


Meeting & Banquet Room Capacity & Setup Options					
	Square Footage	Setup Options			
		Theater	Classroom	Banquet	U-Shape
Main Level					
Mackinaw Ballroom	4,899	450	218	240	—
Section A	736	50	32	40	16
Section B	800	64	40	48	18
Section C	1,152	110	68	80	40
Section D	529	40	14	16	—
Section E	802	70	40	48	18
Section F	880	80	48	56	24
Woodbine	785	60	36	48	24
Suite	251	20	15	24	—
Acacia Auditorium	1,847	184	—	—	—
Lower Level					
Escanaba	2,135	150	82	96	40
Raritan	637	45	28	40	18

Facility Rental Options and Fee Schedules are listed on the inside of this brochure.

GRAND HAVEN COMMUNITY CENTER

421 Columbus
(Corner of Columbus and Fifth)



Enhanced Facility

- Renovation completed in August 2006.
- Well designed meeting space.
- Function areas can accommodate from 10 to 450 people.
- Ability to hold six individual events daily.
- State-of-the-art equipment.
- Spacious, fully-equipped catering kitchen and a second galley catering kitchen.
- Auditorium that can hold lecture series, musicals, plays and stakeholder meetings.



For Reservations, Call
(616) 842-2550

General Guidelines

Reservations, Deposit, and Cancellations

- Reservations may be arranged through the Community Center office by calling 842-2550. Reservations must be made by individuals over 18 years old.
- A deposit of one-half of the rental fee is required at the time an event is scheduled. The balance will be required one month prior to the event.
- Deposits 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.
- Events cancelled from 90-30 days of the scheduled event will forfeit 50% of the deposit.
- Events cancelled 29 days or less prior to the event will forfeit full deposit.

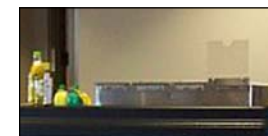
Decorations

- No tapping or tacking on walls, ceilings or surfaces in any of the rooms, gallery or atrium. Confetti and glitter are not allowed on the tables.
- All candles are required to have glass globes or hurricane lamps. No open flames are allowed.



Beverage Service

- All beverage service must end one half hour before the end of the scheduled event. The facility closes at mid-night.
- All alcoholic beverages must be dispensed by bartenders approved by the host party.
- All alcoholic beverages must be consumed inside the building.
- Events serving alcohol require an additional \$100 cleaning fee.



Room Amenities

- Tables and chairs are included in the cost of the room rental.
- A portable dance floor is optional. Additional amenities; such as, portable bar, linens, table service, audio visual equipment, etc. are available at an additional fee.



Special Needs

- A special hearing loop is built into the facility.
- Handicapped seating will be available in the Acacia Auditorium in the summer of 2008.

Liability/Damage

- The Community Center reserves the right to inspect and control all functions. Liability for and damage to the premise will be the responsibility of and charged to the sponsoring person or organization.
- The Community Center will not assume responsibility for the damage or loss of any merchandise or articles left in the facility.
- 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 guidelines is outlined on the reservation application, which is available by calling the Community Center office at 616-842-2550 or by downloading from the City of Grand Haven's web site: www.grandhaven.org.

GRAND HAVEN COMMUNITY CENTER

FACILITY RENTAL OPTIONS & FEE SCHEDULES



Enhanced Facility

The enhanced facility offers the corporate, civic, social, and cultural community a number of unique features at an affordable rate.

Main and Lower Level Rental Options

The Community Center offers the option to rent all available space on both levels or space on only the main level. This is a great option for those large events, conventions or seminars.

Community Center - Full <i>(All space on Main Level and Lower Level)</i>	
	Flat Fee
Resident	\$1,000
Non-Resident	\$1,500
501(c)(3)	\$1,000
Profit	\$1,800

Community Center - Main Level <i>(All space on Main Level)</i>	
	Flat Fee
Resident	\$500
Non-Resident	\$700
501(c)(3)	\$500
Profit	\$800



Mackinaw Ballroom Rental Options

This 4,899 square-foot ballroom on the main level can accommodate from 218 to 450 people, depending on room setup. It has become a favorite site for wedding receptions

and fundraising events because of its elegant surroundings with affordable pricing. This room is also suitable for seminars, business luncheons and dinners, retirement parties, rehearsal dinners, and other large gatherings. The room can be divided in up to six sections to accommodate various functions. The atrium and gallery areas can also be rented with the ballroom for added space for an additional \$25 per area.

Mackinaw Ballroom - Full			
	4 Hours	8 Hours	+ Hours
Resident	\$200	\$225	\$10/hr
Non-Resident	\$225	\$250	\$15/hr
501(c)(3)	\$200	\$225	\$10/hr
Profit	\$400	\$500	\$20/hr

Mackinaw Ballroom - Sections <i>Fees are based on rental of one section (A-E); add \$25 for each additional section of ballroom.</i>			
	4 Hours	8 Hours	+ Hours
Resident	\$100	\$125	\$10/hr
Non-Resident	\$125	\$150	\$15/hr
501(c)(3)	\$100	\$125	\$10/hr
Profit	\$150	\$175	\$20/hr

Mackinaw Ballroom - Weddings	
No Alcohol Served	Alcohol Served
\$600	\$700



Meeting Spaces

These rooms, available on both the main and lower levels, are appropriate for many types of meetings, seminars, workshops, showers and gatherings.

Suite (Located on Main Level)			
	4 Hours	8 Hours	+ Hours
Resident	\$50	\$75	\$10/hr
Non-Resident	\$75	\$100	\$15/hr
501(c)(3)	\$50	\$75	\$10/hr
Profit	\$100	\$125	\$20/hr

Escanaba Room (Located on Lower Level)			
	4 Hours	8 Hours	+ Hours
Resident	\$100	\$125	\$10/hr
Non-Resident	\$125	\$150	\$15/hr
501(c)(3)	\$100	\$125	\$10/hr
Profit	\$150	\$175	\$20/hr

Woodbine Room (Located on Main Level)			
	4 Hours	8 Hours	+ Hours
Resident	\$50	\$75	\$10/hr
Non-Resident	\$75	\$100	\$15/hr
501(c)(3)	\$50	\$75	\$10/hr
Profit	\$100	\$125	\$20/hr

Raritan Ballroom (Located on Lower Level)			
	4 Hours	8 Hours	+ Hours
Resident	\$50	\$75	\$10/hr
Non-Resident	\$75	\$100	\$15/hr
501(c)(3)	\$50	\$75	\$10/hr
Profit	\$100	\$125	\$20/hr



Acacia Auditorium

This 1,847 square-foot auditorium on the main level can hold 184 people. It offers the cultural community a place to hold plays, musicals, lectures, or meetings. The auditorium is currently undergoing improvements to offer an even better facility, with handicapped available seating.

Acacia Auditorium (Located on Main Level)	
	Flat Fee
Resident	\$200
Non-Resident	\$400
501(c)(3)	\$200
Profit	\$500

**Tours Available
Call 616-842-2550**

See back of this brochure for square footage and capacity, given various setup options. Visit our Web site at www.grandhaven.org.
Note: A cleaning fee (\$100) applies to all rooms where alcohol is served.