



**CITY OF ALLEGAN
CITY COUNCIL STUDY SESSION MEETING
Monday, May 8, 2023, 5:30PM
City Council Chambers - 231 Trowbridge Street
Allegan, Michigan**

*****NO ACTION IS TAKEN DURING THE STUDY SESSION*****

1. Call to Order
2. Public Comment Period
3. Round Table Discussion amongst Council Members
4. Review of Downtown Infrastructure and Streetscape Project Update Report
5. Review of Griswold Auditorium Policies and Procedures
6. Review of Council Agenda
7. Adjourn to regular meeting to begin at 7:00 pm



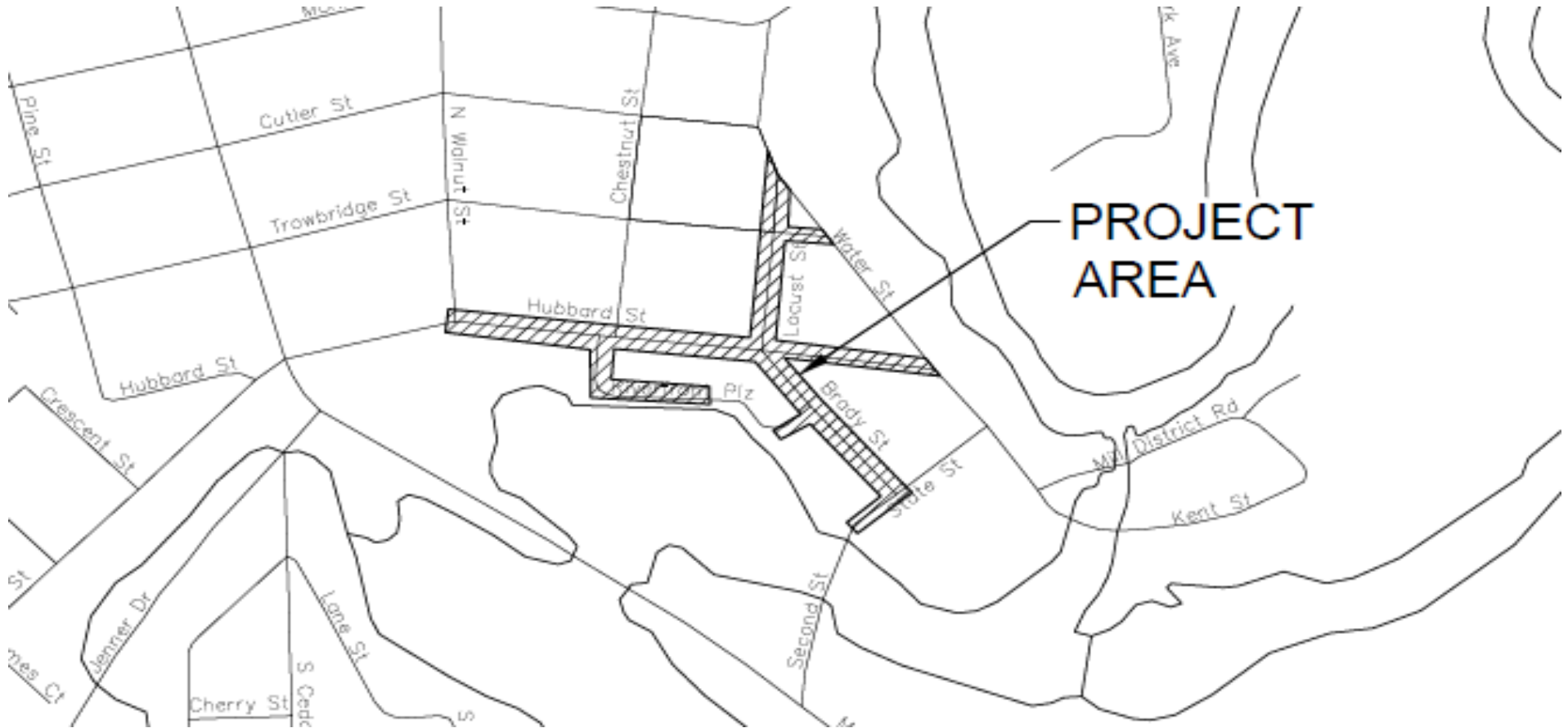
Downtown Infrastructure & Streetscape Project Progress Report



Monthly Update – April 2023



Project Scope



The Downtown Infrastructure and Streetscape Project is a capital improvement project being conducted by the City of Allegan to completely replace all underground utilities, streets, sidewalks, landscaping, streetlights, and other pedestrian amenities along Hubbard Street, Brady Street, and Locust Street in Downtown Allegan. This includes the creation of a public plaza the east end of Trowbridge Street between Locust Street and Water Street.



Project Schedule — This schedule is dependent on weather and material availability.

PHASE ONE – Brady Street, State Street, Hubbard Street (from the Locust/Brady/Hubbard Intersection to Water Street) April 3, 2023, to July 17, 2023			
Work	Duration	Estimated Start Date	Estimated End Date
Traffic Control/Mobilization	1 Day	April 3, 2023	April 3, 2023
Milling	1 Day	April 4, 2023	April 4, 2023
Removals	5 Days	April 5, 2023	April 11, 2023
Sanitary	10 Days	April 12, 2023	April 25, 2023
Watermain	8 Days	April 26, 2023	May 5, 2023
Test Watermain	4 Days	May 8, 2023	May 11, 2023
Tie Ins/Water Services	7 Days	May 12, 2023	May 22, 2023
Storm Sewer	10 Days	May 23, 2023	June 05, 2023
Excavation/Subbase/Aggregate Base	6 Days	June 6, 2023	June 13, 2023
Curb and Gutter	4 Days	June 14, 2023	June 17, 2023
Electrical Underground	10 Days	June 14, 2023	June 27, 2023
Flatwork	10 Days	June 20, 2023	July 3, 2023
HMA Paving/Casting Adjustments	5 Days	July 4, 2023	July 10, 2023
Restoration/Cleanup	5 Days	July 11, 2023	July 17, 2023
PHASE TWO – Locust Street and Trowbridge Plaza July 18, 2023, to November 3, 2023			
Traffic Control/Mobilization	1 Day	July 18, 2023	July 18, 2023
Milling	5 Days	July 19, 2023	July 25, 2023
Removals	5 Days	July 26, 2023	August 1, 2023
Sanitary	6 Days	August 2, 2023	August 9, 2023
Watermain	7 Days	August 10, 2023	August 18, 2023
Test Watermain	4 Days	August 21, 2023	August 24, 2023
Tie Ins/Water Services	8 Days	August 25, 2023	September 5, 2023
Storm Sewer	7 Days	September 6, 2023	September 14, 2023
Excavation/Subbase/Aggregate Base	5 Days	September 15, 2023	September 21, 2023
Curb and Gutter	4 Days	September 22, 2023	September 27, 2023
Electrical Underground	10 Days	September 22, 2023	October 5, 2023
Flatwork	15 Days	September 28, 2023	October 18, 2023
HMA Paving/Casting Adjustments	6 Days	October 19, 2023	October 26, 2023
Restoration/Cleanup	6 Days	October 27, 2023	November 3, 2023

NOTE: The remaining work on Downtown including the west end of Hubbard Street and the Utilities on the Riverfront will occur in 2024



Project Progress

Work completed during prior month.

- Work continued installing sewer and water mains on Brady Street.
- We came to an agreement for curb cuts for the potential development of a hotel at 101 Brady Street.
- Consumers Energy removed the streetlights in the Downtown.
- A decision was made to condense the schedule and complete the work in one year, instead of two years.
- Staff discussed the acquisition and installation of tables, chairs, benches, and bicycle racks with the appropriate advisory committees.

Work planned for upcoming month.

- The contractor will develop a new schedule to complete the whole project in one construction season.
- The contractor will begin work on Hubbard Street.
- The contractor will continue with installing the sewer main and water main along Brady Street and Hubbard Street (between Locust and Water Streets).
- Staff will meet with representatives from the Tech Center to review the designs for the new bicycle racks.
- Staff will be collecting quotes for the acquisition and installation of tables, chairs, and benches with the appropriate advisory committees.

NOTE: All work is weather dependent and relies on various material vendors



Items of Note

Following are items of note or unplanned issues the project team is working to address or actively tracking:

- Staff is still discussing the idea of installing removeable bollards at the entrance to the Riverfront Park off Hubbard and Brady Street to better control vehicle access and protect pedestrians during events on the riverfront.
- Staff is working with local property owners on the new schedule and how to address logistical issues of access and deliveries.



Project Budget Report

Payment History by Month

Fund ID	Fund Name	FY22 thru Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL
202	Streets (Major)	\$ 1,573	\$ -	\$ -	\$ -	\$ 16,994	\$ -	\$ -	\$ -	\$ 18,567
203	Streets (Minor)	\$ 154,521	\$ 2,020	\$ 145,210	\$ 3,975	\$ 109,367	\$ -	\$ -	\$ -	\$ 415,092
590	Sewer	\$ 96,614	\$ -	\$ -	\$ -	\$ 37,905	\$ -	\$ -	\$ -	\$ 134,519
591	Water	\$ 165,123	\$ -	\$ -	\$ -	\$ 45,252	\$ -	\$ -	\$ -	\$ 210,375
	TOTAL	\$ 417,832	\$ 2,020	\$ 145,210	\$ 3,975	\$ 209,518	\$ -	\$ -	\$ -	\$ 778,554

2023 DTSS: Expenditures

Vendor	Job Description	Agreement Amount 2022	202 Major Streets	203 Local Streets	590 Sewer	591 Water	Change Orders	Amended Total (A)	Amount Paid to Date (B)	Balance Remaining (A-B)
Abonmarche	Study/Investigation	\$ 12,440	\$ -	\$ 12,440	\$ -	\$ -	\$ -	\$ 12,440	\$ 12,440	\$ -
Abonmarche	Design Engineering	\$ 278,000	\$ -	\$ 121,422	\$ 60,058	\$ 96,520	\$ -	\$ 278,000	\$ 278,000	\$ -
S&P:	Bond Rating	\$ 13,500	\$ -	\$ 5,805	\$ 2,970	\$ 4,725	\$ -	\$ 13,500	\$ 13,500	\$ -
Dickenson Wright PLLC:	Bond Counsel	\$ 58,750	\$ 1,573	\$ 5,267	\$ 17,000	\$ 34,910	\$ -	\$ 58,750	\$ 58,750	\$ -
MFCI, LLC:	Bond-Finacial Advisors	\$ 48,635	\$ -	\$ 19,950	\$ 12,750	\$ 15,935	\$ -	\$ 48,635	\$ 48,635	\$ -
Kaechele Publications:	Bond Public Notice	\$ 4,940	\$ -	\$ -	\$ 2,470	\$ 2,470	\$ -	\$ 4,940	\$ 4,940	\$ -
Treasury Filing Fees:	Bond Filing	\$ 1,538	\$ -	\$ 538	\$ 400	\$ 600	\$ -	\$ 1,538	\$ 1,538	\$ -
Consumers	Lighting	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000	\$ 66,752	\$ 233,248
TBD	Amenities	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
Other Expenses	USPS, Orbis	\$ 2,049	\$ -	\$ 2,049	\$ -	\$ -	\$ -	\$ 2,049	\$ 2,049	\$ -
Abonmarche	Construction Engineering	\$ 530,800	\$ 44,228	\$ 205,457	\$ 129,780	\$ 155,310	\$ -	\$ 534,775	\$ 7,066	\$ 527,709
Milbocker	Construction	\$ 6,944,419	\$ 832,013	\$ 2,061,123	\$ 1,846,721	\$ 2,204,562	\$ -	\$ 6,944,419	\$ 284,884	\$ 6,659,535
	Project Totals	\$ 8,395,071	\$ 877,814	\$ 2,934,050	\$ 2,072,149	\$ 2,515,032	\$ -	\$ 8,399,046	\$ 778,554	\$ 7,620,492



Project Budget Progress Report

1. Invoices received/paid during the current month.

None

2. Change orders received during the current month.

None



City Manager's Office
231 Trowbridge Street
Allegan, MI 49010
269.673.5511

MEMORANDUM

TO: Allegan City Council
FROM: Parker Johnson, Downtown Manager and Assistant to the City Manager
REVIEWED BY: Joel Dye, City Manager
DATE: May 8, 2023

SUBJECT: The Griswold Auditorium Policies and Procedures

Action Requested:

It is requested that City Council review and discuss the Griswold Auditorium Regional Asset Framework, Policies and Procedures, and Rental Form.

Background:

The Regional Asset Group, a subcommittee of City Councilmembers, has met with City Staff regarding the Griswold Auditorium since January 2022.

Working together with councilmembers Hanse and Redding and Mayor Pro-Tem Bird on a shared direction, staff has drafted a framework to be used for all identified regional assets including the Griswold, a policies and procedures document, and a revised rental form.

Attachment(s):

Griswold Auditorium Regional Asset Framework
Griswold Auditorium Policies and Procedures
Griswold Auditorium Rental Form



Regional Asset Framework

Purpose of the Framework: To create a plan forward to increase usage and participation for all city owned assets for the community benefit.

Asset: *Griswold Auditorium*

Mission: To be a regionally renowned event center that contributes to a robust community through the presentation of entertainment, arts, and community involvement while serving as an economic driver to the City of Allegan.

Annual Operating Cost: Approximately \$65,000 a year

Community Benefits:

1. Gathering space
2. Entertainment venue
3. Regional draw
4. Historical significance

Goals:

1. More community ownership
2. Regularly scheduled events
3. Expanded entertainment offerings
4. Obtain a liquor license

How to Measure Success

Quantitative: Number of Events and Increased Revenue

Qualitative: Community Takes Ownership of the Griswold

Future Need Costs (High Priority):

1. ADA Accessibility = \$50,000
2. Marilla Lounge Tables/Chairs = \$20,000
3. Tuck Pointing = \$80,000
4. Upgrade HVAC = \$90,000
5. New LED Video Board Signage = \$20,000

Future Need Costs (Low Priority):

1. Update Sound System = \$20,000
2. Update Light System = \$10,000
3. Elevator Installation = \$100,000
4. Rehab Club Room = \$7,000
5. Rehab Banquet Room/Kitchen = \$25,000

Vulnerabilities:

1. Lack of first floor restroom facilities
2. Poor accessibility through the front door
3. Insufficient stage load in
4. Other event centers in area

Primary Users:

1. Allegan Community Players
2. American Red Cross
3. Cabaret Band Show
4. City of Allegan
5. Mothers Against Drunk Driving

Key Partners:

1. Allegan Community Players
2. American Red Cross
3. Cabaret Band Show

GRISWOLD AUDITORIUM

USE POLICIES AND PROCEDURES

The purpose of the Griswold Auditorium is to be a regionally renowned event center that contributes to a robust community through the presentation of entertainment, arts, and community involvement while serving as an economic driver to the City of Allegan.

The City of Allegan desires to uphold Marilla Griswold's dream of providing a place for all the community to come together, experience a variety of entertainment and most of all, enjoy themselves within the rooms of a pristine, historic auditorium.

This policy establishes the expectations of renting space within the City of Allegan-owned Griswold Memorial Auditorium. All facility policies and behavior guidelines wherein must be followed.

Facility Rental Procedure

1) Reservation Process:

- a) Reservations are accepted up to eighteen (18) months in advance, and on a space available basis. Reservations are processed on a first-come, first-served basis.

Note: Reservation requests cannot conflict with and/or interfere with current City of Allegan programs, activities, or scheduled administrative use.

2) Rental Agreement:

- a) A complete Griswold Rental Form must be submitted and signed by the legally responsible party to initiate the reservation process.
- b) The requested date(s) is not secure until down payment is received.
- c) Non-payment will result in a hold on the request. The date will continue to be available to new applicants.
- d) Once payment is received a receipt and copy of rental form will be provided to the renter(s).
- e) A Point of Contact(s) must be named on the rental form and is required to remain on-site from the time the rental begins (set-up) through the time the rental ends (tear down).

3) Payment Methods:

- a) Fees and charges for rentals are adopted by the City of Allegan City Council.
- b) Facility rental payment may be made by cash, check, or credit card. Personal checks will not be accepted later than 30 days prior to the event. Credit cards will be charged a 3% processing fee. Payments are to be made out to The City of Allegan and may be paid at Allegan City Hall (231 Trowbridge Street Allegan, MI 49010).

4) Cancellation of Agreement:

- a) A minimum 7-day notice is required to cancel a rental agreement and receive a refund of rental fee, not including the deposit.
- b) The City of Allegan reserves the right to cancel the rental agreement for cause and will issue a full refund of rental fee, including deposit.
- c) The City of Allegan shall make every effort to open the facility when a rental is scheduled. However, if severe inclement weather or other acts of nature prohibits the opening of a facility, the renter(s) will be notified as soon as possible. The renter(s) will be provided the opportunity to reschedule to another available date or have the rental fees refunded in full.

Rental Rates

1) Rental Hours:

- a) All rooms of the facility are rented on an hourly basis. The rental time includes the time needed for set-up and tear-down.
- b) Rental of the entire building is available on a six-hour fee.
- c) Rentals which do not vacate the premises as per the rental agreement terms will be assessed additional fees at a rate of 1 ½ times the established hourly rate. This will be assessed on a 30-minute basis.

2) Non-Profit and Community Organizations:

- a) Non-profits and Community Organizations are allowed to petition Allegan City Council for a reduced rate. A letter and proof of Non-Profit status must be sent to the Griswold Facility Manager 60 days prior to the event to be voted on at a regularly scheduled city council meeting. This letter must explain what your event is, why you are requesting the reduced rate, and the rental rate you are asking to pay.
- b) If the organization is requesting use of the Auditorium and the lighting and sound system, a \$200.00 flat fee will be added for staff operation. This will be in addition to what the city council approves.

3) Significant Users:

- a) For Allegan organizations and other groups that utilize the Griswold Auditorium for a minimum of 80 hours annually, a discounted rate of \$37.50 an hour, \$3,000.00 total annually, is offered pending City of Allegan staff approval

4) Ticketed Events:

- a) Any non-City sponsored ticketed event will be charged 25% of ticket sales or regular rental rates, whichever is greater.
- b) A non-refundable deposit of 50% of the regular rental rate will be required to hold the date for this event and will be subtracted from the total cost for the reservation.

5) Sale of Food, Beverages, Merchandise, etc.:

- a) Renter(s) must request approval to sell merchandise within the Griswold facility on the Rental Application Form. The Griswold will not take a percentage of these sales.
- b) Renter(s) may not sell food or beverages within the Griswold. The City of Allegan will provide the sale of food and beverages if requested by the renter(s) on the application. The City will work with the renter(s) to determine the type of food and beverages. The City reserves the right to contract with area non-profits to provide this service as a fundraising opportunity. The City or other food provider shall be entitled to retain the proceeds of any food sales.

General Guidelines for Use

1) Customer Responsibilities:

- a) Attendees must obey all applicable City, State, and Federal rules, ordinances, laws, and regulations. Failure to do so may result in the rental agreement being cancelled or terminated and all guests being asked to leave the premises and/or be subject to legal action.
- b) The renter(s) is responsible to provide general supervision and control over all activities to prevent injury or damage. A designated Point of Contact(s) must be named, identified, and onsite for the entire rental which includes set-up and tear down.
- c) Point of Contact(s) must provide general clean-up of rental facility related to their decorations. Point of Contact(s) is responsible for the removal of all personal belongings and/or leftover food from the premises.
- d) The Point of Contact(s) is to become familiar with the facility, its amenities, and overall condition. This includes a pre and post rental walk thru with staff and signing of the rental checklist at the beginning and end of the rental. The same person must be available for each. The Point of Contact(s) should stop by front desk when arriving and departing to complete the pre and post walk through with a staff person.
- e) The Point of Contact(s) is responsible for the repair/replacement of property/equipment damage.
- f) The Point of Contact(s) can move tables and chairs within the rental space to suit your needs. The room must be returned to the original set again when you leave the room.
- g) If a multi-day rental would like to leave things in the room overnight, please receive approval from facility staff. General clean-up is required at the end of each rental day.
- h) The Point of Contact(s) must be listed on the contract. If the Point of Contact(s) is not available for the walk through per the terms of the agreement, they void the right to have representation present and the judgment presented will be final.
- i) The renter(s) is financially responsible for any damage to or the need for excessive cleaning of the facility or for cleaning related to improper use of the facility or amenities that may be caused by the renter(s) or someone from their group.
- j) Excessive cleaning is billed at 1 ½ times the rental fee. Excessive cleaning needs may include spills, stains, or trash pick-up/removal, etc. which extends beyond the normal allocated hours for cleaning.
- k) The Griswold is not responsible for providing any amenities the day of the event that were not explicitly included in the rental agreement.
- l) Room Capacity determines the maximum number of guests allowed either seated or standing. By fire code the listed capacity cannot be exceeded at any time and will be enforced by staff on duty. Violation of the capacity will result in termination of the event.

2) Decorations:

- a) Consult with the facility staff on what types of decorations are permissible. The use of nails, push pins/tacks, staples, sequins, or glitter is not allowed. Duct tape is not allowed, painters tape is allowed.

3) Catering & Kitchen Items:

- a) The Kitchen is a warming kitchen only and is not certified by the Allegan County Health Department. Catering may be done by any caterer of your choice.

4) Tobacco/Cannabis/Alcohol/Illegal Substance Use:

- a) Tobacco and illegal substances in all forms are prohibited inside the Griswold facility. Smoking may occur 10' feet or more from any entrance to the facility.
- b) Smoking or vaping or ingesting of cannabis is prohibited inside and outside of the facility.
- c) Alcohol may be served (but not sold) at events for which no fee is charged to attend (e.g., weddings) if the renter provides proof of 24-hour \$1,000,000.00 Liquor Liability coverage that includes the City of Allegan as additionally insured. This must be provided and approved by the City before the date of event.

5) Weapons:

- a) Because the Griswold is a theatre, the open carry of firearms is prohibited pursuant to MCL 750.234d(1)(d). Other weapons are also prohibited on The Griswold property, including, but not limited to: bow and arrows, knives, switchblades, swords, etc. Further, The Griswold will not rent its facility for any activity which requires the use of firearms or any other weapon, except for theatrical performances where the weapon used in the performance is approved in advance by City staff. Any renter found to be in violation of this policy will be immediately removed and may be subject to criminal charges.

6) Signage:

- a) The Griswold sign may be utilized for an event for an additional charge of \$20.00 and with approval from City staff. Any item to be posted must be turned in a week before the event.

7) Animals in Public Buildings:

- a) Only properly tagged service animals are permitted inside The Griswold Auditorium or as otherwise approved with application submission.

8) Loss Payment:

- a) The renter agrees to hold the City (defined for purposes of this paragraph to also include the its officers and employees) harmless from, defend it against (with legal counsel reasonably acceptable to the City), and pay for any loss paid or owed by the other party related in any way to the renter's use of the Griswold, unless the loss is caused by or results from the negligent or intentional acts of the City. "Loss" means a monetary amount paid or owed for any reason, including judgments, settlements, fines, replacement costs, staff compensation, decreases in property value, or expenses incurred in defending a legal claim.

9) Insurance:

- a) The Griswold, within its discretion, may require any renter(s) prior to approving the rental request to secure a general liability insurance policy with minimum rates per person and per occurrence naming The Griswold Auditorium and The City of Allegan as additionally insured. In such case, a certificate of insurance shall be provided before approving the rental request.

10) Compliance with Applicable Policies Concerning Use of Facilities:

- a) The City of Allegan may refuse to enter into a rental agreement with a renter(s) based upon history of non-compliance of Facility Rental Policy. Renter(s) commits to ensuring that persons attending the activities for which the facility is being used are informed of applicable policies or regulations concerning use of the facility. Policies concerning weapons, illegal substances, alcohol, inappropriate behavior, animals, persons not authorized to be on City property, and use of facilities for political activity, other related matters will be discussed with the Griswold Facility Manager.

THE GRISWOLD AUDITORIUM RENTAL FORM
REQUESTS MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE EVENT



Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Email Address: _____

Contact Information of Person in Charge of the Event (Point of Contact)

Name: _____

Cell Phone: _____

Type of Event: _____

Ticketed Event? ☐ Yes ☐ No

Room(s) Requested (see following pages for additional details)

☐ Auditorium ☐ Banquet Room ☐ Marilla Lounge ☐ Club Room ☐ Whole Building

Sound and Light Operator for Auditorium? ☐ Yes ☐ No

Day Of (include set up & tear down times as well as times for multiple rooms)

Date: _____

Start Time: _____

End Time: _____

Equipment Requested

☐ Tables & Chairs (Quantity Requested: _____) ☐ Podium ☐ Microphone

Approximately How Many People Are Expected at the Event?

Approval (required signatures from one or both representatives)

Griswold Facility Manager

City Manager

BY SUBMITTING THIS CONTRACT, THE INDIVIDUAL/ORGANIZATION has full responsibility for the care of the area being used and will leave the facility in clean condition with equipment in place. It is further understood that the individual/organization assumes responsibility for the actions and damages of the individual/organization and/or its guests and that the City of Allegan is held harmless in any liability involving the above rental usage. The individual/organization is fully responsible to comply with the Allegan County Health Department regulations. If alcohol is being served, an alcohol agreement must be completed and proof of \$1,000,000.00 liability naming the City of Allegan as additional insured must be presented prior to the event.

Signature

Date

THE GRISWOLD AUDITORIUM RENTAL FORM
REQUESTS MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE EVENT
THIS PAGE FOR STAFF USE ONLY

Auditorium

Hours Requested.....

Cost Per Hour.....

Sound/Light Operator.....

Total.....

Deposit Amount (50%).....

Banquet Room

Hours Requested

Cost Per Hour.....

Total.....

Deposit Amount (50%).....

Marilla Lounge and Club Room

Hours Requested

Cost Per Hour.....

Total.....

Deposit Amount (50%).....

Whole Building

Hours Requested

Cost Per Hour.....

Sound/Light Operator.....

Total.....

Deposit Amount (50%).....

Use of Griswold Sign (\$20.00).....

GRAND TOTAL (DEPOSIT).....

GRAND TOTAL RENTAL.....

See Griswold Auditorium Use Policies and Procedures for complete rules & guidelines.

THE GRISWOLD AUDITORIUM RENTAL FORM

REQUESTS MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE EVENT

AUDITORIUM

Equipped with full theatrical lighting, sound, and natural acoustics, the Griswold's historic auditorium is the ideal place for a performance event, large meeting, or wedding ceremony. With use of the balcony, the auditorium can seat over 600. Stage dimensions are 28' by 22' with additional side stage areas.

Weekday Rate (Monday-Thursday)

- Hourly Rate - \$100.00
- Six Hours - \$400.00 (additional hourly rate after 6 hours - \$50.00)
- Hourly rate if rented in conjunction with Banquet Room - \$50.00
- Light/Sound Operator per day - \$200.00

Weekend Rate (Friday-Sunday)

- Hourly Rate - \$150.00
- Six Hours - \$750.00 (additional hourly rate after 6 hours - \$75.00)
- Hourly rate if rented in conjunction with Banquet Room - \$75.00
- Light/Sound Operator per day - \$200.00

BANQUET ROOM

This 3,300 square foot garden-level banquet area is ideal for wedding receptions, open houses, art shows, exhibits, classes, and anything else you can dream of that requires a large, open space. The stairway entrance from the upper level is perfect for a bride and groom's dramatic entrance. The lower entrance is barrier free and has an adjacent parking lot for guests. The Banquet Room can accommodate approximately 200 people and features an in-house serving kitchen and bar top for choice caterer.

Weekday Rental (Monday-Thursday)

- Hourly Rate - \$100.00
- Six Hours - \$400.00 (additional hourly rate after 6 hours - \$50.00)
- Hourly rate if rented in conjunction with Banquet Room - \$50.00
- Six Hours with Décor - \$500.00

Weekend Rental (Friday-Sunday)

- Hourly Rate - \$150.00
- Six Hours - \$750.00 (additional hourly rate after 6 hours - \$75.00)
- Hourly rate if rented in conjunction with Banquet Room - \$75.00
- Six Hours with Décor - \$850.00

MARILLA LOUNGE AND CLUB ROOM

The Griswold's lounges are perfect for showers, smaller open houses, rehearsal dinners, business meetings, or seminars. Depending on the event, the Marilla Lounge and Club Room can be transformed with a banquet, classroom, or theater style setup accommodating up to 75 people each.

Weekday Rental (Monday-Thursday)

- Hourly Rate - \$50.00
- Hourly Rate if rented in conjunction with Auditorium or Banquet Room - \$25.00

Weekend Rental (Friday-Sunday)

- Hourly Rate - \$75.00
- Hourly Rate if rented in conjunction with Auditorium or Banquet Room - \$50.00

FULL BUILDING (Auditorium, Banquet Room, Club Room, Marilla Lounge)

Weekday Rental (Monday-Thursday)

- Six Hours - \$1,100.00

Weekend Rental (Friday-Sunday)

- Six Hours - \$1,800.00