



# Rochester Community House

816 Ludlow • Rochester, MI 48307 • 248 651 0622

[info@rochestercommhouse.org](mailto:info@rochestercommhouse.org)

## Family Party Rental Information

### To Book a Date:

- Office hours are M-F, 9 am-4 pm. Appointment suggested.
- ½ of the rent plus the refundable \$200 security deposit is needed to write a contract.
- Check, cash, or credit.
- Balance of rent and final guest count are due two weeks before event.

### Party Hours

The facility is rented in 4-hour time blocks.

- Friday's and Saturday's Hours: between 1pm - 12am. All events must end at **midnight**.
- Sunday's hours: between 1 p.m. – 6 p.m.
- Access for decorating and drop-offs is **one hour** prior to your contracted rental time.
- **One hour** is allotted for cleanup after party ends.
- RCH is closed weekends except for contracted party time.

### Set-up

- RCH staff sets up guest and banquet tables, and chairs.
- Round 60" or rectangular (8'x3") with 8 guests per table are used.
- Any changes made to the contract or room layout the day of the event will incur a \$50 fee per change plus the cost of the change.

### Clean-up

You or your caterer are responsible for clearing tables, cleaning kitchen and bar area, washing coffeepot, dishes or accessories you may have used.

### Caterers

Rochester Community House kitchen is a warming kitchen only. Food must be cooked off premises. Food may be warmed here using our commercial-size oven or large warmer. We have a commercial-size refrigerator. Kitchen is shared with other renters.

If you use a caterer, we have an approved list. Family parties may be self-catered or use a caterer who only drops off food. If using a full service caterer (that uses RCH kitchen) not on our list, the caterer must sign a letter agreeing to the caterer security deposit, rules, and fees. Please ask for this letter before making arrangements with a caterer. The renter is responsible for overseeing caterer cleanup.

Before leaving, please have our supervisor check your room and kitchen to insure return of your security deposit.

The Rochester Community House **supervisor** overseeing your party is not responsible for clean-up including clearing tables or washing dishes. Our supervisor will evaluate the condition in which you have left the Community House. The Director will review this report before returning your security deposit.

# Family Party Amenities



## Items included in the rental fee

- Round guest tables and chairs
  - Buffet table (16')
  - One 6' cake table
  - One 8' gift table
- Coffeepots (100, 60 or 30 cup) You must bring in your own coffee grounds
- Salt and pepper (filled)
- Sugar and creamer (containers only)
- Water pitchers, Easels, Bud vases (available upon request)

## Items available for an additional fee

### Table Coverings

- Table linens (white only) \$5.00 each
- Linen napkins (choice of 11 colors) \$ .45 each
- Extra tables \$10.00 each
- Skirting for tables \$10.00 per section

Linens need to be ordered 10 days prior to event. A final guest count is necessary at your final appointment to determine number of tables and linens.

### Dish rental

#### **Please note:**

**Host and/or caterer must hire adequate busing and dishwashing staff prior to renting RCH dishes!**

One place setting includes the following:

One dinner, salad, appetizer or cake plate, cup and saucer, utensils.

**Price is \$3.00 per person per place setting.**

Water goblets available for .45 cents each. **Host must arrange for washing.**

- **Portable Bar - \$40**

Please remember to bring your own glass or plastic cups.

# Party Decorating Policy

Most successful parties decorate with lovely centerpieces. Sometimes weighted-down balloons are used. We have easels to display a poster of pictures you may have. ***Any changes made the day of the event will incur a \$50 fee plus the cost of the change.***



- No **confetti, glitter, cut ribbons, flower petals, rice or any form of loose potpourri** on tabletops or floor (inside or outside building).
- No tape, tacks, staples or adhesive devices of any kind anywhere.
- When you arrive, the room set-up is complete as the party host has approved. **Do not** re-arrange tables!
- Decorations should be confined to the room you have rented.
- Do not attach anything to the ceiling frames, tiles or walls.
- No open flame candles.
- No chocolate fountains.
- Do not hang anything from light fixtures. This is a fire hazard!
- Decorations must be removed immediately after your event.

A Rochester Community House supervisor will be on the premises at all times during your event. If you have any problems, questions or special requests, be sure to ask our supervisor for assistance.

**ABUSE OF DECORATING POLICY WILL RESULT IN LOSS OF YOUR SECURITY DEPOSIT!**



## Building Rules

RCH staff sets up tables in the manner which fits the size of your event and benefits the appearance of our room. This set up will be pre-determined at a final appointment between the host and the RCH staff. Please, ***do not*** move tables on day of party.

- No cooking anywhere but in kitchen.
- No propane allowed inside building or on decks.
- No liquor consumption in the park or parking lot. This is a city ordinance. Guests could be ticketed by City of Rochester police.
- Serving of alcohol is restricted to a four-hour time block.
- Designated bartender should serve from behind the bar to protect the liability of the host of the party.
- Alcohol may not be served to a minor, intoxicated or disorderly person.
- DJ's and Bands permitted only when 2 or more rooms are rented.
- Any changes made the day of the event are subject to a \$50 fee plus the cost of the change.
- Parties are restricted to the room(s) rented. The lobby and hallways are not an extension of your room.
- You have shared access to the kitchen. Everything in the cupboards, drawers, shelves and employee refrigerators are property of the Rochester Community
- Any changes made the day of the event are subject to a \$50 fee plus the cost of the change.
- Children must be under adult supervision at all times

*A Rochester Community House supervisor, with full authority to execute RCH policy, will be on the premises at all times during your event.*

**Abuse of the above-stated rules could result in termination of your event and/or loss of your security deposit.**