EVENT PLANNING GUIDE
TABLE OF CONTENTS

Overview of The Center ........................................................................ 3
Planning Information ............................................................................ 5
Rooms Available .................................................................................. 7
    Theater .......................................................................................... 7
    Community Engagement Room ...................................................... 9
    Donor Lounge ............................................................................... 11
    Main & Upper Level Lobby .............................................................. 12
    Exterior Space ............................................................................... 13
    Main Level Patio & Rooftop Terrace ................................................ 15
Contact Information ........................................................................... 17
The Center’s mission is to inspire, entertain, and educate through the performing arts with year-round, world-class performances, affordable ticket pricing and robust educational programming. With a vision to serve as a cultural and social hub for Northern Michigan.
The Great Lakes Center for the Arts has six unique spaces available for rent, perfect for private and business events, weddings, and social events.

FEATURES

- High-speed wifi throughout
- Catering / staging kitchen on Main Level
- Ample parking on site
- Porte cochère
- State-of-the-art features throughout

We welcome the opportunity to host you and your special event, business, or organization at The Center!

greatlakescfa.org  info@greatlakescfa.org  231.439.2600
ROOMS AVAILABLE

THEATER

- 525 seats, including box seating
- State-of-the-art acoustics and equipment, including a 45-foot wide cinema screen
- Large stage: 35 feet deep x 78 feet total width, including wing space, plus 9 feet additional stage thrust with the removal of the first two rows of seats
COMMUNITY ENGAGEMENT ROOM

• 4,000 square feet for versatile use
• Variety of configurations for table and chairs seating, chair seating only, or mix
  • Tables and chairs: 256 capacity
  • Chairs only, lecture: 246 capacity
DONOR LOUNGE

• 800 square feet of intimate space ideal for board meetings, private dining, or receptions
• Adjacent and connected to Rooftop Terrace
• Equipped with a flat-screen, high-definition television with presentation ability
• Portable bar service available

MAIN & UPPER LEVEL LOBBY

• Host elegant receptions in the open Main or Upper Level Lobby
• Portable bar service available
EXTERIOR SPACE

- Space for up to 40' by 60' tent on south lawn
- Electricity available
ROOMS AVAILABLE

MAIN LEVEL PATIO & ROOFTOP TERRACE

MAIN LEVEL PATIO
• 700 square feet
• Comfortable seating for 60
• Beautifully landscape

ROOFTOP TERRACE
• 4,200 square feet
• Accommodates 180 seated and 280 standing
• Overlooking Lake Michigan and Bay Harbor Village
• Portable bar service available
Host your next event on the shores of Lake Michigan at the Great Lakes Center for the Arts

800 BAY HARBOR DRIVE  BAY HARBOR, MI 49770
greatlakescfa.org  info@greatlakescfa.org  231.439.2600