



RENTAL GUIDELINES

The Grand Rapids Public Museum is a non-profit educational institution whose mission is to collect, preserve, and present the natural, cultural and social history of the region.

Our Grand Rapids Public Museum provides the perfect setting for your next special event. From meetings to wedding receptions, for groups of 12 to 1,200, we provide an extraordinary event experience, surrounded by the beauty of a world-class museum.

Grand Rapids Public Museum
272 Pearl Street NW
Grand Rapids, MI 49504

616.929.1740

info@grmuseum.org
www.grmuseum.org



MUSEUM MISSION STATEMENT

The Public Museum is a non-profit educational institution whose mission is to collect, preserve, and present the natural, cultural and social history of the region.

GENERAL GUIDELINES

- ◆ Renting rooms in the facility, for a private function, does not secure exclusive use of the facility; only the space rented.
- ◆ 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 Grand Rapids Public Museum 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 Public Museum cannot be responsible to Hospitality & Convention Services Clients regarding when or what holiday decorations will be in place between November 1st and Thanksgiving. The decorations are extensive, impressive and take a few weeks to be installed. We regret that no promises or agreements can be made with any client regarding decorations before Thanksgiving.
- ◆ The Grand Rapids Public Museum is a smoke-free environment.
- ◆ The Museum reserves the right to waive or modify the stated guidelines.
- ◆ All prices are subject to change.
- ◆ Events scheduled during Holiday weekends are subject to an additional \$500.00 charge.
- ◆ All proceeds benefit and support the programs and activities of the Public Museum.

RESERVATIONS

All reservations must be coordinated through the Hospitality & Convention Services Office of the Public Museum 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 is the only person who may make changes to the event.

EVENT DEPOSITS AND PAYMENT

A 50% deposit is required to confirm a reservation. Events during the month of December require a 100% non-refundable deposit to confirm. Due to increased credit card expenses, all credit card purchases (for facility rentals, catering and beverage services) will be subject to a 2.5% 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 Grand Rapids Public Museum, must provide a **Certificate of Insurance for \$1 million of general liability per agreement, with the Public Museum of West Michigan and the City of Grand Rapids** named as additional insured.

FOOD SERVICE

Beginning January 1, 2008, the Grand Rapids Public Museum became the Exclusive Caterer. All events are expected to purchase food when renting the Public Museum. The Museum's Catering Manager can be reached by phone at 616.929.1718. Should a client have no food service or have donated food service, there will be a minimum \$500.00 catering royalty charge. **Proms booked on Saturday evenings must include dinner service.**

BEVERAGE SERVICE

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 punch and sodas. To assist you in your beverage planning contact the Museum Beverage Manager at 616.929.1733. 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 are to close one half-hour prior to the end of the event.

COAT CHECK

Coat check service is available through the Hospitality & Convention Services office for the convenience of your guests. Charge for coat check is \$1.50 per guest, with a minimum charge of \$300, and includes staffing for one half-hour before and after the contracted event time and all necessary equipment.

SET-UP & DELIVERY

Evening events may begin at 6:00pm. Set-up for evening events may begin at Museum closing time, 5:00pm. Set-up and start times for daytime events are available at 9:00am. 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. 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 & Convention Services 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 Public Museum 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 & Convention Services Manager for approval prior to printing.

DECORATIONS

Decorations and specialty lighting must be coordinated with the Hospitality & Convention Services 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. 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. Should Hospitality & Convention Services staff be required to assist set up or tear down, a fee of \$25.00 per hour will be charged.

MISCELLANEOUS

- ◆ If you are pursuing media coverage for your event, please contact Rebecca Westphal at 616.929.1705.
- ◆ 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 & Convention Services Office to enhance your event. Ask your Event Coordinator about use and availability.

Projector	\$50.00 each
Extension Cords	\$5.00 each
Portable Screen	\$25.00 each
House Sound System	\$100.00
Podium	\$25.00 each
Risers	\$50.00 each
TV/VCR/DVD	\$50.00 each
Staff set-up/tear down	\$25.00 per hour
Parking	\$5.00 per car
Specialty Chairs (set-up fee)	\$1.00 per chair



RENTAL OPTIONS

<i>Rental Space</i>	<i>Capacity</i>	<i>Rental Rates</i>	<i>Add. Hour</i>
<p>First Floor Includes our impressive Galleria with dance floor, the Streets of Old Grand Rapids, the Carousel and Outdoor Courtyard, and All first floor exhibits (A Is for Automobiles, B is for Boxes, 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).</p>	500 Reception 275 Seated	\$1500/4hrs (M-W) \$2500/4hrs (Th-F) \$3000/4hrs (Sat-Sun)	\$500 Maximum Five Hours
<p>First & Second Floor Includes our impressive Galleria with dance floor, the Streets of Old Grand Rapids, the Carousel and Outdoor Courtyard, and All first floor exhibits, plus all Second Floor Exhibits (Furniture City, I is for Ivory, M is for Musical Instruments, N is for Numismatics, P is for Pewter)</p>		\$2250/4hrs (M-W) \$3250/4hrs (Th-F) \$3750/4hrs (Sat-Sun)	\$500 Maximum Five Hours
<p>Whole Building Includes the First Floor Plan, plus all Second Floor Exhibits (Furniture City, I is for Ivory, M is for Musical Instruments, N is for Numismatics, P is for Pewter) & all Third Floor Exhibits (Anishinabek, Egypt, Natural Habitats and Newcomers) along with the Café Plan.</p>	1000 Reception	\$3000/4hrs (M-W) \$4000/4hrs (Th-F) \$4500/4hrs (Sat-Sun)	\$500 Maximum Five Hours
<p>Executive Board Room Includes the Board Room with executive conference table, and a wall of windows overlooking the skyline of downtown Grand Rapids. Also included is the Grand Hall, outside the Board Room with two private balconies and drawings by renowned artist Reynold Weidenaar.</p>	36 Seated	\$200/day	\$100 extra/hour if outside museum hours
<p>Meijer Auditorium Includes the auditorium with stage and podium, an antique. Wurlitzer organ and full audiovisual capabilities. (AV technicians available for an additional charge).</p>	255	\$500/day	\$100 extra/hour if outside museum hours
<p>The Overlook Room Appropriately named this 3rd floor space offers large windows with plenty of natural light and exterior views of both the river and cityscape, as well as interior views of the Driggs biplane, the City Hall Clock and the enchanting Museum Galleria.</p>	20 - 50	\$200/day	\$100 extra/hour if outside museum hours
<p>Planetarium (seats 145 people and is \$500/show)</p>			

