



WEDDINGS AT THE
Alumni House

www.gvsu.edu/meetatgvsu/
ahevents@gvsu.edu
616-331-3301

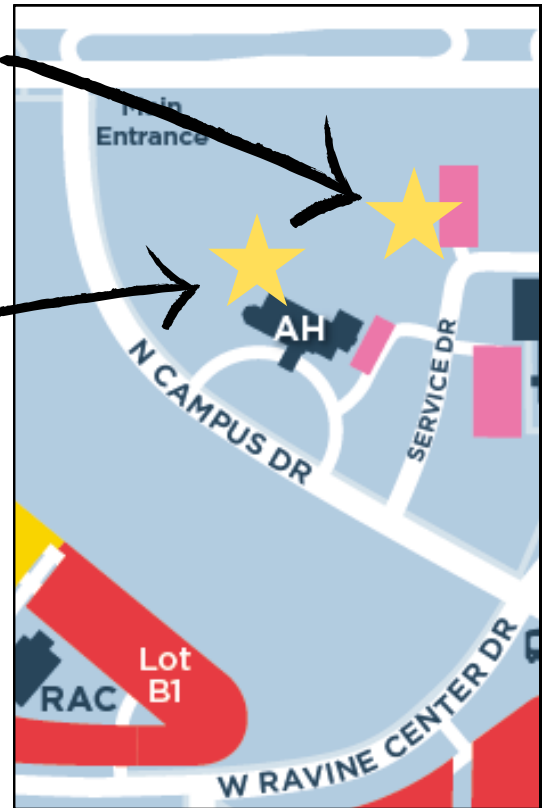
Parking

Parking is complimentary for all of your guests in our circle drive and designated parking lot. Both are a short walk for your guests.

Address: (Parking)
Alumni House and Visitor Center
11150 N. Campus Drive
Allendale, MI 49401

Alumni House Short
Term Event Parking Lot

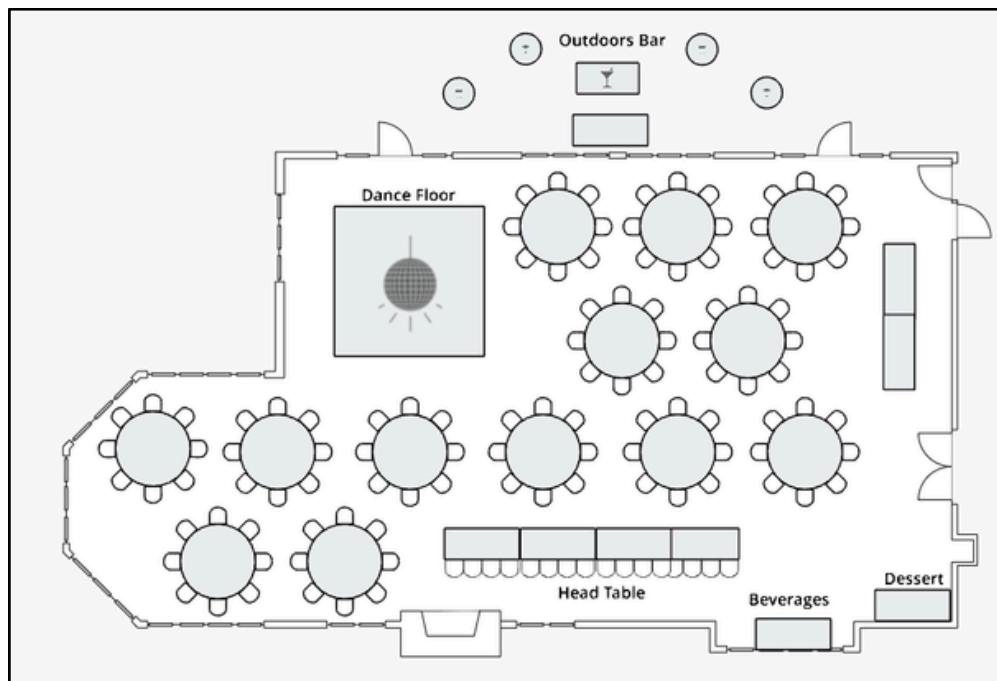
Alumni House



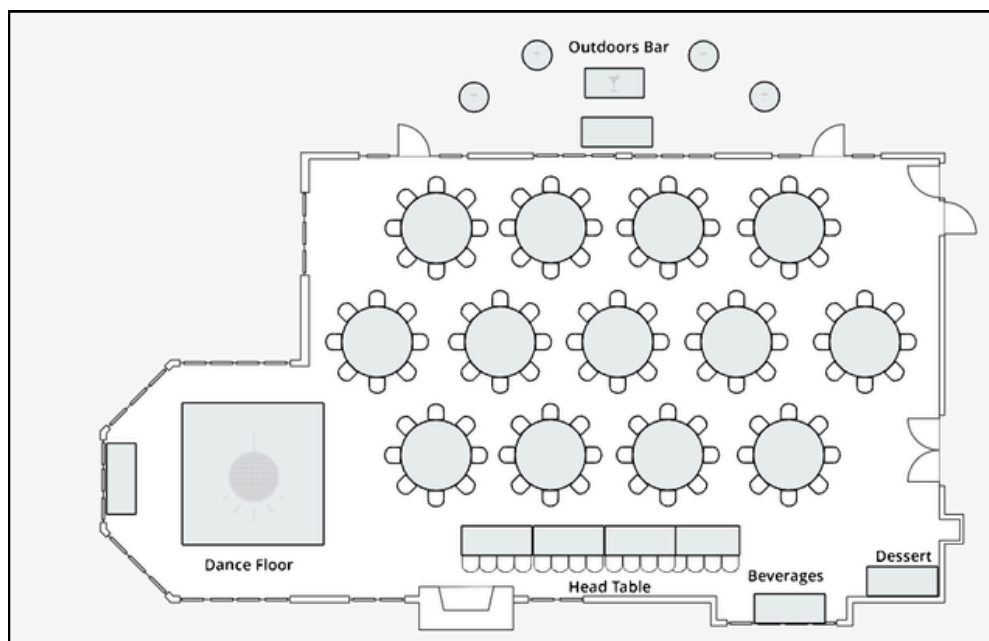
Venue Capacity

We will provide you with a personalized diagram during the planning process.

RECEPTION WITH BUFFET - 120 GUESTS



RECEPTION WITH PLATED DINNER- 120 GUESTS



Venue Pricing

Pricing includes room rental for up to 6 hours for a reception and up to 7 hours when adding an onsite ceremony. Additional room set up and tear down time will be provided. All rentals must conclude no later than 11:00pm.

Please contact us to learn more about discounted room rates for qualified Grand Valley State University alumni. Go Lakers!

RECEPTIONS

Friday: \$1,500

Saturday: \$2,000

Sunday: \$2,000

CEREMONY

\$500

FOOD AND BEVERAGE MINIMUM

\$3,000 ***Required*

OVERNIGHT STAY ADD-ON

\$109/Night + tax

(3) Queen Guest Rooms

(1) Double-Twin Guest Rooms



Ceremonies

Ceremonies can be added on to an existing reception rental for \$500.

Ceremony chairs are not included in the ceremony add-on fee. Please talk to your event coordinator for a custom quote and available chair styles from our exclusive chair rental vendor.

Ceremony add-ons permit access to your rental 2 hours earlier when adding an on-site ceremony.

The Alumni House does not have a weather back-up plan for outdoor ceremonies. In the event of inclement weather, the ceremony is to be held in the reception space and no floor plan changes are permitted.

Ceremony rehearsals are not guaranteed but can be addressed 1 month out for availability.



Memorable Amenities

- Complimentary on-site parking
- (4) on-site overnight guest rooms that can be rented out by you and your guests. Additional charges will apply.
- Use of the outdoor patio, bridal suite, and newly renovated emeritus-study.
- Dedicated bridal room to store personal items.
- Complimentary set up of our tables, chairs, head table, and moveable dance floor for your reception.
- Newly updated Audio-Visual equipment.
- A dedicated professional staff member on-site during your event.
- One stop shop for catering, venue, and bar services.

Catering Service

FOR OUR CURRENT MENU, CLICK [HERE](#) 

All food and beverage services must be arranged through our exclusive catering company, Laker Food Co.

There is a \$3,000 food and beverage minimum required in order to book the space. All catering and bar costs apply towards the minimum.



DESSERTS

Dessert may be brought onsite from an outside vendor as long as it is arranged through a licensed bakery. Homemade food items are not permitted. Refrigeration is not provided for desserts.

There will be a \$2 per person dessert service fee required for all desserts brought onsite. This fee includes a cake cutting service, serving dessert or restocking dessert tables, clearing, ceramic plates, napkins, and silverware.

Bar Service

All alcohol service must be arranged in-house through the Alumni House per the liquor license. Outside alcohol is strictly prohibited.

A variety of beverages are available including domestic beer, craft beer, wine, and liquor. There will be a \$3.50/person bar set up fee that includes glassware, Pepsi products, cranberry and orange juice, iced water, and cocktail napkins.

Can't find what you're looking for? Ask about custom orders.

You may choose to offer a hosted or a cash bar. Cash bars are priced per drink and hosted are based on consumption.

Grand Valley State University is a cashless campus. If selecting a cash bar, all payments must be made with a debit or credit card by event guests. Cash will not be accepted under any circumstances to purchase a beverage.

There will be a bartender fee of \$45 per bartender per hour. Cash bars will require (2) bartenders to be on-site. Additionally required is (1) hour set up and (1) hour tear-down for each bartender. Bar serve time may not exceed 5 hours.

Last call for the bar is 10:30pm. Guests will be allocated (1) hour of tear down and are asked to be out of the building no later than midnight.



Venue Decoration

- Decorations must be coordinated with your event planner and must conform to all fire regulations.
- Special effects equipment, such as smoke, fog and pyrotechnic machines are not permitted at the Eberhard Center.
- The affixing of anything to walls, floor, ceiling, or plants is strictly prohibited. Only a licensed decorating vendor may provide decorations that hang from the ceiling if approved by your venue coordinator.
- Glitter or confetti is not to be used inside or outside the building.
- Candles must be contained in hurricane lamps or an isolated source.
- Scotch tape, nails, or potentially damaging fasteners may not be used to hang materials on the walls or ceilings. All decorations should be freestanding.

Outside Vendors



Aside from the catering and bar service, you are welcome to use whomever you prefer for vendors including your florist, DJ, band, photographer, videographer, photo booth, decorator, event planner, or licensed bakery. We are happy to provide recommendations if you are not sure where to begin while planning!

NEARBY HOTELS

Alumni House & Visitor Center

Ask us about our four on-site overnight guest rooms.

Sleep Inn & Suites

4869 Becker Dr.
Allendale, MI 49401
(1.2 miles)

Quality Inn Hudsonville South

3301 Highland Dr.
Hudsonville, MI 49426
(9.6 miles)

Amway Grand Plaza by Hilton

187 Monroe Ave NW
Grand Rapids, MI 49503
(12 miles)

FREQUENTLY Asked Questions

When can I schedule a tour?

Tours are offered by appointment only Monday through Friday between 8:30am and 4:30pm, unless otherwise arranged with an event coordinator. Tour availability depends on the event schedule for the week. Please reach out to get your tour scheduled.

Can I bring in my own food or catering vendor?

We are under contract with an exclusive caterer that takes great care of our clients. Outside food and beverages are not permitted. If you have any questions regarding the menu, or if you have a request for an item not listed, please let us know.

When can I access the venue to set up my decorations?

If we don't have an event scheduled the day prior to your wedding, we will do our best to get you access to the space for early set up. This cannot be confirmed until the week of the wedding.

Pro Tip: If you choose to rent out our overnight room's, you will have access to the building for your overnight stay from 1pm 10am, which will allow you access to the reception space for early set up the night before and day of! Talk to your event coordinator for further details.

WHO WE ARE

Meet the Team



Ashley Sierminski

Client Services Manager

✉ siermias@gvsu.edu

This beautiful manor located on the Allendale campus of GVSU has earned a reputation as an affordable wedding venue with a cozy ambiance. The experienced staff at the Alumni House are here to assist, making the planning process easy for you. You can feel confident that our dedicated staff and on-site management will pay close attention, ensuring all of your details run smoothly so you can enjoy every moment of your special day.

We look forward to assisting you on your big day!