

GUARDIAN BUILDING  
EVENT SPACE RENTAL INFORMATION



## INTRODUCTION

### *Event Information*

Thank you for considering the Guardian Building as a potential venue for your upcoming special event. As a Downtown Detroit Landmark, the Guardian offers premier event space to host a variety of gatherings. This unique venue provides a beautiful backdrop to any event. It is guaranteed to exceed your expectations and impress your guests!

The Guardian Building opened in 1929 as The Union Trust Building. This 486-foot, 40-floor building is made of almost 2 million custom "Guardian Bricks" and is sure to leave a lasting impression on everyone that attends your event. The amazing five-story Michigan Mural was created by Ezra Winter and the Tiffany Clock provides a great background for photo opportunities on the Promenade.

The Guardian currently provides the following venue options:

- The Promenade (2<sup>nd</sup> Floor)
- The Guardian Club (32<sup>nd</sup> Floor)
- 6<sup>th</sup> floor meeting rooms

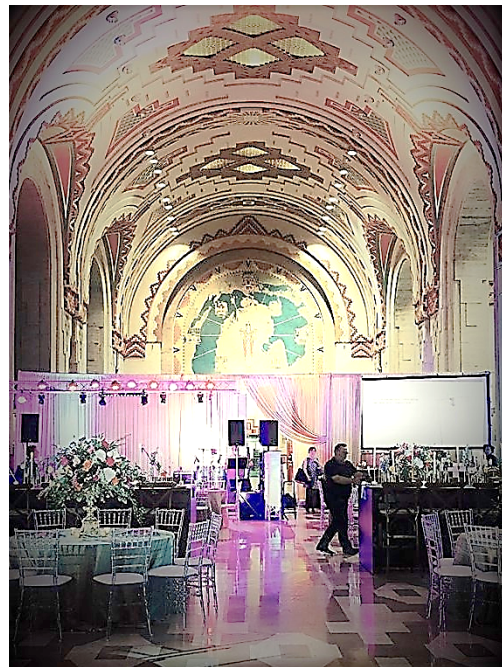
Sheets outlining space specifics, guest capacity, rental and amenity fees, rules and regulations are included in this packet.

Please review this information and feel free to contact us with questions or to schedule a time to tour the space. We look forward to hearing from you!

Phone: 313.963.4567

Email: [Events@GuardianBuilding.com](mailto:Events@GuardianBuilding.com)

Website: [www.GuardianBuilding.com](http://www.GuardianBuilding.com)



# THE GUARDIAN BUILDING

## **EVENT SPACE**

### ***The Promenade***



#### **Measurements:**

102' long (north stairs to Bank of America)  
43' wide

#### **Venue Includes:**

Spacious lobby entrance and bandstand  
featuring one-of-a-kind cathedral ceiling

#### **Space Accommodations:**

Up to 275 guests auditorium  
Up to 275 dinner seating  
Up to 275 strolling

#### **Ideal Use:**

Perfect if you desire an amazing  
downtown historical venue for a variety  
of events and breathtaking photos!

#### **Extra Considerations:**

Retail tenants operate daily in the Promenade space.  
Events cannot begin until after close of businesses Monday through Friday.



*The Promenade*

# THE GUARDIAN BUILDING

## **EVENT SPACE**

### ***The Guardian Club***



#### **Measurements:**

116' long  
38' wide

#### **Venue Includes:**

Spacious art deco space with panoramic views of the Detroit/Windsor skyline.

#### **Space Accommodations:**

Up to 250 guests auditorium  
Up to 220 dinner seating  
Up to 250 strolling

#### **Ideal Use:**

Located on the 32<sup>nd</sup> floor, this downtown venue is perfect for a large corporate meeting or special event.



# THE GUARDIAN BUILDING

## **6<sup>th</sup> FLOOR EVENT SPACE**

### ***6<sup>th</sup> Floor Meeting Rooms***

**Location:**

6<sup>th</sup> Floor of the Guardian Building

**Space Includes:**

Executive lounge area or  
Small conference room

**Space Accommodations:**

8 -25 guests

**Ideal Use:**

Perfect if you desire a private and  
smaller sized meeting area.



### ***6<sup>th</sup> Floor Executive Boardroom***

**Location:**

6<sup>th</sup> floor of the Guardian Building

**Venue Includes:**

Executive board room with meeting  
table for 20; featuring original décor of  
marble floors, wood paneling and  
custom Monel metalwork.

**Space Accommodations:**

Up to 40 guests (the table seats 20)

**Ideal Use:**

Perfect if you desire an impressive room  
with a retro feel to close that big deal.





EVENT PRICING

**2<sup>nd</sup> floor Promenade – After Hours Use Only**

\$1,000	Refundable security deposit
\$6,500	10-hour rental (this includes load in/out of vendors)
\$600	Each hour over 10 hours
\$100 per hour	If more than 2 guests require handicap access – Cost to open South entrance where the handicap elevator is located

**3<sup>2</sup>nd floor Guardian Club**

\$1,000	Refundable security deposit
\$4,500	10-hour rental (this includes load in/out of vendors)
\$600	Each hour over 10 hours
\$2,500	Add on when booking the Promenade
\$1,000	4 hours (this includes load in/out of vendors)
\$2,000	All day rental, weekdays (this includes load in/out of vendors)

**6<sup>th</sup> floor – Executive Board Room and Lounge**

WEEKDAY

\$100	Refundable security deposit
\$500	4 hours (this includes load in/out of vendors)
\$1,000	All Day (this includes load in/out of vendors)
\$150	Each hour prior to 8:00am or after 5:00pm

AFTER HOURS

\$500	Refundable security deposit
\$2,000	10 hours (this includes load in/out of vendors)
\$150	Each hour over 10 hours
\$75 per hour	Add on when booking the Promenade



## **EVENT PRICING CONT.**

### **Notes:**

- ❖ \$500 Janitorial fee if excessive janitorial/porter services are needed.
- ❖ \$100 for a ceremony rehearsal, and can occur the week of your wedding, Monday – Friday after 6pm.

## **HOLIDAY SCHEDULE**

All costs will **double** on holidays. Holidays include:

- Easter Weekend
- 4<sup>th</sup> of July
- Labor Day & Memorial Day Weekend
- Thanksgiving Weekend
- Christmas Eve / Christmas Day
- New Year's Eve / New Year's Day

*Please consult with building management regarding specific details for your event and if any special pricing may apply.*



## EVENT SPACE

### *Things you need to know*

- All renters, guests, vendors, attendees & agents use the Guardian Building at their own risk. The Owner is not liable for any damage arising from personal injuries sustained while on the Building premises.
- The Guardian is a non-smoking facility. No smoking will be permitted anywhere in the Building.
- Unless in the event of an emergency, use of the stairwells, balconies and rooftop access is prohibited.
- The event shall include only invited attendees and their guests.
- All guests must honor all applicable laws, ordinances and codes.
- Use of the Owner or Building's name, logo, or telephone number is prohibited without written approval.
- Nothing may be posted or displayed in any public area of the Building without prior approval.
- All outside contractors and vendors must be approved by the Owner.
- The Owner is not responsible for any applicable taxes or fees associated with the event.
- Caterers and other involved vendors must meet with the Property Manager prior to the event to discuss all details. In most cases a phone call or email is sufficient.
- The Owner reserves the right to cancel an event if the rental terms are not abided by or if payments are not received in a timely manner.
- The Owner or Management Company is not responsible for any equipment, tables, chairs, coat racks, decorations, personal possessions or other items brought onto the premises.
- Absolutely NO pins, nails, staples, tape or any kind of adhesives are permitted on walls, ceilings, or floors of the Building. Candles used for decoration must be enclosed, no open flame.
- The Licensee is required to install pipe and drape (or otherwise suitable material) across the width of the Promenade for the purpose of hiding the bank branch located at the south end.







## GUARDIAN BUILDING *Vendor Options*

Feel free to call on any of these listed vendors or search for a vendor on your own. Vendors with a ★ have successfully worked with the Guardian Building team in the past.

### **FULL SERVICE EVENT PLANNING**



#### **Display Group**

Phone: 313-965-3344

Email: [marketing@displaygroup.com](mailto:marketing@displaygroup.com)

[www.displaygroup.com](http://www.displaygroup.com)

Display Group is Detroit's most innovative full-service event specialist. Located in the East industrial area of downtown Detroit, we are well positioned to help your private or corporate event in the areas of event rentals, furniture rentals, event design, graphic production, technology, and logistics. Combining innovative products with professional design services, Display Group can stylize any type of event atmosphere, create custom graphics to brand events or make inspiration become reality.



#### **Emerald City Designs**

Phone: 248.474.7077

Email: [Events@emeraldcitydesigns.com](mailto:Events@emeraldcitydesigns.com)

[www.emeraldcitydesigns.com](http://www.emeraldcitydesigns.com)

Emerald City Designs prides ourselves on being an all-encompassing design & rental studio for your floral, rental, stationery, planning and coordinating needs. We have been recognized locally and internationally for excellence in the event industry and featured by wedding icons such as the know, The Special Event Gala Awards, Michigan Meetings & Events, WeddingWire and Hour Magazine. It's all in the details! Allow our event specialists to offer décor suggestion that will provide the "Wow Factor" you are looking for. Our team of professionals will design, deliver, install, and pick up the rental items with professionalism, efficiency, and ease.



#### **The Event Planner, Inc.**

6346 Orchard Lake Road Suite 200 West Bloomfield, Michigan 48322

Phone: (248) 224-2594

E-Mail: [creative@theEplanner.com](mailto:creative@theEplanner.com)

Website: [www.theEplanner.com](http://www.theEplanner.com)

The Event Planner's staff are certified informed and experienced experts in providing high end event planning and coordinating services. They supervise, orchestrate and monitor every detail and take charge of urgent and unforeseen situations that may arise. The Event Planner team will provide you with a calming presence from the initial planning to the end of the event. They thrive on customer service and attention to detail and they are more affordable that you think!



## **FULL-SERVICE EVENT PLANNING CONT.**



### **Forte Belanger**

700 Stephenson Highway  
Troy MI 48083  
(248) 997-4315  
hello@fortebelanger.com  
www.fortebelanger.com

A distinguished caterer – Michigan's only member of Leading Caterers of America – Forte Belanger is known for its rich heritage, precision service, imaginative solutions and creative cuisine. You can rely on Forte Belanger to be focused exclusively on you and your event: Capturing your vision, style and personality in every detail, whether it's a new product launch for 5,000 guests or an intimate gathering for 20 of your closet friends.



### **Two Unique Caterers & Event Planners**

4303 Delemere Court Royal Oak, MI 48073  
Phone: (248) 549-5242  
Fax: (248)549-5222

From small intimate lunch meetings to large than life corporate cocktail parties, Two Unique Caterers & Event planners will work with you to provide the highest quality food, beverage and service. Two Unique has experience accommodating parties, big and small, in diverse types of venues. No venue is too difficult, and you can rely on our food to be perfection.



### **Star Trax Events**

2560 Wolcott, Ferndale, MI 48220  
Phone: (248) 263-6300  
[info@startrax.com](mailto:info@startrax.com)  
www.startrax.com

A full-service event planning, design, and management company for both corporate and social events, Star Trax Events specializes in producing extraordinary events and experiences for events of any size. We pride ourselves on customer service, attention to detail, and our team of creative and innovative event planners. Star Trax coordinates every aspect of an event, including conceptualizing, budgeting, planning, execution, and maintaining vendor partnerships. Along with in-house AV systems, furniture rentals, interactive experiences, photo products, entertainment, and a full-service valet department, Star Trax Events offers everything you need for your next event. Your partner, guide, and friend from beginning to end – we will be by your side, every step of the way.





## **CATERING**



### **ANDIAMO'S**

Andiamo Catering & Event Management  
1490 Premier Drive, Suite A  
Troy MI 48084  
(248) 643-6000  
[www.andiamocatering.com](http://www.andiamocatering.com)

We help our clients capture their ideas and create meaningful, one-of-a-kind events for any size corporate gathering.

Andiamo is the preferred caterer for several historical and distinctive locations throughout the Metro Detroit area. We provide the same attention to detail and delectable menu choices for both corporate and social events at a variety of locations.



### **Chowhound Gourmet**

10930 Farmington Road  
Livonia, MI 48150  
(734) 837-3668  
[johnbreeland@gmail.com](mailto:johnbreeland@gmail.com)  
[www.chowhoundgourmet.com](http://www.chowhoundgourmet.com)

We are dedicated to turning your dream day into reality. Executive chef/owner John Breeland will craft your menu for your wedding, corporate event, baby shower or graduation with any budget or style. He will even go the distance to recreate your grandma's recipe. Whether your vision is traditional, contemporary, or somewhere in between, our team works with you to create an event that is uniquely yours. Our catering team is passionate and energetic. We take pride in bringing an unforgettable culinary experience and impeccable service to your family, friends, and loved ones.

Visit our website to see our team in action at the Guardian Building. Click on the Video link under the Gallery menu.



### **Kristina's Catering**

46727 Van Dyke Ave  
Shelby Township, MI 48317  
(586) 634-8542  
[kristina@kristinascatering.com](mailto:kristina@kristinascatering.com)  
[www.kristinascatering.com](http://www.kristinascatering.com)

Original events are born from collaboration, enthusiasm, and a passion to create impeccable, one-of-a-kind experiences. Taste and personality will shape every detail from the menu to the table settings. From intimate ceremonies to grand festivities, from small lunch meetings to large corporate cocktail parties, the Kristina's Catering team of event specialists will work with you to provide the highest quality food, beverage, and service. For more information, visit the website above!



## **RENTAL SERVICES**



### **Event Source**

1240 Woodward Heights  
Ferndale, MI 48220

Amanda Slomski  
313-407-0482  
[amandaslomski@eventsource.com](mailto:amandaslomski@eventsource.com)  
eventsource.com

Event Source is the premier special event rental company in the Midwest. Famous for client-driven signature service, accurate and efficient inventory control and prompt, courteous delivery, Event Source boasts over 3,500 unique products, 400 linen fabrics, and 835,000 items in inventory. Event Source strives to provide the highest quality products and service possible, for every event.



### **Great Lakes Tent Company**

Special Event Party Rental  
23425 Van Dyke Avenue  
Warren MI 48089  
(866) 812-8100  
[www.greatlakestent.com](http://www.greatlakestent.com)

Great Lakes Tent Company offers quality service and clean quality equipment at a good price. The showroom is open year around for you to take a look at all they have to offer, sample seating and linen options and meet with the sales team that is committed to making your events spectacular.



## **CHURCHES**

### **St. Anne Catholic Church**

1000 Sainte Anne Street  
Detroit MI 48216  
Danielle Center 313-496-1701 ext 18  
Danielle.center@stannedetroit.org

St. Anne Church accommodates 1,000 guests, has a 100-foot historic aisle and soaring stained glass windows. The church is minutes away from downtown venues and photo ops, Mexicantown and Corktown, and all major freeways.

Ceremony times are Saturdays at 12pm, 2pm, or 4pm. Donation of \$1,400 includes use of the church for ceremony, rehearsal, wedding hostess for ceremony and rehearsal, celebrant, organist and historical preservation of the church.

### **Most Holy Trinity Catholic Church**

1050 Porter Street  
Detroit MI 48226  
Danielle Center 313-496-1701 ext. 18  
Danielle.center@stannedetroit.org

Most Holy Trinity accommodates 500 guests. The church is minutes away from downtown venues and photo ops, Mexicantown and Corktown, and all major freeways.

Ceremony times are Saturdays at 1pm and 3pm. Donation of \$1,400 includes use of the church for ceremony, rehearsal, wedding hostess for ceremony and rehearsal, celebrant, organist and historical preservation of the church.





## **PARKING SERVICES**



### **Buhl Parking Garage**

525 Griswold St.  
Detroit MI 48226  
(615) 238-2250

Buhl Parking Garage has daily rate parking available and 24/7 Security. We can provide guest paid or host pre-paid parking. We also coordinate with local valet services to provide a convenient parking location for a valet service of your choosing.

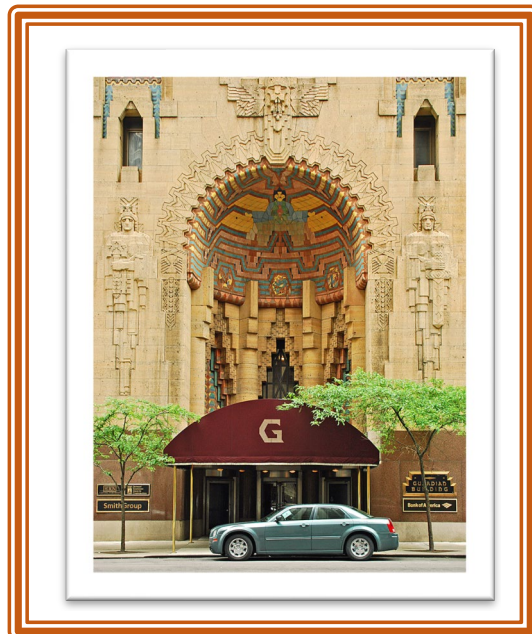


### **Professional Valet services**

27801 Harper Road  
St. Clair Shores MI 48081  
(586) 447-3010  
[www.professionalvaletservices.com](http://www.professionalvaletservices.com)

Professional Valet Service LLC is a full-service valet parking company located in Detroit, providing professional, smart and efficient service for whatever your event - be it corporate, weddings, charity events etc. Our valet attendants are extensively screened and trained to meet the standards of our industries best practices. We are one of the few companies in Michigan that are members of the National Valet Parking Association (NVPA).

The success of your event is the one crucial goal of Professional Valet Service LLC. Our level of attention to detail by our management team both in the office and in the field sets our services apart from others.





## **OTHER SERVICES**



### **Blaine Siesser Photography**

734-845-6512

<http://www.blainesiesser.com/>

"Blaine Siesser photographs natural moments with graceful spontaneous composition and a fine art sensibility to convey the simple beauty and elegance of a wedding. Blaine has photographed over 275 weddings in a career spanning 12 years which started as a student at the University of Michigan. While based in the United States Blaine's work has brought him to wedding destinations all over the world: Thailand, Mexico, Fiji, Turkey, Belize, Mexico, and the Caribbean to name a few. Blaine's work has been published in Martha Stewart Weddings, The New York Times, Style me Pretty, Inspired by This, Hour, Brides Magazine, The Knot Magazine, the Fount Collective, Magnolia Rouge, Hochzeit Guide, Grey Likes Weddings and countless other blogs and magazines. He has also been seen on Grace Ormonde's Platinum List and Style Me Pretty's Little Black Book. He is also married to the amazingly talented [lisasiesser.com](http://lisasiesser.com) and they have two children Sebastian & Collette."



### **FAIRYTALE PRODUCTIONS**

(734) 234-0020

[www.fairytaleproductions.net](http://www.fairytaleproductions.net)

We specialize in offering Modern event services for those who simply demand the best! By utilizing our services, you gain the knowledge, commitment, and personal touch that has made us one of the most sought-after event companies in the area. Our services include: **Photography**, **Videography**, **DJ Services** and **Photo Booth rentals**. For more info, check out our website or give us a call!

### **Light Garden Photography**

[www.lightgardenphotos.com](http://www.lightgardenphotos.com) | [madison@lightgardenphotos.com](mailto:madison@lightgardenphotos.com) | 734.718.2565

Based in Detroit, MI

Hi there! Madison here, wedding storyteller and the heart of Light Garden Photography. I like to describe Light Garden as wedding photojournalism with a botanical flair. My style is earthy, modern and bright! It's my intention for us enjoy a casual, documentary style of wedding photography. I love it when couples are having fun with each other in a way that's natural to them. If you've recently become engaged and this sounds like something you may like, I would love to hear from you. Drop a line anytime! Cheers



## **OTHER SERVICES CONT.**

### **Mike Staff Productions**

(877) 689-0777

1934 Livernois Road

Troy MI 48083

[www.mikestaff.com](http://www.mikestaff.com)

A four-service company: DJ, Photography, HD Videography and Up lighting. The key word here is "service" — because nothing is more important to us than listening to our client's wishes and delivering an exceptional experience. We have a heart to serve, and we're ready to go to work to make your day perfect.

### **ShutterBooth**

Phone: 248-545-6460

Email: [saychesse@shutterbooth.com](mailto:saychesse@shutterbooth.com)

<http://shutterbooth.com>

ShutterBooth is Metro Detroit's original photo booth company. With more than 15,000 events successfully hosted and over 1,000,000 memories captured, ShutterBooth is the leading source of studio-quality photo booth service, open air experiences, green screen technology and SLO MO video. ShutterBooth customizes each event specifically for your needs and offers the largest array of services in the industry, including logos, layouts, backdrops, memory books, instant social media sharing, video, paparazzi photography, animated GIFs, face morphing, light painting and more!

