

# ROCHESTER COMMUNITY HOUSE

816 Ludlow Rochester, MI 48307  
248 651 0622 info@rochestercommhouse.org  
Office Hours: Mon-Fri 9AM-4PM



## PARTY RENTALS

### Room A

\$730 (+200 refundable security deposit)  
Guest seating capacity 75-104

### Room B

\$510 (+200 refundable security deposit)  
Guest seating capacity 36-40 with dance floor clear and food in Lions Room  
56 with no dance floor space and food in Lions Room

### Room C

\$390 (+200 refundable security deposit)  
Guest seating capacity 40

### Room D

\$510 (+200 refundable security deposit)  
Guest seating capacity 56

## Combining Rooms for Larger Parties

### Rooms A & B

\$960 (+300 refundable security deposit)  
Guest seating capacity 168

### Rooms C & D

\$730 (+300 refundable security deposit)  
Guest seating capacity 96

### Rooms A/B/C

\$1270 (+500 refundable security deposit)  
Parties with 200 guests must rent ABC

### Rooms A/B/C/D

\$1650 (+500 refundable security deposit)  
Parties with 200-225 guests must rent ABCD

# ROCHESTER COMMUNITY HOUSE



## 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 (60, 40 or 30 cup). You must provide your own coffee grounds.
- Salt and pepper (filled)
- Water pitchers, easels, bud vases, empty cream and sugar set (upon request)
- Complimentary ice (for beverages, please do not fill coolers).
- Shared deck (2 rooms per deck)
- Shared use of the kitchen refrigerator, prep area, and warming oven, microwave
- Punch bowls
- Hi-Chairs/Booster Seats

Items available for an additional fee:

### Table Coverings

- Table linens (White, Ivory, or Black) \$5.00 each
- Floor length table linens \$10.00 each
- Linen napkins (choice of 11 colors) \$0.50 each
- Extra tables \$10.00 each

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

### Dish Rental

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

- Place setting\* per person \$4.00 (must use Kruse & Muer or Cass Catering)  
\*consisting of dinner, salad, appetizer or cake plate, cup and saucer and utensils
- Water goblet \$0.50 each

### Additional Items

- Portable bar \$75
- Microphone/speaker \$60
- Projector \$60
- Adjustable Backdrop Stand (backdrop not included) \$15
- High Top Table w/black or white linen \$15

*Items in kitchen cabinets and drawers are property of RCH and are not available for use unless prior approval is granted by management.*

# ROCHESTER COMMUNITY HOUSE



## FAMILY PARTY RENTAL INFORMATION

### To Book a Date:

- Office hours are M-F 9AM-4PM. We suggest you set up and appointment, but walk in's welcome.
- To book the date, half the rental amount plus a refundable security deposit is needed (\$200 for the first room, \$100 for each additional room. RCH accepts cash, check, or credit.
- Balance of rental amount and final guest count are due two weeks prior to your event. At this time you may also finalize your layout as well as any of our amenities you would like to use.

### Party Hours:

Parties are rented in six-hour blocks (set-up and clean-up time included).

- Friday and Saturday hours between 12 pm and 10 pm. All events must end at 10 pm.
- Sunday hours between 12 pm and 6 pm.
- Please allow 1 hour for clean up. Extra hours beyond your 6 hour block will be charged against your security deposit at the rate of \$125/hour per room.
- RCH allows the host to provide alcohol
- Host assumes responsibility and alcohol may be served for 4 hours and must cease 1 hour before your exit time (per city ordinance).
- Extra hours may be purchased prior to your event for \$125/hour per room.

### Clean-up:

You are responsible for cleaning tables, kitchen and bar area, washing coffeepot, dishes or accessories you may have used. Failure to do so may result in the loss of your security deposit.

### Guests/Caterers:

RCH kitchen is a warming kitchen only. All items in kitchen cupboards: utensils, cookware, glassware, silverware, etc require prior management approval for use. Food must be cooked off premises. Food may only be warmed on site using our commercial-size oven or warming oven. Commercial-size refrigerator and kitchen are shared among renters.

If you are having your event catered, we have an approved list. Parties may be self-catered or professionally catered. Full service caterers not on our approved list 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 the return of your security deposit. Cash or check deposits are typically returned in 14 days, credit deposits are typically returned in 3-5 days.

The RCH supervisor oversees your party and is not responsible for cleanup, including clearing tables or washing dishes. Our supervisor will evaluate the condition in which you have left the Community House. The Director and cleaning staff will review this report before returning your security deposit.



## DECORATING POLICY

- No confetti, glitter, glitter encrusted items, cut ribbons, flower petals, rice or loose potpourri, or beads on tabletops or floor (inside or outside building)
- No tape, paper tack putty, tacks, staples, or adhesive device of any kind on walls, doors, or furniture.
- Do not hang anything from light fixtures.
- Do not attach anything to the ceiling frames, tiles or walls.
- When you arrive, room set-up is complete as party host has approved. Please do not re-arrange tables.
- Decorations should be confined to the room(s) you have rented.
- No open flame candles.
- No chocolate fountains.
- Decorations must be removed immediately after your event.
- RCH floral/mantle decorations must remain in place unless removal requested pre-event and approved by management.

*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 may 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 has been pre-determined at the final appointment between the host and the RCH staff. Please do not move tables the day of the party.

- No cooking anywhere outside the 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 the City of Rochester Police).
- Serving of alcohol is restricted to a four-hour time block. Last call is one hour and fifteen minutes before your exit time and consumption must cease one hour before your exit time.
- Alcohol may not be served to a minor, intoxicated or disorderly person
- DJ's and bands permitted only when two or more rooms are rented
- Any changes made the day of the event may be charged a \$50 fee plus cost of the change.
- Children must be under adult supervision at all times.
- Food and drink is restricted to rental areas only (including tent and patio) and is prohibited in foyer, restrooms, and parking lot.

*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 building rules may result in loss of your security deposit.

**ROCHESTER**   
**COMMUNITY  
HOUSE**



A P P R O V E D C A T E R E R S

**Kruse and Muer on Main**

*327 S. Main  
Rochester, 48307  
Tina: 248 724 6191  
kruseandmuerrestaurants.com*

**2 Unique**

*4303 Delmere Ct  
Royal Oak, 48073  
Adreinne Amelio: 248 549 5242  
twounique.com*

**Celebrity Catering**

*75 W. Long Lake  
Troy 48098  
Matt Jenkins: 248 817 6880  
celebritycateringusa.com*

**Cass Catering**

*Rochester, MI  
Cass Przybylski: 248 789 7250  
casscatering.com*

**The Flavor Lab Catering Co.**

*818 N. Main  
Rochester 48306  
Mark & Lisa Bidlinger: 248 652 0195  
flavorlabmi.com*

**A Movable Feast**

*149 Huron Ave  
Mt. Clemens 48043  
Jennifer Witt: 586 954 2817  
AMovableFeastCatering.com*

**Papa Joes Catering**

*6900 N. Rochester  
Rochester, 48309  
Amanda Johnston: 248 853 6263 x2  
papajoesmarket.com*

**The Silver Shamrocks**

*4505 Collins Rd.  
Rochester, MI 48306  
Deb Silver: 248 621 4455  
deb@thesilvershamrocks.com*

**Manny's Liquor & Wine Store**

Manny's can provide bartender(s) and will buy back any unopened beverages.

*723 N. Main  
Rochester 48307  
248 651 9480*