



Event Space Reservation Policy

Effective June 2026

- Reservations made 30 days or more in advance of the event must be paid in full within 10 business days from the time the reservation is created.
- Reservations made less than 30 days in advance of the event must be paid in full at the time the reservation is made.
- All cancellations made more than 30 days prior to the event will be fully refunded. Cancellations made less than 30 days prior to the event are non-refundable.
- If the Muskegon Innovation Hub must cancel your event (e.g. due to inclement weather), the Hub will refund all reservation fees for that date. Alternately, a different event date may be selected. The Muskegon Innovation Hub reserves the right to close at any time.
- All food must be kept warm without flame. No chaffing fuel is allowed.
- The Muskegon Innovation Hub is unable to accept deliveries for event space customers. Please do not address shipments to this location.