

# **Muskegon Innovation Hub Event Space Reservation Policy**

**Effective August 1, 2022**

- All reservations made 30 days or more in advance of the event must be paid for within 10 business days from the time the reservation is created.
- All reservations made less than 30 days in advance of the event must be paid for at the time the reservation is made.
- The cancellation policy is 30 days. 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 weather conditions warrant the cancellation of an event, all reservation fees for that date will be fully refunded. Alternately, a different event date may be selected. **(NOTE: Weather cancellations will be determined based on the closure of Muskegon Community College.)**
- All food must be kept warm without flame. **No chaffing fuel is allowed.**
- The Muskegon Hub is unable to accept deliveries for event space clients. Please do not address shipments to this location.