

# Rent the Museum.

*Be curious.* GRAND  
RAPIDS  
PUBLIC  
MUSEUM



## Host Your Event at the Grand Rapids Public Museum!

The GRPM is a cornerstone of downtown Grand Rapids filled with never-ending inspiration and curiosity, creating a unique venue for your event. From weddings and proms, to corporate events, holiday parties, and social gatherings, the Museum transforms into an unforgettable space for you and your guests.

The Museum offers a variety of rental options that can be customized for your event. With rooms available during the day for meetings or parties, to evening rentals of the first floor to the entire building.

The GRPM boasts a beautiful wall of windows overlooking the Grand River and downtown corridor, as well as the Cook Carousel Pavillion housing the Museum's 1928 Spillman Carousel - a special add-on for evening events.

### All Rentals Include:

- A GRPM event staff member to coordinate and be at your event
- Tables & chairs
- Spectacular views and unforgettable memories

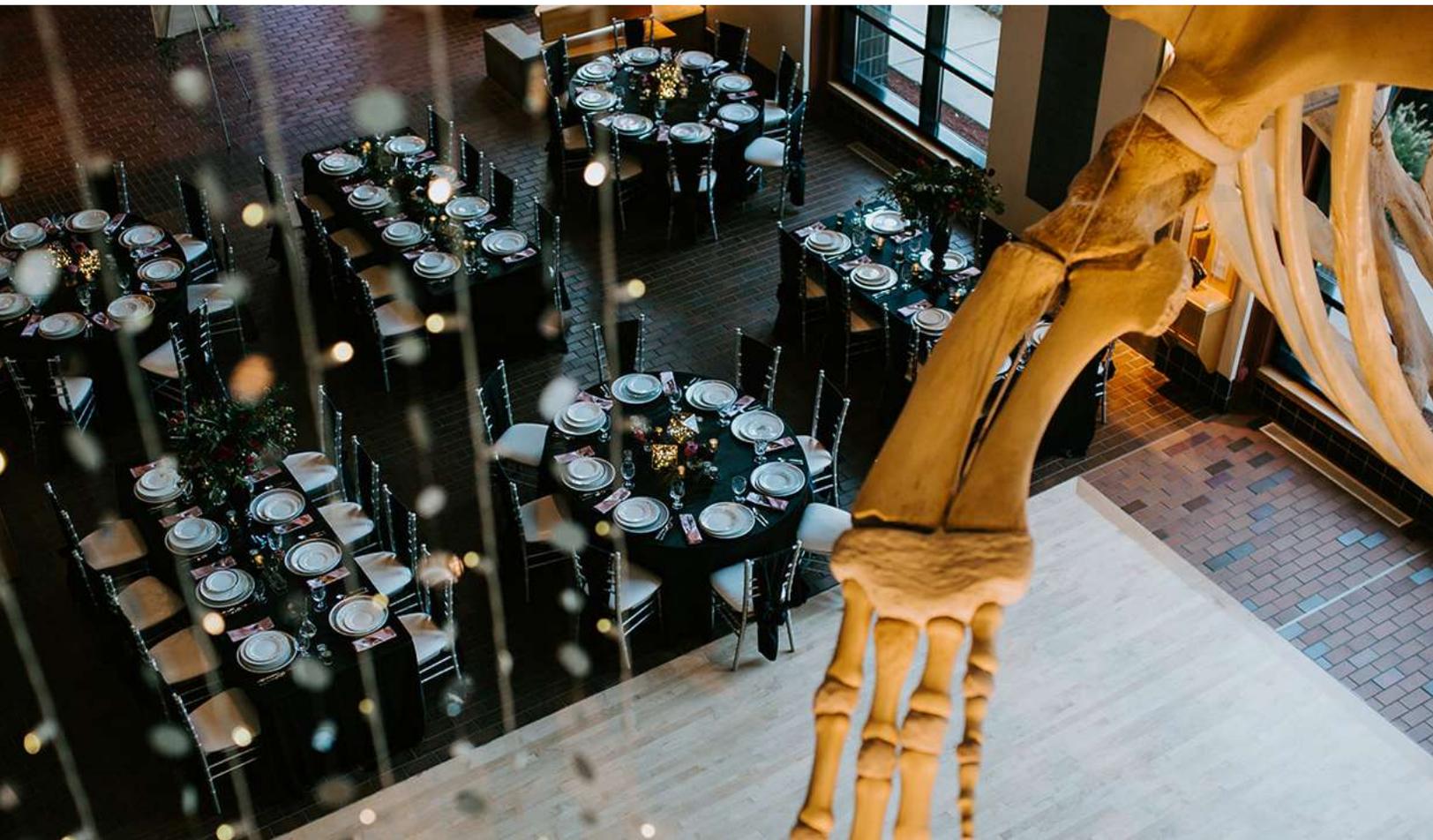
### Contact Information:

Katy Mork  
Events Manager  
kmork@grpm.org  
616.929.1740



## First Floor

- Includes our elegant galleria with built-in dance floor, 75-foot long hanging fin whale skeleton, the *Streets of Old Grand Rapids* exhibit, 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)





### **First and Second Floor**

- Includes everything the First Floor has to offer, plus Second Floor exhibits
- Accommodates 375 guests for a seated reception or 550 guests for a cocktail-style event
- Rental Rates:
  - \$3,000 for four hours (Monday - Thursday)
  - \$4,000 for four hours (Friday - Sunday)

### **Whole Building**

- Perfect for large company and convention events, choosing the entire building allows your guests to roam the First Floor and all core Second and Third Floor exhibits. When available, special exhibition galleries can be added to your rental for a per person fee.
- Accommodates 375 guests for a seated reception or 1,500 guests for a cocktail-style event
- Rental Rates:
  - \$4,000 for four hours (Monday - Thursday)
  - \$5,000 for four hours (Friday - Sunday)



## Meijer Theater

- Includes the Theater with auditorium seating for 255 guests, a large stage with podium and AV capabilities
- An onsite AV technician will be available throughout your event for all AV needs
- \$500 add-on to First, Second or Whole Building rental



### Rental Add-Ons:

The Museum offers add-on options for your event, providing options for additional space you may need or to make your event extra special by including a Chaffee Planetarium Show or Carousel ride.

- Planetarium Show (\$500 per show)
- Private Classroom Meeting Space (\$500 each)
- Museum Cafe Space (\$500)
- 1928 Spillman Carousel (\$500; available for the first 2 hours of your event)

*Be curious.*

## Wedding Ceremonies

The Museum offers indoor wedding ceremonies in either the Meijer Theater or Roger. B Chaffee Planetarium. Ceremonies include a one-hour rehearsal during open hours of the Museum the day before the wedding with an event coordinator and audiovisual staff (if applicable). Ceremony rehearsals are subject to availability based on scheduled events at GRPM. On the day of your wedding you can enjoy a large dressing room, perfect for putting on the final touches.

### Meijer Theater

- \$1,000
- Wedding ceremonies in our spacious Meijer Theater include theater seating for 255 guests and full audiovisual capabilities.

### Roger B. Chaffee Planetarium

- \$1,500
- Ceremonies held under the night sky in our Planetarium include seating for 147 and full audiovisual capabilities.

All wedding ceremonies may start no earlier than 6:00 p.m. and require a wedding reception to also be held at the GRPM.



## Rental Guidelines

- Rentals should not interfere with normal operations of the Museum or the public experience. 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 is not responsible for what decor, decorations, or exhibit installations will be in place during your event.
- The GRPM is a smoke-free environment.
- Please note that for safety reasons, the GRPM is a flame-free space, and open flames are strictly prohibited.
- The Museum reserves the right to waive or modify the stated guidelines.
- All prices are subject to change.
- A \$1,500 fee will be applied for all evening events under 100 people.
- Events may begin at or after 6 p.m., and the rental period may not extend past 10:30 p.m.
- All events subject to management approval. False information provided for events automatically voids contract.
- All proceeds benefit and support the programs and activities of the GRPM.

## Reservations

All reservations must be coordinated through the Hospitality Office of the GRPM. All inquiries should be directed to the Hospitality Department at [hospitality@grpm.org](mailto:hospitality@grpm.org). A single contact person must be designated in all matters regarding event arrangements. The designee indicated on the signed agreement is the only person allowed to 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. 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 insurer. A policy can be purchased through the GRPM for \$150.

## Food Service

Caterers must be selected from the pre-authorized list of caterers. 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 charge.

## Set-up & Delivery

Evening events may begin at 6:00 p.m. or later. Set-up for evening events may begin at 4:00 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. If Hospitality staff is 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, piano, etc.) 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 to provide services.

## Decorations

Decorations and specialty lighting must be coordinated with the Hospitality Office. Please note that only electric candles are permitted in the Museum, as the GRPM is a flame-free venue. For the safety of our exhibits, we do not allow glitter, confetti, bubbles, helium-inflated balloons, untreated wood, or live animals in the Museum. We ask that the building be cleared within one half-hour after the event's scheduled end time. Failure to do so may result in a \$500 staffing fee.

## Miscellaneous

If you are pursuing media coverage for your event, please contact Director of Marketing and Customer Strategy, Dustin Tyler, at [dtyler@grpm.org](mailto:dtyler@grpm.org) or 616.929.1724.

The Museum is not responsible for any damage incurred while riding the Carousel. The Carousel is an 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.**

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 any time if it appears that the guest is intoxicated, and 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.
- 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.

## NON-ALCOHOLIC

### Pop/ Water - \$2.00 Each

Bottled Water  
Pepsi  
Diet Pepsi  
Sierra Mist  
Ginger Ale  
Tonic  
Club Soda

### Juice - \$2.50 Each

Orange  
Cranberry  
Pineapple

### Sparkling Punch Service

\$3.50 per person

## BEERS

### Domestic/ Import - \$5.50

Budweiser  
Bud Light  
Miller Lite  
Labatt Blue

### Craft/ Micro-Brew - \$6.50

Oberon Bell's - *Wheat Ale*  
Porter Bells's - *Robust Porter*  
Farmhand Brewery Vivant - *Farmhouse Ale*  
All Day IPA Founders - *Session Ale*

Rubaeus Founders - *Raspberry Ale*  
Solid Gold Founders - *Premium Lager*  
Dragon's Milk White New Holland - *White Stout*  
Black Ale Perrin - *Dark Ale*

## WINES

### White - \$6.50 Per Glass

Moscato - *Jacob's Creek*  
Riesling - *Cavit*  
Pinot Grigi - *Lindemans*  
Chardonnay - *Albertoni*

### Red - \$6.50 Per Glass

Pinot Noir - *Parducci*  
Cabernet Sauvignon - *Avalon*

### Sparkling - \$30.00

Segura Viudas Brut  
*charged per bottle appx 5 glasses per bottle*

## LIQUOR

### Call -\$6.50

Tito's - *Vodka*  
Beefeater - *Gin*  
Dewars - *Scotch*  
Bacardi - *Rum*  
Captain Morgan Spiced - *Rum*  
Jim Beam - *Bourbon*  
Cuervo Gold - *Tequila*  
Canadian Club - *Whiskey*  
Jack Daniel - *Whiskey*

### Select - \$7.50

Absolut - *Vodka*  
Tanqueray - *Gin*  
Johnny Walker Red - *Scotch*  
Bacardi - *Rum*  
Sailor Jerry - *Spiced Rum*  
Wild Turkey 101 - *Bourbon*  
Sauza Silver - *Tequila*  
Jameson - *Whiskey*

### Premium - \$8.50

Grey Goose - *Vodka*  
Tanqueray No. Ten - *Gin*  
Chivas Regal - *Scotch*  
Bacardi 8 - *Rum*  
Kraken - *Spiced Rum*  
Makers Mark - *Bourbon*  
Patron Silver - *Tequila*  
Crown Royal - *Whiskey*

All levels of liquor service include the option to serve Malibu Rum, and Peach Schnapps at the Call price level. Bars will be stocked with grenadine, sweet Vermouth, dry Vermouth, bitters, simple syrup, sour mix, cherries, lemons, limes, oranges, and olives.

Ingredients for Specialty Cocktails can be added to your bar for \$3 per person.

### 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  
salescatering@ahchospitality.com  
[www.amwaygrand.com](http://www.amwaygrand.com)

### **Applause Catering**

3775 Broadmoor Ave SE Suite C  
Grand Rapids, MI 49512  
(616) 940-0001  
thaaksma@applause-catering.net  
smcintyre@applause-catering.net  
[www.applause-catering.net](http://www.applause-catering.net)

### **Clifford Lake Inn Catering**

561 Clifford Lake Dr NW  
Stanton, MI 48888  
(616) 510-8026  
cliffordlakeinn@gmail.com  
[cliffordlakeinn.net](http://cliffordlakeinn.net)

### **The Catering Company**

1307 E. Fulton  
Grand Rapids, MI 49503  
(616) 454-7475  
kim@tccogr.com  
[www.tccogr.com](http://www.tccogr.com)

### **Donkey Catering**

3506 Roger B Chaffee Memorial  
Wyoming, MI 49548  
616.350.4305  
catering@donkeygr.com  
[donkeygr.com](http://donkeygr.com)

### **Gilmore Collection**

20 Monroe Ave NW  
Grand Rapids, MI 49503  
(616) 356-2627 x116  
catering@gilmorecatering.com  
[www.gilmore-catering.com](http://www.gilmore-catering.com)

### **Martha's Catering**

1122 Michigan Street NE  
Grand Rapids, MI 49503  
(616) 459-0116  
omalley@marthascatering.com  
[www.marthascatering.com](http://www.marthascatering.com)

### **Vault Catering**

4000 Remembrance Rd NW  
Walker, MI 49534  
(616) 454-3847  
events@cateredbyvault.com  
[www.cateredbyvault.com](http://www.cateredbyvault.com)



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**Photography by:**

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Emily Waide | Jessie Silva Photography | Liv Lyszyk Photography