

## FACILITIES USE REQUEST FORM

To submit a Facility Use Request to rent the Great Lakes Maritime Heritage Center (GLMHC) in Alpena, please complete all sections. Requests typically receive a response within three business days. Please submit request at least two weeks in advance of requested date(s) and provide an alternate date choice in case preferred date is not available.

To submit this form, please email to [andrew@thunderbayfriends.org](mailto:andrew@thunderbayfriends.org).

## GROUP INFORMATION

Organization or Group Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Group Leader/Organizer: \_\_\_\_\_ Position: \_\_\_\_\_

## EVENT INFORMATION

Type of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Preferred Event Date: \_\_\_\_\_

2nd Choice Date: \_\_\_\_\_

Start Time (including set-up time): \_\_\_\_\_

End Time (including clean-up time): \_\_\_\_\_

Will there be food or drink on site?      Yes  No       Outside Catering?      Yes  No

Coffee Service? (ask for rates)      Yes  No       Alcohol?      Yes  No

Room(s) to be used:

- Education Room** (maximum capacity 60), includes tables and chairs, \$100/half day, \$200/full day, \$100/hour first hour then \$50/hour each additional hour (outside of business hours)
- Conference Room** (maximum capacity 12), includes table and chairs, \$100/half day, \$200/full day, \$100/hour first hour then \$50/hour each additional hour (outside of business hours)
- Roof Deck**, no furniture included, built-in benches available, \$100/half day, \$200/full day, \$100/hour first hour then \$50/hour each additional hour (outside of business hours)
- Sanctuary Theater** (maximum capacity 93), full lighting available, \$100/half day, \$200/full day, \$100/hour first hour then \$50/hour each additional hour (outside of business hours)
- Exhibits Hall**, \$200 per hour (booking manager discretion for non-profit groups)
- Outdoor Space** (contact booking manager for more information)

Preferred seating arrangement for the Education Room (see attached diagram)

- Square     Workshop     U-shape     Theater     Classroom

Equipment Requested:

- Projector and Screen     Microphone     Conference Phone     Computer

## TERMS AND CONDITIONS OF FACILITY USE

The education room, main exhibit space, theater, and conference room at the Great Lakes Maritime Heritage Center are available for public use based on availability. Meetings and events that support the mission of the Thunder Bay National Marine Sanctuary (TBNMS) have first priority for room use.

### 1. Reservations

Reservations may be made by completing this form and dropping it off at the Sanctuary Store, returning it by mail to Thunder Bay National Marine Sanctuary, 500 W. Fletcher Street, Alpena, MI 49707, or sending it by email to [andrew@thunderbayfriends.org](mailto:andrew@thunderbayfriends.org). Please call (989) 884-6211 to check availability of dates. The Room Reservation Form must be approved by the booking manager or his/her designee before the room may be used. A Reservation Form must be submitted for each date, even if a room is used regularly.

### 2. Rates

Conference Room (max seating for 12) – \$100/half day, \$200/full day, \$50/hour (outside of business hours)

Education Room (max seating for 72) – \$100/half day, \$200/full day, \$50/hour (outside of business hours)

Theater (max seating for 93) – \$100/half day, \$200/full day, \$50/hour (outside of business hours)

Exhibit Space – \$200 per hour (booking manager discretion for non-profit groups)

### 3. Deposit Requirement

50% deposit required to reserve room.

### 4. Cancellation

The reservation must be cancelled seven days prior to the event to receive a full refund.

5. All of a user group's property must be removed from the room after use. Rooms must be restored to their original condition. User groups shall be responsible for damage to the room and its contents, including any equipment used by the group. A minimum charge of \$50.00 will be assessed for any special cleaning made necessary by the group. **The full cost of cleaning and repairs, up to full replacement costs of damaged material / audio equipment / exhibits, will be assessed.**

6. Plans for room decor must be discussed and pre-approved by the sanctuary. **No balloons.**

7. Smoking and open flames are not permitted in the building, or on the grounds. The Great Lakes Maritime Heritage Center is a smoke free campus.

8. Food and beverages may be served with prior approval by the booking manager. Alcohol may be served with a written exemption from the booking manager. (A variety of refreshments are available for individual purchase at the Sanctuary Store inside the Great Lakes Maritime Heritage Center during regular business hours.)

9. The fact that a group is permitted to use a room at the Great Lakes Maritime Heritage Center does not constitute an endorsement of the group's policies and beliefs.

Rooms may not be used for meetings or activities conducted by a group or individual that practices or advocates discrimination based on race, creed, color, sex, age, or national origin. Room use will also be denied for meetings or activities that have a partisan political nature or purpose, that are conducted for the primary purpose of generating profit for the benefit of an individual or for-profit organization, or that are conducted for the purpose of advocating or influencing action of legislation.

### 10. Payment

The balance of the facility rental fee is due the date of the event.

## TERMS AND CONDITIONS OF FACILITY USE (CONTINUED)

### 11. Access

Events must begin and end at the contractually agreed upon time.

### 12. Liability

Friends of Thunder Bay National Marine Sanctuary (hereinafter 'FTBNMS') is not responsible and accepts no liability for any injury, death, and/or property damage or loss resulting or claimed to result from any accident or other occurrence before, during, or after your event or in any way associated with your event. The event host is fully responsible for any damages that occur or are alleged to have occurred during or in connection with the event that is the subject of this contract. The FTBNMS, its staff, board, volunteers are released from any and all liability for theft, damage, or injury associated with or claimed to be associated with the event that is the subject of this contract. The event host will defend and hold harmless FTBNMS, its staff, board, volunteers against and all such claim(s). The event host is fully responsible for the behavior of all guests and other attendees at the event and assumes full responsibility for any and all behavior by such person(s) that is unlawful or is otherwise inappropriate. Children of guests must be closely supervised at all times.

### 13. Alcohol

If alcohol is to be served, the event host must obtain and provide proof of event insurance. Said insurance can be provided under the event host's homeowner's or renter's insurance policy, general liability insurance, or another appropriate insurance policy. The event host must provide a copy of the liquor license for any event in which alcohol is sold. Please contact booking manager for more information.

### 14. Security

Great Lakes Maritime Heritage staff will be available throughout the event. The event host is responsible for taking appropriate measures to ensure all persons on the rented premises are invited or authorized. Event host shall notify Great Lakes Maritime Heritage staff if any unauthorized persons are on the premises. No person shall leave the building with alcoholic beverages.

**By signing this form, you agree to comply with all guidelines and user responsibilities set forth in the Terms and Conditions of Room Use and with all laws of the United States, the State of Michigan, and ordinances of the City of Alpena. Failure to comply with these policies and procedures may result in termination of the user's right to use rooms at the Great Lakes Maritime Heritage Center.**

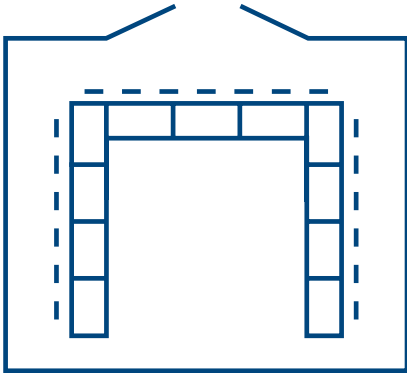
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INTERNAL USE ONLY

Request processed by: \_\_\_\_\_

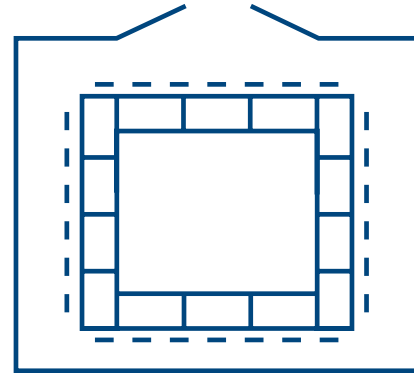
Date received: \_\_\_\_\_ Date responded to: \_\_\_\_\_ Request: Approved  Declined

## SEATING ARRANGEMENTS FOR EDUCATION ROOM



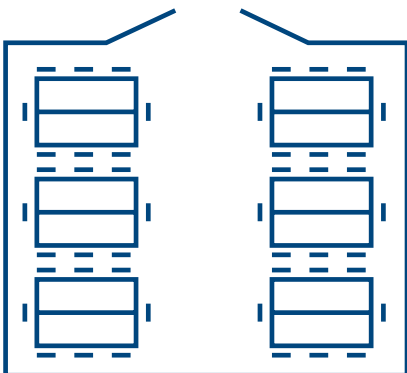
**U Shape**

11 tables  
24 chairs



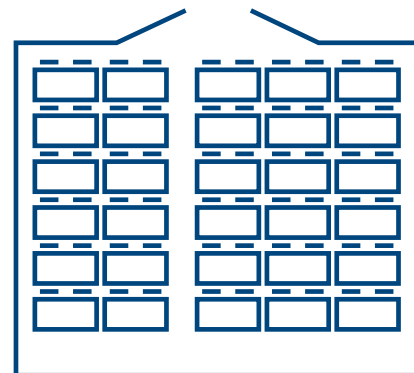
**Square**

14 tables  
30 chairs



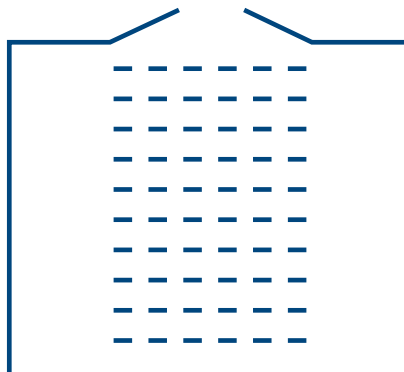
**Workshop**

12 tables  
48 chairs



**Classroom**

30 tables  
60 chairs



**Theatre**

60 chairs