

## Rental Guidelines

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### Our Mission:

We exist to be a living monument of artifacts, ideas and stories told through exhibits, events and educational programming designed to inspire, motivate and celebrate our human bond.

We enrich the life of our community through experiences of the wider world in a uniquely Grand Rapids context.

Event Manager Elizabeth Wallace 616.929.1740  
ewallace@grpm.org  
www.grpm.org



## Rental Guidelines

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### General 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. 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 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.

### Reservations

All Reservations must be coordinated through the Hospitality Office of the GRPM during regular office hours. Please call 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 can only 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. Events during the month of December 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 during 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.

*Be curious.*

## Rental Guidelines

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### Food service

The Museum's VP of Events, Jim Ackerman, can be reached by phone at 616.929.1718. Caterers must be selected from the pre-authorized list of Caterers enclosed in this packet. All events are expected to purchase food when renting the GRPM. Should a client have no food service or have donated food service, there will be a minimum \$500.00 catering royalty charge. Events booked on Saturday evenings must include dinner service through one of our authorized caterers.

### Beverage service

To assist you in your beverage planning 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 include cash and sponsored bars, champagne toasts, wine service with dinner, both alcoholic and non-alcoholic beverages.

### Set-up & delivery

Evening events may begin at 6:00 p.m. 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 of event is required. 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 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. All promotional copy, guest invitation and printed materials must be submitted to the Hospitality Manager for approval prior to printing.

### Decorations

Decorations and specialty lighting must be coordinated with the Hospitality office. Votive and hurricane enclosed candles are permitted for tabletops, but are not permitted in exhibit areas. No glitter, confetti, bubbles, helium-inflated balloons or live animals (goldfish, etc.) are permitted in the Museum. Any use of non-permitted items will require an added fee at the discretion of Museum staff. Clean up and tear down of decorations must be completed within one half hour after your event's scheduled ending time or you will be charged an additional \$500.00 staffing fee.

## Rental Guidelines

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### Miscellaneous

- If you are pursuing media coverage for your event, please contact VP of Marketing and Public Relations Kate Moore at 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.

### Rental extras

- These items are available through the Hospitality Office to enhance your event. Ask your Event Manager about use and availability.

Risers	\$50.00 each
Parking	\$5.00 per car
Specialty Chairs (set-up fee)	\$1.00 per chair
Planetarium Shows	\$450 per show

Rental Options	Capacity	Rental Rates
<b>First Floor</b>		
Includes our impressive Galleria with dance floor, the Streets of Old Grand Rapids, the Carousel, and all first floor exhibits (A is for Automobiles, C is for City Hall, D is for Dolls, E is for Electricity, F is for Fossils, G is for Glass, and H is for Hats)	350 Reception 275 Seated	\$2,000/4hrs (Mon, Wed & Thur) \$3,000/4hrs (Fri, Sat, & Sun) \$500 For one additional hour (maximum five hours)
<b>First &amp; Second Floor</b>		
Includes our impressive Galleria with dance floor, the Streets of Old Grand Rapids, the Carousel, and all first floor exhibits, plus all Second Floor Exhibits (I is for Ivory, M is for Musical Instruments, N is for Numismatics, P is for Pewter)		\$2,750/4hrs (Mon, Wed & Thur) \$3,750/4hrs (Fri, Sat, & Sun) \$500 For one additional hour (maximum five hours)
<b>Whole Building</b>		
Includes the first floor plan, plus all second floor exhibits (I is for Ivory, M is for Musical Instruments, N is for Numismatics, P is for Pewter) & all third floor exhibits (Anishinabek, West Michigan Habitats and Newcomers) along with the Café	1000 Reception	\$3,500/4hrs (Mon, Wed & Thur) \$4,500/4hrs (Fri, Sat, & Sun) \$500 For one additional hour (maximum five hours)
<b>Meijer Auditorium</b>		
Includes the auditorium with stage and podium, an antique. Wurlitzer organ and full audiovisual capabilities. (AV technicians are available with your rental)	255	Rates are based on regular Museum hours \$500/4hrs (Mon–Fri) \$1,000/8hrs (Mon–Fri)

## Beverage Service

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

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 deposit of \$500.  
The Beverage Service Deposit is non-refundable.

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 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 7 days, with payment due in 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 3% convenience fee.

Museum Staff will deny alcoholic beverage service to anyone at anytime if it appears that guest is intoxicated. 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 Facility Use Rental Agreement and will end a ½ 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.

## Beverage Selections

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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 Service	Hosted	Cash
Call Brands	\$4.50	\$5.00
Select Brands	\$5.50	\$6.00
Premium Brands	\$6.50	\$7.00
Wine	\$4.50	\$5.00
Domestic Beer	\$3.50	\$4.00
Premium Domestic Beers	\$4.50	\$5.00
Micro Brews	\$4.50	\$5.00
Import Beer	\$4.50	\$5.00
Dessert Drinks	\$5.50	\$6.00

### Non-Alcoholic Beverage Service

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

### Champagne

Approximately 5 glasses per bottle	\$20.00/bottle
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\* All beer selections must be bottle or can. No kegs.

\* Beverage Service Estimate – One drink per person per hour, plus a 21% service fee and a 6% sales tax.

## Approved Caterers

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### **Vault Catering**

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

### **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**

**Hopcat | McFadden's | Stella's Lounge |  
Grand Rapids Brewing Co. |**  
58 Ionia SW  
Grand Rapids, MI 49503  
(616) 510-8026  
Shane@barflyventures.com

### **The Catering Company**

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

### **San Chez Bistro**

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