

# The McCabe-Marlowe

HOSPITALITY HOUSE

*A House with Heritage  
Complementing A Tradition of Excellence*



74 Lafayette Avenue, NE  
Grand Rapids, Michigan 49503  
(616) 234-3931

## ALCOHOL POLICY

If you are planning to serve alcohol at your event, there is a policy in effect requiring you to provide a certificate of insurance covering liability and property damage. This policy has been established by the Grand Rapids Community College Foundation, owners of the McCabe-Marlowe House, upon recommendation of their lawyer and insurance carrier.

The certificate of insurance **must name** the Grand Rapids Community College Foundation/McCabe-Marlowe House as an additional named insured, **must specify the date** of your event, and **must have a minimum amount of \$1,000,000** liability coverage for each occurrence. This "Host Liquor Liability" certificate is available from your insurance carrier, as part of your homeowner's, renter's, or business policy, at no cost to you (depending on your current amount of coverage).

If this certificate is not received by us 24 hours prior to your event, you may still hold your event, but will not be allowed to serve alcohol to your guests.

Please mail or fax the certificate to:  
Grand Rapids Community College  
Food Service  
151 Fountain Street, NE  
Grand Rapids, MI 49503  
Attn: Luba Petrash

Fax: (616) 234-3698

If you have any questions, please call (616) 234-4166.

*A property of the*

