



WEDDING 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 wedding. From wedding ceremonies to wedding receptions, 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



CEREMONY OPTIONS

MEIJER THEATER

Includes the auditorium with seating capacity of 255, antique Wurlitzer organ, baby grand piano and full audio visual capabilities.

OUTDOOR CEREMONY

Outdoor ceremonies may be held on the southeast lawn, overlooking the Grand River and downtown.

** We recommend Tent and Chair rental for outdoor ceremonies through our Authorized Rental Agents. Please contact our Event Coordinator at 616.929.1740 for pricing and arrangements**

Ceremony charges are \$500.00 for either location

All wedding ceremonies include:

- ◆ A one-hour rehearsal during Public Museum hours the day before the wedding, with our Event Coordinator and Audio/Visual staff (if applicable) in attendance
- ◆ Use of a large dressing room the day of your wedding

Wedding Ceremonies:

- ◆ May start no earlier than 6:00pm
- ◆ Require a reception also held at the Grand Rapids Public Museum
- ◆ Ceremonies in the Meijer Theater have the option of utilizing the Wurlitzer theater organ. The organ is part of the Museum's collection, and may be played only by authorized members of the Museum's Organ Committee. Your Event Coordinator will make every effort to secure an authorized organist for your wedding rehearsal and ceremony. Charges for organ performance will be incorporated into your facility use invoice. Please allow 8 weeks notice if you intend to use the organ. The Museum will not be held responsible if an organist cannot be secured for your desired date.



WEDDING RECEPTIONS

Wedding receptions are held on the first floor of the Museum, which includes the Galleria with a built-in dance floor, the Streets of Old Grand Rapids, the Carousel, outdoor courtyard (weather permitting), and all first-floor exhibits. Maximum capacity is 275 guests for a sit-down dinner and 500 for a stand-up reception.

Wedding Reception Package includes the following:

- ◆ Room Rental (See prices below)
- ◆ General Liability Insurance
- ◆ Tables and Chairs
- ◆ Gift Table, Cake Table, Place Card Table etc.
- ◆ White Table Linens
- ◆ Table Skirting
- ◆ Your choice of assorted colored linen napkins
- ◆ Champagne Flutes, Cake Knife & Server, Card Box
- ◆ China, Silverware, Stemware
- ◆ Wireless handheld microphone for head table
- ◆ Cake Cutting
- ◆ Carousel ran by an attendant for your event
- ◆ Personal Public Museum Event Coordinator, Catering Manager, and Beverage Manager to help plan your special day

Rental charges for the first floor are as follows:

- ◆ \$1,500 for 4 hours (Monday-Wednesday)
 - ◆ \$2,500 for 4 hours (Thursday-Friday)
 - ◆ \$3000 for 4 hours (Saturday-Sunday)
 - ◆ \$500 for an additional hour
 - ◆ \$750 for each additional floor
- * Prices subject to 6% Michigan sales tax

Wedding receptions may begin at or after 6:00 in the evening, and the rental period may not extend past 1:00 am. **The maximum rental period for a wedding reception is five hours.**

Catering

The Grand Rapids Public Museum is the exclusive Caterer. Food service is required for Saturday events. All food sales are subject to Michigan sales tax and Catering service fees. To assist in your catering planning contact the Museum Catering Manager at 616.929.1718



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, sodas and bottled water. 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.

Parking

Parking for your guests is available in the Museum's 209-space parking ramp. There is a \$5.00 charge for each vehicle parked in the ramp. You may cover this cost on behalf of your guests by including a parking voucher in with your invitations, or you may choose to have your guests pay for their own parking.



POLICIES AND PROCEDURES

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 Public Museum cannot be responsible to Facility Use 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.
- ◆ All proceeds benefit and support the programs and activities of the Public Museum.

Reservations

All Reservations must be coordinated through the Hospitality Office of the Public Museum during regular office hours. Please call 616.929.1739 for availability. A single contact person must be designated in all matters regarding event arrangements. Only the designee indicated on the signed agreement will be permitted to make changes to the event.

Deposits and Payment

A deposit of 50% of the expected room charge is required to confirm a reservation, except for events during the month of December, which require a 100% deposit. 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.

Final guaranteed guest count will be due 10 days before your event. This number may not be decreased. At the time of guarantee, an invoice will be generated for the balance of the facility rental, estimated beverages, and catering services. Payment must be received in full by noon the business day prior to your event, and may be made by check, credit card or cash. If additional charges are incurred, or bar service exceeds the estimated total, you will be issued a final bill due upon receipt. In the case of an overpayment, you will be issued a check by the Public Museum within 4-6 weeks.



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 and the City of Grand Rapids** named as additional insured.

Set-Up & Delivery

Evening events may begin at 6:00pm. Set-up for evening events may begin at 4:00pm. 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 Office. 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. Guest invitations and printed materials must be submitted to your Event Coordinator 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.) in the Museum. Clean up and tear down of decorations must be completed within one half hour after your events scheduled ending time or you will be charged an additional \$500.00 staffing fee. Should Hospitality staff be required to assist in 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 notify the Hospitality Manager at 616.929.1719. 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

The use of oval tables (8-10 tops), 8-foot tables (for catering, gifts, registration, etc.), and short/tall cocktail tables are included in the rental cost of the Museum; as well as set-up and tear-down time and clean up of the Museum.

The following are some optional additional costs to be considered:

◆ Parking	\$5.00 per/car
◆ TV/DVD	\$50.00 Each
◆ House Sound System	\$100.00

* All receptions are allowed one-half hour after the contracted end time of the event for removal of items brought into the Museum. Should you exceed this ½ hr additional charges may apply.

