

GUIDELINES for EVENT PLANNING

**The Ladies' Library Association
333 South Park Street
Kalamazoo, Michigan 49007**

The Ladies' Library Association (LLA) is housed in a building constructed in 1879. LLA Members are dedicated to its preservation. It is the first structure in Kalamazoo to be placed on the National Register of Historic Places and continues to be used for educational, cultural and entertainment purposes. Groups, organizations and private individuals may rent the building for meetings and social events.

The LLA is dedicated to ensuring the success of each contracted event in the facility. The following information will help with orientation to the building and event planning.

At least one member of the LLA will be present throughout each event to welcome guests and monitor the use of the historic building.

Building Description and Occupancy

First Floor – The LLA's main room is a carpeted space graced with period furnishings and lined with shelves housing a large collection of vintage books. This room's seated capacity is 75.

Second Floor – The Richmond Auditorium features original Michigan white pine flooring, chandeliers and a small stage with curtains and proscenium arch. The auditorium was built to the highest acoustical standards. The auditorium's seated capacity is 79. Two dressing rooms are available on the second floor.

Total capacity in the building at one time is 99 people, including LLA staff, caterers, and support staff.

Seating charts of the building spaces will be found at the end of these Guidelines.

Building hours (includes set-up and break-down times) are 7:30 am - 10:00 pm. Event registration may begin at 8:00 am. Participants must be out of the building by 10:00 pm. Clean-up must end by 10:30 pm. Pre-approved additional hours of occupancy will be charged at the room rental price.

LLA Food Service – Available from 8:00 am - 7:00 pm

Building Rental – General Policies and Regulations

Additional Services - LLA services requested by the Client after the rental agreement has been finalized may result in additional cost to the Client.

Animals – With the exception of certified service animals, pets or other animals are **not** allowed on the premises without written permission from the LLA before the event.

Authorized Areas – The Client will have access only to those areas specified in the Rental Agreement. No access is allowed to the basement or areas roped off at the time of the event.

Audiovisual Equipment – AV equipment may be arranged by meeting with the AV Coordinator.

Building Access – Clients, guests and performers may enter the LLA building from the entrance door on Park Street or the accessible entrance on the south side of the building parallel to Lovell Street. Building access to pick up and drop off guests is not allowed on Park Street or in the driveway north of the building, located next to the Civic Theatre. All wheeled or heavy equipment is to enter the building through the accessible entrance on the Park Street side of the building.

Building Safety – A fire and smoke protected Refuge Area is located in the stairwell on the northeast side of the building. LLA members will assist attendees.

Candles – Open flames are not allowed. Battery operated candles are recommended. Please consult with the Event Coordinator before using candles.

Client – The Client identified in the Rental Agreement must be present for the entire time covered by this agreement and will accept full financial responsibility for damage or missing LLA property. One person from the group or organization renting the space is to be the designated planner for the event and will work with the LLA Event Coordinator.

Dancing – Due to the age of the building and value of the contents, dancing is not allowed. The Event Coordinator can discuss exceptions for performances on the stage.

Flowers and Decorations – Flower arrangements may be used in the building and on the grounds. Containers and stands for flower arrangements must protect the furnishings and floors from water damage. The use of tape, glue, nails, tacks, staples, or other fastening devices inside the building is not allowed. No soap bubbles are permitted in the building. Decorations and flowers may be added to the exterior of the building only with approval from the Event Coordinator. The LLA does not allow the throwing of rose petals (silk or fresh), birdseed, rice, confetti, or similar materials on the premises. Decoration plans must be reviewed with the LLA Event Coordinator.

Food & Beverages – The LLA provides a variety of traditional menu offerings on a limited basis. For a wider variety of menu choices, including wine and beer service, the Client may consult with the Event Coordinator for approved catering or beverage service providers. **No** food or drinks are permitted inside the Richmond Auditorium or backstage areas of the auditorium on the second floor.

Indemnification - By using the Ladies' Library Association building, the Client agrees to assume all risks, and to release, indemnify and hold harmless the LLA, the Board of Directors, its officers, employees, and volunteers from any and all costs, losses, damages, liabilities, claims, actions, settlements, awards, penalties, fines, judgments, or costs of whatever kind including court costs and attorney's fees in connection with the rental and use of the Ladies' Library Association building.

LLA Policies – The Client is responsible for informing all performers and guests of event-related LLA policies and regulations.

Music, Plays, Readings – Musicians, poets and actors may be included in an event. Details are to be discussed with the Event Coordinator.

Parking – Limited parking is available in the LLA lot on the southeast corner of Lovell and Park Streets. On-street metered parking is available as indicated on signage. Guests may not park in the Civic Theatre parking lot, immediately to the south of the LLA building, during the hours of 7 am - 6 pm. Parking is **not** allowed in the First Presbyterian Church's parking lot located to the east of the LLA. St. Luke's Church parking lot may be used with permission. Ask the Event Coordinator for information.

Photography – Photographers for an event must consult with the Event Coordinator. Furnishings are not to be moved without the permission of an LLA representative.

Recording Devices – To minimize audience distraction, the Client is to announce that no flash photography, or video camera lighting be used during musical performances. NOTE: this rule does not apply to clients renting the LLA for private functions such as weddings or recitals.

Services included in Rental Fee – The basic rental fee includes normal overhead lighting, heating, air conditioning, and other equipment as designated by the Rental Agreement and through discussion with the AV Coordinator. NOTE: use of AV equipment results in an extra fee.

Shoes – For the protection of guests' and volunteers' feet, shoes must be worn at all times inside the building and on LLA grounds.

Smoking – Smoking and vaping, including e-cigarettes, are not allowed anywhere in the building or on the LLA grounds.

Performances in the Richmond Auditorium

Additional Rental Requirements – The LLA is held harmless for all copyright infringements, ASCAP, BMI fees, and media public performance rights, which are the responsibility of the Client.

Due to limited space, the LLA recommends that the Client employs a mechanism for regulating audience size, either through the use of tickets or a checklist. If tickets are used for the performance, the Client is responsible for issuing and collecting tickets and ensuring that all special guests, participants, performers, etc., are included in the overall count.

The Client is responsible for distributing press passes and special tickets. Client must also provide a representative at both entrances to handle ticketing questions. Clients using a reservation list must have someone at both entrances to handle check-in.

The Client is responsible for the behavior of invited guests. Guests behaving in an inappropriate manner may be asked to leave.

Concession Sales – For the Client's convenience, sale or distribution of merchandise is allowed with prior permission from the LLA.

Event performances – Exterior doors are generally open 45 minutes before “curtain time” of the performance or event. This period is indicated on the Rental Agreement for which the Client is responsible. The interior doors into the auditorium are opened at the request of the Client, but usually 30 minutes before the beginning of the performance or event.

Event Promotion – Freestanding signs may be posted on LLA grounds two hours before the beginning of an event. No signs may be affixed to the building. Promotional materials must be clear that the LLA is not producing, presenting, or otherwise sponsoring the contracted event.

Required Personnel – The LLA Event Coordinator and audiovisual technical assistants, if needed, will be present for each event held at the LLA. The number of LLA personnel required for each individual event or activity will be determined by the LLA at pre-event planning meetings with the Client.

Payment Procedures and Liability

Contract Liability – The Ladies Library Association shall not be responsible if non-performance of this Agreement by them is due to fire, flood, or other event beyond their exclusive control.

Event Payment – Payment may be made by cash, personal or organizational check, or money order. Checks are to be made payable to the Ladies' Library Association. Payment is due at the end of an event. Any overpayment will be reimbursed by check to the client.

Liability – The hosting group/individual must provide a statement from the organization's or home owners' insurance policy that the Ladies' Library Association has been added to the insurance policy's coverage for the day of the event in the amount of \$1,000,000. Liability for damages to the premises will be charged to the Client based on actual repair or replacement cost by vendor or service provider selected by the LLA.

Outside Catering and Alcohol Beverage Service

Alcohol Beverage Service – The LLA **does not** have a license to serve or sell alcohol. If the Client wishes to serve alcohol at the event, the Client must apply to the State of Michigan for a one-day liquor license and adhere to all requirements. The fee for using an approved alcohol beverage service is \$150 per day, to be paid by the Client.

Information on how the Client may obtain a State of Michigan Special Beer and Wine License can be found at www.michigan.gov/lcc. The LLA must receive the license no later than two weeks before the event. The license must be posted in the LLA on the day of the event

The Client is responsible for purchasing wine and beer from a store with a State of Michigan SDM retail license. Tiffany's is currently the only LLA approved retail vendor. Tiffany's can also provide bartenders. All bartenders must be TIPS certified and paid by the Client through Tiffany's.

Alcohol Beverage Restrictions – No alcohol may be served to guests less than 21 years of age. The certified bartender has the right to refuse service to any guests.

Alcohol service may arrive no earlier than two hours before the scheduled event start time. Wine and beer may only be served during event hours by a TIPS-certified bartender.

Catering – The Event Coordinator must approve any outside caterer used to provide catering services within the LLA. The outside caterer **must** provide all ingredients and items used in the preparation of the food.

A \$200 per day fee for use of the LLA kitchen by an approved outside food caterer is to be paid by the Client. A fee of \$50 is charged if the LLA china is used by the catering service.

Building and Audiovisual Rental Charges

Main Room and Richmond Auditorium Charges

\$150 per hour – for profit organizations and individuals

\$130 per hour – for non-profit organizations and LLA members

These fees also apply to rehearsal prior to performances.

\$50 per hour for students for rehearsals and performances

Audiovisual Charge – \$25 per hour (2 hour minimum)

Specialty AV Services will be quoted in advance.

Charges include room set-up and clean-up.

If room set-up varies from the standard there will be an additional fee of \$100.

Wedding only – \$500

Rehearsal – \$200

Wedding, Rehearsal and Reception – \$1000

Special set-up charges for Richmond Auditorium – \$100

Copies of standard room set-ups are available for review at the end of these Guidelines

Major last minute changes will result in additional charges.

Prices are subject to change without notice.

Only one event will be scheduled at a given time unless coordinated with the Event Coordinator.

LLA-Prepared Meal Charges

Prices quoted are per person, unless otherwise noted

Meal Type	Cost	Plus 18% Service Charge	Plus Service Charge/Tax
Continental Breakfast	\$9.50	\$11.21	\$11.78
Full Breakfast/ Brunch	\$13.50	\$15.93	\$16.74
Light Luncheon	\$14.50	\$17.11	\$18.14
Full Luncheon	\$19.25	\$22.72	\$23.88
Dinner	\$25.00	\$29.50	\$31.00
Reception (light refreshments)			
Choices (4 - 6/person)	\$10.00	\$11.80	\$12.40
(8 -10/person)	\$15.00	\$17.70	\$18.60