



L.V. EBERHARD CENTER

*Wedding Packet*

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[www.gvsu.edu/meetatgvsu/](http://www.gvsu.edu/meetatgvsu/)  
Meet at GVSU!  
616-331-6620





# Welcome!

We've earned a reputation as a favorite, affordable downtown wedding venue. The experienced staff of the L.V. Eberhard Center 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 carefully laid plans run smoothly so you can enjoy your evening.

# Our Location

Only steps away from the beautiful Grand River, the Eberhard Center is nestled directly next to the popular pedestrian Blue Bridge in downtown Grand Rapids. This location offers the beauty of the Grand Rapids skyline with the luxury of complimentary parking and plenty of hotels within walking distance for your out-of-town guests.

L.V. Eberhard Center  
*301 Fulton Street West*  
*Grand Rapids, MI 49504*


Fulton Lot (Parking)  
*312 Fulton Street West*  
*Grand Rapids, MI 49504*

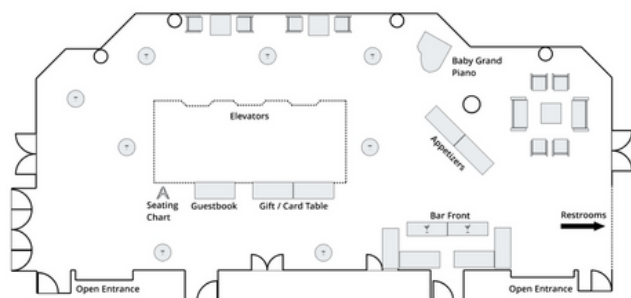




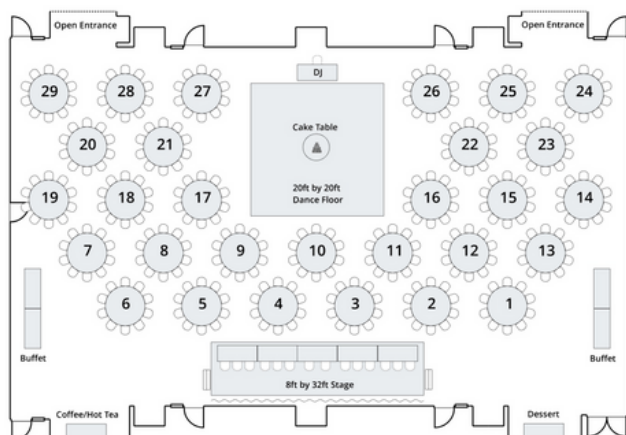
# Venue Capacity

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

FOR A VIRTUAL TOUR, CLICK [HERE](#) 

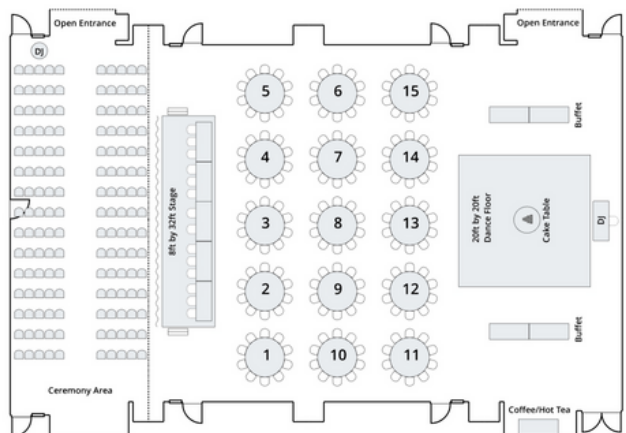


## PRE-FUNCTION LOBBY SPACE



## WEDDING RECEPTION

Maximum Capacity: 350 guests



## WEDDING CEREMONY & RECEPTION

Maximum Capacity: 150 guests

# Venue Pricing

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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!

## MAY - OCTOBER

Friday: \$1,500

Saturday: \$2,000

## NOVEMBER - APRIL

Friday: \$1,200

Saturday: \$1,500

## CEREMONY

\$500

## FOOD AND BEVERAGE MINIMUM

\$4,000 *\*\*Required*





## MEMORABLE *Amenities*

- Spacious lobby featuring a wall of windows overlooking the city of Grand Rapids skyline and the Grand River
- Gracious accommodations allow close proximity to local hotels, restaurants and various other services for your guests staying from out of town
- Sole use of the second floor with the lobby for entertaining
- Room rental includes set up of our tables and chairs, riser for head table, dance floor, white linens, china, and glassware
- Baby grand piano available for use by a designated pianist
- Dedicated wedding party room to store personal items
- Complimentary parking for all guests

# Catering Service

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

All food and beverage services must be arranged through the Eberhard Center.

There is a \$4,000 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

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

All alcohol service must be arranged through the Eberhard Center per the liquor license. Outside alcohol is strictly prohibited. A bar service is not required.

A variety of beverages are available including beer, wine, and liquor. All mixers, ice, garnishes, and glassware are included.

A bartender fee of \$85 per bartender will be assessed.

You may choose to offer a hosted or a cash bar. All bars are charged 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.

Maximum bar serve time is 5 hours. The latest the bar can be open is 10:30pm, with an event concluding no later than 11:00pm. The bar will close down for a designated time for dinner to begin.





# Venue Decoration

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- 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

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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

### **Holiday Inn**

310 Pearl Street NW  
Grand Rapids, MI 49504

### **JW Marriott**

235 Louis Street NW,  
Grand Rapids, MI 49503

### **Courtyard by Marriott**

11 Monroe Ave NW  
Grand Rapids, MI 49503

### **Amway Grand Plaza by Hilton**

187 Monroe Ave NW  
Grand Rapids, MI 49503





# FREQUENTLY *Asked Questions*

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## When can I schedule a tour?

Tours are offered Monday through Friday between 8:00am and 5:00pm, 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. If the day prior is not available, we can get you in as early as 10:00am to set up your items the day of your wedding.

The best part? We can set up your decorations for you! As long as they are simple décor items that don't require assembly, our team will take care of your decorations by closely following the instructions you leave for us. Just drop off your decorations anytime earlier in the week to be stored in our office.

Note: We do not offer set up for chair covers or linens rented through a vendor.

WHO WE ARE

# Meet the Planner

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Tricia Terry

*Client Services Coordinator*

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*We look forward to assisting you on your big day!*