



## Belle Isle Aquarium Private Event Rental Information



### Rental Time & Pricing\*

- The Belle Isle Aquarium (BIA) is available for private rentals:
  - Monday-Sunday 4:30pm – 12:00am (year-round)
- The facility is rented at a rate of \$100/hr. Rental requires a minimum of 4 hours. The maximum rental time is 8 hours. Set up and clean up must take place during the contracted rental time.
- You may book one additional hour beyond the maximum 8-hour rental, to accommodate clean-up, at a rate of \$150/hr.
- All event guests must vacate the facility by 12:00am.
- Tear down must begin no later than 12:00am.
- Exceeding the contracted rental time will result in the forfeit of the security deposit.

*\*All information in this packet is subject to change. We encourage you to book your event as soon as possible to secure these rates.*

### Event Planning + Management

- The BIA is a very unique venue. In order to assure that the facility is a good fit for your event, we encourage you to visit the facility in a one-on-one consultation. Consultations are available by appointment only. These visits are helpful for answering any specific questions and mapping out your event plans in an effort to set the most accurate expectation of the facility. We encourage you to visit **before** applying to host your event at the BIA. Email [biarentals@belleisleconservancy.org](mailto:biarentals@belleisleconservancy.org) to inquire about an appointment.
- If you arrive more than 15 minutes after your scheduled appointment time, without prior notice, your security deposit will be forfeited.
- On-site management during your event will be provided by *Lashee Floral & Events*. You, or another designated person, must check in with this representative on the day of the event before setting up, and must be on-site throughout the entire event until all guests have departed and the event has been cleaned up.
- The BIC/BIA does not provide event planning services. You are welcomed to hire an event planner to plan your event and correspond with our team on your behalf.

## Event Set-up & Décor

- Please reference the ADDITIONAL OPTIONS at the end of this packet for in-house equipment rental.
- Besides the items available to rent from the BIA, you are responsible for providing your own furniture and equipment.
- Such items, including furniture and catering equipment, may be rented from an outside vendor. You are responsible for managing the delivery, set-up, and removal of these outside rentals.
- The BIA Event Team will assist with determining the most suitable floorplan.
- **The BIA does not accommodate formal banquet style events.**
- All equipment and decorations must be removed at the conclusion of your event.
- Decorations are allowed with the exception of glitter, confetti, adhesives, and balloons.
- Candles and open flames are strictly prohibited with the exception of the use of Sterno for catering services.
- Use of the outdoor [east] lawn area is not allowed without permission. Fees and State permits can be associated with use of this area. Please inquire.

## Food + Beverage

- You may provide food and beverages for your guests. However, the BIA does not provide a kitchen or service areas. A multi-purpose room, furnished with two 8'x30" tables, is available to stage catering and other service items. You are permitted to use chafing dishes.
- Professional catering services may be contracted by a caterer of your choice provided that the caterer is licensed and insured in the state of Michigan. Caterer's license and insurance must be submitted prior to your event.
- **No alcoholic beverages may be consumed without specific prior permission.**
- Direct liquor sales where there is any monetary exchange made for alcoholic beverages, i.e. event admission, cash bar, drink tickets, etc. requires a liquor license issued by the State of Michigan Liquor Control Commission. Such licenses are only issued to non-profit organizations.
- Private and corporate events may serve alcoholic beverages as long as there is no charge to guests for the beverages, food, or to attend the event. A licensed and insured catering or bartending service provider must be hired to serve alcoholic beverages at your event, or, you must acquire host liability policy.
- Documentation of required liquor license and/or insurance must be submitted prior to your event.

## General Information

- The Belle Isle Aquarium is located at 3 Inselruhe Ave., Detroit MI, 48207 at Belle Isle Park.
- Event patrons are restricted to the public areas of the facility.
- First come first serve parking is available on site at the BIA. Parking is unsecured, however, State and DNR law enforcement patrols the entire island. The lot can accommodate approximately 100 cars, but we cannot guarantee spaces. Please be mindful that Belle Isle Park is a public park and parking can be limited on busy days.
- Groups consisting of children under the age of 18 must have one responsible adult for each (10) children.
- Pets are strictly prohibited from the premises, both indoors and outdoors, of the Belle Isle Aquarium, with the exception of service animals.

- A State of Michigan Recreation Passport is required for vehicles parked on the island. Please visit [www.michigan.gov/recreationpassport](http://www.michigan.gov/recreationpassport) for more information. This policy cannot be waived for events on the island.
- Smoking or tobacco use are not permitted inside or on the premises of the facility. Smoking is not permitted within 25 feet of a public entrance.
- The Belle Isle Conservancy and the Michigan Department of Natural Resources are **not** responsible for lost or stolen items or damage incurred to one's property.
- Please note that the traffic pattern on the island will change for the Grand Prix beginning in mid-May until mid-June. **Events may not be booked from May 19 – June 9, 2019 because of restricted access to the facility.**
- The BIA is not available for rentals on major US holidays.

### The Application Process + Securing Your Date

- Due to the historic nature of our building and the sensitivity of our live exhibits, some types of events may be deemed inappropriate for the Belle Isle Aquarium. Additionally, the BIA may not be rented for any event that the Belle Isle Conservancy deems inconsistent with its character and/or its mission of preserving and protecting Belle Isle.
- Client must submit an application for approval of the facility rental.
- The application process is as follows:
  - Submit application to [biarentals@belleisleconservancy.org](mailto:biarentals@belleisleconservancy.org) or on site at the BIA.
  - Please allow 10 business days for review.
  - Application is approved or denied by BIA staff.
  - An invoice is issued upon approval.
  - A \$250 refundable security deposit and a signed rental contract must be submitted **within 3 business days** of receiving an invoice to secure your date.
  - Consult with BIA Events Team to confirm floor-plan , additional equipment, and schedule outside vendors as necessary.
  - Remaining balance, catering permit, and alcohol permit are due 2 weeks prior to your event.
- **Depending on the scale of the event, some applications will not be approved without an on-site consultation with event staff.** The BIA is a unique venue and it can be difficult to accurately discuss details over the phone or email. We may require a site visit to ensure that your expectations of the facility are accurate, and so that we can deliver the best experience for your event. The Belle Isle Conservancy will not be responsible for any assumed expectations of the facility.
- If the balance, security deposit, and permits for your reservation are not received on time, your event will be subject to cancellation without a refund.
- The security deposit will be refunded within 30 days upon inspection that the facility was returned to its original condition.
- Payments can be made by cash, check, or credit/debit card. Please contact the BIC office for more information.
- You may book an event no less than 30 days, no more than one year, before your event date.

## **ADDITIONAL OPTIONS**

The following items may be added to your rental:

### **30" Diameter Cocktail Tables** – \$8.00 each table

- Total of 20 tables available
- Tables can accommodate two different heights:
  - 42" Height: Ideal for strolling/cocktail style events; Uses floor length linen size 120" round
  - 30" Height: Ideal for bistro style seating; Uses floor length linen size 90" round
- Cocktail tables cannot hold a formal place setting; can accommodate 3-4 chairs
- Table dressing is required
- The BIA **does not** provide any linens

### **8'x30" Divider Tables** - \$15 each table

- Custom tables for use on top of the divider extending from the front to the rear of the building
- Tables measure 8ft. x 30"
- Linen size: 90" x 156"
- Tables suitable for buffet style or stationed food service and other event displays.
- Total of eight tables available
- The BIA **does not** provide any linens

### **8'x30" Standard Tables** - \$8 each table

- Tables measure 8ft. x 30"
- Floor length linen size: 90" x 156"
- Total of six tables available
- The BIA **does not** provide any linens

### **Audio Only** - \$75 flat rate

- Portable PA System, microphone and stand

### **Coat/Garment Rack + Hangers** - \$45 flat rate

- Two racks available
- Includes approx. 100 hangers