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

The GRPM offers a variety of rental options that can be customized for your event. Beautiful walls of windows overlooking the Grand River and downtown, historic artifacts from the start of our city, and a carousel from 1928.

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

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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)*



RENTAL OPTIONS

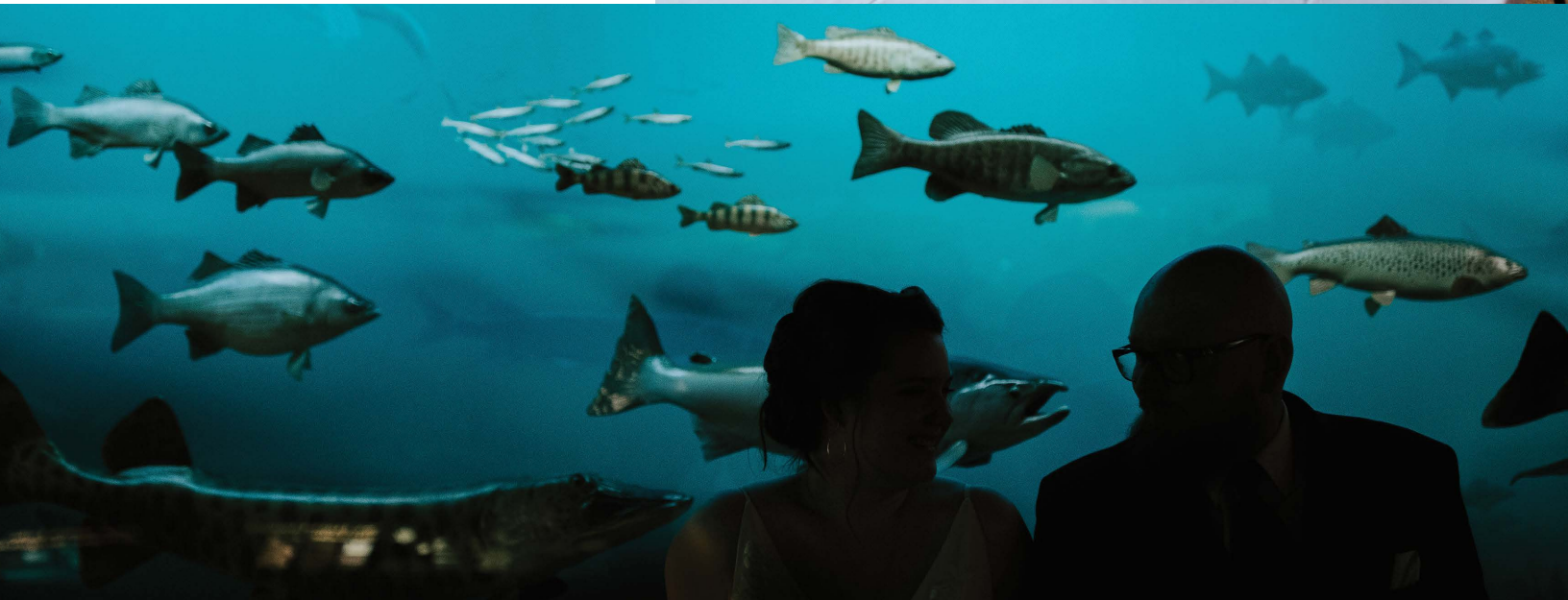
SECOND FLOOR
$1,000

- 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





CAFÉ SPACE
$500

- Located on the 2nd floor of the museum, the cafe space can add an additional 110 seats to your layout

ADDITIONAL HOUR
$500

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

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.

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.

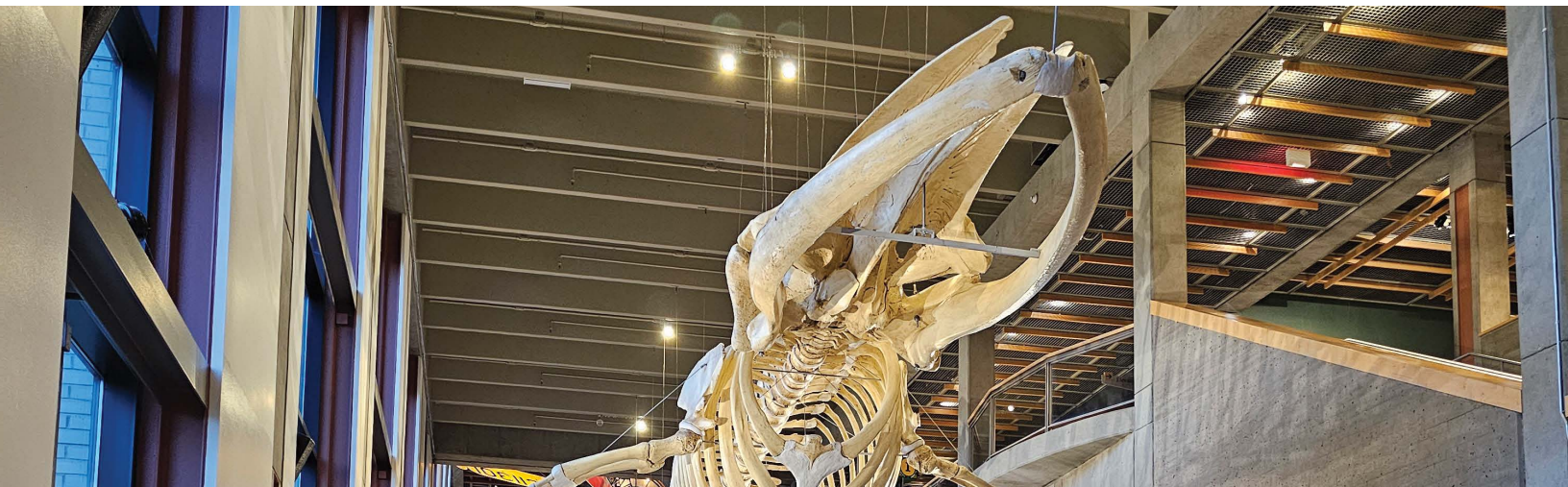
OUTSIDE SERVICES

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.

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 SELECTIONS

DRY BAR

This style of service will provide guest with only non-alcoholic beverage options, but with GRPM bartenders. Comes with unlimited soft drinks, juice, and client's choice on one non-alcoholic punch.

SOFT DRINKS

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

PUNCH

Signature | *Cranberry Juice, Sprite, Lemonade*

Tropical | *Pineapple Juice, Orange Juice, Ginger Ale*

Seasonal | *Subject to change*

BEVERAGE STATION

Self serve stations with the clients choice of beverages based on pre-determined amounts.

Canned Soft Drinks | $3.00

Bottled Water | $2.00

Water Station | $1.00 ***(per guest)***

PUNCH **Serves 25 guests*

Signature | *Cranberry Juice, Sprite, Lemonade*

Tropical | *Pineapple Juice, Orange Juice, Ginger Ale*

Seasonal | *Subject to change*

BEVERAGE GUIDELINES

- GRPM will confiscate any 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 5pm 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.
- If a product is unavailable at the time of your event, the best available alternative will be substituted.
- 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.

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