

DIOCESE OF GRAND RAPIDS CATHEDRAL SQUARE CENTER CONFERENCE AND MEETING ROOM POLICIES

Event scheduling and tours

Facility tours are available by scheduling an appointment with the Conference Center director. The Diocese of Grand Rapids Cathedral Square Center is a private facility and reserves the right to review events for purpose and content to determine if it is consistent with the mission of the diocese. Reservations are confirmed only after a rental agreement is signed.

Building hours

8:00 a.m. - 10:00 p.m. Monday - Saturday. Closed on Sundays and holidays.

Access to the building is permitted only during the day of the rental, four hours prior to the contracted start of the event, unless prior arrangements have been made with the Conference Center Director.

Handicapped access

Fully accessible to persons with physical disabilities, including elevators to all levels and restrooms that satisfy all requirements set forth by the Americans with Disabilities Act. Service animals are permitted in the building. Pets are not allowed.

Smoking

Smoking is strictly prohibited within Cathedral Square Center. Interior space and grounds are smoke-free. Violation of this policy is subject to forfeiture of the damage deposit.

Exterior

Event rental is for interior room space only. Outdoor events are prohibited.

Parking

Parking is available, but is not guaranteed. (see map)

- Please consult with the Conference Center Director about parking availability for the day of your event.
- The parking structure on the east side of the building may be available for up to 200 guest parking spaces.
- Events scheduled after 4:00 p.m. have access to both parking levels. Events scheduled between 8:00 a.m. and 4:00 p.m. during the week are limited to the lower level. After 6:00 p.m., parking may also be available in the west parking lot.

Room capacities and seating styles

- The large conference room (ABC) provides round tables for banquet seating for up to 256 guests. (see diagrams and charts)
- Meeting Rooms D and E provides rectangular tables for seating of up to 48 guests at tables or 96 guests theater style. (see diagrams and charts)
- Additional space required for staging, podium, musicians, displays, etc. will reduce the room seating capacities.

Common areas

Overflow into the common areas for food service set-up is not permitted. The reception area outside the rooms is to be used only as pre-event gathering, appetizer and beverage service space. Please consult with the Conference Center Director about your menu prior to your event.

Security

- Cathedral Square Center provides one security representative stationed at the first floor lobby entrance Monday through Thursday between the hours of 7:30 a.m. - 9:30 p.m., Friday 7:30 a.m. - 6:00 p.m.
- If additional security is necessary in other areas either at the request of the client or at the discretion of the Diocese of Grand Rapids Cathedral Square Center, the client will be charged at the rate of \$25 per hour.
- The lobby security representative must be notified when all guests have arrived. In the event of late arrivals, the client must provide greeters to identify guests arriving late.

Staff

- Cathedral Square Center provides one staff member for each event unless otherwise arranged in advance with the Conference Center Director.
- Caterers are required to provide at least one on-site service staff member for the duration of the event.

Audio visual and technology needs

The following list of equipment is available:

- Projectors
- Speaker system
- Podium with outlets for VHS, DVD, microphone, wireless microphones, projection screens, lighting and power window shades
- Touch panel lighting controls
- Powered projection screens

The use of equipment is complimentary. Conference Center Staff on site will assist you with basic connectivity of AV Equipment. Proper use of your equipment is your responsibility. If you require AV assistance beyond basic connectivity contact the Conference Center Director to discuss the availability of additional technical staff at an additional cost.

Food and beverages

- Food and beverage services must be contracted by the client from the choices of Cathedral Square Center approved full-service caterers: Please see provided list of caterers.
- Outside caterers' food or beverages are not permitted.
- Food or beverages that are not consumed during the scheduled event may only be packaged and removed from the facility by the caterer.
- Dishes, silverware, glassware and linens are not provided by Cathedral Square Center. These items are available from all of the approved caterers.

Alcohol service

The Diocese of Grand Rapids Cathedral Square Center strictly enforces the following policies regarding the use of alcohol:

- Alcohol service must be supplied and served by an approved caterer. No one may bring in or consume alcohol that is not provided by an approved caterer.
- Alcoholic beverages may be consumed only in the rented space. No beverages may be consumed outdoors.

- Cathedral Square Center requires a one-million-dollar Certificate of Liability Insurance naming the Diocese of Grand Rapids as an additional insured party.
- Cash bars are prohibited.
- Liquor products or glasses may not be handled by anyone under the age of 21. Any persons who appear younger than 30 years of age will be required to present identification to the servers or bar tender.
- Alcohol service must be discontinued at least 30 minutes before the contracted end of the event unless required to close sooner.
- The Diocese of Grand Rapids Cathedral Square Center reserves the right to terminate alcohol service at its sole discretion without prior notice.

Decoration

- Floral arrangements and table decoration are allowed. Decorations on walls and hangings from ceilings or fixtures are prohibited. Use of tacks, nails staples, tape, putty, and glitter is not permitted. Candles must be dripless and enclosed in glass.
- Nothing in the common areas or lobby may be moved or removed.
- All décor items must be removed immediately following the event.
- Violations that result in property damage will be billed at Cathedral Square Center costs to restore property to original condition.
- The Diocese of Grand Rapids Cathedral Square Center is not responsible for decorations, rental items or personal items during and/or following events and will not assist in removal of such items.

Minors

Events involving guests 18 years of age or younger require a ratio of one adult (21 years or older) per 10 minors of age 18 or younger. Names, phone numbers and documented background checks are required of all chaperones, and must be submitted to the Cathedral Square Conference Center director two weeks prior to the event date. Minors are required to remain within the facility upon arrival, and may exit only at the time of final departure.

Vendors and deliveries

The Conference Center director must be notified of delivery times for all outside vendors at least 48 hours in advance of the event.

Floral deliveries must be scheduled to arrive no earlier than two hours before the event start time.

Cooler space for flower storage is not available.

Flowers, vases, etc. must be removed immediately after the event.

Musicians must provide their own equipment (speakers, amplifiers, microphones, and extension cords). Entertainment must conclude no later than 30 minutes before the event close.

All equipment must be removed immediately after the event. The Diocese of Grand Rapids Cathedral Square Center is not responsible for equipment or personal property.

Deliveries and pick-ups must be scheduled by the client and conducted in a manner that does not interfere with activities of other users in the building.

Set-up

A room arrangement diagram must be agreed upon with the Conference Center director when the contract is signed. Final guest count is due no less than (7) days before the event. Guest count will be limited to the stated maximum room capacities.

Detailed set-up requirements for food and beverage service are the joint responsibility of the Client and caterer. This includes linens, glassware, china, etc.

Clean Up

- For Catered Events, the client and caterer are responsible for cleanup and trash removal following the event.
- For non-catered events the client is responsible for cleanup and placing all trash in available trash containers. Client is not responsible for removing trash from the building.

Damage deposit

- At the time of booking a \$500 damage deposit is due as a separate cashier's check, personal check, or money order made payable to "Cathedral Square".
- If no damages are assessed, the deposit will be returned in full within two weeks following the event.
- Property damage will be billed at Cathedral Square Center costs to restore property to original condition, and deducted from the damage deposit. The client will also be liable to pay extra damage charges should the damage exceed the \$500 damage deposit.

Payment

- Payment in full is due at time of rental, unless other arrangements have been made in advance with the Conference Center Director.
- Cashier's check, personal check or money order is made payable to "Cathedral Square".

Cancellation

- If an event must be cancelled, fees will be refunded *only* if the Conference Center Director is notified at least 30 days in advance of the scheduled event, unless other arrangements have been made with the Conference Center Director.
- The Diocese of Grand Rapids Cathedral Square Center will not be liable for failure to perform its contract as a result of strikes, fires, flood, failure of light, heat or air-conditioning or any cause beyond its reasonable control.

Termination of event

The Diocese of Grand Rapids Cathedral Square Center reserves the right to terminate any event during the course of set-up or at any time during the event if the facility, personnel, or any other interested party is considered, in the sole discretion of Diocese of Grand Rapids Cathedral Square Center, to be in danger or harm.

The Diocese of Grand Rapids Cathedral Square Center reserves the right to waive or modify its policies