



The Grand Rapids Art Museum is a private, non-profit institution founded in 1910. The mission of the Grand Rapids Art Museum (GRAM) is to provide a gathering place where people of all ages and backgrounds can enrich their lives through interaction with authentic works of art of the finest quality in a thought-provoking and creative way. In order to nourish and delight the mind and spirit, the Art Museum collects, conserves, educates, and interprets.

**The Art Museum facility is rented to Museum members and Museum business partners under specific conditions for the purpose of achieving its mission. The following Guidelines, Policies and Procedures govern the use of GRAM. All rental activities must be in conformance with established GRAM requirements and must not interrupt the Art Museum's regular operations.**

**The Art Museum is a perfect setting for a cocktail reception, buffet or seated dinners, presentations, meetings, wedding receptions, rehearsal dinners and other special events. GRAM lends itself to hosting outdoor wedding ceremonies and receptions weekends from June through October.**

**The Art Museum does not intend to rent its facility for: certain political events or religious services; indoor wedding ceremonies; formals or proms; or events where entrance requires on-site ticket purchase. The Art Museum reserves the right to exclude any rental deemed to be a risk to GRAM property or interest.**

The Art Museum reserves the right in its sole discretion to amend or revise these Guidelines, Policies and Procedures from time to time.

## Reservations/Deposits/Payments

A tentative available date for your event does not confirm your reservation. A tentative reservation will be held for 14 days and then will be released, unless a rental agreement is pending. A contract will be sent when a tentative reservation has been selected. A reservation will only be considered confirmed when the GRAM receives both a non-refundable deposit of \$1,000 or 50% of the total rental fee and a signed contract agreeing with GRAM Guidelines, Policies, and Procedures for Special Events. The deposit must be received within 14 days of receiving the contract. All rental fees must be paid in full no later than thirty (30) days prior to the event date. Along with the full payment, a \$1,000 refundable security deposit is required. This deposit will be refunded to you 30 days after your event, providing no damage has occurred and all museum related costs are paid. If using the Art Museum's on site catering (Tigg's), security deposit will be refunded when all catering costs have been paid. All checks should be made payable to the Grand Rapids Art Museum and sent to the Art Museum Special Event office, 101 Monroe Center, Grand Rapids, Michigan 49503. 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.

**All changes to original contracts must be made in writing at least two weeks prior to the scheduled event.** Written confirmation will be sent by GRAM Special Events office if request can be accommodated.

## Reservation by Event Planners

If the first contact for an event at GRAM is made by a party planner or locations agent, no agreement on use of the Art Museum shall be made until a representative of the actual client has met with a representative of the Art Museum Special Event office.

## Right of Termination

In the event that the Art Museum determines in its sole discretion, at any time, that any violation of the Art Museum policies or applicable laws, ordinances, or regulations including unruly conduct or risk to the Art Museum property is likely to occur with the use of its premises and/or equipment during the event, the Art Museum reserves the right to cancel or

terminate the function at any time including, but not limited to, the time when your event is in progress. In such an event, the Art Museum shall retain all sums that have been paid. Any such determination shall be pursuant to the Art Museum's designated representative's sole discretion and shall be binding and final. The Art Museum shall not be liable to the client, the caterer, or the event planner for any of the charges generated by, or any deposits made to, any vendor or other provider of services for the event.

## **Cancellation/Refunds**

If the client requests a cancellation more than ninety (90) days prior to the event, the client will be refunded all moneys paid to the Art Museum EXCEPT the rental deposit. If the client requests a cancellation within sixty (60) days of the event date, no fees paid to the Art Museum will be refunded. In addition, upon any cancellation request, client shall remain responsible for any costs incurred by GRAM for the event prior to such cancellation request as described in the applicable contract.

## **Art Museum Facility**

### **Hours Available**

Various areas are available for rental in the Art Museum. Attached are the available areas and the days and times they are available for rental. Rental includes the area specified on the rental agreement, table, chairs, and base security personnel. Events must end promptly at the time stated in the rental agreement. Please plan accordingly.

Gallery viewing is encouraged as part of the enhancement and entertainment for each event, and may be one of the primary reasons for the Art Museum being selected for this event. However, there are additional fees to cover security costs to keep galleries open during non-regular Art Museum hours. Please check with the Art Museum Special Events office regarding Art Museum hours and any additional costs for gallery viewing. The client will be responsible for any damage to the Art Museum or the galleries during an event.

Exhibitions are the foundation of GRAM and are subject to change without notification. Exhibitions that are on view at the time of contract signing may not be on view at the time of the rental. Exhibitions cannot be removed or changed for any events.

Rental Price does not include food, beverage, service staff, linens, china, décor and rentals from any outside vendor.

### **Art Museum Store**

Should a gift be appropriate for your honored guests, sponsors, or presenters, the Art Museum Store is certain to have the perfect memento. The Art Museum Store requires a minimum of five (5) days' notice to prior to your event to prepare your purchase for larger quantities.

### **Smoking**

The Art Museum is a smoke-free campus. There is no smoking allowed in the Art Museum or on the Art Museum grounds.

### **Handicap Access**

The Art Museum is handicapped accessible. Wheelchair accessibility is available via all entrances. All galleries are physically accessible. Handicapped accessible restrooms are available on all floors of the Art Museum. All public telephones, elevators, and water fountains are accessible. Wheelchairs are available for use at no charge and may be secured at the main entrance.

### **Security**

Security is required for all uses of the facility and will be provided by GRAM security service. Base security fees are included in the rental. Based on the number of persons at your event and the specific areas of the Art Museum rented, additional security personnel may be required for your event. An additional charge of \$25 p/h for each additional security person will be charged to your event. Any additional security staff, other than GRAM security, that are required by the client to be on the Art Museum grounds in conjunction with an event, must be conveyed to the Special Events office sufficiently in advance (a minimum of fifteen [15] days prior to the event) to finalize procedures. The Art Museum remains responsible for overall security on GRAM premises.

## **Food and Beverage Service**

### **Catering**

When hosting an event at GRAM please choose from one of the following Exclusive Preferred caterers. While no outside food or drink is allowed in the Art Museum, our dedicated caterers will do their best to accommodate your every need.

#### **Exclusive Preferred caterers**

Tigg's Catering  
Applause Banquets & Catering  
West Michigan Catering Company  
Amway Grand Plaza Catering

### **Alcohol Beverage Service**

The State of Michigan liquor license held by GRAM requires that all alcoholic beverages consumed at the Art Museum be purchased through the Art Museum and served by our designated servers. **THERE IS NO EXCEPTION TO THIS POLICY.** Alcohol may not be brought into, or removed from, the Art Museum by a client or their guest at any time. Bars must close 30 minutes prior to the event end time. The Art Museum or their designated servers reserves the right to refuse alcohol service to anyone at any time. Identification may be requested from anyone requesting alcoholic beverages. Refusal to produce requested identification will result in no alcoholic beverage service for that individual.

## **Use of Facility**

### **Decorations**

To protect the integrity of the Art Museum collections and the safety of visitors and guests, the Art Museum must approve all decorations prior to the event set-up. Placement and attachment of decoration must be coordinated with the Art Museum Special Events office. **The final set-up is due ten (10) working days prior to your event.** Decoration for special

events may be delivered as early as the day before the event and must be picked up the next business day following the event by 10:00 am. The Art Museum is not responsible for any items left following an event.

- All décor and signs must be free standing, signs attached to walls, ceilings or exhibition cases are not permitted. The hanging of large signs or banners on the outside of the Art Museum is not permitted.
- Fresh cut flowers and dried floral decorations and arrangements are permitted; however, live potted plants (soil/dirt) are not permitted because of possible infestations. Asparagus ferns are not permitted to be used at anytime.
- Open flames are **not** permitted within the Art Museum. GRAM Special Events office has suggestions for alternatives to candles that are allowed in the Art Museum. Tea Lights and votive candles can be used as part of the table setting in outdoor rental areas **ONLY**, but must be in approved containers.
- Confetti, glitter, rice, birdseed, balloons, and bubbles are not permitted under any circumstances.
- Fog machines and pyrotechnics are not permitted.
- The use of hairspray is permitted in the restroom facilities only.
- Any clean up that is beyond normal wear and tear, or damages, will be charged to the client.

## Vendors

The Art Museum works with preferred vendors who are knowledgeable about Art Museum policies and procedures. A list of vendors is available through the Special Events office. All vendors must sign the Art Museum policies and procedures document, provided by the Special Events office, prior to the event.

## Entertainment

All musical entertainment should be approved by the Museum's Musical Advisor, Ed Clifford.

The Art Museum Special Events office must have all equipment needs and delivery confirmation ten (10) days prior to the event. All vendors must enter and exit via the loading dock area on the south side of the building and be escorted by GRAM personnel at all times.

## Deliveries

All deliveries and pick-ups are processed through the Art Museum loading dock. Decoration for your event may be delivered the day before your event with prior approval. Your items must be picked up the next business day following your event by 10 am. The Art Museum is not responsible for loss or damage to property left on-site.

## Photography Policy

Any photographer utilized during an event must receive a photographer's package, which includes forms for the written approval of GRAM to photograph on the premises. Photographers must also sign in with GRAM Special Events prior to the start of any Event. No photography is permitted in gallery space.

## Invitations and Other Printed Material

If the client refers to or illustrates the Art Museum or its collection in any printed materials, the contents of all printed materials related to an event, including invitation copy, programs, promotional material, and press releases must be submitted to the Art Museum prior to printing for approval. The Art Museum Marketing and Communication Department (616.831.2914) will provide the final approval of all printed material. Please allow sufficient time for these approvals; a minimum of fourteen (14) days prior to the printing deadline is required. Some printed material may require the following disclaimer:

*"The views and opinions of this organization do not necessarily reflect the views and opinions of the Grand Rapids Art Museum."*

## Advertising and Media

Any and all local, national, or international advertising, news releases, media coverage, photo shoots or other publicity referring to the Art Museum, its collections, or any event occurring at the Art Museum must be coordinated with the Art Museum Marketing and Communication Department. This includes holding press conferences or inviting the media

to cover an event. The Art Museum Marketing and Communication Department can be reached at 616.831.2914.

## Set-Up/Breakdowns

Set-up for any special event held in the evening will not begin until the Art Museum closes to the public at 5:00 pm. Special exceptions may be arranged by Special Events office. Set-up may not interfere with GRAM visitors or guests at any time. The final layout for the event is required ten (10) days prior to the event. After this point no changes may be made. Fire Code and policy requires at least a six (6) foot wide pathway on either side of the room and a four (4) foot aisle down the middle. No emergency exits can be blocked at any time.

Persons associated with any special event may arrive early, with Special Event office's consent, to oversee or assist with the set-up, greeting guests, or for any other appropriate reason. The doors of the Art Museum are always locked at 5:00 pm and are not opened until thirty (30) minutes prior to the start of the event. It is the responsibility of the event organizer to communicate this information to early arrivals.

Breakdown must occur immediately after the event and all rental items and decorations must be removed from the event area(s) at that time. Rental items can be stored in the Art Museum loading dock. Because of limited storage space, the Art Museum reserves the right to dispose of any items left at the Art Museum one (1) business day after the event (also see Decorations Section).

Prior approval of GRAM Special Events Office must be received five (5) day for all physical arrangements of the Event, including table set up, displays, and decorations sought to be used at the Event.

No art may be moved or obstructed or be endangered in any way based on the judgment of GRAM Special Events Office. No equipment, tables, chairs, etc may be within 6 feet of any work of art.

## Equipment

Included in the rental fee of event space inside GRAM is the use of standard tables and chairs owned by the Art Museum. Should you choose to rent chair covers and want them installed by the Art Museum staff, a fee of

\$2.00 per chair will be charged. A fee of \$150.00 will be charged to tune the piano. The Art Museum has audiovisual equipment available for rental.

Additional items not provided by the Art Museum, such as floral decorations, additional or specialty tables and chairs, audiovisual equipment, etc. Can be arranged through the Art Museum Special Events Department. This Department can assist event organizers in all aspects of the event as well as providing recommendations on vendor that have supplied products for previous GRAM events.



**WEGE PAVILION (LOBBY)**



## Location:

Package Rate

Entire (inside) Museum

\$5,000

Capacity: 1100 standing / 285 theater seated / 150 table seated

Outside Museum (Museum Plaza, park & Terraces)

\$750

Capacity: 500 standing

## Main Floor (Indoors)

Wege Pavilion

\$1,200

Capacity: 350 standing

Cook Auditorium

\$1,200

Capacity: 250 standing / 285 theater seated / 150 table seated

Package Rate for Pavilion and Auditorium with East Court

\$1,800

Capacity: 600 standing / 285 theater seated / 150 table seated

## Monroe Center Wing

\*Café

\$500

Capacity: 48 table seated / 60 standing

\*Dining Terraces (seasonal)

\$400

Capacity: 120 standing / 60 table seated

\*Frey Board Room

\$500

Capacity: Please inquire

\*President's Conference Room

\$50

Capacity: 8 table seated

\*Member's Lounge

\$150

Capacity: 30

\*Veranda (seasonal)

\$150

Capacity: 50

Package Rate for Member's Lounge and Miller Veranda

\$250

Capacity: 50

\*Catering must be provided by Tigg's Catering in these spaces

## Education Center

Garden Room

\$400 (\$100 per hour)

Capacity: 100 standing / 80 auditorium seated

Note: This room can be rented by the hour

Plaza Art Studio (seasonal)

\$100

Capacity: 80 standing / 50 table seated

Education Center Plaza

\$100

Capacity: 100 standing

## Rental Value Added Items:

*10 VIP Parking Spaces*  
\$200

*Coat Check*  
\$150

*\*Self Guided Gallery Tours*  
\$500 2<sup>nd</sup> level galleries traveling exhibitions  
\$500 3<sup>rd</sup> level main collection galleries

\*Prices may increase during ticketed exhibitions

*Docents (For guided tours)*  
\$100/docent  
\$250/ three docents

*Usage of Steinway Grand Piano*  
\$150

*Usage of LED Flameless Votive Candles (16)*  
\$40

*Usage of iPOD Docking Station*  
\$25

*Guest Gifts from Museum Store*  
Based on request



# GRAM

A/V USAGE FEES

## WEGE PAVILION

\*PROJECTOR/SCREEN (INCLUDES MICROPHONE) – \$200.00

WIRELESS MICROPHONE – \$25.00

\*SOUND SYSTEM – INCLUDED

**\*SIMULCASTING PACKAGE – \$350.00\***      (*BETWEEN AUDITORIUM/ LOBBY*)

## COOK AUDITORIUM

PODIUM – INCLUDED

\*PROJECTOR/SCREEN – \$200.00

\*SOUND SYSTEM – INCLUDED

## ALTICOR GARDEN ROOM

PORTABLE SOUND SYSTEM – \$150.00

PROJECTOR – \$150.00

LAPTOP COMPUTER – \$100.00

WIRELESS PC REMOTE – \$20.00

## CAFÉ

PORTABLE SOUND SYSTEM – \$150.00

## DINING TERRACES

PORTABLE SOUND SYSTEM – \$150.00

WIRELESS INTERNET ACCESS – \$50.00

**\*AUDIO VISUAL TECHNICIAN – \$25.00 PER HOUR (2 HOUR MINIMUM)**



MUSEUM CAFÉ



## TIGG'S

CONTACT: CHEF MARK WILLIAMS

616-831-2923

[MARKW@TIGGS.BIZ](mailto:MARKW@TIGGS.BIZ)

[WWW.TIGGS.BIZ](http://WWW.TIGGS.BIZ)

*NOTE: CHEF MARK IS OUR IN-HOUSE CHEF AND MANAGES THE MUSEUM CAFÉ. HE CAN BE BEST REACHED AFTER 3:00PM. TIGG'S ALSO MANAGES GRAM'S LIQUOR LICENSE, SO ALL BAR NEEDS WILL BE HANDLED BY TIGGS.*

## WEST MICHIGAN CATERER

CONTACT: BOB JOHNSON

616-459-8150

CELL: 616-291-0787

[BOB@WESTMICHIGANCATERER.COM](mailto:BOB@WESTMICHIGANCATERER.COM)

[WWW.WESTMICHIGANCATERER.COM](http://WWW.WESTMICHIGANCATERER.COM)

## AMWAY GRAND PLAZA CATERING

CONTACT: AMY DETTWILER

616-776-6400

[SALES@AMWAYGRAND.COM](mailto:SALES@AMWAYGRAND.COM)

[WWW.AMWAYGRAND.COM](http://WWW.AMWAYGRAND.COM)

## APPLAUSE CATERING

CONTACT: STEPHANIE MCINTYRE

616-940-0001

[SMCINTYRE@APPLAUSE-CATERING.NET](mailto:SMCINTYRE@APPLAUSE-CATERING.NET)

[WWW.RCFC.COM/APPLAUSE/](http://WWW.RCFC.COM/APPLAUSE/)



### **VALET PARKING**

ELLIS PARKING CO.  
CONTACT: WALT PENROSE  
PHONE: (616) 458-2933

### **MUSIC**

CLIFFORD MUSIC GROUP  
CONTACT: ED CLIFFORD  
PHONE: (616) 446-1480  
EMAIL: cliffmusic@comcast.net

### **LINEN/TENT RENTAL**

BAKER TENT RENTAL  
PHONE: (616) 454-8505

### **FLORIST**

PROCEDO EVENTS  
CONTACT: BARRY JETER  
PHONE: (616) 396-1049  
WEBSITE: WWW.PROCEDOEVENTS.COM

### **GRAND CARRIAGES**

CONTACT: THOMAS  
PHONE: (616) 893-4984  
EMAIL: INFO@GRANDCARRIAGES.COM  
WEBSITE: WWW.GRANDCARRIAGES.COM



**COOK AUDITORIUM**





**MUSEUM CAFÉ BAR**



# GRAM

## PHOTOGRAPHY POLICY

To protect the works of art being photographed, the copyright privileges of their creators, and the safety of our visitors there are certain restrictions on taking photographs in the Museum.

Event photography is permitted in the lower lobby only. Flash attachments may be used in this area only.

All photographs must be for personal, non-commercial use only. Photographs may not be published, sold, reproduced, transferred, distributed or otherwise commercially exploited in any manner whatsoever.

The Museum reserves the right, at its sole discretion, to withhold and/or withdraw permission to photograph on its premises or to reproduce photographs of works of art in its collection.

Rare exceptions to this policy will be reviewed on an individual basis.

I agree to this policy as stated:

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Signature

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Date

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Printed Name

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Phone