

# Grosse Pointe Historical Society

## Provencal - Weir House Rental Information

As a member of the Grosse Pointe Historical Society you can apply to rent the 1823 Provencal-Weir House (PW House) for your event. Just follow the steps below and you will have a memorable event in our unique and historic Society Headquarters and Museum House!

1. Call the Society to check availability for your date at 313-884-7010, or send us an email at [gphistorical@aol.com](mailto:gphistorical@aol.com).
2. After checking, we will confirm with you, by phone or email, that the PW House and a GPHS docent are available for your event. The docent will open and close the PW House for you and be on hand to answer questions about the House. The docent will be present at the House during your event.
3. Download the [PW House Rental Application and Agreement](#), sign and send in payment to secure your date. Generally, the PW House is \$200.00 for a three hour event, and \$100.00 for each additional hour. You are responsible for set-up, clean-up, damages and any liquor liability issues. Your credit card number is required.
4. Contact one of our preferred caterers directly for your event. View their menus and contact them directly at:
  - [Just Delicious](#)
    - [Dish](#)
  - [Marchiori Catering](#)

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The GPHS is not able to answer any questions regarding the serving of alcohol on the premises. If alcohol is being served you must complete the necessary state paperwork. For your convenience we provide the following related links:

[Michigan Liquor Control Commission](#)

[Application For Special License](#)

## PW House Rental Rules

Non-Approved Activities and Functions - The following activities are NOT allowed:

- Political Fund Raisers
- Any Use Involving Illegal Activities
- Any Activity or Use Deemed Inappropriate by the Grosse Pointe Historical Society

### Hours of Operation and Use

Rentals are available until 11 p.m. Groups that do not vacate the building by their contracted departure time will be assessed additional fees to be deducted from their deposit.

### Cancellation and Refund Policy

Refund requests will be considered only when in writing. Both the rental and deposit will be refunded if a written cancellation notice is received more than two (2) months prior to the scheduled event.

### Set-Up, Take-Down, and Clean-Up Policy

- The sponsoring member is responsible for the complete clean-up.
- All tables and chairs will be set-up and taken down by the renter.
- All counters and coffee pots must be properly cleaned.
- All ovens, stoves, microwaves, and sinks must be cleaned.
- All food and beverages must be removed from the refrigerator.
- All spills on floors must be mopped up.
- All floors must be swept and carpets vacuumed of all trash and debris and properly disposed of.
- All trash must be disposed of in the maintenance area and new trash bags must be inserted in the trash containers.
- The GPHS will provide the cleaning equipment and supplies.
- Failure to properly clean the areas used will result in deductions up to the full amount of the deposit and potential forfeiture of the right of future rentals.

### Building and Equipment Damages

- The sponsoring member will be responsible for any and all damages to the property including buildings, equipment, and furnishings.
- Any damages in excess of the deposit amount will be invoiced to the sponsoring member.
- The sponsoring member is responsible for notifying GPHS Staff of any pre-existing damages, etc. prior to their rental period.

## PW House Rental Terms and Conditions

- The rental fee for the Provencal-Weir House is \$200 for 3 hours, including any set-up time. Additional rental time may be arranged in advance at the rate of \$100 per hour. The Grosse Pointe Historical Society (GPHS) reserves the right to bill and collect for any additional time if Applicant(s) and/or guests remain longer than as pre-arranged.
- One-half of the rental fee is due as a deposit at the time this Application and Agreement is submitted. The deposit is refundable to Applicant(s) if the event is canceled in writing at least 90 days prior to the event date. The remaining balance is due 30 days prior to the event date. In addition to the rental fee, by signing this Agreement, Applicant agrees that the GPHS may charge Applicant's credit card for any damage to the Provencal-Weir House or its contents or grounds caused as a result of the event, as determined by the GPHS.
- A GPHS docent will be present during each event, including during set-up and clean-up times. Applicant is solely responsible for all set-up and clean-up.
- The number of guests for an event to be held inside the Provencal-Weir House will be limited to 25 for a sit-down meal, and 50 for a buffet meal. For events to be held both inside and outdoors, the number of guests will be limited to 75.
- All food to be served at the event must be provided through one of the GPHS's preferred caterers, by separate written agreement between Applicant and the caterer, subject to approval by the GPHS.
- If liquor is served at the event, only beer and white wine will be permitted. Applicant will be responsible for obtaining an appropriate liquor license and/or insurance rider as required by law and/or at the request of the GPHS. In addition, the GPHS reserves the right to impose additional conditions in connection with the serving of alcohol, including but not limited to the prior removal of certain rugs or other furnishings. Applicant agrees to assume all liability in connection with furnishing and serving liquor and agrees to defend and indemnify the GPHS in connection therewith as indicated below.
- No smoking is allowed inside or on the grounds of the Provencal-Weir House. No pets are allowed inside the House.
- The furnishings of the Provencal-Weir House are fragile. Guests are expected to act accordingly and are not allowed in any room or area that is roped off. Children must be closely supervised.
- For cleaning reasons, no confetti or rice may be thrown at weddings or other events.
- All checks should be made payable to the "Grosse Pointe Historical Society"

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381 Kercheval Ave. - Grosse Pointe Farms, Michigan 48236 - 313.884.7010

[www.gphistorical.org](http://www.gphistorical.org)