

# ROCHESTER COMMUNITY HOUSE

Office Hours: Mon-Fri 9 am - 4 pm  
www.rochestercommhouse.org



## Wedding Rental Information

### Prices:

\$21.50 per person (100 guest minimum), 176 maximum.  
\$500 refundable security deposit

### Hours:

Reception time lasts 5 hours. Normal hours are 7 pm - 12 am. Afternoon reception can be arranged.

Outdoor ceremony is available and will add an extra hour.

Local ordinance requires event to end at 12 am. Doors are locked by 1 am

### Access:

Decorating access: 90 minutes for florist, decorator, d.j. or cake deliveries. On Saturdays this early access is 9:30 am - 11 am. Doors are locked at 11 am.

Caterer access: 90 minutes immediately prior to contracted reception starting time.

RCH is closed on Saturday and Sunday except for contracted access and rental times.

### Booking:

To book a date, RCH requires one half of the rental fee plus \$500 refundable deposit. Balance of payment will be made at a final appointment at least two weeks before event. Final guest count, table arrangement, linen order etc will be made at this time.

### Capacity:

Capacity is 176 (head table included).

### Caterers:

Caterers must be chosen from our Approved Caterers List. Caterer must provide a full wait, bus, and dishwashing staff. No guest caterers or homemade food are premitted for weddings.

### Alcohol:

RCH allows the host to provide the alcohol.

Host assumes alcohol responsibility but RCH limits consumption of alcohol to the five-hour reception block. Last call is one hour and fifteen minutes before your exit time and consumption must end one hour before your exit time.

### Restrictions:

Please see "Decorating Policy" and "Buiding Rules".

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816 Ludlow  
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248 651 0622

## Wedding Amenities

### Price includes:

- 5 hour reception (+1 hour for outdoor ceremony)
- 90 minute decorating and delivery time the morning of the wedding.
- 90 minute caterer and delivery access (immediately prior to the wedding).
- Table linens (white) and napkins (choice of 11 colors).
- China, flatware, and water goblet. (see description below)
- 16' serpentine buffet table
- 8' appetizer or dessert table, 8' gift table, 4' x 4' cake table, round lobby table for guest seating cards, 8' DJ table.
- All accessory tables are linen-covered and skirted.
- RCH sets up tables (8-top), chairs, napkins, dishes, utensils.
- Coffeepot (30 or 60 cup-standard perk)
- Sugar & Creamer (containers only)
- Salt & Pepper shakers (filled)
- Pitchers
- Microphone, podium, and easels if requested.

### China includes:

- Dinner & salad plate
- Appetizer or cake plate
- Cup & saucer
- Flatware
- One water goblet per place setting.

\*Wine, champagne, or bar glasses may be rented through a rental company.

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## Wedding Ceremony in the Park

If you are having your reception at the Rochester Community House, you can also book our gazebo in the park for your ceremony. The site fee is \$300.

We provide:

100 white chairs.

Gazebo.

Includes one hour for guest arrival and ceremony

The bride, groom, and members of the bridal party will have access to the building 90 minutes prior to the ceremony. Doors open for guests 30 minutes before the ceremony.

Beautifully furnished bridal room for the brides and bridesmaids to dress.

Groomsmen dressing area in the men's room.

Note:

The bar area of the main banquet room remains closed until your bartender begins serving at the start of your reception. Alcohol may not be served before this time.

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## Decorating Policy

Wedding clients may use the glass-topped round table near the entrance for table cards or guest book. Please do not remove flower arrangements on the table.

No open flame candles.

No confetti, glitter or similar items, or real flower petals.

No rice during outdoor ceremonies.

No tape or adhesive devices.

No staples, tacks, or pushpins.

Do not hang anything on bar, doors, mantle, fireplace or walls.

Outside decorations such as tulle or flowers may be tied to the deck rails or step rails leading to the wedding ceremony site. Small lights can be used on the deck or gazebo if all electric cords are covered with tape.

Failure to comply with the decorating policy may result in the loss of your security deposit.

### **Final Room Arrangements:**

RCH staff will set up tables according to the size of your event and the design of the room. Table and room set-up will be arranged about 2-3 weeks before your reception at the appointment with the bride and groom (or their representatives) and Rochester Community House. At that time you will provide final guest numbers and final payment.

A 4' x 4' table will be set up for the wedding cake. We have a special garden room to display the cake.

A Rochester Community House supervisor will be on site for the duration of the reception. If you have any problems, questions, or special requests, be sure to ask for assistance.

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## Building Rules

No cooking anywhere except in the kitchen.

No cooking or barbequing on the deck.

No propane allowed inside building or on the deck.

No chocolate fountains.

Children must be under adult supervision at all times. No running or playing on the stairs, lobby, or deck. An adult should accompany children if they leave the banquet room.

Host is responsible for removing decorations, centerpieces, gifts, and wedding cake at the end of the event.

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 five-hour time block.

Alcoholic beverages may not be served to a minor, intoxicated, or disorderly person.

No alcohol may be served after midnight per a City of Rochester ordinance.

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

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“The House”



## Lino's To-Go

1989 25 Mile Rd Shelby Township 48316

**Tony: 248-963-2177**

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

## Zio's Catering

58888 Van Dyke, Washington 48094

**Maiani: 586-745-7722**

[order@zioscatering.com](mailto:order@zioscatering.com)

## Kruse and Muer on Main

327 S. Main, Rochester 48307

**Tina: 248-724-6191**

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

## A Movable Feast

149 Huron Ave, Mt. Clemens 48043

**Jennifer Witt: 586-954-2817**

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

## 2 Unique

4303 Delemere Ct. Royal Oak 48073

**Adrienne Amelio: 248-549-5242**

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

## Papa Joes Catering

6900 N. Rochester Rd. Rochester 48309

**Amanda Johnston: 248-853-6263 x2**

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

## Cass Catering

Rochester, MI

**Cass Przybylski: 248-789-7250**

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

## Catering By Katherine

818 N. Main, Rochester 48306

**Mark & Lisa Bidinger: 248-652-0195**

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

## Celebrity Catering

75 West Long Lake, Troy 48098

**Matt Jenkins: 248-817-6880**

[CelebrityCateringUSA@yahoo.com](mailto:CelebrityCateringUSA@yahoo.com)

