THE BALL ROOM

2019 RENTAL GUIDELINES

CONTACT FACILITYRENTAL@JBZOO.ORG FOR MORE INFO
Rental Categories

Weekday
Monday-Thursday
Fee: $500
Includes a 7 hour time frame
(2 hour set up, 4 hour event, 1 hour tear down)

Weekend
Friday-Sunday
Fee: $800
Includes a 7 hour time frame
(2 hour set up, 4 hour event, 1 hour tear down)

*The Ball Room is available between the hours of 8:00am and 11:00pm. The latest the rental may run is 11:00pm with tear down from 11:00pm-12:00am.

*Additional rental hours may be added for $300 each and must be consecutive.

*Ceremonies are available onsite April-October for an additional $500. Ceremonies include set up and tear down of chairs (Maximum capacity is 130), set up of cocktail rounds for reception, and one additional rental hour. Ceremonies held at the Bandshell will be an additional $300. Ceremonies are not available November-March.
Catering & Outside Vendors

*One of the following caterers must be used for all food service. Please visit the caterers' website for menus and pricing. Prices and services are subject to change at the discretion of the caterer.*

**Applause Catering & Events**
3755 Broadmoor Ave. SE Suite C
Grand Rapids, MI 49512
(616) 940-0001
www.applause-catering.net

**The Catering Company**
1307 East Fulton Street
Grand Rapids, MI 49503
(616) 454-7475
www.tccogr.com

**Martha's Catering**
1122 Michigan St. NE
Grand Rapids, MI 49503
(616) 459-0116
www.cateringbymarthas.com

**Gilmore Catering**
20 Monroe Ave. NW
Grand Rapids, MI 49503
(616) 356-2627 X 116
www.gilmore-catering.com

**West Michigan Caterer**
3075 28th Street SW
Grandville, MI 49418
(616) 459-8150
www.westmichigancaterer.com
Catering & Outside Vendors

*The following preferred vendors are recommended but not required

Bakeries
Connie's Cakes
(616) 455-6214
info@iloveconniescakes.com

Photographers
Tiberius Images
(616) 855-4079
russ@tiberiusimages.com

TENTS, TABLES, & CHAIRS

Alpine Rent All & Sales
(616) 454-7712
corey@alpinerentall.com

Musicians/DJ
Dream Productions DJ
(616) 690-4663
John@dreamproductionsdj.com

TINYuproar
(616) 446-9723
tinyuproar@gmail.com

Chair Covers & Linens
Sitting Pretty
(616) 901-7316
trisha@sittingprettymi.com

Moments in Time DJ
(616) 334-3110
info@mitdj.com

Photo Booths
The Fast Booth
(616) 406-9772
info@fastbooth.com

Videographers
Inspiration Video
(616) 901-6285
inspirationvid@gmail.com

WowFactorDJ
(616) 635-7551
wowfactordj@yahoo.com

Paradise Entertainment
(616) 322-4534
paradiseentertainment@live.com

Paradise Entertainment
(616) 322-4534
paradiseentertainment@live.com

Florists
Events by I Candy
(616) 245-0773
hello@eventsbyicandy.com

Affordable Limousine
(616) 299-1812
affordablelimogr@yahoo.com

Gumina's Flowers
(616) 247-3796
guminasflowers@gmail.com

Transportation
Bar Service Rules & Regulations

The Michigan Liquor Control Commission regulates the service and sale of all alcoholic beverages. As a licensee, John Ball Zoo is the exclusive bar service for the John Ball Zoo. The John Ball Zoo is responsible for the administration of all MLCC regulations.

If the rental is discontinued for any reason, no refunds will be issued.
All package pricing is for up to 4 hours of bar service. Each additional hour of bar service will be charged at $5 per guest.
The maximum bar service time allowed is 6 hours.
Substitutions of equal or better product may occur at Zoo discretion during rental.
Alcohol selection and staffing cannot be guaranteed unless a beverage contract is set, signed, and submitted with a 50% deposit payment no later than 30 days prior to the rental.
Alcohol service will only be available during the specified rental time. Set up time does not constitute rental time.
When a ceremony is held onsite, bar service will not commence until after the ceremony concludes.
Bar service will remain open during dinner service.
No outside alcohol may be brought onto the premise. This includes alcohol as a gift.
All alcohol services will cease one half-hour prior to the end time of the rental unless requested to end sooner. The bar closing time will be clearly posted on the bar menu. No last call announcement may be made.
Only rentals with complete food service through a preferred caterer will be offered alcohol.
Special order products, with a selected JBZ package, are subject to availability and must be arranged no later than 30 days prior to the rental. Special orders may incur additional fees.
Tip jars are not used at our bars.
Alcohol will only be provided to persons 21 years and older with a valid government issued ID.
John Ball Zoo reserves the right to request valid ID for service of alcohol to any guest at any time.
John Ball Zoo reserves the right to refuse entry should any attendee arrive intoxicated or in possession of alcohol not purchased through John Ball Zoo.
John Ball Zoo reserves the right to refuse service to anyone at any time.
Alcohol products may not be handled by anyone under 21 years of age.
John Ball Zoo enforces a zero tolerance for minors consuming alcohol.
Minors are the responsibility of the client signing the alcohol contract.
John Ball Zoo reserves the right to discontinue alcohol service and end the rental due to liquor law or John Ball Zoo policy violations.
John Ball Zoo does not serve shots or mix liquors.
Final guest counts and bar balance payment must be submitted at least 14 days prior to the rental.
Bar service will have a minimum charge of at least 50 guests.

If the rental is discontinued for any reason, no refunds will be issued.

Estimated bar costs

Estimated costs include bar staff fees, 20% service charge, and 6% sales tax. Bar staff fees are $25 per bar staff per hour. This includes set up, service, and tear down time.
Estimated costs do not include any special orders, additional items, or added service time.

<table>
<thead>
<tr>
<th>Guest Count</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>$1,700 to $2,400</td>
</tr>
<tr>
<td>75</td>
<td>$2,400 to $3,300</td>
</tr>
<tr>
<td>100</td>
<td>$3,000 to $4,300</td>
</tr>
<tr>
<td>125</td>
<td>$3,600 to $5,200</td>
</tr>
<tr>
<td>150</td>
<td>$4,300 to $6,100</td>
</tr>
<tr>
<td>175</td>
<td>$4,900 to $7,100</td>
</tr>
</tbody>
</table>
Bar Service Packages

All alcoholic beverage sales must go through John Ball Zoo as part of a per person priced package. Separate Terms and Conditions, contracts, invoices will accompany all alcoholic beverage sales.
Bar staff fees, 20% service charge, and 6% sales tax are not included in the per guest fee or additional bar service options.
Bar staff fees are based on delivery, set up, service, and tear down at $25.00 per hour per staff member.
All package pricing is for up to 4 hours of bar service. Each additional hour of bar service will be charged at $5 per guest.
Minors between the ages of 12-20 will be charged $5 per guest. Minors under 12 will have no charge.

<table>
<thead>
<tr>
<th>PACKAGE 1: Beer and Wine</th>
<th>$20 per guest</th>
<th>PACKAGE 2: Beer and Wine</th>
<th>$26 per guest</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Choose 2 beers</strong></td>
<td><strong>Choose 3 wines</strong></td>
<td><strong>Choose 2 beers</strong></td>
<td><strong>Choose 3 wines</strong></td>
</tr>
<tr>
<td>Coors Light</td>
<td>Walnut Crest Merlot</td>
<td>Bell’s Two Hearted</td>
<td>Puerto Viejo Merlot</td>
</tr>
<tr>
<td>Miller Lite</td>
<td>Walnut Crest Cabernet</td>
<td>Bell’s Oberon (seasonal)</td>
<td>Puerto Viejo Cabernet</td>
</tr>
<tr>
<td>Blue Moon</td>
<td>Barricas Malbec</td>
<td>Founders All Day IPA</td>
<td>Puerto Viejo Malbec</td>
</tr>
<tr>
<td>Molson</td>
<td>Walnut Crest Chardonnay</td>
<td>Sierra Nevada Pale Ale</td>
<td>Puerto Viejo Chardonnay</td>
</tr>
<tr>
<td>Killian’s Irish Red</td>
<td>Walnut Crest Pinot Grigio</td>
<td>You may also select from the</td>
<td>Puerto Viejo Sauvignon Blanc</td>
</tr>
<tr>
<td>Redd’s Apple Ale</td>
<td>Jacob’s Creek Moscato</td>
<td>beer choices in Package 1.</td>
<td>Sartori Pinot Grigio</td>
</tr>
<tr>
<td>Leinenkugel (seasonal)</td>
<td></td>
<td>CGT Select Riesling</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PACKAGE 3: Full Bar (Beer, Wine, and Liquor)</th>
<th>$22 per guest</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Choose 2 beers</strong></td>
<td><strong>Choose 3 wines</strong></td>
</tr>
<tr>
<td>Coors Light</td>
<td>Walnut Crest Merlot</td>
</tr>
<tr>
<td>Miller Lite</td>
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<td>Walnut Crest Pinot Grigio</td>
</tr>
<tr>
<td>Redd’s Apple Ale</td>
<td>Jacob’s Creek Moscato</td>
</tr>
<tr>
<td>Leinenkugel (seasonal)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PACKAGE 4: Full Bar (Beer, Wine, and Liquor)</th>
<th>$26 per guest</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Choose 2 beers</strong></td>
<td><strong>Choose 3 wines</strong></td>
</tr>
<tr>
<td>Coors Light</td>
<td>Walnut Crest Merlot</td>
</tr>
<tr>
<td>Miller Lite</td>
<td>Walnut Crest Cabernet</td>
</tr>
<tr>
<td>Blue Moon</td>
<td>Barricas Malbec</td>
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<tr>
<td>Molson</td>
<td>Walnut Crest Chardonnay</td>
</tr>
<tr>
<td>Killian’s Irish Red</td>
<td>Walnut Crest Pinot Grigio</td>
</tr>
<tr>
<td>Redd’s Apple Ale</td>
<td>Jacob’s Creek Moscato</td>
</tr>
<tr>
<td>Leinenkugel (seasonal)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PACKAGE 5: Full Bar (Beer, Wine, and Liquor)</th>
<th>$30 per guest</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Choose 2 beers</strong></td>
<td><strong>Choose 3 wines</strong></td>
</tr>
<tr>
<td>Bell’s Two Hearted</td>
<td>Puerto Viejo Merlot</td>
</tr>
<tr>
<td>Bell’s Oberon (seasonal)</td>
<td>Puerto Viejo Cabernet</td>
</tr>
<tr>
<td>Founders All Day IPA</td>
<td>Puerto Viejo Malbec</td>
</tr>
<tr>
<td>Sierra Nevada Pale Ale</td>
<td>Puerto Viejo Chardonnay</td>
</tr>
<tr>
<td>You may also select from the beer choices in Package 1.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL BAR SERVICE OPTIONS:
Sparkling Wine Toast $4 per guest
Table Side Wine Service Additional $2 per guest plus server fee (varies based on guest count)
Passeo Alcohol Service Additional $2 per guest plus server fee (varies based on guest count)
Begin the reservation process by contacting our Facility Rental Office at (616) 336-4314 or facilityrental@jbzoo.org

- All rentals include up to two hours of consultation time, not to exceed two visits. All appointments must be scheduled in advance with Facility Rental Staff. Additional visits will be a charge of $100 per visit per hour.
- Appointments are available Monday through Friday between the hours of 9:00am and 4:00pm.
- For wedding rehearsals, one free hour is provided during Monday-Friday between 9am and 4pm. Additional hours will be charged $300 per hour. Rehearsals may be scheduled two weeks in advance with Facility Rental Staff. Full paid rentals take priority over rehearsals. The rehearsal hour cannot be used for other purposes.
- You are not guaranteed access to the facility the day before or the day after your contracted rental date. If available for access, extra charges will apply.
- All reservations are confirmed by a signed contract with John Ball Zoo. A single contact person (contract signer) will be the designated contact for all arrangements and only that person will be authorized to make changes to the rental plan.
- The Ball Room is available 8:00am to 11:00pm daily. All rentals must end at 11:00pm.

Set up and Delivery

- Set-up and tear-down must occur within the same day, beginning and ending at pre-approved times, or additional hours will be charged. All deliveries must be scheduled in advance through the Facility Rental Staff.
- There is no refrigerated space available to store flowers, cake, etc., so please schedule deliveries accordingly.
- Any items left after the rental will be forfeited and removed at the client's expense.
Included:

- Free parking
- Tables and chairs (set up by our staff prior to event)
- Catering kitchen (for caterer's use only)
- Wireless internet (restricted access due to limited bandwidth)
- Heat and Air Conditioning
- Handicapped Accessible

Equipment and Rental Space

All rentals include a basic room set-up with 5 foot round tables (8 tops) and black plastic folding chairs for up to 130 guests. Maximum guest count does not consider dance floor, bar, food stations, etc. Recommended number for wedding receptions is 110 or less. The Band Shell area adjacent to the Ball Room may be reserved, if available, with your rental for a fee of $300.

The John Ball Zoo does not accept the responsibility of any set-up duties, other than the basic room set-up, and will also not accept the responsibility of removal of any extra items at the conclusion of the rental.
**Amenities**

**Additional Fee:**

**Additional Rental Hours**  $300 per hour

**Wedding Ceremony**  $500 if located in or on the veranda of Ballroom  
$300 if located in Bandshell  
*April through October only*  
*Includes additional rental hour and chair setup*

**White Resin Arbor**  $75

**Strolling Animals**  $75 for one animal or $100 for two animals (45 minute session)  
*April-October only*  
*Please inquire with a coordinator for further details*

**Discounted Zoo Admission**  
*Discount is based on a per guest wristband fee available only during regular open zoo hours.*  
*Please inquire with a coordinator for further details*
General Guidelines

The Ball Room

- Private room rentals are available for the Ball Room space located in the upper level of the John Ball Zoo Administration Building. This space includes a large open area, two unisex restrooms, a small prep kitchen and a seasonal, partially covered veranda.
- All deliveries and pickups shall be conducted in a manner that does not interfere with any other activities of the Ball Room rental space or the John Ball Zoo.
- The John Ball Zoo shall have no liability of any sort with respect to the property brought onto the premises by the renter or the renter’s guests. All risk of loss with respect to any property shall remain with the renter. The John Ball Zoo is not responsible for injury sustained on the premises.
- The John Ball Zoo reserves the right to exclude rental to any group or individuals deemed to be inimical to, or a risk to, the John Ball Zoo property or interest. Groups with established behavior of damaging or littering property would constitute a risk justifying exclusion.
- The John Ball Zoo will not be liable for failure to perform this rental agreement as a result of strikes, fires, flood, failure of light, heat or air-conditioning or any cause beyond our reasonable control.

Decorations

- All decorations, lighting, or any other specialty items must be approved by the facilities coordinator.
- Specific restrictions include: no open flames - candles must be enclosed in hurricane lamps or glass shields, no live animals, no balloons of any kind, no use of ladders, no rice, birdseed, flower petals, confetti or glitter, no flammable materials, such as sparklers and firecrackers, no straw or hay, no special effects equipment, including but not limited to, smoke, fog, and pyrotechnic machines.
- Tape, tacks, staples, nails, screws or putty on walls or fixtures belonging to the Zoo are not permitted.
- Decorations may not be affixed to any wall or ceiling.
- Clean up and tear down of decorations, furniture or other property of the renter must be completed within the time stated in your contract or an additional fee will apply.

Outside Services

- All entertainment, musicians, photographers and rental equipment (tents, chairs, tables, etc.) must be approved by the facilities coordinator. Each vendor is responsible for bringing all necessary equipment needed.
- No outside service may interfere with the public’s ability to enjoy their zoo visit, which includes, but is not limited to, blocking exhibits, blocking pathways, gaining access to restricted areas.
- John Ball Zoo will not provide supplies for vendor use, including lifts, ladders, extension cords, batteries, tool, tape, etc.
- John Ball Zoo has final say on all sound levels, as surrounding areas (both public and animal exhibits) must be under manageable sound levels.
- Photographing in the zoo is acceptable during regular business hours (unless purchasing After Hours package) but must follow the following protocol: cannot interfere with normal animal activities and behaviors; must not disrupt other John Ball Zoo guests; may not block any public pathways; photographer and subjects must remain on all public pathways; no climbing on statues, exhibits, rocks, trees, etc. As facility renter, you are responsible for conveying these protocols to the photographer.
- The individual, group or organization seeking use of John Ball Zoo assumes liability for damage to any of the Zoo’s exhibits or property by the renter’s contractors (florists, musicians, rental companies, etc).
- All promotional copy, invitations, flyers and other printed and electronic materials must be submitted to the facilities coordinator for approval, prior to publishing.
General Guidelines

General

- All proceeds benefit and support the programs and activities of John Ball Zoo.
- All public spaces, such as restrooms, walkways, and public decks remain public during normal operating hours.
- Rental activities must be consistent with the mission of the Zoo as an educational and cultural institution and must not interfere with its normal public operations.
- For events held during public Zoo hours, John Ball Zoo will not be held liable for crowds and sounds from any guest enjoying their zoo experience.
- Rental activities must not endanger visitors, animals, or property in the Zoo.
- No sales of any kind are permitted on Zoo grounds or Park grounds.
- John Ball Zoo reserves the right to deny rental to groups deemed imimical to or a risk to Zoo property or interests.
- All rental terms and prices are subject to change at the sole discretion of John Ball Zoo. Rental prices will be set in January for the following year.
- Rentals scheduled during holiday weekends (Fri-Sun) will require an additional $500 fee.
- All rental guests must abide by the John Ball Zoo rules.
- All rentals must have a final guest count, within room capacities, given to Facility Rental Staff 14 days prior to your rental.
- John Ball Zoo and the Bissell Tree House are smoke-free environments.
- John Ball Zoo is not responsible for any damages, loss of materials, valuables or equipment incurred during your rental.
- John Ball Zoo is not responsible for any outside contracted services.
- If you are arranging media coverage for your rental, prior approval is required.
- Additional Terms and Requirements will accompany Bissell Tree House Rentals.
General Guidelines

Liability Insurance

For client protection, you must have a certificate of liability insurance on file. In the event of an injury/accident, this is insurance which protects all parties being named.

The following items must be on the certificate of liability insurance form:
1. Policy Effective Date
2. Policy Expiration Date
3. Insured Information including name, address, phone number
4. Agent Information including name, address, phone number
5. Name of Insurance Company (Insurer Information)
6. Policy Number
7. $1,000,000 Liability Coverage
8. $2,000,000 General Aggregate
9. County of Kent and John Ball Zoo listed as additional insured

To obtain a certificate of liability insurance, please go through your insurance provider; this can be your home owner’s insurance, auto insurance, or another insurance provider.

Kent County and our (John Ball Zoo) liability insurance carrier requires that all individuals or businesses who contract to rent our facilities must provide us with a certificate of liability insurance 30 days prior to the reservation date. Along with policy information, the certificate must include $1,000,000 liability coverage, $2,000,000 general aggregate and list Kent County and John Ball Zoo as additional insured. If policy is not on file within 30 days of rental, rental may be cancelled.

One reason that there should be insurance in place for all three parties (JBZ, Kent County, Renter) is that if something were to happen during your rental, for example, a severe injury requiring hospitalization and if the injured individual chooses to sue, he or she will go after all three of us. If you don’t have a policy in place, you will have to hire an attorney to represent you during the litigation process and if in the end you are found to be at fault, you will have to pay for court fees and damages personally, which both can be quite costly. But, if you have insurance in place, they would take care of attorney fees, court fees, and any damages. It is basically protection for all parties.

If you are seeking less expensive coverage, we highly recommend www.wedsafe.com. They have policies you can purchase for your rental and the prices are quite reasonable with basic $1,000,000 liability coverage at a rate of $175.00 and if you want to add cancellation coverage, those rates start at $260.00.
Deposits, Payments, & Cancellations

- A 50% Non-refundable deposit, a $500 damage deposit, and a signed contract are all required within 14 days of the date the contract is issued.
- A damage deposit of $500 must be secured by cash, cleared check or credit card. The damage deposit will be refunded within 2 weeks provided no damage is done and the entire rental is paid in full.
- If rental is canceled more than 30 days out and the date is re-booked by John Ball Zoo, all money is refunded less $300 administrative fee. The entire rental fee will be forfeited if cancelled within 30 days of the rental date.
- Events during the month of December require a 100% NON-REFUNDABLE deposit to confirm.
- If payments are not received by the due dates, John Ball Zoo reserves the right to cancel the reservation.
- John Ball Zoo cannot be responsible for cancellations of events due to “acts of God” or inclement weather. If an act of God or inclement weather occurs, your rental may be rescheduled within 6 months of the original date, pending availability. Outside vendor contracts are the renter's responsibility to change.

Contact us at facilityrental@jbzoo.org or (616) 336-4314