

**THE GRISWOLD AUDITORIUM RENTAL FORM**  
**REQUESTS MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE EVENT**



DEPOSIT



REMAINDER

Name:

---

Address:

---

City:

State:

Zip:

---

Phone:

Email Address:

---

**Contact Information of Person in Charge of the Event (Point of Contact)**

Name:

---

Cell Phone:

---

**Type of Event:**

---

**Ticketed Event?**  Yes  No

**Room(s) Requested (see following pages for additional details)**

Auditorium  Banquet Room  Marilla Lounge  Club Room  Whole Building

**Sound and Light Operator for Auditorium?**  Yes  No

**Day Of (include set up & tear down times as well as times for multiple rooms)**

Date:

Start Time:

End Time:

---

**Equipment Requested**

Tables & Chairs (Quantity Requested: \_\_\_\_\_)  Podium  Microphone

**Approximately How Many People Are Expected at the Event?**

---

**Approval (required signatures from one or both representatives)**

\_\_\_\_\_  
Griswold Facility Manager

\_\_\_\_\_  
City Manager

BY SUBMITTING THIS CONTRACT, THE INDIVIDUAL/ORGANIZATION has full responsibility for the care of the area being used and will leave the facility in clean condition with equipment in place. It is further understood that the individual/organization assumes responsibility for the actions and damages of the individual/organization and/or its guests and that the City of Allegan is held harmless in any liability involving the above rental usage. The individual/organization is fully responsible to comply with the Allegan County Health Department regulations. If alcohol is being served, an alcohol agreement must be completed and proof of \$1,000,000.00 liability naming the City of Allegan as additional insured must be presented prior to the event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

THE GRISWOLD AUDITORIUM RENTAL FORM  
REQUESTS MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE EVENT  
*THIS PAGE FOR STAFF USE ONLY*

**Auditorium**

Hours Requested..... \_\_\_\_\_  
Cost Per Hour..... \_\_\_\_\_  
Sound/Light Operator..... \_\_\_\_\_  
Total..... \_\_\_\_\_  
Deposit Amount (50%)..... \_\_\_\_\_

**Banquet Room**

Hours Requested ..... \_\_\_\_\_  
Cost Per Hour..... \_\_\_\_\_  
Total..... \_\_\_\_\_  
Deposit Amount (50%)..... \_\_\_\_\_

**Marilla Lounge and Club Room**

Hours Requested ..... \_\_\_\_\_  
Cost Per Hour..... \_\_\_\_\_  
Total..... \_\_\_\_\_  
Deposit Amount (50%)..... \_\_\_\_\_

**Whole Building**

Hours Requested ..... \_\_\_\_\_  
Cost Per Hour..... \_\_\_\_\_  
Sound/Light Operator..... \_\_\_\_\_  
Total..... \_\_\_\_\_  
Deposit Amount (50%)..... \_\_\_\_\_

Use of Griswold Sign (\$20.00)..... \_\_\_\_\_

**GRAND TOTAL (DEPOSIT)**..... \_\_\_\_\_

**GRAND TOTAL RENTAL**..... \_\_\_\_\_

*See Griswold Auditorium Use Policies and Procedures for complete rules & guidelines.*

# THE GRISWOLD AUDITORIUM RENTAL FORM

REQUESTS MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE EVENT

## AUDITORIUM

Equipped with full theatrical lighting, sound, and natural acoustics, the Griswold's historic auditorium is the ideal place for a performance event, large meeting, or wedding ceremony. With use of the balcony, the auditorium can seat over 600. Stage dimensions are 28' by 22' with additional side stage areas.

### Weekday Rate (Monday-Thursday)

- Hourly Rate - \$100.00
- Six Hours - \$400.00 (additional hourly rate after 6 hours - \$50.00)
- Hourly rate if rented in conjunction with Banquet Room - \$50.00
- Light/Sound Operator per day - \$200.00

### Weekend Rate (Friday-Sunday)

- Hourly Rate - \$150.00
- Six Hours - \$750.00 (additional hourly rate after 6 hours - \$75.00)
- Hourly rate if rented in conjunction with Banquet Room - \$75.00
- Light/Sound Operator per day - \$200.00

## BANQUET ROOM

This 3,300 square foot garden-level banquet area is ideal for wedding receptions, open houses, art shows, exhibits, classes, and anything else you can dream of that requires a large, open space. The stairway entrance from the upper level is perfect for a bride and groom's dramatic entrance. The lower entrance is barrier free and has an adjacent parking lot for guests. The Banquet Room can accommodate approximately 200 people and features an in-house serving kitchen and bar top for choice caterer.

### Weekday Rental (Monday-Thursday)

- Hourly Rate - \$100.00
- Six Hours - \$400.00 (additional hourly rate after 6 hours - \$50.00)
- Hourly rate if rented in conjunction with Banquet Room - \$50.00
- Six Hours with Décor - \$500.00

### Weekend Rental (Friday-Sunday)

- Hourly Rate - \$150.00
- Six Hours - \$750.00 (additional hourly rate after 6 hours - \$75.00)
- Hourly rate if rented in conjunction with Banquet Room - \$75.00
- Six Hours with Décor - \$850.00

## MARILLA LOUNGE AND CLUB ROOM

The Griswold's lounges are perfect for showers, smaller open houses, rehearsal dinners, business meetings, or seminars. Depending on the event, the Marilla Lounge and Club Room can be transformed with a banquet, classroom, or theater style setup accommodating up to 75 people each.

### Weekday Rental (Monday-Thursday)

- Hourly Rate - \$50.00
- Hourly Rate if rented in conjunction with Auditorium or Banquet Room - \$25.00

### Weekend Rental (Friday-Sunday)

- Hourly Rate - \$75.00
- Hourly Rate if rented in conjunction with Auditorium or Banquet Room - \$50.00

## FULL BUILDING (Auditorium, Banquet Room, Club Room, Marilla Lounge)

### Weekday Rental (Monday-Thursday)

- Six Hours - \$1,100.00

### Weekend Rental (Friday-Sunday)

- Six Hours - \$1,800.00