

FIA SPECIAL EVENTS



Includes:
Special Event Policy & Fees
Preferred Vendors
Bar Service Options



FLINT INSTITUTE OF ARTS



FLINT INSTITUTE OF ARTS

1120 E. Kearsley Street
Flint, MI 48503
(810) 234-1695
flintarts.org

SPECIAL EVENTS POLICY

MISSION

The mission of the FIA is to advance the understanding and appreciation of art for all through collections, exhibitions, and educational programs. Founded in 1928, the Flint Institute of Arts has long been recognized as one of the finest art museums in Michigan, housing a collection of over 9,500 ancient to contemporary American, European, African and Asian works of art.

DESCRIPTION

Located in Flint's beautiful park-like Cultural Center, the FIA's unique spaces described herein are available for special events. The FIA is not only one of the most attractive facilities in Genesee County; it is one of the best known and is equipped for hosting events of all kinds.

PURPOSE

Facilities are offered to serve the needs of the community, attract new audiences and raise funds in support of FIA programs and events.

TYPES OF EVENTS

Events may include corporate gatherings, annual company meetings, luncheons, dinners, award ceremonies, film screenings, lectures, symposia, wedding ceremonies, wedding receptions, celebratory religious functions, anniversaries, showers and more.

The FIA is unable to accommodate fundraisers other than those benefiting the FIA. Proms, political rallies or similar events for the purpose of endorsing candidates for public office and other inappropriate uses are not allowed.

Please note: The FIA reserves the right to make exceptions on a case-by-case basis.

EVENT REQUIREMENTS

As a museum with an important art collection, the FIA's policies and procedures are guided by the need to protect the art displayed and stored in the building, care for the building itself, and maintain the reputation of the Museum. Therefore, the Museum's facilities are made available to individuals and groups only under very specific conditions.

CAPACITY

The maximum capacity of a special (private) event held at the FIA is 250 guests, with the exception of the Theater which can hold 330 guests.

FACILITIES

Isabel Hall is a reception hall perfect for meetings, presentations, luncheons, dinners, and gala events. The room accommodates up to 150 guests with table seating or 200 auditorium style. Sophisticated neutral finishes provide an adaptable atmosphere for any occasion or color theme and comfortable padded chairs and round tables are available for a multitude of room configurations.

FIA Theater provides theater-style seating with 330 seats, including seven (7) wheelchair access spaces in the back row. The Theater is a perfect space for award ceremonies, lectures, and films, and may be scheduled during or after museum hours. The backdrop for the stage is a beautiful light painting by artist Stephen Knapp. Due to the risk of damage to the light painting, certain requests for the theater stage may be denied. The FIA does not permit activity in front of the retractable screen at any time. Food and drink are not permitted.

FIA Lobby A gorgeous glass façade with skylights that fill the open space with light can accommodate up to 150 guests for a strolling reception. Permanent installations include sculptures by Calder, Chihuly, and Pfaff. It may be scheduled before or after museum hours, but not during regular business hours.

Board Room This elegant room is prepared for small business gatherings with a large meeting table that seats 22-25 in the center of the room. With sofas, benches and side chairs the total seating occupancy of the room is 40.

Sheppy Dog Meeting Room A multi-purpose room with audio, visual, and multimedia capabilities. Small groups may use the room for lectures, meetings and other intimate events. This room can seat up to 30 depending on table and chair configuration and 45 auditorium style.

Hurand Sculpture Courtyard A space for contemporary large-scale sculptures. This open-air courtyard is available for small outdoor gatherings up to 100 guests seasonally and under approved circumstances.

BOOKING THE FIA

1. **Reserve the Date:** To reserve a date, please contact the FIA Events Department at 810-234-1695 or events@flintarts.org. The facilities are available daily, with the exception of holiday closures on New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. All events are subject to availability. **If a preferred date is available, the FIA will place a tentative two (2) week hold on that date.** If the date is not confirmed within the two (2) week time period, the date will be released. If the preferred date is within 21 days of the inquiry, the date will be held for 48 hours and a 50% deposit payment is due upon confirmation. (See No. 6 on Page 3 for payment procedures.)
2. **Application:** The client must fill out and complete an application which states the full nature of the event, contact and secondary contact information, start and end times, amount of time needed for FIA approved caterers/decorators to set up and breakdown, maximum number of people attending, vendors to be hired by the client, if fees will be charged in advance to those attending the event (See Restrictions, Page 6, No. 9), and all other pertinent details concerning the proposed event. An **Event Estimate** will be drafted and submitted by the Events Department for the client to review and accept. *Please provide proof of 501(c)(3) stature with application if applicable.*
3. **Event Contract:** Upon approval of the event by the FIA, a contract will be drafted based upon the information provided. The contract **must be signed** by the client and returned to the FIA **within 14 days of receipt**. A 50% deposit payment is due with the signed contract. The contract is ineffective until both are received.
4. **At least FOURTEEN (14) days prior to the event, the client must provide:**
 - List of event vendors and contact information
 - List of all items and materials to be brought in for event from client and vendors, subject to FIA approval
 - Choice of linens
 - Alcohol service selection if applicable – cash bar or preferred level of host bar
5. **At least SEVEN (7) days prior to the event, the client must provide:**
 - Payment in full
 - Final guest count – unaccounted guests may be denied entry into the event due to capacity limitations
 - Client emergency contacts
6. **Payment Schedule:**
 - (a) To secure the event date, a 50% payment of the total facility usage fee is due with the signed contract.
 - (b) Final payment, to include any additional charges, is due SEVEN (7) days prior to the event.
 - (c) Preferred method of payment is a check made payable to Flint Institute of Arts.

Please note: Client's credit card number will be kept on file in case overtime charges or damages apply (see Additional Fees, Page 5).

DAMAGES & CLIENT'S LIABILITY

The client is responsible for any damages and losses to the premises of the FIA or others caused by the client or any of the client's employees, agents, guests or other persons attending the event. The client agrees to save, secure, and keep harmless the FIA, its officers, and employees against claims of action, liability, judgments, costs, and expenses, including attorney fees, and in all things, strictly comply with the conditions of this policy. In addition, client shall indemnify defend, and save harmless the Flint Cultural Center Corporation (FCCC), FCCC's officers, directors, members, agents and employees against and from any liability or claim thereof (including, but not limited to, actual attorney fees and costs) whether for injury to persons, including death, or damage to property occurring on or arising out of the use of the premises by such client and contain a non-discrimination provision in substance. Failure to comply with any part of this schedule as outlined may result in cancellation of the event.

NONPROFIT DISCOUNT

The Flint Institute of Arts offers a 25% discount on room fees (not total facility usage fees) to nonprofit organizations with proof of 501(c)(3) stature. Proof should be provided at the time of application by letter from the IRS. Additional fees outside of the room rate apply at normal pricing.

Please note: The discount applies to the room fee only. There are no discounts on direct cost (setup/breakdown, security and staffing, maintenance, linens, etc.).

CANCELLATION POLICY

Cancellations made by the client after the contract has been signed will require a forfeiture of the entire deposit, which is 50% of the facility usage fee. Consideration will be given to reschedule the event by the end of the FIA fiscal year (July 1-June 30). If an event is cancelled following the final payment, due seven (7) days prior to the event, the entire facility usage fee is forfeited.

The cancellation of event agreement by the FIA shall be subject to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, Centers for Disease Control, state or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases), or other similar occurrence beyond the control of the parties, where any of those circumstances prevent the event due to building closure, social restrictions, or where any of them make it illegal, impossible, inadvisable, or commercially impracticable to hold the event. Client is eligible to reschedule for a later date or receive a full refund of any deposits or fees paid. Refunds will be made within 30 days of the cancellation.

<p>THE MUSEUM RESERVES THE RIGHT TO REFUSE OR CANCEL EVENTS ON THE BASIS OF SAFETY, OR INAPPROPRIATENESS OF THE PROPOSED EVENT AS DETERMINED BY FIA REPRESENTATIVES.</p>

MUSEUM SECURITY AND PROTECTION OF THE ART

All individuals must adhere to standard museum safety and security regulations and maintain proper order and decorum. Individuals or events must not create any hazard or impose undue hardship to the museum's facility, officers and employees, collections, exhibitions, or museum visitors. Events must be in agreement with the established museum regulations and not interfere with the public function of the museum. The authority of the FIA's security guards must be respected at all times. A certain amount of FIA security is included in the facility usage fee. Additional security fees may apply if the event extends beyond six (6) hours in duration or requires staffing beyond what is included in the facility usage fee. If alcoholic beverages are served at events with 120+ people, one or more additional security guards are required at an additional fee.

The FIA reserves the right to remove persons whose behavior may threaten the FIA's collection, persons, or property, including guests that appear to be under the influence of alcohol or other substances. Artwork cannot be touched and any disturbance is prohibited.

PREFERRED VENDORS

The FIA prefers a client to choose a caterer, florist, or decorator from the approved list. Those on the list have satisfied the requirements of the FIA and the unique needs of events in an art museum. If you choose to select a vendor that is not listed for your event, they must fill out a vendor application and provide it to the FIA Events Staff for approval. All vendors must provide proof of workers compensation, liability insurance, and health department licenses (if applicable). There is a \$150 fee applied to the event invoice for selecting a vendor that is not listed as they have not yet proven they can meet the standards required by the FIA (guidelines available upon request). The FIA's top priority is to preserve the artwork and structure of the museum. Once an unlisted vendor has proven they meet the standards required by the FIA they will be given the opportunity to be added to the Preferred vendor's list at the discretion of the FIA. Failure to comply with the FIA's regulations will result in removal from the list.

EVENT CATERING

All caterers must provide proof of workers compensation, liability insurance, and health department licenses. A licensed holding kitchen is available for approved catering services and must adhere to the vendor guidelines. Caterers must provide setup, food service, and breakdown of their items. The FIA is not responsible for these services.

FLORISTS/DECORATIONS

All florists and décor suppliers must provide proof of workers compensation and liability insurance. It is strictly prohibited for the client or vendor to move, alter, or obscure FIA property in any way. Decorations and their installation must be approved by the Events Department 14 days prior to the event. All live floral arrangements and plants must be assembled off premise and fumigated for pests 24 hours prior to delivery. All live arrangements must be removed from FIA property at the conclusion of the event. Florists and decorators must provide setup and breakdown of their items. The FIA is not responsible for these services.

BEVERAGES

The Flint Institute of Arts retains a Class C liquor license, and by law must provide all liquor, beer, or wine used at any function held at the FIA. In accordance with the Michigan Liquor Control Commission, no guests are allowed to bring alcoholic beverages into an event held at the FIA. No person under the legal drinking age of 21 will be allowed to consume or purchase alcoholic beverages. Law prohibits serving any guest who appears intoxicated. The FIA reserves the right to refuse service to anyone who poses a threat to persons or property. Guests that do not adhere to these laws will be asked to leave and if it is deemed necessary the event will be shut down at the discretion of the FIA.

Bar service is available for a fee, which includes a cleaning surcharge and bartenders determined by the number of guests.(see Beverage Service document for bar service options and fees) Any events with alcohol service that exceed a capacity of 120 guests are subject to additional staffing fees.

Please note: In accordance with state law, alcoholic beverages are not offered between 2:00am and 7:00am, Monday through Saturday, and 2:00am to 12:00pm on Sundays. *Beverage service may commence at the beginning time stated in the Event Contract and must end ½ hour before the listed end time. This ensures guests will have the appropriate amount of time to finish their beverages and depart safely.*

MUSIC/ENTERTAINMENT

Plans for music, dancing, and other forms of entertainment must be fully described in the application and are subject to approval. The FIA is equipped with a Steinway concert grand piano available for an additional fee. Location of piano at the event is subject to advance approval by the FIA.

Please note: *Dancing is permitted in Isabel Hall only with use of a dance floor rented from the FIA or FIA approved vendor.*

PRINT, PRESS AND PHOTOGRAPHY

All marketing materials relating to the event that involve the Flint Institute of Arts name or logo, including invitations, programs, promotional material, press releases, print and radio ads, must be reviewed and approved by the FIA at least **14 days prior to publishing.** Private events may list the FIA, as the location only, without marketing approval.

The FIA reserves the right to photograph during events for archival purposes. Plans for photography or media coverage for an event must be presented in advance for approval and a signed Photography Policy must be submitted. Photographs for personal use are permitted. Photographs for commercial use and/or publication must be approved by the FIA prior to publishing. Photography of artwork is strictly prohibited where a 'no camera' symbol appears and in temporary exhibition galleries. Flash, tripods and selfie-sticks are prohibited. Due to copyright regulations, works of art may not be photographed without the prior written consent of the museum. The FIA reserves the right to appropriate film or digital media.

PARKING

35 parking spaces are accessible in the North parking lot and 37 parking spaces are available in the South parking lot. Contiguous overflow parking is available. Events where overflow parking is necessary may require an additional cost for security guards to patrol the parking lot. 4 Four (4) handicapped spaces are available in the north lot and three (3) spaces in the south lot. The North entrance has a canopy that extends over the driveway to accommodate valet services. Bus parking is available in the south parking lot. Parking availability is not guaranteed and on any occasion may be limited.

VALET SERVICE

The FIA does not provide valet service. If a client hires a valet service, the company's name and proof of liability insurance must be provided to FIA event staff 14 days prior to the event.

ADDITIONAL FEES

If the client and their guests remain in the room past the contracted time, a courtesy of 15 minutes will be provided to vacate the room. After the allotted time the client will be charged an additional hourly room fee.-Additional fees may be charged for extensive non-standard room arrangements. The exact facility usage fees for an event are established after the client has fully described the event, expected attendance and specific requirements. Further changes to the event may require additional fees.

MUSEUM SHOP AND CAFE

If an event falls outside of normal museum hours and the client wishes to have the Museum Shop open, a fee of \$75 per hour from the normal closing time of 5pm will be added to the event contract. If the client wishes to sell merchandise, it must be sold through the Museum Shop and its employees. Sales are tracked through the event and within four weeks the client will be mailed a check for 50% of the net profit. The other 50% is retained for the Museum Shop.

If an event falls outside of normal museum hours and the client wishes to have The Palette Café open, a fee of \$75 per hour from the normal closing time of 5pm will be added to the event contract.

THE MUSEUM GALLERIES have been renovated and installed with one of Michigan's most important art collections. The visual experiences captured in the Museum Galleries are sure to delight your guests, young and old alike. Galleries include a video gallery and a temporary exhibition gallery that changes exhibits throughout the year.

The Museum Galleries may be opened after hours for your guests to stroll and enjoy the art at their leisure for an additional charge. Private tours with the Executive Director, Curator or docents may be arranged for a fee. The Lobby may be set up for a greeting/registration area or for refreshments. ***Food and drink are not allowed in the galleries at any time.***

Galleries are not available for private use during normal operating hours. For FIA fundraising events and performances, the museum's galleries are reserved for use by the FIA and its auxiliary organizations, the Founders Society, Friends of Modern Art and the Docents Corps.

TOURS AND EXHIBITION VISITS DURING EVENTS

Guided tours of the galleries and/or special exhibitions are available for an additional fee. Time and seasonal restrictions apply. Please allow at least four (4) weeks advance notice for arranging tours.

RESTRICTIONS

Failure to comply with any part of these restrictions will result in cancellation of the event.

- 1) Event estimates and agreements will not be issued to minors.
- 2) Event agreements cannot be transferred, reassigned or sublet.
- 3) Children (under 18) must be accompanied by an adult (18 and over). Minimum of one (1) adult per four (4) children.
- 4) Food and beverages are prohibited in the galleries, theater, and board room.
- 5) Smoking and vaping is prohibited inside the museum and within 50' of an entrance.
- 6) Use of illegal substances is prohibited, including marijuana under federal law.
- 7) No live animals, except service animals, are permitted.
- 8) Wind instruments are not permitted.
- 9) Monies cannot be collected at the museum for ticketed events, auctions, raffles and fundraisers that benefit anyone other than the FIA. If fees are charged, they must be collected in advance.
- 10) All physical items, including tables, chairs, decorations and vendor stations must remain 6' away from all walls and artwork within the museum. The Events Department will work with the client on an approved floor plan that facilitates the events needs.
- 11) Nothing may be affixed to the walls, nothing may be removed from the facilities and all FIA installations must remain in place.
- 12) Any equipment, decorations, tables, chairs, etc., left in the event space prior to or following the event will cause additional blocks of time to be charged to the client .
- 13) In the interest of safety, only FIA employees may move tables, chairs, equipment, decorations, etc.
- 14) A kitchen is available for catering service. Client provides dishes, silverware, cooking utensils, tablecloths, dishtowels, etc., through chosen catering service.
- 15) No cooking is allowed outside of the catering kitchen and all cooking in the kitchen must be specified and approved in advance and prepared by approved caterers only.
- 16) No outside food and drink is allowed except that prepared by an approved caterer.
- 17) No fryers, popcorn machines, cotton candy machines, punch machines, chocolate or champagne fountains. This includes items belonging to the FIA unless prior arrangements have been made.
- 18) Deep frying in any form is not permissible anywhere on the premises.
- 19) No helium balloons, fog machines, sparklers, glitter (in any form), ice machines, or fountains of any type may be used.
- 20) No open flames or candles are permitted.
- 21) Lily stamens must be removed from floral arrangements before entry to the FIA.
- 22) Bouquet tosses are allowed in Isabel Hall only.

**THIS POLICY IS SUBJECT TO REVIEW AND REVISION BY THE
FIA BOARD OF TRUSTEES PRIOR TO YOUR SCHEDULED EVENT.**



FACILITY SPACES – Available for a 2-hour minimum

Isabel Hall	\$350 per hour
Lobby	\$250 per hour
Theater	\$300 per hour, A/V Technician included
Courtyard	\$250 per hour
Board Room	\$150 per hour, no food or beverage allowed
Sheppy Dog Meeting Room	\$100 per hour
Art School Studio	\$75 per hour
Hot Shop Lobby	\$150 per hour, setup/breakdown included
Palette Café Patio	\$125 per hour
Bray Gallery	\$500 per hour, private event in gallery
Permanent Galleries	\$175 per hour after regular museum hours for guests to stroll
Hodge & Henry Galleries	\$100 per hour after regular museum hours for guests to stroll
Contemporary Craft Gallery	\$250 per hour after regular museum hours for guests to stroll
Museum Shop	\$75 per hour after regular museum hours
Palette Café	\$75 per hour after regular museum hours

BAR SERVICE – See beverage service document

Setup/Cleaning Surcharge	\$50 per event
Bartenders	\$25 per hour, minimum of three hours

Recommended:

1-100 Guests	(1) bar with one (1) bartender for three hours
100-150 Guests	(1) bar with two (2) bartenders for three hours
150-300 Guests	(2) bars with three (3) bartenders for three hours

EQUIPMENT & OTHER ITEMS

Multimedia Equipment	Included with rental of Isabel Hall and Theater
Portable Projector	\$50 per use
Portable Screen	\$25 per use
Portable Speaker	\$50 per use
Steinway Grand Piano	\$150 per use
Dance Floor	\$250 per use
Easels	\$10 each
Linen Delivery	\$50 per event
120" Round Poly Linen	\$16 each – additional fabrics available at varied cost
90" x 156" Banquet Poly Linen	\$18 each – additional fabrics available at varied cost
Cloth Napkins	\$2 each, variety of colors

STAFF

Director or Curator Tour	\$250 per tour with a maximum of ten (10) guests
A/V Technician	\$25 per hour
Security	\$15 per hour if additional security is required
Coat Check	\$15 per hour per staff member

OTHER

Setup/Breakdown	\$150 per event
Courtyard Sculpture Removal	\$5,000 per event

- + Non-Profit Organizations receive a 25% discount on room rental fees only
- + Individual and Business Rubens Society members receive a 25% discount on room rental fees only
- + Individual and Business members at the Donor Level receive a 10% discount on room rental fees only



FLINT INSTITUTE OF ARTS

Photography Policy

Photography for personal use is permitted in permanent collection galleries, except where “No Photography” is noted on an object’s label with the symbol below.



Photography in temporary exhibition galleries is not permitted.

Photographs may not be published, distributed or sold for commercial purposes.

Flash photography, tripods, and selfie-sticks are not permitted in the museum.

To request photographs for commercial or publishing uses, and to schedule photo, video, or commercial shoots please contact Collections Manager, Heather Jackson at hjackson@flintarts.org.

By signing I agree to and understand the photo policy of the Flint Institute of Arts. I also understand that it is my responsibility to gain permissions from artists/representatives if I so choose to use images for any purpose other than personal use.

Name/Company

Signature

Date

*The FIA would appreciate it if you would tag us in your FIA photos on social media using #flintarts



FLINT INSTITUTE OF ARTS

Preferred Caterers



Andiamo

Morgan Homier
7096 E. 14 Mile Road
Warren, MI 48092
586.268.0200

www.andiamoitalia.com



501 Bar & Grill

Joe Kukla
500 S. Saginaw Street
Flint, MI 48502
810.410.4406

www.501barandgrill.com



Bella Birches

Charity & Garrett Wagner
606 N. McKinley Road
Flushing, MI 48433
810.867.4048

www.bellabirches.com



Blackstone's Pub & Grill

Patti Bergstrom
531 S. Saginaw Street
Flint, MI 48502
810.234.9011

www.blackstonesgrill.com



Chubby Duck

Ian Diem
Flint Farmer's Market
300 E 1st St
Flint, Michigan 48502
517.575.8833

chefiandiem@gmail.com



Cork on Saginaw

Marge Murphy
635 S. Saginaw Street
Flint, MI 48502
810.422.9625

www.corkonsaginaw.com



CRUST – a baking company

Holly Nachtigal
104 W. Caroline at River St.
Fenton, MI 48430
810.629.8882

www.crustandbeyond.com



The Laundry

Jodi Brunori
125 W. Shiawassee Avenue
Fenton, MI 48430
810.629.8852

www.lunchandbeyond.com



The Local Grocer

Erin Caudell
601 Martin Luther King Ave
Flint, MI 48502
810.285.9900

www.thelocalgrocer.com



Larry Miller

3482 Breeze Pointe Court
Linden, MI 48451
810.577.8618

millerlr@gmail.com



Redwood Steakhouse

Joan Ruhl
5304 Gateway Center
Flint, MI 48507
810.233.8000

www.theredwoodlodge.com



Semi-Sweets

Rachel Hougen
Flint Farmer's Market
300 E 1st St
Flint, Michigan
810.640.8504

www.semisweets.com



FLINT INSTITUTE OF ARTS

Preferred Vendors



Appearance Valet

Michelle Yaklin
810.444.5176
appearancevalet.com
appearancevalet@hotmail.com
(valet parking)



Ketzler's Florist (Bovan Floral Group)

Lori Bausack
3188 W. Hill Rd.
Flint, MI 48507
810.238.2694
bentleyflorist.com
ketzlersflorist@yahoo.com
(floral)



Black Tie Productions

3726 Richfield Road
Flint, MI 48506
800.232.9750
blacktieproductions.com
craig@blacktieproductions.com
(DJ, rental items)



Mary's Bouquet & Gifts

Page Santoro & Jodie Santoro-Billbrough
G-4137 Fenton Road
Burton, MI 48529
810.235.3822
(floral)



Divine Events & Linen

Kisha Williams
divineeventsandlinen.com
info@divineeventsandlinen.com
810.877.1210
(linens & rental items)



Special Occasions

Jamie Carnes
7413 Fenton Road
Grand Blanc, MI 48439
810.603.1380
specialoccasionsmi.com
events@specialoccasionsmi.com
(linens & rental items)



Gerych's

713 West Silver Lake Road
Fenton, MI 48430
810.629.5995
gerychsdesign.com
(floral, event planning & rental items)



Vogt's Flowers

Kreg Krueger
728 Garland Street
Flint, MI 48503
810.238.6487
vogtsflowers.com
desk@vogtsflowers.com
(floral & rental items)

GLEASON STUDIOS

Gleason Studios

Michael Gleason
810.288.1564
www.gleasonstudios.com
contact@gleasonstudios.com
(photography, drone, graphic design)

The Whole 9Yards

Dennis Ward
Fenton, MI 48430
810.962.1784
whole9yds.com
thewhole9yds@aol.com
(fabric draping)



Jessica Hatter Photography

Jessica Hatter
810.814.8082
jhatter.com
jessica@jhatter.com
(photography)





FLINT INSTITUTE OF ARTS

BEVERAGE SERVICE

The Flint Institute of Arts (FIA) retains a Class C liquor license, and by law must provide any liquor, beer and/or wine used at any function held at the FIA.

In accordance with the Michigan Liquor Control Commission, no guests are allowed to bring alcoholic beverages into an event held at the FIA. No person under the legal drinking age of 21 will be allowed to consume or purchase alcoholic beverages. Law prohibits serving any guest who appears intoxicated. The FIA reserves the right to refuse service to anyone who poses a threat to persons or property. Guests that do not adhere to these laws will be asked to leave and if it is deemed necessary the event will be shut down at the discretion of the FIA.

Renters and their guests may only purchase alcohol from the FIA. Alcohol cannot be purchased from a caterer. Law prohibits donated alcoholic beverages.

Special Request

See the attached brand and pricing list for your choice of beer, wine or liquor. Other beer and wine is available upon request and are priced accordingly. The renter must place and pay for special orders 30 days in advance. The order will be placed with a licensed distributor. If the renter chooses to use specialty brands, each unit must be paid for regardless of whether each unit is consumed.

Minimum Required Bar Staff

1-100 Guests - (1) bar with one (1) bartender for three hours
100-150 Guests - (1) bar with two (2) bartenders for three hours
150-300 Guests - (2) bars with three (3) bartenders for three hours

Bar Service Options

Cleaning Surcharge - \$50 per event

Plasticware, non-alcoholic mixers and fresh fruit are included in all bars. Glassware may be outsourced from an approved vendor.

1. Cash Bar – guests pay cash, bartenders collect gratuities
Bartenders - \$25 per hour, minimum of three hours
2. Host Bar Package – Bartenders included. Host pays hourly rate per expected guest attendance of those aged 21 & over according to the fees below. Guest count must be provided seven days prior to the event date. Host pays a 20% service charge and 6% MI state tax. *The bartender will not collect gratuities at a Host Bar unless given permission to do so by the host. A 20% service charge is applicable even if the host agrees to a tip jar.*

HOST BAR PACKAGES	FIRST HOUR/GUEST	ADD. HOURS/GUEST
House Liquor • includes domestic beer + house wine	\$12	\$4
Top Shelf Liquor • includes house bar + import & craft beer	\$15	\$5
Reserve Liquor • includes house + top shelf choices	\$18	\$6
Beer & Wine Only	\$10	\$3

3. Combination Bar – mix of cash and host bar package (e.g. host pays hourly fee for first hour, guests pay per drink for remaining hours).

Bar Menu

SPIRITS

HOUSE | \$6 | ROCKS/NEAT + \$2

Jim Beam Bourbon
Gordon's Gin
Bacardi Rum
Captain Morgan Rum
Malibu Coconut Rum
Grants Blended Scotch
Jose Cuervo Tequila
Tito's Vodka
Jack Daniels Whiskey

TOP SHELF | \$8 | ROCKS/NEAT + \$3

Bulleitt Bourbon
Maker's Mark Bourbon
Bombay Sapphire Gin
Grey Goose Vodka
Crown Royal Whiskey
Jameson Whiskey

RESERVE | \$12 | ROCKS/NEAT + \$4

Basil Hayden's Bourbon
Johnnie Walker Black Label
Hennessy Cognac
Glenfiddich 12yr Scotch
Casamigos Tequila

WINE

\$12/glass

Josh Cabernet
Josh Chardonnay
Josh Sauvignon Blanc
La Marca Prosecco
Meiomi Pinot Noir

\$8/glass

19 Crimes Red Blend

BEER/SELTZER

Bell's Seasonal	\$6
Truly	\$5
Modelo	\$5
Bud Light	\$4
Miller Lite	\$4

NON-ALCOHOLIC

Soft Drinks	\$2
• Coke, Diet Coke, Sprite, Vernors	
Juice	\$2
• Cranberry, Orange, Pineapple	
Tonic Water	\$2
Club Soda	\$2
Bottled Water	\$2