

Rental Guidelines.

Be curious. GRAND
RAPIDS
PUBLIC
MUSEUM



Rental Options

First Floor



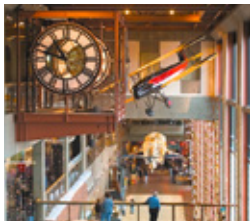
- Includes our impressive galleria with built-in dance floor, the Streets of Old Grand Rapids, use of the carousel, and all first floor exhibits
- Accommodates 275 guests for a seated reception or 350 guests for a cocktail-style event
- Rental Rates:
 - \$2,000 for four hours (Monday - Thursday)
 - \$3,000 for four hours (Friday - Sunday)
 - \$500 for an additional fifth hour

First and Second Floor



- Includes everything the first floor has to offer, plus all second floor exhibits
- Accommodates 375 guests for a seated reception or 550 guests for a cocktail-style event
- Rental Rates:
 - \$2,750 for four hours (Monday - Thursday)
 - \$3,750 for four hours (Friday - Sunday)
 - \$500 for an additional fifth hour

Whole Building



- Includes everything the first and second floor have to offer, plus all third floor exhibits
- Accommodates 550 guests for a seated reception or 2,000 guests for a cocktail-style event
- Rental Rates:
 - \$3,500 for four hours (Monday - Thursday)
 - \$4,500 for four hours (Friday - Sunday)
 - \$500 for an additional fifth hour

Meijer Theater



- Includes the auditorium with Theater seating for 255 guests, a large stage with podium and full AV capabilities
- An on-site AV technician will be available throughout your event for all AV needs
- Rental Rates:
 - \$500 for four hours (Monday - Friday during regular Museum hours)
 - \$1,000 for eight hours (Monday - Friday during regular Museum hours)
 - \$2,000 for four hours (Monday - Thursday evenings)
 - \$3,000 for four hours (Friday - Sunday evenings)

Add-Ons:



- Private Courtyard Space with outdoor access from the first floor reception space (\$600)
- Planetarium Show (\$500 per show)
- Private Classroom Meeting Space (\$500 each)

Rental Guidelines

- Renting rooms in the facility for a private function does not secure exclusive use of the facility; only the space rented. While there is the possibility of another group utilizing a separate part of the Museum, Museum staff will do everything possible to ensure that each event is independent from the rest. Please note that there is one single public entrance and elevator to be shared between all groups in the Museum.
- Activities shall not interfere with normal public operation of the Museum and must be consistent with the public perception of the Museum as an educational and cultural institution. Functions must not compromise the Museum's mandate to care for and preserve its Collections.
- Museum exhibitions, Collections and furnishings may not be altered or removed. Exhibitions are subject to change without notice. The GRPM may not be used for political rallies or demonstrations without the expressed prior written consent of the Grand Rapids Board of Art & Museum Commissioners, the Museum's governing body.
- The GRPM cannot be responsible to hospitality clients regarding when or what holiday or exhibit installations will be in place. Holiday decor is usually installed on November 1 every year. We regret that no promises or agreements can be made with any client regarding Museum installations.
- The GRPM is a smoke-free environment.
- The Museum reserves the right to waive or modify the stated guidelines.
- All prices are subject to change.
- All proceeds benefit and support the programs and activities of the GRPM.
- The Museum requires a 100 person minimum for all evening events.
- Events may begin at or after 6:00 p.m., and the rental period may not extend past 12:00 a.m.
- The maximum rental period for an event is five hours.
- All events subject to management approval. False information provided for events automatically voids contract.

Reservations

All reservations must be coordinated through the Hospitality Office of the GRPM during regular office hours. Please call Event Manager, Monica Hammond, at 616.929.1740 for availability. A single contact person must be designated in all matters regarding event arrangements. The designee indicated on the signed agreement only can make changes to the event.

Event deposits and payment

A 50% deposit is required to confirm a reservation. All rental prices are subject to Michigan's 6% sales tax. All December events require a 100% non-refundable deposit to confirm. Due to increased credit card expenses, all credit card purchases are subject to a 3% convenience fee.

Cancellation Policy

Should a cancellation occur 120 days or more prior to the scheduled event, 50% of the total deposit paid will be refunded. If the cancellation occurs less than 120 days prior to the scheduled event, the deposit cannot be refunded. There will be no deposits refunded on cancellations of events scheduled to occur in the month of December.

Insurance

The individual, group or organization seeking use of the GRPM must provide a Certificate of Insurance for \$1 million of general liability per agreement, with the GRPM and the City of Grand Rapids named as additional insured.

Food Service

Caterers must be selected from the pre-authorized list of caterers enclosed in this packet. All caterers are subject to an 18% catering royalty charge, which they pay directly to the Museum, allowing them use of our kitchen and facility. All Saturday events are expected to purchase food when renting the GRPM. Should a client have no food service or have donated food service for a Saturday event, there will be a minimum \$500 catering royalty charge.

Set-up & Delivery

Evening events may begin at 6:00 p.m. or later. Set-up for evening events may begin at 3:30 p.m. Set-up and start times for daytime events are available at 9:00 a.m. Same day set-up and tear-down is required. All vendors must set up and tear down all provided decor. Museum event coordinators are available to assist clients and vendors in setting up and tearing down. All deliveries and event personnel must enter through the Museum's security office/loading dock, located on Front Street. Should Hospitality staff be assisting in the set-up or tear-down, the Museum will not be held responsible for damaged items. Anything left over must be picked up that night or the morning following the event. The Museum is not responsible for items left overnight.

Outside Services

All entertainment, musicians, photographers and rental equipment (i.e. tents, chairs and piano) must be cleared through the Hospitality Office. Quad speakers or systems that need to be wired across the dance floor will not be allowed in the Museum. The individual, group or organization seeking use of the GRPM assumes liability for damage to the Museum and exhibits by the lessee's contractors, if any, such as florists, musicians, rental companies, etc. who are hired by the lessee to provide services.

Decorations

Decorations and specialty lighting must be coordinated with the Hospitality Office. Votive candles and hurricane enclosed candles are permitted for tabletops, but are not permitted in exhibit areas. No glitter, confetti, bubbles, helium-inflated balloons, untreated wood or live animals are permitted in the Museum. The building must be clear one half hour after the event's scheduled end-time, or there will be a \$500 staffing fee.

Miscellaneous

If you are pursuing media coverage for your event, please contact VP of Marketing and Public Relations, Kate Moore, at kmoore@grpm.org or 616.929.1713.

The Museum is not responsible for any damage incurred while riding the carousel. The carousel is an actual amusement park ride and does have moving parts that contain grease, which may cause damage to clothing.

Beverage Service

We would be happy to assist you in your selection of alcoholic or non-alcoholic beverages. Please contact Jim Ackerman at 616.929.1718.

Food and beverages are permitted in all pre-approved areas only and may not be removed from the premises. All food and beverage sales are subject to state sales tax and selected caterer's service fees. All bars will close one half-hour prior to the end of the event. Beverage service must be provided through the Museum's beverage services and served in accordance with city and state liquor licensing regulations. These services include cash and sponsored bars, champagne toasts, wine service, etc.

- The GRPM must provide all alcoholic beverages.
- All beverage selections must be finalized at least 30 days prior to the event.
- The Beverage Service Agreement requires a non-refundable \$500 deposit.
- A guaranteed number of guests must be made at least ten (10) days before your event. We are not responsible for beverage services over the guaranteed number of guests. If no final number is given, you will be charged for the original number indicated on the Beverage Service Agreement.
- A service charge of twenty-one percent (21%) will be applied to all beverages. A charge of six percent (6%) state of Michigan sales tax will be applied to all beverages, service charges and rentals.
- Payment in full must be made one (1) day prior to your event according to the Museum's best estimate. Actual charges that are greater than the estimated amount will be invoiced within seven (7) days, with a payment due in thirty (30) days. If actual charges are less than the estimated amount, a refund check will be issued and mailed within four to six weeks.
- Due to increased credit card expenses, all credit card purchases will be subject to a three percent (3%) convenience fee.
- Museum staff will deny alcoholic beverage service to anyone at anytime if it appears that the guest is intoxicated. Museum staff has the sole right to make decisions regarding service of alcoholic beverages without client recourse.
- A valid driver's license or state identification is required of ALL GUESTS who request alcohol, as proof that a guest is of the legal drinking age in Michigan, twenty-one (21) years old. Alcoholic beverage services will be refused to any guest who is unable or unwilling to provide such proof of age.
- Beverage service will commence at the start time stated on the Rental Contract and will end one half hour before the listed ending time.
- If you do not want a fully sponsored bar, drink tickets are available for your convenience. You may also choose a "cash bar," where your guests pay for their own drinks at the time of consumption. A minimum charge of \$500 is required for bar services.
- All clients MUST provide a complimentary non-alcoholic beverage during cash bar services; such as bottled water, soda, juice and/or punch service.
- A State of Michigan liquor license is held by Grand Rapids Public Museum. Only alcoholic beverages purchased through the Museum may be present at and/or consumed on premise. This includes alcoholic beverages given as gifts or used for auction items.

Beverage Selections

Call	Select	Premium
Smirnoff Vodka	Absolut Vodka	Grey Goose Vodka
Beefeater Gin	Tanqueray Gin	Tanqueray No. Ten Gin
Dewars Scotch	Johnny Walker Red Scotch	Chivas Regal Scotch
Canadian Club Whiskey	Jameson Whiskey	Glen Livit 12 Single Malt Scotch
Jack Daniels Whiskey	Bacardi 8 Rum	Crown Royal Whiskey
Bacardi Rum	Wild Turkey 101 Bourbon	10 Cane Rum
Captain Morgan Rum	Sauza Tequila	Makers Mark Bourbon
Malibu Rum	Southern Comfort	Patron Silver Tequila
Jim Beam Bourbon		
Cuervo Gold Tequila		
DeKuyper Peach Schnapps		

Beverage Pricing

Beverage Service	Hosted	Cash
Call Brands	\$5.50	\$6.00
Select Brands	\$6.50	\$7.00
Premium Brands	\$7.50	\$8.00
Wine	\$5.50	\$6.00
Domestic Beer	\$4.50	\$5.00
Premium Domestic Beers	\$5.50	\$6.00
Micro Brews	\$5.50	\$6.00
Import Beer	\$5.50	\$6.00

Non-Alcoholic Beverage Service

Sparkling Punch	\$2.50 per person
Soda	\$1.50 per person
Bottled Water	\$1.50 per person
Juice	\$2.00 per person

Champagne

Approximately 5 glasses per bottle	20.00 per bottle
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The Fine Print:

- All beer selections must be bottle or can - no kegs
- Our beverage service estimate is based on one drink per person per hour, plus a 21% service fee and 6% sales tax

Approved Caterers

Amway Grand Plaza Hotel

187 Monroe Ave NW
Grand Rapids, MI 49503
(616) 776-6400
sales@amwaygrand.com
www.amwaygrand.com

Applause Catering

3775 Broadmoor Ave SE Suite C
Grand Rapids, MI 49512
(616)940-0001
kbalkema@applause-catering.net
www.applause-catering.net

Barfly Events

58 Ionia SW
Grand Rapids, MI 49503
(616) 510-8026
shane@barflyventures.com
www.barflyevents.com

The Catering Company

1307 E. Fulton
Grand Rapids, MI 49503
(616) 454-7475
kim@tccogr.com
www.thecateringcomanygr.com

Gilmore Collection

20 Monroe Ave NW
Grand Rapids, MI 49503
(616) 356-2627 x16
catering@gilmorec.com
www.gilmore-catering.com

Martha's Catering

1122 Michigan Street Northeast
Grand Rapids, MI 49503
(616) 459-0116
catering@mvwines.com
www.marthascateringgr.com

San Chez Bistro

38 W. Fulton
Grand Rapids, MI 49503
616.774.8272
lindseys@sanchezbistro.com
www.sanchezbistro.com

Vault Catering

200 Ottawa Ave NW
Grand Rapids, MI 49503
(616) 454-3847
events@cateredbyvault.com
www.cateredbyvault.com