

FOOD AND BEVERAGE SERVICE

1. Food and beverage service may be personally or professionally catered. You are responsible for making the catering arrangements. If professional caterers are used, you must insure that the caterer has a current state catering license. Please include the caterer's name and telephone number on the application form or give this information to Desiree' Ruhland at the Museum before your event.
2. You or the caterers are responsible for the entire set up of your reception, including the provision of tables, chairs, ice, and other items. **The use of candles or balloons is not permitted.**
3. You are allowed to bring materials into the Museum anytime on the day of the event. All materials must be removed by the following morning. You may not use museum carts.
4. You may begin to set up in the Museum lobby after 4:30 pm on the day of the event. Food and alcohol may not be placed out until the museum closes at 5:00 p.m. Plan to remove all tables and other items in public areas immediately after the event.
5. Eating and drinking are permitted **only** in the lobby. They are not allowed in the auditorium or exhibit gallery.
6. You may prepare food in the kitchen area only. We prohibit the use of temporary ovens or other kitchen equipment elsewhere in the Museum or within 30 feet of outside walls.
7. You or the caterers are responsible for the entire clean up, including removal of trash from the premises on the evening of the event.
8. Although you may request permission to serve beer or wine, no event may dispense alcohol without written permission from the Director of the Museum. Event organizers should discuss their proposed plans in detail with Desiree' Ruhland at the Museum and complete the back side of the "Application for Use". Alcoholic beverages are permitted in an open bar setting only. **Cash bars or ticket systems for alcoholic beverages are prohibited.** The serving of alcohol must cease one half hour prior to the end of the event. Liquor service must conform to the City of Grand Rapids and State of Michigan regulations.