



# Midtown Center Study Hall Nonprofit Rental Information

## **Characteristics of the Study Hall**

The hall is 6,000 square feet and can accommodate up to 275 either seating around 6' round tables or in rows.

## **Study Hall Rental Cost**

Monday – Thursday: **\$650.00** (Year-round)

Friday: **\$1,250.00** (\$1,000.00\*)

Saturday: **\$1,400.00** (\$1,200.00\*)

\*Off-season rates, January – March

This fee includes:

- Set up and tear down
- Round tables and chairs up to 300
- High tops and chairs
- Staff on-site for entire event
- Decoration storage prior to event
- Unlimited consultations with Midtown Event Coordinator

## **Additional Rentals:**

Linens (black or white): **\$5.00/linen**

A/V: **\$40.00/hour**

## **Food and Beverage**

1. The Midtown Center allows clients to choose between bringing in their own caterer or selecting from a list of Midtown Center approved caterers. If a client chooses to use a caterer that is not listed on the Midtown Center approved catering list, then that caterer must provide documentation illustrating that they meet the Midtown Center minimum catering requirements.
2. All Midtown Food Caterers are subject to a \$250.00 site fee and Beverage Caterers are subject to a \$125.00 site fee, which the caterer may forward on to you. (If you choose the same caterer for both food and drink the total catering fee is \$250.00). However, if the caterer gives the nonprofit a minimum discount of 25%, the Midtown Center will waive the service fee.

As a 501 (c) (3) nonprofit organization, bar service can either be:

1. Hosted/open bars: tended by a licensed beverage caterer, no money or tickets are exchanged
2. Secure a one-day non-profit liquor license through the state of Michigan to have the option of a cash bar. Alcohol can be donated but must be served by a “TIPS” certified bartender.

Beer, wine and 2 liquors are allowed if purchased and distributed by one of the licensed beverage caterers.

- No straight shots are permitted (including liquor “on the rocks”) or no double shots in drinks
- Pitchers are not allowed
- Clients and their guests are not allowed to bring in any outside alcohol. If found, it will be confiscated and discarded.

## **Access to the Study Hall and Duration of Event**

**Monday - Thursday Events:** If the Study Hall is booked the day prior, it will be ready and available at 8:00 AM on the day of the event. If there is not an event in the Study Hall the day prior, the Study Hall will be available 9:00 AM – 4:00 PM for decorating.

Closing Time – For weekday events, we require the music conclude and bar close at 10:00 PM. Guests and vendors must be out of the building by 11:00 PM. Weekend events must conclude by 11 PM with guests and vendors out of the building by midnight.

### **Appetizer and Dessert Options**

The client may supply dry snacks (i.e. trail mix or popcorn) for appetizers. Appetizers such as veggies and dip, meat trays, and cheese and crackers need to be supplied through the caterer.

The client may bring in a dessert of your choice (preferably from a licensed business or cottage industry). We do not allow chocolate fountains and s'more bars.

### **A/V Options**

An in-house sound system operated by Midtown staff is available for **\$40.00 an hour**. The fee includes both sound & projection.

#### **Sound/Music:**

- Midtown Provides:
  - Audio system with speakers for spoken word and music
  - 2 wireless microphones, 1 lapel microphone & 2 corded microphones
  - Podium
- Client supplies:
  - A detailed program/schedule of events
  - Any files provided **MUST** be Windows compatible and tested 1 day prior to event

#### **Projection:**

- System is Windows based and has Microsoft programs. Video files must be Windows compatible.
- On-stage computer plug-in via HDMI.

### **Parking**

Midtown Center's Parking Options:

- 53 spots in 16<sup>th</sup> Street side parking lot (elevator access) \*\*
- Both sides of 15<sup>th</sup> Street (stair entrance only) \*\*

**\*\*Please note: Parking is limited.** The Midtown Center is a bustling nonprofit hub Monday through Thursday, both during the day and evening. Some organizations have opted to hire a valet parking company.

*If you choose to have your event here, be assured that our focus will be to take care of all your questions and needs. We strive to help you as much as possible regarding set up, the arrival of vendors, and assisting you during the event itself. Jubilee has retained the property management of the building because we believe in the collaborative spirit we have created in this community.*