per person)
*Taxi drivers (\$1 per person)
Bus driver (\$1 each way, per person)
Baggage handlers - at the boat dock (50 cents per bag)
You may want to add the tips in ahead of time so that you can take care of them rather than leave it up to the individual.
- *As your entire group is never on the same taxi, some group leaders bring \$1 bills to pass out to their travelers as they board the taxi/carriage tour.



To help you set the price for your trip we've come up with these easy steps. . .

Motor Coach Cost (round trip) \$ _____

Group Leader Package
Free if bringing 30 participants \$ _____
Regular single or double price if less than 30 participants

Single Supplement for Group Leader (optional) \$ _____
\$40 for two night package
\$55 for three night package

TOTAL \$ _____

Divide by the total # of participants you reasonably expect to register for the trip _____#
Remember, 30 passengers mean a complimentary group leader package.

TOTAL FIXED COST PER PERSON \$ _____

Trip pricing—for each person on your trip
Use a copy of this worksheet for each pricing—single, double or triple

Total Fixed Cost \$ _____
From worksheet above

MRPA Package Price \$ _____

Administrative Fee (optional) \$ _____
To help fund your organization

Allowance for bus snacks/prizes \$ _____

Tips (optional) \$ _____
\$1 each way for bus driver
50 cents per bag at boat dock
\$1 for carriage tour driver

Extras (optional) \$ _____
1st day or last day lunch
Other activities

Subtotal \$ _____

TOTAL PRICE PER PERSON \$ _____



2010 MRPA Grand Experience Boat Request



Trip # _____ Dates _____

Name of Organization _____

Group Leader Name _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Estimated Number of People in your Group _____

Please indicate your first and second choice of ferry times. We will do our best to accommodate your first choice but because of scheduling challenges we do need an alternate time from you. Your boat times will be confirmed so that you can make adjustments in your itinerary, if necessary.

BOAT TO THE ISLAND FROM MACKINAW CITY

Will you be eating lunch at Grand Hotel on arrival? Circle one: Yes No

Trip #1	Trip #2	Trip #3	Trip #4
10:30 a.m.	10:30 a.m.	10:30 a.m.	10:30 a.m.
11:30* a.m.	11:30* a.m.	12:30 p.m.	11:30* a.m.
12:30 p.m.	12:30 p.m.	2:30 p.m.	12:30 p.m.
1:30* p.m.	1:30* p.m.	3:30* p.m.	1:30* p.m.
2:30 p.m.	2:30 p.m.		2:30
*Special MRPA Boat, may be cancelled if minimum not met.			

BOAT FROM THE ISLAND TO MACKINAW CITY

Trip #1	Trip #2	Trip #3	Trip #4
9:00 a.m.	9:00 a.m.	9:00 a.m.	9:00 a.m.
10:00 a.m.*	10:00 a.m.*	10:00 a.m.*	10:00 a.m.*
11:00 a.m.	11:00 a.m.	11:00 a.m.	11:00 a.m.
12:00. noon *	12:00. noon *	1:00 p.m.	12:00. noon*
1:00 p.m.	1:00 p.m.	2:00 p.m.*	1:00 p.m.
*Special MRPA Boat, may be cancelled if minimum not met.			

BOAT FROM THE ISLAND TO ST. IGNACE

Trip #1	Trip #2	Trip #3	Trip #4
9:00 a.m.	9:00 a.m.	9:00 a.m.	9:00 a.m.
10:30 a.m.	10:30 a.m.	10:30 a.m.	10:30 a.m.
12:30 p.m.	12:30 p.m.	12:30 p.m.	12:30 p.m.

Please return this form by April 1, 2009 to MRPA

2465 Woodlake Circle, Ste 180, Okemos, MI 48864 Fax # 517 485-7932