

**Central Park Place
RESERVATION GUIDELINES
421 Columbus, Grand Haven, MI 49417
centralparkplacegh@grandhaven.org
(616) 842-2550**

RENTAL GUIDELINES

General

1. The building is available for rent from 8 a.m. to 12:00 a.m.
2. **The facility must be left in the same condition as it is rented. Tables must be wiped down, kitchen must be cleaned and refrigerator emptied, all decorations/items must be removed from the facility after the event. Trash cans must be emptied and fresh liners placed in the cans. Sweep floors if needed. All supplies are available in each room.** Events that have more than 100 guests will be required to have an on-site supervisor/\$25 per hour at renters expense.
3. Vaping is prohibited throughout the facility and within 25 feet of any entrance.
4. Alcoholic beverages are allowed on the front patio only. Sec 5.4, Grand Haven Code of Ordinance.
5. The facility may not be used for discriminatory practices according to any Federal, State or City law, ordinance, rules or regulations.
6. If your event/wedding coincides with a Central Park Players performance, the public will have access to gallery space and restrooms. We ask both parties to have consideration toward the other during their event.

Reservations & Amenity Rentals

1. An event will not be considered a booked event **until full payment, including damage deposit is received and rental agreement is signed and received.**
2. Anyone renting the A/V equipment must supply their own operator/technician and laptop.
3. Dancing is not allowed on the carpet in the Mackinaw Ballroom. The facility has a portable dance floor available to rent for \$200.00. All events held in the Mackinaw Ballroom where music is provided **must** use the dance floor. Wedding reception rental fee includes the dance floor.
4. Please do not consume drinks on dance floor.

Payment & Deposit

1. We accept cash, check and on-line payments. Debit and Credit Card payments include a 3% fee, when paying online, email a copy of the receipt to cseise@grandhaven.org
<https://client.pointandpay.net/web/CityofGrandHavenMI>.
Full payment is due, along with the contract and damage deposit in order to secure your rental.
2. **A separate refundable damage/security deposit is required, \$100 for events w/out alcohol, \$200 for events w/ alcohol and \$500 for receptions. Following the event, if the rental space is left in satisfactory condition, all charges have been paid in full and the event is out by the agreed upon rental time, the security deposit will be refunded.**
3. Additional charges that are incurred during the event will be deducted from the damage deposit.

Cancellations

1. Rental Fees will be fully refunded if the cancellation occurs 90 days or more prior to the event AND the room can be reserved with another comparable event, except in the case of a wedding. Rental Fees will not be returned or refunded until another event is scheduled.
2. Events canceled from 89-31 days before the date of the event will forfeit 50% of the rental fees except for wedding receptions, which will forfeit the full rental fee.
3. All events canceled within 30 days of the event will forfeit the full rental fee.

Food & Alcohol

1. A licensed and insured caterer is required for all events open to the public.
2. There is a \$200.00 fee to use the kitchen facility. This fee will be included in the rental costs.
3. Beverage service companies are charged a \$100 use fee, which will be included in the rental costs.
4. Beverage service companies must provide a copy of their beverage service license and liability insurance.
5. An additional \$100.00 service fee is charged to the renter for all events when alcohol is served.
6. Cash bars are prohibited. All events open to the public require a licensed/insured beverage service company.

Kitchen

1. All kitchen appliances, surfaces, and any equipment utilized **must** be cleaned and left in the same manner as it was when rented.
2. The renter is responsible to see that the caterer **scrapes, rinses and soaks** all dishes rented from the facility after use and stack them in the kitchen on the counter. Silverware must be placed in bus tub(s) filled with **hot soapy water** and left on the counter. *Staff will run the sanitizer and be responsible for putting all dishes and silverware away.*
3. Facility staff are not responsible for clearing dishes or catered food, this is the responsibility of the renter.

Decorations

1. Items are **not** to be taped or tacked on walls, ceilings or any painted surfaces in any rooms or lobby. Nothing is allowed to be hung from the ceilings.
2. Confetti and glitter are **not** allowed.
3. When taping tablecloths, please remove all tape. IF using glue guns, tables must be covered.
4. Candles must have glass shields or hurricane lamps. No open flames are allowed.

Art Exhibits

1. We welcome individuals, organizations and schools to display their art; however, **the artist** is responsible for the handling and hanging of the art.
2. Neither the staff, city or facility are liable for theft or damage.
3. The facility is a family oriented facility which attracts all age groups. If a piece of art is of questionable nature, the Central Park Place Board will determine if it can remain as part of the show.
4. The facility will receive 10% from the total sale of all art.

Special Needs

1. A special hearing inductor loop is available in the Mackinaw Ballroom and Acacia Auditorium.
2. A family restroom is available in the lower level of the facility.

Miscellaneous:

1. At the time of the reservation, a tax-exempt certificate from the State of Michigan must be submitted in order to receive the 501(c)(3) non-profit rate.
2. Regular weekly users are required to provide proof of insurance, naming the City of Grand Haven as additional insured.
3. Regular weekly users that utilize storage space on the premises will be assessed a \$1.50 per square foot charge, invoiced monthly.