

Financial Payment Process

- Event space is secured on a first-come, first-served basis.
- To secure event space, a signed Facility Use Confirmation and a deposit of 50% of the room fee is required within two weeks. If not received, Meijer Gardens reserves the right to cancel the reservation.
- Meijer Gardens does not accept personal checks. Payments may be made by cash, certified check, debit or credit card (Visa, MasterCard, Discover or American Express). **Meijer Gardens cannot accept credit card numbers via email or fax as it would be in violation with PCI Compliance.**
- Lessee(s) will be responsible for all legal fees and costs incurred by Meijer Gardens for collection of unpaid balances by due dates. A minimum service fee of \$25 or 1.5% (whichever is greater) per month will be added to all past due invoices, collection fees and/or legal fees that remain unpaid.
- Lessee agrees to assume complete liability and responsibility for any damage to or loss of property belonging to Meijer Gardens and for any personal injury incurred during or as a result of such use. As a lessee, you agree to obtain at your own expense, bodily injury and property damage liability insurance with stated limit values of one million dollars (\$1,000,000). Failure to provide will result in an additional fee; currently \$200 and is subject to change.
- A copy of the Certificate of Insurance or Declarations page and your payment of final room fees must be provided 30 days prior to your event. Meijer Gardens reserves the right to cancel your event if payment is not received.
- **Corporate Clients:** Meijer Gardens accommodates corporate billings. Approval must be secured 30 business days prior to your event date. All corporate billings must be paid 30 days from the event date. A minimum service fee of \$25 or 1.5% (whichever is greater) will be applied to all balances if not paid within 30 days. Any and all added fees associated with the collection of past due balances will be the responsibility of the Lessee and will compound monthly at 1.5% until paid in full.

Facility Use Agreement (final confirmation of event details)

- Will include any additional facility use fees added during the planning process; audiovisual fees, staffing fees and any other miscellaneous charges.
- Signed Facility Use Agreement and payment of charges stated are due **seven days prior to your event.**
- If payment is not received seven days prior to the event, Meijer Gardens reserves the right to cancel your event.

Cancellations, Date Changes and/or Reduction of Rental Space

- More than 30 days prior to the event date: 25% administrative fee will be assessed on all confirmed charges indicated on the signed Facility Use Confirmation (full room value).
- Less than 30 days prior to the event date: All unpaid event and facility use fees will be invoiced and you will be held liable for all unpaid charges agreed upon per the signed Facility Use Confirmation and/or Facility Use Agreement. These charges include, but are not limited to, room use, audiovisual and food and beverage charges.
- Refunds: All refunds will be processed within 45 days of the event cancellation. Refunds will be payable to the person who made the original payment as the authorized payee on the signed Facility Use Confirmation. Refunds will be issued by check or back to authorized payee's credit card used for previous payments.
- Meijer Gardens does not refund money for events cancelled due to "acts of God" or inclement weather; however, your event may be rescheduled within six months of the original date pending availability. Although Meijer Gardens has established this policy allowing events to be rescheduled, independent catering companies make their own decisions regarding food and other costs.

Hospitality Event Guidelines

1. Confirmed Hospitality Event Space

Access to your event space

- Guests are allowed only during the confirmed event time.
- Doors to the facility are locked prior to evening events. All areas of Meijer Gardens will be vacated by the end time stated on the Facility Use Confirmation and/or Facility Use Agreement.
- Meijer Gardens solely reserves the right to discontinue any services should event guests not comply with all Meijer Gardens policies. This right specifically includes the right to discontinue services provided by any independent service provider such as a caterer. If an event is discontinued as a result of violations, the lessee jointly and severally agrees to indemnify and hold harmless Meijer Gardens, its officers, agents, directors, employees and volunteers against any and all loss, damages, claim or liability whether from personal injury or property damages or any reason caused by or arising from the actions of the applicant, its guests and invitees. If the event is discontinued for any reason, no refunds will be issued.

Attendance

(Guarantees, Set Up Information & Room Capacity)

- All events must have confirmed guest counts within room capacities. Final guest counts and set-up information must be confirmed with Meijer Gardens seven days prior to your event.
- Changes made to set-ups on day of event will be charged a re-set fee of \$50–\$500 and must be paid the day of event.
- Pre-sold tickets to events are permitted; however, events open to the public without confirmed guest counts are not. Events with guests arriving at different times, i.e., open houses, may not invite more guests than the maximum guest count on the Facility Use Confirmation and/or Facility Use Agreement.
- Meijer Gardens' event space is assigned according to the confirmed guest count. If your guest count increases, it may be necessary to reassign your event to a larger space. Additional fees will be assessed and charged to you based upon your final event needs. Meijer Gardens' strictly adheres to Fire Marshall's maximum capacity codes. Service entrances and fire exits may not be blocked.

Deliveries

- Deliveries (i.e. floral displays, cakes) may be made up to one hour prior to your confirmed event time.
- All shipments (i.e. Federal Express, UPS) must be granted prior approval and will be accepted within 24 hours of event time.
- Meijer Gardens is not responsible for damage or loss of any materials or equipment displayed or stored in the building.
- Additional space needed to secure delivery items will result in additional fees. Please ask your Event Coordinator for further information if needed.
- The Bradford Street entrance is used for all deliveries made prior to, or after public operating hours.
- Deliveries and pick-ups will not interfere with any of Meijer Gardens' activities.
- Delivery vehicles will not remain parked in the loading dock area. All vehicles must move to the appropriate parking area immediately following load in/out. Violators are subject to Meijer Gardens parking fees.
- Delivery pick-ups must be made immediately after the conclusion of your event.

Decorating

- Decorating is limited to rental spaces and may begin one hour prior to confirmed event time. All items must be removed within thirty minutes after.
- Specialty linens and equipment are welcomed, but may require additional time and added fees.
- Candles must be drip-less and enclosed in glass hurricanes, chimneys or votive containers.
- Balloons are permitted in each of our event rooms **EXCEPT** for our Huizenga Grand Room / Atrium area.
- Fresh flower petals may be used on tabletops only. Silk flower petals are permissible and must be removed prior to the end of your confirmed event time.
- Meijer Gardens' exhibits, displays or plant material may not be used, moved or removed for private events.

Following Items are not permitted

- Confetti, bubbles, glitter, rice, birdseed or plant bed décor.
- Lighting devices using open flames, such as lanterns, torches, or tiki / oil lamps.
- Flammable materials, such as sparklers and firecrackers, or straw / hay.
- Aerosol cans such as spray glue, spray paint or silly string. Fastening or hanging of items via use of any nails, tacks, pushpins, staples, putty or tape to any interior or exterior structure.
- Release of butterflies and birds as part of a wedding ceremony or any other rental event.

Entertainment

- Contracted musicians or entertainers for your event must bring their own equipment and supplies.
- Meijer Gardens will not provide supplies for vendor use, including lifts, ladders, extension cords, batteries, tools, tape etc. We recommend you ask your vendors to bring all supplies necessary for your event.
- Sound checks and equipment testing must be coordinated through Meijer Gardens and is subject to availability.
- All equipment and sound levels must be confined with no sound leaking into the surrounding areas and must be free of frequencies that may harm hearing. Meijer Gardens' staff will have final say on sound levels.
- Entertainment will cease 30 minutes prior to the end of your confirmed event time. This allows time for dismantling equipment and vacating the premises immediately following an event.
- Equipment may be rented through Meijer Gardens Audiovisual Department. Arrangements must be made prior to your event.
- Special effects equipment, such as smoke, fog and pyrotechnic machines are not permitted.

Photographer & Artist Guidelines

- Photography associated with your event must not cause disruption to other Meijer Gardens' guests. Photographers and their subjects must stay on designated pathways and mowed lawn areas. Climbing rocks, waterfalls, fountains, trees, walls, or sculptures is prohibited. Photo locations include only those areas open during your confirmed event times however, photos may not be taken in the Sculpture Galleries. The outdoor trails are closed to photography at 5 pm (except Tuesday evenings). Due to issues of copyright law and artists' rights, no images of the permanent collection (sculptures or two-dimensional artwork), or temporary exhibitions may be published, copied, or distributed. As a facility user, it is your responsibility to convey these guidelines to your photographer.

Print Material, Signage and Logo Use

- Meijer Gardens must approve invitations, printed and online advertising materials, and signage to be used for your event prior to printing or distribution.
- If inaccurate information has been printed without Meijer Gardens' approval, you must absorb the cost of reprinting and redistribution.
- Proper referral to our name should be: Frederik Meijer Gardens & Sculpture Park.
- All publicity material and signage must be of professional quality. No handwritten signs, flyers, brochures or advertisements are allowed. During public operating hours, facility users may display within the registration space allocated one pre-approved sign, poster, or banner not to exceed 7'h x 3'w. Atrium registration space signs may be up to 7'h x 6'w.
- Unacceptable signage or print material will be removed at the discretion of Meijer Gardens.
- Any use of the Meijer Gardens logo in advertising your event is prohibited.

Risk of Loss

- Meijer Gardens does not assume responsibility for damage to or loss of any merchandise, equipment or personal articles left in the facility prior to, during or following your event.
- Please do not leave valuables unattended.

Minors

- All children under the age of 18 must be supervised by responsible adults at all times.
- For events involving minors (persons under 18) a ratio of one adult (18 or older) to 20 minors must be maintained.

Security

- Additional security may be required for outdoor events and at other times based on the nature of your event.
- A four-hour minimum fee of \$50.00 per hour will be charged for the service of each additional security officer your event requires.

Indoor Garden Rentals

- The Lena Meijer Tropical Conservatory, The Jarecki Seasonal Display & Holton Victorian Garden Parlor are not air conditioned and temperatures may not be controlled.
- Plant material changes in these locations as a result of daily maintenance and exhibition displays.

2. Catering and Beverage Services

- All catering for events held at Meijer Gardens must be prepared by Meijer Gardens' in-house Catering or one of Meijer Gardens' approved caterers.
- Because of our contracted agreements, food and/or beverages may not be brought onto the property.
- Only licensed bakeries are permitted to provide baked goods. Meijer Gardens' staff is not responsible for storing, staging or assembling cakes and confections.
- During your event, all food must remain within your event space. Beverages may be taken into public spaces and open garden areas if concealed in disposable cups with lids. No food or drinks may be taken into the gallery areas.

Catering and Beverage Services (continued)

- **A State of Michigan liquor license is held by Meijer Gardens. Only alcoholic beverages purchased through Meijer Gardens may be present at and/or consumed on premise. This includes alcoholic beverages given as gifts or used for auction items.**
- **Coolers, flasks, and/or any other containers of alcoholic beverages may not be brought onto the premises.**
- **Meijer Gardens reserves the right to refuse entry should any attendee arrive intoxicated or in possession of alcohol not purchased at Meijer Gardens.**
- **If any of the Meijer Gardens' Alcohol Policies are violated any time throughout your event, Meijer Gardens reserves the right to confiscate alcohol, cease service and ask guests in violation to leave the property.**
- Meijer Gardens will not provide alcoholic beverage service to events without food service. The food service arrangements must consist of a complete meal choice appropriate to the confirmed rental time, i.e., breakfast, lunch, dinner or comparable hors d'oeuvres.
- All food and beverage services will cease 30 minutes prior to the end of your confirmed event time.

3. Event Specific Guidelines Fundraisers

- All fundraisers are subject to Meijer Gardens' approval.

Wedding Rehearsals

- A one-hour rehearsal may be scheduled between 9 am and 4 pm, Monday through Friday, and until 7 pm on Tuesdays. Meijer Gardens is open to the public during these times.
- Rehearsals are subject to availability and scheduled to avoid incompatibility with other Meijer Gardens' activities.
- All rehearsals are limited to the wedding party only and will not include set-up or transportation to the ceremony location.

Special Licenses

- If you are hosting a raffle, bingo game, or setting up gaming tables anywhere on Meijer Gardens' property, a copy of your approved Michigan Charitable Gaming License must be submitted to your Event Coordinator seven days prior to your event.

Sales within Rental Spaces

- All items or services being sold within rental spaces must have a Sales Tax License(s) and be noncompeting with the Meijer Gardens Gift Shop. A copy of all Sales Tax Licenses must be submitted to Meijer Gardens seven days prior to your event date. For additional information about vendor's sales, please ask your Event Coordinator for a copy of the guidelines.

MEIJER GARDENS HOSPITALITY CATERING POLICIES

Thank you for considering Meijer Gardens' in-house caterer. Whether you are planning a festive celebration, an elegant wedding or an important corporate event, we have earned a reputation for unparalleled quality, taste and service.

With an emphasis on locally sourced products, we craft stunning presentations to create works of art. To complement the creative component, we have an experienced Hospitality Sales Team to guide you through the planning and execution of your event. To assist you with your menu selections, consultations may be scheduled with your Event Coordinator.

Custom menus and proposals may be designed by our Executive Chef to accommodate your special needs and requests.

The following policies and procedures have been established to ensure a successful experience with your event.

Catering Confirmation and Payment Process

- Catering must be secured with a \$200 non-refundable deposit and a signed Facility Use Confirmation.
- Meijer Gardens does not accept personal checks. Payments may be made by cash, corporate check, debit or credit card (Visa, MasterCard, American Express or Discover) at the time of confirmation. **Meijer Gardens cannot accept credit card numbers via email or fax as it would be in violation with PCI Compliance.**
- Menu selections are due 30 days prior to your event.
- Final menu changes are due 14 days prior to your event.
- Final guest counts and special dietary needs are due **seven days** prior to your event.
- Additional meals added after the final guest count is given will be subject to availability, chef's choice and will be charged 25% over the current menu price.
- Guest's counts may not decrease once the final confirmed guest count is provided.
- If tax exempt status applies, a tax exempt letter and ID number must be provided seven days prior to the event.
- The remaining balance is due seven days prior to your event date.

Menu Selections

- Guarantee guest counts are used to purchase fresh ingredients for menu production and to arrange for the proper number of service personnel. If a final guest count is not provided seven days prior to your event, the last guest count received will be used as a guarantee count for final service and products.
- Events booked in less than two weeks; menu selections will be honored when and if available.
- All menu prices are subject to change due to market conditions.
- If two different plated menu selections are requested, place cards must be provided for each guest with an identifying menu selection to ensure proper meal service.
 - A \$2.50 per person multiple choice fee is applied to the cost of each meal when choosing two separate plated dinner entrees.
 - Cake cutting services are \$1.75 per person and include china, flatware, cutting and serving of the cake. You may also choose to cut your own cake and rent plates and forks for \$1.00 per person.

Service

- All menu prices are subject to 6% sales tax and a 20% surcharge or \$200 whichever is greater
- Additional staff charges may apply depending on the menu, event logistics and service.
- The listed price for full service catering includes tableware, standard white guest linens, utensils and catering equipment.
 - **Additional Linen Fees:**
 - Ivory and black guest table linens \$5
 - Floor length linen for auxiliary tables \$15
 - Linen & skirt for auxiliary tables \$20
 - Colored linen napkins \$.50

Due to health department regulations, food items cannot be removed from the facility. This policy applies to all perishable food, including entrées for guaranteed guests unable to attend.

Outside food and beverage is prohibited from the facility with the exception of licensed Bakeries.

Meijer Gardens Hospitality cannot be responsible for food quality due to delays of 30 minutes or more within the scheduled start time.

All food and beverage services will cease 30 minutes prior to the end of confirmed rental time.

*** All policies and prices are subject to change ***