

FACILITY RENTAL INFORMATION



GRAM
GRAND RAPIDS ART MUSEUM

Grand Rapids Art Museum

Guidelines, Policies & Procedures for Special Events

The Grand Rapids Art Museum is a private, nonprofit institution founded in 1910. The mission of the Grand Rapids Art Museum (GRAM) is to provide a gathering place where people of all ages and backgrounds can enrich their lives through interaction with authentic, fine quality works of art in a thought-provoking and creative way. In order to nourish and delight the mind and spirit, the Art Museum collects, conserves, educates, and interprets.

The Art Museum facility is rented to Museum Members and Museum Business Partners under specific conditions for the purpose of achieving its mission. The following Guidelines, Policies and Procedures govern the use of GRAM. All rental activities must be in conformance with established GRAM requirements and must not interrupt the Art Museum's regular operations.

The Art Museum is a perfect setting for a cocktail reception, buffet, seated dinner, presentation, meeting, wedding reception, rehearsal dinner or any special event in-between. GRAM lends itself to hosting both indoor and outdoor wedding ceremonies and receptions on weekends throughout the year.

The Art Museum does not intend to rent its facility for: certain political events or religious services, formals, proms or events where entrance would require on-site ticket purchase. The Art Museum reserves the right to exclude any rental deemed to be a risk to GRAM property or interest.

The Art Museum reserves the right, in its sole discretion, to amend or revise these Guidelines, Policies and Procedures.

Reservations/Deposits/Payments

A tentative available date for your event does not confirm your reservation. A tentative reservation will be held for 14 days and then will be released, unless a rental agreement is pending. A contract will be sent when a tentative reservation has been selected. A reservation will only be considered confirmed when the GRAM receives either a non-refundable deposit of \$1,000, or 50% of the total rental fee plus a signed contract agreeing with GRAM Guidelines, Policies, and Procedures for Special Events.

The deposit must be received within 14 days of receiving the contract. All rental fees must be paid in full no later than 30 days prior to the event date. Along with the full payment, a \$1,000 refundable security deposit is required. This deposit will be

refunded to you 30 days following your event; providing no damage has occurred and all other museum related costs are paid.

All checks should be made payable to the Grand Rapids Art Museum and sent to:

***The Grand Rapids Art Museum
Special Events Office
101 Monroe Center
Grand Rapids, Michigan 49503***

A single contact person must be designated in all matters regarding event arrangements. Only the designee indicated on the signed agreement may make changes to the event.

All changes to original contracts must be made in writing at least two weeks prior to the scheduled event. Written confirmation will be sent by the GRAM Special Events Office if a request can be accommodated.

Reservation by Event Planners

If the first contact for an event at GRAM is made by a party planner or locations agent, no agreement on use of the Art Museum shall be made until a representative of the actual client has met with a representative of the Art Museum Special Event Office.

Right of Termination

In the event that the Art Museum (in its sole discretion and at any time) determines that any violation of the Art Museum's policies or applicable laws, ordinances, or regulations (including unruly conduct or risk to the Art Museum property) is likely to occur with the use of its premises and/or equipment during the event, the Art Museum reserves the right to cancel or terminate the function at any time, including but not limited to, the time when your event is in progress.

In such an event, the Art Museum shall retain all sums that have been paid. Any such determination shall be pursuant to the Art Museum's designated representative's sole discretion and shall be binding and final. The Art Museum shall not be liable to the client, the caterer, or the event planner for any of the charges generated by, or any deposits made to, any vendor or other provider of services for the event.

Cancellation/Refunds

If the client requests a cancellation more than 90 days prior to the event date the client will be refunded all moneys paid to the Art Museum – except for their rental deposit. If the client requests a cancellation within 60 days of the event date, no fees paid to the Art Museum will be refunded. In addition, upon any cancellation request, the client shall remain responsible for any costs incurred by GRAM for the event prior to such cancellation request as described in the applicable contract.

Art Museum Facility

Hours Available

Various areas are available for rental in the Art Museum. Rental includes the area specified on the rental agreement, table, chairs, and base security personnel. Events must end promptly at the time stated in the rental agreement. Please plan accordingly.

Gallery viewing is encouraged as part of the enhancement and entertainment for each event, and may be one of the primary reasons for the Art Museum being selected for an event. However, there are additional fees to cover security costs to keep galleries open during non-regular Art Museum hours. Please check with the Art Museum Special Events Office regarding Art Museum hours and any additional costs for gallery viewing. The client will be responsible for any damage to the Art Museum or the Galleries during an event.

Exhibitions are the foundation of GRAM and are subject to change without notification. Exhibitions that are on view at the time of contract signing may not be on view at the time of the rental. Exhibitions cannot be removed or changed for any event.

Rental Price does not include food, beverage, service staff, linens, china, decor or rentals from any outside vendor.

Art Museum Store

Should a gift be appropriate for your honored guests, sponsors, or presenters, the Art Museum Store is certain to have the perfect memento. The Art Museum Store requires a minimum of five days notice prior to your event to prepare your purchase for larger quantities.

Smoking

The Art Museum is a smoke free campus. There is no smoking allowed in the Art Museum or on the Art Museum grounds.

Handicap Access

The Art Museum is handicapped accessible. Wheelchair accessibility is available via all entrances. All galleries are physically accessible. Handicapped accessible restrooms are available on all floors of the Art Museum. All public telephones, elevators, and water fountains are also accessible. Wheelchairs are available for use at no charge and may be secured at the main entrance.

Security

Security is required for all uses of the facility and will be provided by GRAM security service. Base security fees are included in the rental. Based on the number of persons at your event and the specific areas of the Art Museum rented, additional security personnel may be required for your event, therefore additional charges may apply.

Any additional security staff, other than GRAM security, that are required by the client to be on the Art Museum grounds in conjunction with an event, must be conveyed to the Special Events Office sufficiently in advance (a minimum of fifteen days prior to the event) to finalize procedures. The Art Museum remains responsible for overall security on GRAM premises.

Food and Beverage Service

Catering

When hosting an event at GRAM, please choose from one of the following Exclusive Preferred Caterers. While no outside food or drink is allowed in the Art Museum, our dedicated caterers will do their best to accommodate your every need.

Exclusive Preferred Caterers: Updated February 1st, 2014

- *Applause Catering + Events*
- *Amway Grand Plaza Catering*
- *The Catering Co.*
- *The Gilmore Collection*
- *Martha's (Vineyard) Catering*
- *Grand Central Market*

Alcohol Beverage Service

The State of Michigan liquor license held by GRAM requires that all alcoholic beverages consumed at the Art Museum be purchased through the Art Museum and served by our designated servers. THERE IS NO EXCEPTION TO THIS POLICY. Alcohol may not be brought into, or removed from, the Art Museum by a client or their guest at any time.

Bars **must** close 30 minutes prior to the event end time. The Art Museum or their designated servers reserves the right to refuse alcohol service to anyone at any time. Identification may be requested from anyone requesting alcoholic beverages. Refusal to produce requested identification will result in no alcoholic beverage service for that individual.

Use of Facility

Decorations

To protect the integrity of the Art Museum collections and the safety of visitors and guests, the Art Museum must approve all decorations prior to the event set-up. Placement and attachment of decoration must be coordinated with the Art Museum Special Events Office. The final set-up is due ten working days prior to your event.

Decoration for special events may be delivered as early as the day before the event and must be picked up the next business day following the event by 10:00 am. The Art Museum is not responsible for any items left following an event.

- All decor and signs must be free standing, signs attached to walls, ceilings or exhibition cases are not permitted. The hanging of large signs or banners on the outside of the Art Museum is not permitted.
- Fresh cut flowers and dried floral decorations and arrangements are permitted; however, live potted plants (soil/dirt) are not permitted because of possible infestations. Asparagus ferns are not permitted to be used at any time.
- Open flames are **not** permitted within the Art Museum. GRAM Special Events Office has suggestions for alternatives to candles that are allowed inside the Art Museum. Tea lights and votive candles can be used as part of the table setting in outdoor rental areas ONLY, but must be in approved containers.
- Confetti, glitter, feathers, rice, birdseed, balloons, and bubbles are not permitted under **any** circumstances.
- Fog machines and pyrotechnics are not permitted.
- The use of hairspray is permitted in the restroom facilities only.
- Any clean up that is beyond normal wear and tear (or damages) will be charged to the client.

Vendors

The Art Museum works with preferred vendors who are knowledgeable about Art Museum policies and procedures. A list of vendors is available through the Special Events Office. All vendors must sign the Art Museum Policies and Procedures document, provided by the Special Events Office, prior to the event.

Entertainment

The Art Museum Special Events office must have all equipment needs and delivery confirmations ten days prior to the event. All vendors must arrange time to meet or speak with our Events Coordinator no later than one week prior to the event. This helps to ensure a smooth load-in the day of and also allows ample time to go over entertainment-related logistics. All vendors are required to set up and check/test their equipment after the museum closes to the public and prior to the event beginning. All vendors must enter and exit via the loading dock area on the southeast side of the building and be escorted by GRAM personnel at all times.

Deliveries

All deliveries and pick-ups are processed through the Art Museum loading dock. Decoration for your event may be delivered the day before your event with prior approval. Your items must be picked up the next business day following your event by 10 am. The Art Museum is not responsible for loss or damage to property left on-site.

Photography Policy

Any photographer utilized during an event must receive a photographer's package, which includes forms for the written approval of GRAM to photograph on the premises. Photographers must also sign in with GRAM Special Events prior to the start of any event. No photography is permitted in gallery space.

Invitations and Other Printed Material

If the client refers to or illustrates the Art Museum or its collection in any printed materials, the contents of all printed materials related to an event, including invitation copy, programs, promotional material and press releases must be submitted to the Art Museum prior to printing for approval.

The Art Museum Marketing and Communication Department (616. 242.5024) will provide the final approval of all printed material. Please allow sufficient time for these approvals; a minimum of fourteen days prior to the printing deadline is required. Some printed material may require the following disclaimer: "The views and opinions of this organization do not necessarily reflect the views and opinions of the Grand Rapids Art Museum."

Advertising and Media

Any and all local, national, or international advertising, news releases, media coverage, photo shoots or other publicity referring to the Art Museum, its collections, or any event occurring at the Art Museum, must be coordinated with the Art Museum Marketing and Communication Department. This includes holding press conferences or inviting the media to cover an event.

The Art Museum Marketing and Communication Department can be reached at (616) 242-5024.

Set-Up/Breakdowns

Setup for any special event held in the evening will not begin until the Art Museum closes to the public at 4:00 pm. Special exceptions may be arranged by Special Events Office. Setup may not interfere with GRAM visitors or guests at any time. The final layout for the event is required ten days prior to the event. After this point no changes can be made.

Fire Code and policy requires at least a six foot wide pathway on either side of the room and a four foot aisle down the middle. No emergency exits can be blocked at any time.

Persons associated with any special event may arrive early, with Special Event Office's consent, to oversee or assist with the setup, greeting guests, or for any other appropriate reason. The doors of the Art Museum are always locked at 5:00 pm and are not opened until thirty (30) minutes prior to the start of the event. It is the responsibility of the event organizer to communicate this information to early arrivals.

Breakdown must occur immediately after the event and all rental items and decorations must be removed from the event area(s) at that time. Rental items may be stored in the Art Museum loading dock. Due to limited storage space, the Art Museum reserves the right to dispose of any items left at the Art Museum one business day after the event (also see Decorations Section).

Prior approval of GRAM Special Events Office must be received five days prior to the event for all physical arrangements for the event. This includes (but is not limited to) table set up, displays and also decorations sought to be used at the event. No art may be moved, obstructed or endangered in any way based on the judgment of GRAM Special Events Office. No equipment, tables, chairs, etc. may be within six feet of **any** work of art.

Equipment

Included in the rental fee of event space inside GRAM is the use of standard tables and chairs owned by the Art Museum. Should you choose to rent chair covers and want them installed by the Art Museum Staff, a fee of \$2.00 per chair will be charged. Also, if you should choose to rent our piano, a fee of \$150.00 will be charged. The Art Museum also has audiovisual equipment available for rental.

Additional items not provided by the Art Museum – such as floral decorations, additional or specialty tables and chairs, audiovisual equipment, etc. – can be arranged through the Art Museum Special Events Department. This Department can assist event organizers in all aspects of the event, as well as provide recommendations on vendors that have supplied products for prior GRAM events.

Grand Rapids Art Museum

A/V Usage Fees

Wege Pavilion

- *Wireless Microphone - \$25*
- *Sound System – Included*
- **Projector/Screen (Includes Microphone) - \$200*
- **Simulcasting Package - \$350 (Between Auditorium/Lobby)*

Cook Auditorium

- **Projector/Screen - \$200*
- *Podium – Included*
- *Sound System – Included*

Altacor Garden Room

- *Portable Sound System – Included*
- *Projector - \$150*
- *Laptop Computer - \$100*
- *Wireless PC Remote - \$20*

Dinning Terraces

- *Portable Sound System – \$150*

***Audio Visual Technician - \$25 Per Hour (2 Hour Minimum)**

Grand Rapids Art Museum Preferred Caterers

(Updated February 1st, 2014)

Applause Catering + Events

Contact: Stephanie McIntyre
(616) 940-0001 Ext. 302
smcintyre@applause-catering.net
www.applause-catering.net

Amway Grand Plaza Catering

Contact: Darrin Lettinga
(616) 776-6423
dlettinga@amwaygrand.com
www.amwaygrand.com

The Catering Company

Contact: Kim Faber
(616) 454-7475
kim@thecateringcompanygr.com
www.thecateringcompanygr.com

The Gilmore Collection

Contact: Angela Shea
(616) 356-2627 Ext. 32
ashea@gilmorec.com
www.gilmore-catering.com/catering-staff.php

Martha's (Vineyard) Catering

Contact: Kyle Graham & Erin Burguard
(616) 459-0116
catering@mvwines.com
www.cateringbymarthas.com

Grand Central Market

Contact: Cheryl Powell
(616) 454-5300
grandcentralmarketgr@yahoo.com
www.grandcentralmarketgr.com

Grand Rapids Art Museum Suggested Vendors

Valet Parking

*Ellis Parking Co.
Contact: Walt Penrose
(616) 458-2933*

Music

*Clifford Music Group
Contact: Ed Clifford
(616) 446-1480
cliffmusic@comcast.net*

***For other Vendor suggestions, please contact the Special Events Department at
(616) 831-2923***



Pocket Park

Grand Rapids Art Museum

Photography Policy

To protect the works of art being photographed, the copyright privileges of their creators and for the safety of our visitors, there are certain restrictions on taking photographs in the Museum.

Event photography is permitted in the lower lobby only. Flash attachments may also only be used in this area.

All photographs must be for personal, non-commercial use only. Photographs may not be published, sold, reproduced, transferred, distributed or otherwise commercially exploited in any manner whatsoever.

The Museum reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises, or to reproduce photographs of works of art in its collection.

Rare exceptions to this policy will be reviewed on an individual basis.

I agree to this policy as stated:

Signature _____

Date _____

Printed Name _____

Phone _____

