

# GRPM Wedding Guidelines.

*Be curious.* GRAND  
RAPIDS  
PUBLIC  
MUSEUM



## Wedding Ceremonies

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Ceremonies can be held outdoors on our southeast lawn or indoors in our Meijer Theater or Planetarium. All ceremonies include a one-hour rehearsal during GRPM hours the day before the wedding with an event coordinator and audio/visual staff (if applicable) in attendance. 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.



### **Outdoor Lawn**

\$1,000

Wedding ceremonies held on the Museum's scenic southeast lawn offer a spectacular view of the Grand River and downtown Grand Rapids. Tent and chairs not included.



### **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 pm and require a wedding reception to also be held at the Grand Rapids Public Museum.

*Be curious.*

## Wedding Receptions

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### Book your memorable and unique wedding at the Grand Rapids Public Museum!

Wedding receptions are held on the first floor of the Museum. Maximum capacity is 275 guests for a seated dinner and 350 guests for a cocktail-style reception. Wedding receptions can begin anytime 6 p.m. or later and require a 100 person minimum.

#### What's Included:

- Entire first floor of the Museum, including galleria with built-in dance floor, the *Streets of Old Grand Rapids*, use of the Carousel and all first floor exhibits
- Tables and chairs
- Champagne flutes, cake knife/server and card box
- Wireless handheld microphone for toasts and announcements
- GRPM event staff to help coordinate your special day

#### Rental Costs:

- \$2,000 for 4 hours (Monday - Thursday)
- \$3,000 for 4 hours (Friday - Sunday)
- \$500 for an additional fifth hour

\*All January, February, and March weddings will receive a \$1,000 rental discount!

#### Add-Ons:

Private Courtyard Space with outdoor access from the first floor reception space (\$600)

Cocktail Hour Planetarium Show (\$500 per show)



Wedding receptions only requesting a dressing room will be charged a \$200 rental fee per four hour block (no charge with wedding ceremonies).

## Wedding Rental Guidelines

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### 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.

### 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 pm or later. Set-up for evening events may begin at 3:30 pm. Same day set-up and tear-down 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 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.

## Wedding Rental Guidelines

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### 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.

Museum coordinators are available to assist with the following items:

- Guest book placement
- Place card table OR seating chart
- Gift or card box

Vendors and clients are responsible for all other event decor. Decoration services from GRPM staff may be provided at an additional charge. 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 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

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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.**

Food and beverages are permitted in 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.

## 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 Pricing

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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

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### Amway Grand Plaza Hotel

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

### Gilmore Collection

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

### Applause Catering

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

### Martha's Catering

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

### Barfly Events

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

### San Chez Bistro

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

### The Catering Company

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

### Vault Catering

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

