FACILITY RENTAL INFORMATION

GRAND RAPIDS ART MUSEUM
The Grand Rapids Art Museum
Guidelines, Policies & Procedures for Special Events

The Grand Rapids Art Museum is a private, nonprofit institution founded in 1910. The mission of the Grand Rapids Art Museum (GRAM) is to connect people through art, creativity, and design. The vision of the GRAM is to lead and inspire West Michigan to be the most creative and imaginative community in the world.

The Art Museum facility is rented 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.

Reservations, Deposits, & Payments

The Art Museum is a perfect setting for a cocktail reception, buffet-style dinner, plated meal, company presentation or meeting, wedding ceremony or reception, rehearsal dinner or anything in-between. GRAM lends itself to hosting both indoor and outdoor wedding ceremonies and receptions on weekends throughout the year.

The Art Museum does not intend to rent its facility for: certain political events or religious services, formals, proms or events where entrance would require 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.

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 a non-refundable deposit equal to 50% of the total rental fee plus a signed contract agreeing with GRAM Guidelines, Policies, and Procedures for Special Events.

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 a non-refundable deposit equal to 50% of the total rental fee plus a signed contract agreeing with GRAM Guidelines, Policies, and Procedures for Special Events.

The 50% deposit must be paid within 14 days of receiving the contract. The remaining rental balance must be paid in-full no later than 30 days prior to the event date. Along with the facility payment, a $1,000 refundable damage/security deposit must be paid in-full no later than 14 days prior to the event date. This deposit will be refunded to you approximately 30 days following your event; providing no damage has occurred and all other museum related costs are paid.
All checks should be made payable to the Grand Rapids Art Museum and sent to:

**The Grand Rapids Art Museum**  
**Special Events Office**  
**101 Monroe Center**  
**Grand Rapids, Michigan 49503**

A single contact person must be designated in all matters regarding event arrangements. Only the designee indicated on the signed agreement may 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 the GRAM Special Events Office if a request can be accommodated.

### Reservation by Event Planners

If the first contact for an event at GRAM is made by an outside 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 (in its sole discretion and at any time) determines that any violation of the Art Museum’s 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.

### Cancellations/Refunds

If the client requests a cancellation more than 90 days prior to the event date the client will be refunded all moneys paid to the Art Museum except for their initial deposit. If the client requests a cancellation within 60 days of the event date, no fees paid to the Art Museum will be refunded. In addition, upon any cancellation request, the 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. Rental includes the area specified on the rental agreement along with tables, 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 an event. However, there are additional fees to cover security costs to keep certain galleries open after the Art Museum closes to the public. 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 event.

Rental price does not include: food, beverage, service staff, linens, china, decor or 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 days notice prior to your event to prepare your purchase for larger quantities.

**Smoking**

The Art Museum is a smoke-free campus. There is absolutely 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 also 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 people at your event and the specific areas of the Art Museum that are being rented, additional security personnel may be required for your event. Therefore, additional charges may apply.

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 15 days prior to the event) to finalize procedures. Ultimately, the Art Museum remains responsible for overall security on GRAM premises.

**Food and Beverage Service**

**Catering**

When hosting an event at GRAM, we ask that you select from one of the following Exclusive Preferred Caterers. While no outside food or drink is allowed inside the Art Museum, our dedicated caterers will do their best to accommodate your every need.

**GRAM Preferred Caterers**

- Applause Catering + Events
- Amway Grand Plaza Catering
- The Catering Co.
- The Gilmore Collection
- YoChef’s Catering
- Grand Central Market
- Kangaroo Kitchen
- Kitchen Sage

**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 staff. **THERE IS NO EXCEPTION TO THIS POLICY.** Alcohol may not be brought into, or removed from, the Art Museum by a client or their guests at any time.

By law, alcohol service **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.

With prior approval from the Special Events Department, outside decoration for special events may be delivered directly to the Art Museum Loading Dock as early as the day before the event and must be picked up the next business day from the same location by or before 10:00am. The Art Museum will not be held responsible for any decoration or personal items left behind following an event.

Important to note:

- All decor 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 due to possible infestations. Asparagus ferns are not permitted to be used at any time.
- Open flames are not permitted within the Art Museum. GRAM Special Events Office has suggestions for alternatives to candles that are allowed inside the Art Museum. Tea lights and votive candles may be used as part of the table setting in outdoor rental areas ONLY, but must be in approved containers.
- Confetti, glitter, feathers, rice, birdseed, balloons, and bubbles are not permitted under any circumstances.
- Fog machines and pyrotechnics are not permitted.
- The use of hairspray is permitted within 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’s policies and procedures. A list of recommended 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 vendors must arrange time to meet or speak directly with an Art Museum Event Coordinator to confirm anticipated arrival times and discuss GRAM Loading Dock procedures no later than **two weeks** prior to the event date. Since we are a public institution, sound checks cannot occur until after the Art Museum closes to the public at 5:00pm. Without exception, all vendors **must** plan to enter and exit the building via the Art Museum Loading Dock located on the southeast corner of the building.

**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 from the Special Events Department. It is the client's responsibility to move any items left overnight to the Art Museum loading dock and all items **must** be picked up the next business day following your event by or before 10:00am. 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 check 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 will provide the final approval of all printed material. Please allow sufficient time for these approvals; a minimum of 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.

Set-Up/Breakdowns

Setup for any special event held in the evening will not begin until approximately 4:00pm. Special exceptions may be arranged through the Special Events Office. Setup must not interfere with GRAM visitors or guests at any time. The final layout for the event is required ten days prior to the event.

Persons associated with any special event may arrive early, with prior approval from the Special Event Office's, to oversee or assist with setup, greeting of guests, etc. The doors of the Art Museum are always locked at 5:00pm and are not unlocked until 15 minutes prior to the start of the event. It is the responsibility of the event contact to communicate this information to early arrivals.

Breakdown must occur immediately following the event and all rental items and decorations must be removed from the event area(s) at that time. Rental items may be stored in the Art Museum Loading Dock with prior approval from the Special Events Department. Due to limited storage space, the Art Museum reserves the right to dispose of any items left at the Art Museum more than one business day following the event (also see Decorations).

Prior approval of GRAM Special Events Office must be received five days prior to the event for all physical arrangements related to the event. This includes, but is not limited to: table set up, displays and any decorations sought to be used at the event. No artwork may be moved, obstructed or endangered in any way based on the judgment of GRAM Special Events Office. No equipment, tables, chairs, etc. may be within six feet of any work of art. No emergency exits can be blocked at any time.

Equipment

Included in the rental fee of event space inside GRAM is the use of our standard tables and chairs owned by the Art Museum. Any additional items not provided by the Art Museum, such as floral decorations, specialty tables and chairs, audiovisual equipment, etc. – can be arranged via the Art Museum Special Events Department. This Department can assist event organizers in all aspects of the event, as well as provide vendor recommendations.
Grand Rapids Art Museum
A/V Fees

**Wege Pavilion**

- In-house Sound System – Included
- Projector/Screen (Includes Microphone) - $100.00
- Baby Grand Piano - $150.00

**Cook Auditorium**

- Projector/Screen - $100.00
- Podium – Included
- Sound System – Included

**Dinning Terrace**

- Portable Sound System – $150

The use of two wireless microphones (for announcements/presentations) and the option to stream music via our in-house sound system is included in your Facility Rental Fee. If an A/V Coordinator is needed, an on-site GRAM Audio Visual Technician may be added at the cost of $25.00 Per Hour (2 Hour Minimum).
Grand Rapids Art Museum
Preferred Caterers

Applause Catering + Events
Contact: Stephanie McIntyre
(616) 940-0001 Ext. 302
smcintyre@applause-catering.net
www.applause-catering.net

Amway Grand Plaza Catering
Contact: Darrin Lettinga
(616) 776-6423
dlettinga@amwaygrand.com
www.amwaygrand.com

The Catering Company
Contact: Kim Faber
(616) 454-7475
kim@tccogr.com
www.tccogr.com

The Gilmore Collection
Contact: Angela Shea
(616) 356-2627 Ext. 132
ashea@gilmorec.com
www.gilmore-catering.com

Yo Chef’s Catering
Contact: Pam Fritz
(616) 608-3003
pfritz@yochefscatering.com
www.yochefscatering.com

Grand Central Market
Contact: Cheryl Powell
(616) 454-5300
GCMarketGR@gmail.com
www.grandcentralmarketgr.com

Kangaroo Kitchen
Contact: Chef Roman Petrack
(616) 451-6775
chef@kangaroochicengr.com
www.kangaroochicengr.com

Kitchen Sage
Contact: Tommy Fitzgerald
(616) 550-2433
tommy@kitchensage.org
www.kitchensage.org
Grand Rapids Art Museum Suggested Vendors

**Valet Parking**

Ellis Parking Co.  
Contact: Aaron Vitali  
(616) 458-2933  
AVitali@ellisparking.com

**Music**

Clifford Music Group  
Contact: Ed Clifford  
(616) 454-7285  
cliffmusic@comcast.net

**DJ/Live Entertainment**

Rick Reuther  
Music Host Entertainment  
http://www.musichostentertainment.com

Paradise Entertainment  
http://paradiseentertainment.service.com

DJ Adrian Butler  
(616) 214-0288  
http://www.abisadrianbutler.com

Joe Laureano  
Main Street Dueling Pianos  
(616) 561-5577  
http://www.mainstreetduel.com

Justin Kung  
Event Revolution  
http://www.eventrevolutionllc.com

For other Vendor suggestions, please contact the Special Events Department at (616) 831-2923
Grand Rapids Art Museum
Photography Policy

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

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:

______________________________
Signature

______________________________
Printed Name

__________
Date

___________
Phone