



Request of Use of

the Griswold Auditorium Form

REQUESTS MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE EVENT

Name: _____

Address: _____ Phone: _____

Email Address: _____

Contact Information of Person in Charge of the Event

Name: _____

Cell Phone: _____

Type of Event:

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

Auditorium Banquet Room Marilla Lounge Upper Lounge

Day Of (include set up & tear down times)

Date: _____ Start Time: _____ End Time: _____

Equipment Requested

Tables Podium Microphone Other _____

Approximately How Many People Are Expected at the Event?

Approval (required signatures from both representatives)

Griswold Coordinator

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 \$1,000.00 liability naming the City of Allegan as additional insured must be presented prior to the event.



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AUDITORIUM

Equipped with full theatrical lighting, sound, and natural acoustics, the Griswold's historic auditorium is the ideal place for an upcoming 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.

- Hourly Rate - \$75.00
- Six Hours - \$300.00
- Additional Hourly Rate (after first 6 hours) - \$50.00
- Hourly rate if rented in conjunction with Banquet Room \$50.00

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 is able to accommodate approximately 200 people and features an in-house serving kitchen and bar top for choice caterer.

- Hourly Rate - \$125.00
- Six Hours - \$750.00
- Six Hours (with décor) - \$850.00
- Additional Hourly Rate (after 6 hours) - \$50.00
- Linens available - market rate

MARILLA AND UPPER LOUNGES

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

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



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BUILDING USAGE

The Griswold Memorial Auditorium seeks to be the gathering place of the Allegan community as envisioned by the building's donor and namesake, Marilla Griswold.

The building provides free use for all Allegan-area government use including the City, the County, and the Allegan District Library. Additionally, all fees will be waived for Allegan Public Schools educational use for students.

The Banquet Room offers free use for all Allegan community events during the hours of 9:00am - 5:00pm, Monday through Friday. Outside of those hours, the Banquet Room is available to Allegan community events at a discounted flat rate of \$100.

For Allegan groups and organizations who utilize the Griswold Auditorium for a minimum of 80 hours annually, a discounted rate of \$25 an hour is offered pending City staff approval.

The City of Allegan desires to uphold Marilla Griswold's dream of providing a place for the community to come together, experience a variety of entertainment and most of all, enjoy themselves within the rooms of a pristine, historic auditorium.