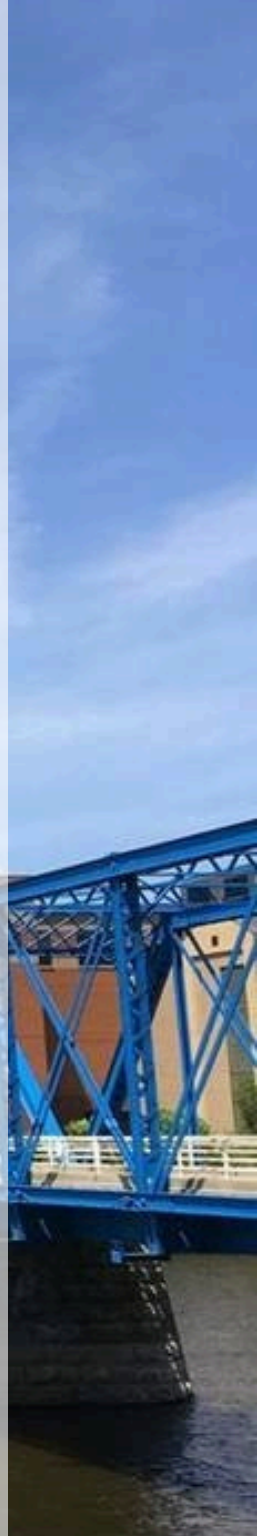


L.V. EBERHARD CENTER



**GRAND VALLEY
STATE UNIVERSITY**
CONFERENCE AND
EVENT PLANNING



Welcome to the L.V. Eberhard Center

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.

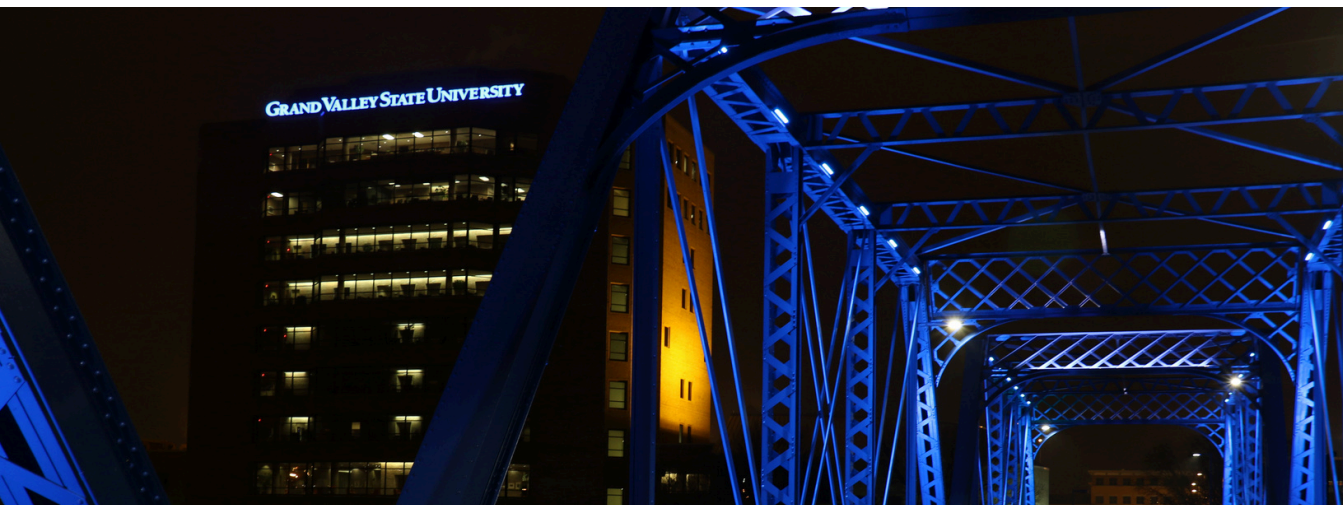




Neri Photo



Neri Photo



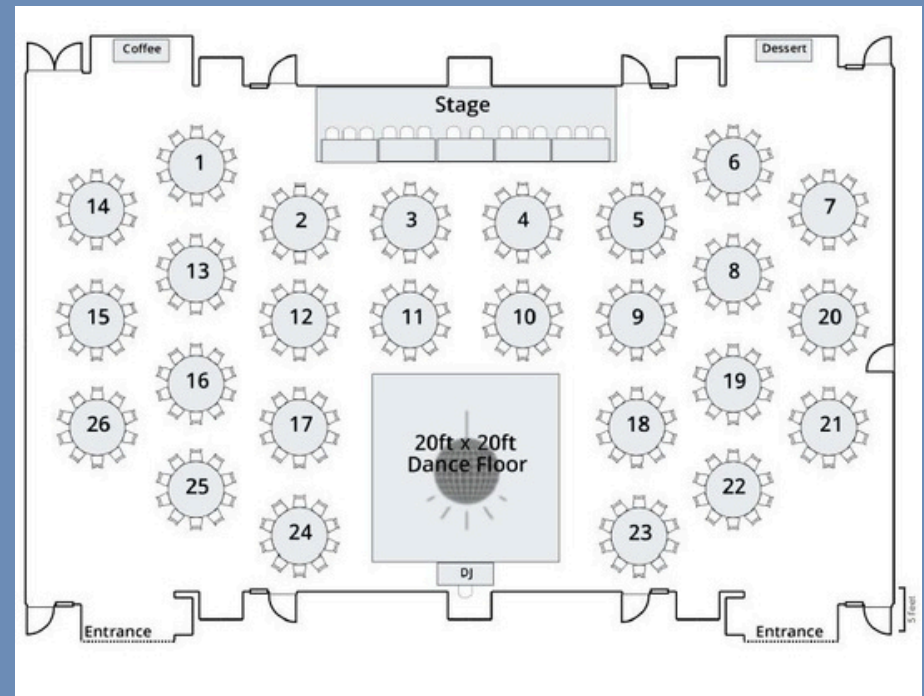
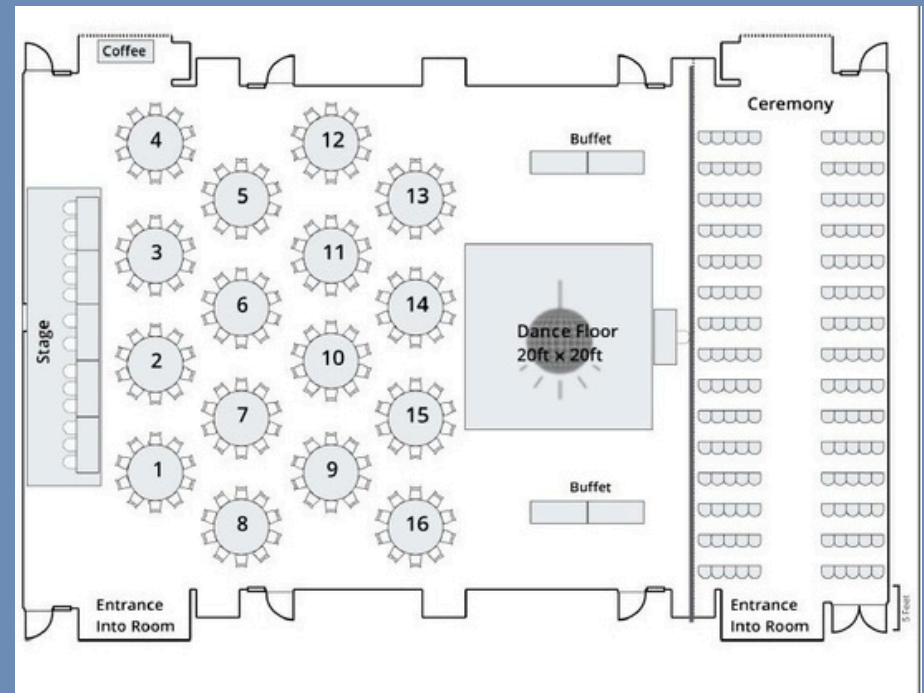
Venue Capacity

Wedding Reception (offsite ceremony)
Maximum Capacity: 350 guests

Wedding Ceremony and Reception
Maximum Capacity: 150 guests

We will provide you with a personalized diagram of your preferred room layout during the planning process. Here are a couple examples to help you visualize the space further.

You can explore our venue here:
[L.V. EBERHARD CENTER VIRTUAL TOUR](#)



Pricing

Peak Season (May-October)

Friday: \$1,500

Saturday: \$2,000

Off Peak Season (November-April)

Friday: \$1,200

Saturday: \$1,500

Ceremony Fee

\$500

Food and Beverage Minimum

\$4,000 ***Required*

Pricing includes room rental for up to 6 hours for a reception and up to 7 hours when adding an onsite ceremony. Room setup time will be provided. All rentals must conclude by 11:00pm.

Please contact us to learn more about discounted room rates for qualified GVSU alumni. Go Lakers!



Clicks Photo



Tauri Baum Photography



Memorable Amenities

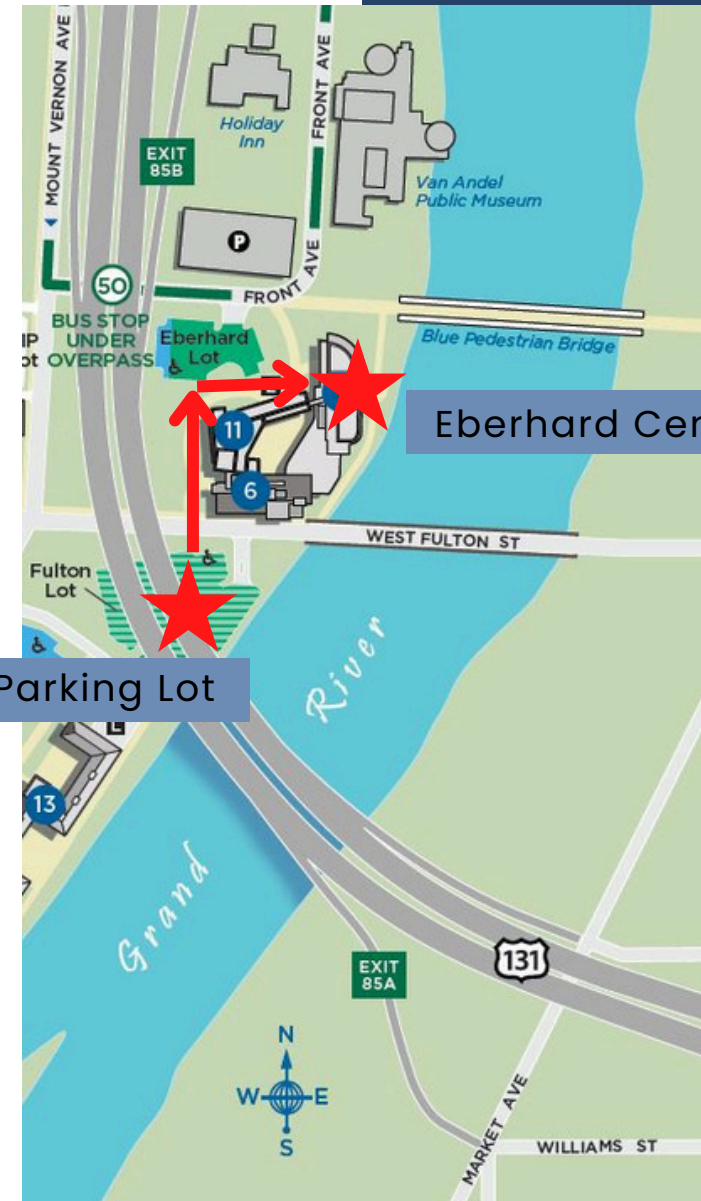
- Spacious lobby featuring a wall of windows overlooking the city of Grand Rapids skyline and the Grand River
- Gracious accommodations allow close proximity to local hotels, restaurants and various other services for your guests staying from out of town
- Sole use of the second floor with the lobby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



Complimentary Parking

Parking is available free of charge for all your guests at our Fulton Parking Lot. It's just a short walk across West Fulton Street and around the building to our main entrance pictured below.

Fulton Lot GPS Address:
[312 West Fulton Street](#)
[Grand Rapids, MI 49504](#)





Catering

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. This includes dinner and bar costs.

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, plates, napkins, and silverware.

Please find our current catering menu here: [Eberhard Center Complete Catering Menu](#)

Bar Service

All alcohol service must be arranged through the Eberhard Center per the liquor license. Outside alcohol is strictly prohibited.

Please review our current menu here: [Eberhard Center Bar Menu](#)

A variety of beverages are available including beer, wine, and liquor. All mixes, 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. A bar service is not required.

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

- 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.
- Decorations must be coordinated with your event planner, and must conform to all fire regulations.



Available Rental Items

Perfect to enhance any event!



Silver Plate
Chargers
\$2 each



Votive
Candles
\$1 each



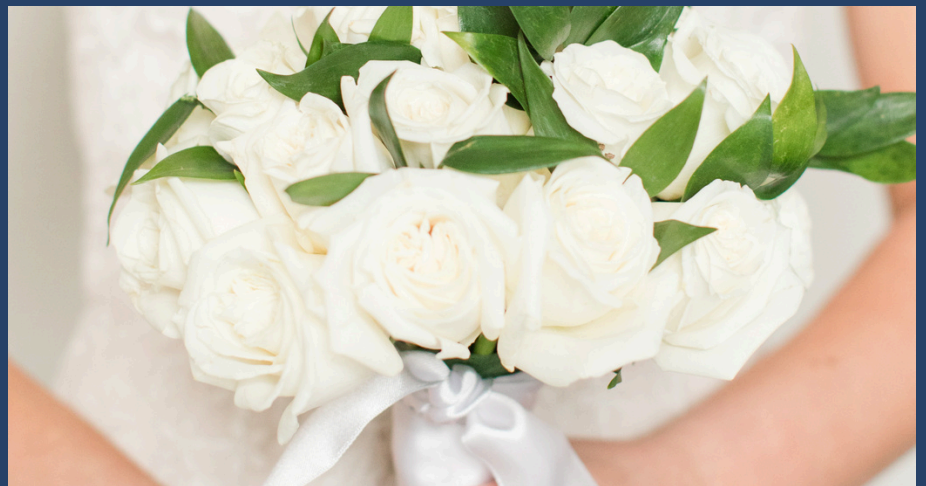
Specialty Linens
Custom
Quote



Up-Lighting
Custom
Quote

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!





CONTACT US

Phone: 616-331-6620

Email: meet@gvsu.edu

Website: www.gvsu.edu/meetatgvsu/

Address: Conference and Event Planning

301 West Fulton Street

Suite 210

Grand Rapids, MI 49504



Jennifer May
Client Services
Manager



Skye Lemmen
Client Services
Coordinator

We look forward to assisting you on your big day!