

# Community Center

421 Columbus, Grand Haven, MI 49417 (616)842-2550

## RENTAL INQUIRY

Rentals are available for four (4) hours or eight (8)

Pricing is based on a variety of factors and will be quoted after an inquiry is received

### Contact Details:

Today's Date:

Name/Organization:

Address

City/State/Zip

Phone (     )

Email

### Event Details:

Day/Date of Event:

Rental Time                      to

Title/Name of Event:

Event Time                      to

Approximate # of Attendees

### Type of event:

Wedding

Business Meeting

Bridal Shower

Baby Shower

Expo

Holiday Party

Performance

Birthday

Gathering

### Will your event include? (Check all that apply)

Alcohol

Kitchen Use

Food

Dancing

Caterer

Music

Additional requests/comments:

**AN INQUIRY DOES NOT GUARANTEE RENTAL**

### Office Use Only

Date Notified:

Confirmed Availability: Yes        No

Contacted customer to confirm availability and notified that a rental contract and deposit must be submitted to hold the date:

Phone Call        \_\_\_\_\_ Email        \_\_\_\_\_ In Person        \_\_\_\_\_

## Meeting & Banquet Room Capacity & Setup Options

	Setup Options (With Seating Capacity)				
	Square Footage	Theater	Classroom	Banquet	U-Shape
<b>Main Level</b>					
<b>Mackinaw Ballroom</b>	4,899	450	218	240	N/A
Section A	736	50	32	40	16
Section B	800	64	40	48	18
Section C	1152	110	68	80	40
Section D	529	40	14	16	N/A
Section E	802	70	40	48	18
Section F	880	80	48	56	24
<b>Woodbine</b>	785	60	36	48	24
<b>Suite</b>	251	20	15	24	N/A
<b>Acadia Auditorium</b>	1847	181	N/A	N/A	N/A
<b>Lower Level</b>					
<b>Escanaba</b>	2135	150	82	96	40
<b>Raritan</b>	637	45	28	40	18

The Gallery (Main Hall in Upper Floor) and The Atrium (Area in front of Mac Ballroom between kitchen & office) are available for rental with the other spaces for your special event!

### General Guidelines for Rental Inquiries Community Center Meeting and Banquet Room Rental

#### Reservations

If you are interested in reserving a meeting space, please contact the Community Center office by calling 616.842.2550. Office Hours are Monday - Friday from 8:00am – 5:00pm. Reservations must be made by individuals that are over 18 years old.

#### Deposits

A deposit of one-half the total rental fee is required at the time the event is scheduled to ensure the date is secured for your event. An event is not considered “booked” until this deposit is received.

The remainder of the balance will be due one month prior to the date of the event.

#### Cancellations

Deposits will be fully refunded if the cancellation occurs 90 days or more prior to the day of event AND the room can be reserved by another comparable event, except in the case of a wedding.

Events cancelled from 89-31 days before the event date will forfeit 50% of their deposit. Wedding Receptions will forfeit the full deposit within this period.

All events cancelled within 30 days of the event will forfeit the full deposit amount.

#### Decorations

No taping, or tacking on the walls, ceiling or any painted surfaces in any Community Center rooms, atrium, or lobby. Confetti and glitter are not allowed.

All candles are required to have glass shields or hurricane lamps. No open flames are allowed.

### **Food & Beverage**

A licensed and insured caterer is required for all large events and wedding receptions where food is served, and a licensed and insured beverage service is required to dispense any alcoholic beverage for parties over 100 guests.

All beverage service must end forty five minutes before the end of the scheduled event.

All alcoholic beverages must be consumed inside the building.

Events serving alcohol will be charged an additional \$100 service fee, excluding wedding receptions.

### **Room Amenities**

Chairs are included with the rental of tables.

A portable 18'x 18' dance floor is available for \$100 rental, but is required for those events where music and dancing will be happening. Dance floor rental is included in wedding reception fees.

Other amenities are available for rental, including linens, place settings, hot beverages, and audio/visual equipment, etc.

### **Special Needs**

A special hearing inductor loop is built into the Mackinaw Ballroom and Acacia Auditorium.

Handicapped seating is available in the Acacia Auditorium.

A family restroom is available on the lower level of the Community Center.

### **Liability and Damages**

The Community Center reserves the right to inspect and control all functions.

The renter is in charge of the function and is responsible for the conduct of all attendees of their event.

A refundable damage/security deposit is required for all events, and if the rental space is left in satisfactory condition and all contract obligations are met – the security deposit amount will be returned.

The Community Center will not assume responsibility for the damage or loss of any merchandise or articles left in the facility prior to or following the scheduled event. Arrangements for the security of exhibits, merchandise or articles set up for display can be made prior to the event.

**NO SMOKING WITHIN 25 FEET OF ENTRANCES, WINDOWS, OR VENTILATION SYSTEM.**

*A detailed list of the rental guidelines is available within the reservation agreement, which is available by calling the Community Center office at 616.842.2550 or by downloading the form from the City of Grand Haven website at [www.grandhaven.org](http://www.grandhaven.org).*

### **Community Center Rental Contact:**

Char Seise, Community Affairs Manager

Community Center

421 Columbus, Grand Haven, MI 49417

Ph: 616-842-2550

[cseise@grandhaven.org](mailto:cseise@grandhaven.org)