Rental Guidelines



GRAND RAPIDS PUBLIC MUSEUM | *Be curious.*

grpm.org

HOST YOUR EVENT AT THE GRAND RAPIDS PUBLIC MUSEUM!

The GRPM is a mainstay of downtown Grand Rapids filled with never-ending inspiration and curiosity, creating a unique venue for your event. The GRPM offers beautiful walls of windows overlooking the Grand River and downtown, historic artifacts from the start of our city, and a carousel from 1928.

From corporate events and conferences to holiday parties and social gatherings, the Museum transforms into an unforgettable space for you and your guests.

All rentals include a GRPM staff member to help coordinate and be at your event.

Get connected today!

MARCO PERALTA

Events Manager

mperalta@grpm.org

616.929.1731

RACHEL TJAPKES

Events Coordinator

tjapkes@grpm.org

616.929.1718



THE GRAND RAPIDS PUBLIC MUSEUM IS CURRENTLY UNDERGOING CONSTRUCTION, WHICH WILL INCLUDE SPACE ADDITIONS AND SIGNIFICANT IMPROVEMENTS TO INFRASTRUCTURES.

As with any construction project, timelines are subject to change. While we don't anticipate major disruptions to events, adjustments may need to be made to event layouts. Please know that every effort will be made to lessen any potential impact on your event.

WE ASK YOU TO PLEASE CONSIDER THE FOLLOWING DETAILS PRIOR TO SIGNING YOUR FACILITY RENTAL AGREEMENT:

- The 1928 Spillman Carousel and Cook Carousel Pavilion is closed until Fall of 2025 for construction and unavailable for events.
- Temporary entrances and walls may be used.
- Some exhibits or parts of exhibits may be unavailable at the time of your event.
- Temporary fencing may appear, to provide safety to our guests.
- Heavy equipment may be present and visible.
- Construction sounds and movement may affect event experiences during normal business hours.



RENTAL OPTIONS

The First Floor is the base rental for all events at the GRPM. This includes our classic 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.

4 HOUR RENTAL

Events may begin at or after 6 p.m., and the rental period may not extend past 11:30 p.m.

Includes a mix of 8' banquet, 5'x6' oval, high top, low cocktail tables, standard maroon chairs, two wireless microphones, sound system, in-house security, and two hours of set up.

ROOM CAPACITIES

Seating in Galleria – up to 270 guests

- Max capacity for seated tables. The number will fluctuate based on needs for dance floor space, buffet areas, and additions of other ancillary tables.

Social Style – 350 guests

- Mix of seated areas and standing cocktail tables.

RENTAL RATES

$2,500 for four hours *(Monday - Thursday)*

$3,500 for four hours *(Friday - Sunday)*

ADDITIONAL HOUR
$500

Events can not extend past 11:30 p.m.



RENTAL OPTIONS

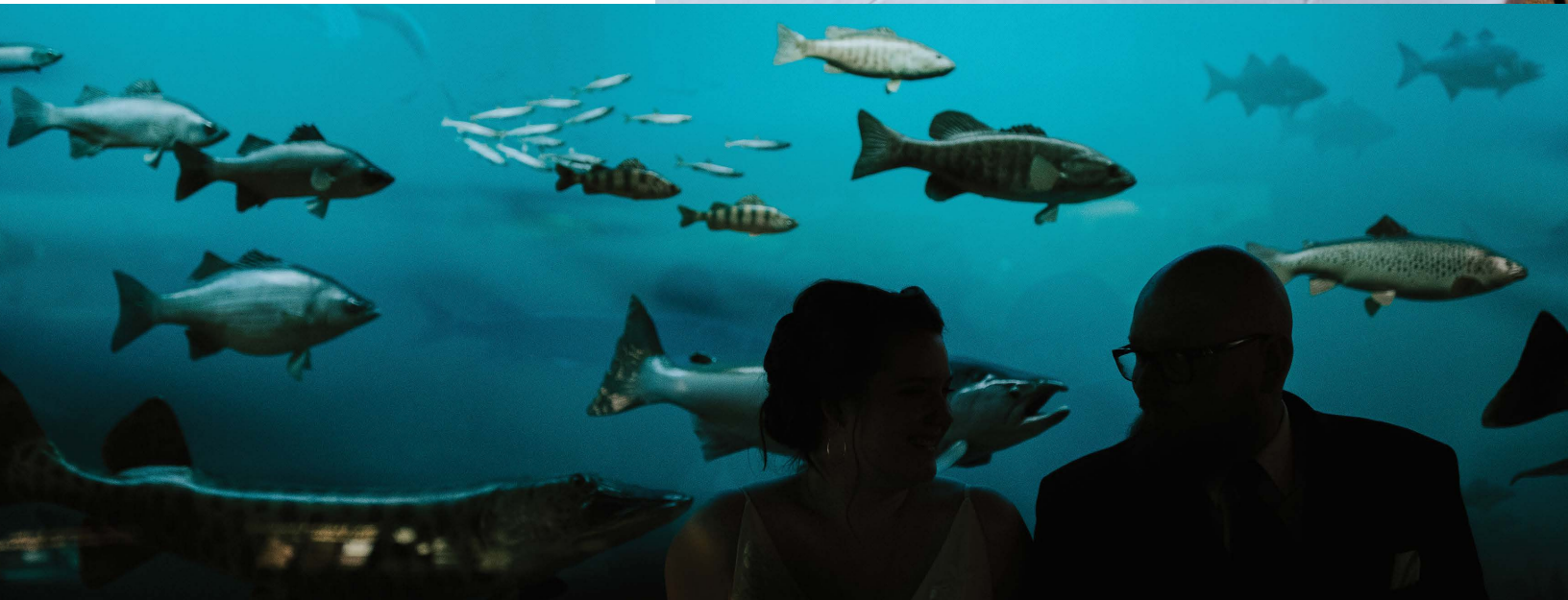
SECOND FLOOR
$1,000

- Adds more space for your guests and special exhibits to explore. The Arcade, Lathe, *Fashion + Nature*, and rotating traveling exhibit are included when renting the second floor
- Additional seating/ tables for up to 150 additional guests and an additional 200 guest for social style events

THIRD FLOOR
$1,000

- The third floor can only be added to rentals that also include the second floor
- Your guests get to explore: *Habitats of West Michigan*, *Newcomers: The People of This Place*, traveling exhibits in the Lacks Gallery, and more!
- Event Capacity for the building is 1,500 people





RENTAL ADD-ONS

MEIJER THEATER
$1,000

- Up to 4 hours of space usage including set up and rehearsal time on the day of the event
- Seating for 255 guests
- A large stage with podium, retractable screen, and basic sound and lighting
- An onsite AV technician will be available to assist with event needs





PLANETARIUM
$500 per show

- Travel through space on a roller coaster, ask questions about the current night sky with one of our presenters, dazzle guests with a light show set to hits from Queen, *or choose one of the other 40+ show options!*
- Can accommodate up to 147 guests per showing
- Please reach out to your booking contact to inquire about customized opportunities and pricing

RENTAL ADD-ONS



1928 SPILLMAN CAROUSEL
$750

- Open for the first 2 hours of your event
- All necessary maintenance is subject to affect the carousel without warning
- Museum Staff has sole discretion on closing the carousel

PARKING
Evening Rate for the Museum Ramp is $15.00 per vehicle (after 5 p.m.)

- 200 guest vehicles
- The Museum Ramp is managed by the City of Grand Rapids's Mobile GR Team. If you are interested in covering guest parking please visit **grandrapidsmi.gov** or ask your event contact for the direct link



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.
- The GRPM Hospitality team is not responsible for what decorations or exhibit installations will be in place during your event. Museum exhibitions, Collections and furnishings may not be altered or removed.
- Exhibits, decorations, installations, and artifact locations are subject to change without notice.
- Please note that for safety reasons, the GRPM is a flame-free space, and real flames are strictly prohibited.
- The GRPM is a smoke-free environment.
- A $1,000 fee will be applied for all evening events under 100 people.
- All events subject to management approval. False information provided for events automatically voids contract.
- All prices are subject to change unless stated in a signed contract and invoice.
- All proceeds benefit and support the programs and activities of the GRPM.
- The Museum reserves the right to waive or modify the stated guidelines.

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**. 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 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 preauthorized 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. Setup for evening events may begin at 4:00 p.m. Setup 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 approved by 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. Decor may not be attached to the walls. 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 let your booking manger know and we will connect you with the appropriate department.

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 GUIDELINES

CONSUMPTION BAR

Museum event staff will make an estimate based on guest count and billing will be based on per drink pricing. After the event, there will either be a refund given, or an additional amount due if actual charges are less than the estimated amount.

CLIENTS' CHOICE OF:

- Liquor Level
- 3 Wine Selections
- 4 Beer Selections

PRICING

Call | $6.50	Domestic Beer | $5.50
Select | $7.50	Local Beer | $6.50
Premium | $8.50	Soft Drinks | $2.00
Wine | $6.50	Bottled Water | $2.00

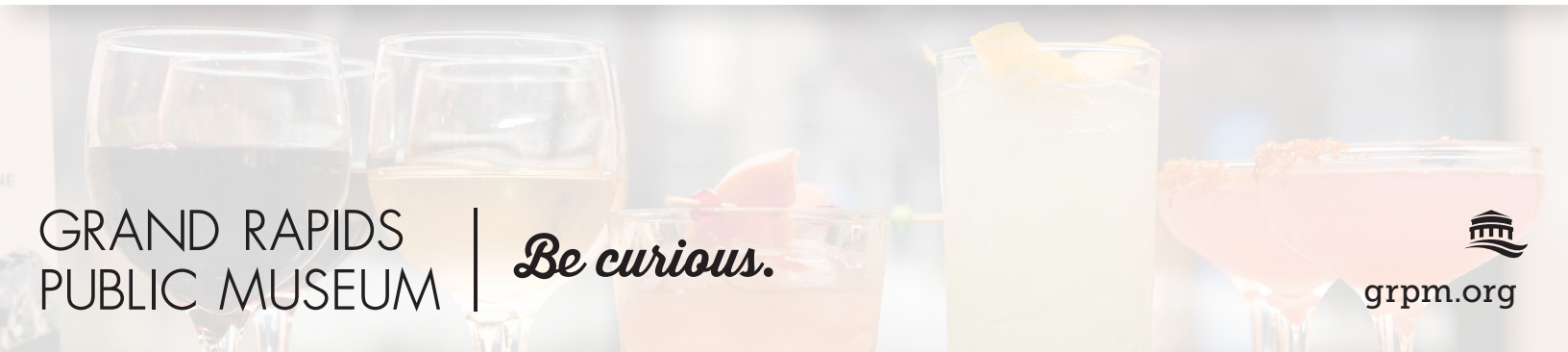
HOSTED BAR

Our hosted bar service provides your guests with unlimited access to bar service for the duration of your event! Pricing for a hosted bar is charged by the number of guests and hours of service.

All guests under the age of 21 are not subject to this pricing. Please inquire with your booking contact.

PICK YOUR LEVEL AND HOW MANY HOURS OF SERVICE

	CALL Call Level Liquor 2 Canned Beverages 3 Wine Options	SELECT Select Level Liquor 3 Canned Beverages 3 Wine Options	PREMIUM Premium Level Liquor 4 Canned Beverages 4 Wine Options	BEER + WINE 4 Canned Beverages 3 Wine Options
1 HOUR	$16.00	$18.00	$20.00	$13.00
2 HOURS	$20.00	$23.00	$26.00	$17.00
3 HOURS	$24.00	$28.00	$32.00	$21.00
ADDITIONAL HOUR	$3.00	$3.50	$4.00	$3.00



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BEVERAGE GUIDELINES

CASH BAR

Guests will pay for their drinks for the duration of the event. Stipulations do apply, see below for further information.

- Clients chooses if /and which liquor level is served.
- The GRPM Team will choose beer and wine selections.
- $75/per bar fee - 1 bar /per 125 guests
- Cash bars require the client to provide non-alcoholic beverages at no cost to the guest. This is based on consumption and will be billed after the event concludes.
- Drink tickets can be added to any cash bar upon request. All drink tickets will be counted and billed after the event concludes.

PRICING

Call | $7.00	**Domestic Beer** | $6.00
Select | $8.00	**Local Beer** | $7.00
Premium | $9.00	**Soft Drinks** | $2.00
Wine | $7.00	**Bottled Water** | $2.00

ADD-ONS

Bars will be stocked with grenadine, bitters, simple syrup, sour mix, cherries, lemons, limes, and oranges. Sweet Vermouth and dry Vermouth can be added on by request. All of the following options can be added to any of our bar services.

SPARKLING WINE TOAST | $5.00 per person, includes use of glass champagne flute.

GLASSWARE | $4.00 per person.

SPECIALTY COCKTAILS | $3.00 per person covers any additional mixers and garnishes not currently on our bar menu. *This fee is in addition to the regular bar service cost.*

WATER STATIONS | $1.00 per person. Must be purchased for full guest count. Bar staff will refill throughout event.

PUNCH SERVICE | $50.00 per gallon. Minimum order 2 gallons per variety.

NON-ALCOHOLIC BEER, WINE, AND SPIRITS | Can be added to any bar service. Connect with your event manager for customized options.

BEVERAGE SELECTIONS

LIQUOR

CALL

Vodka | *Smirnoff*
Gin | *New Amsterdam*
Tequila | *Sauza*
Rum | *Castillo Silver*
Spiced Rum | *Calypso*
Whiskey | *Canadian Club*

SELECT

Vodka | *Tito's*
Gin | *Beefeater*
Tequila | *Jose Cuervo*
Rum | *Bacardi*
Spiced Rum | *Captain Morgan*
Whiskey | *Jack Daniel's*
Bourbon | *New Holland Beer Barrel Bourbon*
Scotch | *Johnnie Walker Red Label*

PREMIUM

Vodka | *Grey Goose*
Gin | *Hendrick's*
Tequila | *Cazadores*
Rum | *Rhum J.M.*
Spiced Rum | *Kracken*
Whiskey | *Crown Royal*
Bourbon | *Maker's Mark*
Scotch | *Dewar's*

WINE

WHITE

Moscato
Riesling
Pinot Grigio
Chardonnay
Sauvignon Blanc

RED

Pinot Nair
Cabernet Sauvignon
Merlot

SPARKLING

Rotating House Sparkling

BEER / SELTZER

DOMESTIC/IMPORT

Budweiser
Bud Light
Miller Lite
Labatt Blue

SELTZER/CIDER

Angry Orchard | *Crisp Apple*
White Claw | *Black Cherry*
Truly | *Assorted*
Lakelife Seltzers *(rotating)*

MICHIGAN MADE/LOCAL

Bell's Oberon | *Seasonal*
Founder's | *All Day IPA*
Founders | *Rubaeus*
Founder's | *Solid Gold*
New Holland | *Tangerine Space Machine*
Perrin | *Black Ale*

SOFT DRINKS

Coke
Diet Coke
Sprite
Ginger Ale
Tonic
Club Soda
Lemonade
Juice | *Orange, Cranberry, Pineapple*

PUNCH **Serves 25 guests*

Signature | *Cranberry Juice, Sprite, Lemonade*
Tropical | *Pineapple Juice, Orange Juice, Ginger Ale*
Seasonal | *Subject to change*

BEVERAGE GUIDELINES

- The GRPM must provide all alcoholic beverages.
- 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. GRPM will confiscate any outside alcohol and ask anyone violating this rule to leave museum property.
- All beverage selections are due at least 21 days prior to the event. Changes to beverage selections are not guaranteed within 14 days of event.
- Final guest counts are due by 5 p.m. 14 days prior to your event and may not decrease once confirmed. We are not responsible for beverage services over the guaranteed number of guests.
- All alcoholic beverage services require a $500 minimum per event. If beverage services do not reach the $500 minimum, clients will be expected to pay the difference.
- Payment in full must be made one (1) day prior to your event according to the final guest count received or the Museum's best estimate. For consumption based bars, actual charges that are greater than the estimated amount will be invoiced within seven (7) days, with a payment due in thirty (30) days. For consumption based bars, if actual charges are less than the estimated amount, a refund check will be issued and mailed within four to six weeks.
- A service charge of twenty-one percent (21%) will be applied to all hosted beverage services. A charge of six percent (6%) state of Michigan sales tax will be applied to all beverages, service charges, and rentals.
- If a product is unavailable at the time of your event, the best available alternative will be substituted.
- The GRPM will determine the number of bars required based on guest count and final event details.
- Museum staff will deny alcoholic beverage service to anyone at any time, 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.
- Minors are the responsibility of the lessee signing the beverage service agreement
- Beverage service will commence at the start time stated on the Rental Contract and will end one half hour before the listed ending time, or at Museum management's discretion
- All clients MUST provide a complimentary non-alcoholic beverage during cash bar services; such as bottled water, soda, juice and/or punch service.
- All beer selections must be bottle or can – no kegs.

APPROVED CATERERS

AMWAY GRAND PLAZA HOTEL
187 Monroe Ave NW
Grand Rapids, Ml 49503
(616) 776-6400
salescatering@ahchospitality.com
www.amwaygrand.com

APPLAUSE CATERING
3775 Broadmoor Ave SE Suite C
Grand Rapids, Ml 49512
(616) 940-0001
thaaksma@applause-catering.net
smcintyre@applause-catering.net
www.applause-catering.net

CLIFFORD LAKE INN CATERING
561 Clifford Lake Dr NW
Stanton, Ml 48888
(616) 510-8026
cliffordlakeinn@gmail.com
www.cliffordlakeinn.net

THE CATERING COMPANY
1307 E. Fulton
Grand Rapids, Ml 49503
(616) 454-7475
kim@tccogr.com
www.tccogr.com

DONKEY CATERING
3506 Roger B Chaffee Memorial
Wyoming, Ml 49548
616.350.4305
catering@allinhospitality.com
www.donkeygr.com

GILMORE COLLECTION
20 Monroe Ave NW
Grand Rapids, Ml 49503
(616) 356-2627 x116
catering@gilmorecatering.com
www.gilmore-catering.com

MARTHA'S CATERING
1122 Michigan Street NE
Grand Rapids, Ml 49503
(616) 459-0116
catering@marthascatering.com
www.marthascatering.com