



Rochester Community House

816 Ludlow • Rochester, MI 48307 • 248 651 0622

Family Party Rental Information

To Book a Date:

- Call the office to set up an appointment to book your date. Office hours are M-F, 9 am-4 pm.
- We need ½ of the rent plus the \$200 security deposit to write a contract (security deposit is returnable if all RCH requirements have been met). Check or cash, no credit cards.
- Balance of rent and final guest count is due two weeks before event.

Party Hours

The facility is rented in 5-hour time blocks.

- Friday and Saturday: 7 p.m.- 12 a.m. (or earlier). The event must end at **midnight** (bar closes, music stops).
- Sunday: 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.
- Banquet, dessert, and gift tables (3) are covered and skirted.
- You may rent linens from us or bring your own for the guest tables.
- Dishes/utensils can be rented from us but we have no glassware or serving pieces.

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

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 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.

Restrictions

(Please read 'Decorating Policy' and 'Building Rules'.) Highlights include:

- No 'gel' sterno, only sealed container sternos with wick allowed.
- No tape, pins, or staples. Hang nothing from ceiling, light fixtures, walls, or doors.
- Do not spread glitter, confetti, ribbons or loose potpourri on tables.
- No lighted candles.
- Do not attempt to redecorate our lobby. Do not rearrange Community House furniture, artwork, plants, or class and event flyers.
- Food must be cooked off premises. The kitchen is shared with other parties and should be used as a "warming" facility only, includes commercial stove, microwave and refrigerator.
- No smoking in the building.
- Please supervise children at all times.
- No alcohol outside building (except deck area). This is a city ordinance.
- Host (person signing contract) assumes alcohol responsibility.

Family Party Amenities



Items included in the rental fee

- RCH will cover and skirt
 - Buffet table (16')
 - One 6' cake table
 - One 8' gift table
- Coffeepots (100 or 30 cup)
- Salt and pepper (filled)
- Sugar and creamer (containers only)
- Water pitchers, Easels, Bud vases (available upon request)
- Microphone (Room A only)

Items available for an additional fee

Table Coverings

- Guest table linens (white only) \$5.00 each
- Linen napkins (choice of 11 colors) \$.45 each
- Extra skirted 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.
(Ask RCH about dishwashers for \$10/hr x number of dishwashers needed.)

Bar mix

(Soda Fountain and Ice Machine is available Room A only)

The one time charge is \$1.25 per person, covering the 5 hour event.

Bar Mix includes:

Coca Cola™, Diet Coke, Sprite, and Soda. Bottled Soda and Tonic.

Orange juice, Tomato juice.

Please remember to bring your own glass or plastic cups.



Kitchen Responsibilities

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 and two microwaves. We have a commercial-size refrigerator. Kitchen may be shared with other renters. For return of your security deposit, please observe the following guidelines:

- Kitchen counters, metal countertops, sinks, stove, oven and microwave are to be wiped down with appropriate cleansers.
- Kitchen area now includes the Arts & Crafts room. Please keep clean, if used.
- Room A bar area must be cleared and wiped down. Cans, bottles, etc. removed.
- Clear guest and buffet tables before end of evening.
- RCH coffeepots, creamer/sugar containers, water pitchers, and punch bowl must be scrubbed clean and rinsed well, using supplies beneath sink.
- If Rochester Community House china and flatware are rented, you or your caterer must be sure all items are bused, rinsed in triple sink, run through dishwasher, and placed back in cupboards dry.
Note: Clean-up of dishes should be on-going throughout the event.
After party clean-up time is limited to one hour.
- Do not put liquid in garbage bags. Do not place garbage bags on carpeted areas. Leave garbage bags in kitchen or ask our supervisor to take bags outside to dumpster.
- Do not leave any food items or beverages in refrigerator after event.
- 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.

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. A celebratory banner may be attached to the skirting of the banquet tables (16').



- No confetti, glitter, ribbons, flower petals, rice or any form of loose potpourri on tabletops or floor (inside or outside building).
- No tape or adhesive devices of any kind anywhere.
- When you arrive, the room set-up is complete. Do not re-arrange these tables! If you have a table 'emergency', ask our supervisor for assistance.
- Do not redecorate our lobby. Do not rearrange Community House furniture, artwork, plants, or class and event flyers.
- Decorations should be confined to the room you have rented.
- No outside decorations.
- Do not hang or tape anything on doors, bar, walls or fireplace mantle.
- Do not attach anything to the ceiling frames or tiles.
- No open flame candles.
- Do not hang anything from light fixtures. This is a fire hazard!
- No staples, tacks, pushpins.
- 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!



Rules for Children's Parties

Over the years, RCH has found that parties for children raise special concerns in our building. The following is a list of rules based on actual activity that has gone on during children's parties in which there was a lack of adult supervision. Our apologies, in advance, to parents who would never dream of allowing their children to act this way.

- Children should not leave the party room without the supervision of an adult.
- RCH lobby is not an extension of your party room. It is not an open space for children to run and play.
- All eating and drinking should be done in the room you have rented.
- Children should not stand on tables or chairs (...even if balloons have floated to the ceiling!)
- Children should not run up and down the stairs.
- Children should not play on the deck or climb on the deck rails or jump off the deck.
- Children should not run through the kitchen. This is very dangerous!
- If cake or ice cream is spilled on the carpet, ask the RCH supervisor to assist you in cleaning it up before it gets tracked through the building.



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 'gel' sterno for under chafing dishes.
Please use 'sealed container sternos with a wick' only. They can be purchased at Gordon Food Service (GFS).
- No chocolate fountains.
- No cooking anywhere but in kitchen.
- No cooking or barbequing on the deck.
- No propane allowed inside building or on decks.
- No smoking inside RCH building.
- 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 five-hour time block.
- Designated bartender should serve from behind the bar to protect the liability of the host of the party. 'Self-service' or 'bring your own' is not allowed.
- Alcohol may not be served to a minor, or intoxicated or disorderly person.
- In adherence to the alcohol stipulations in the contract, please be advised that anyone using illegal substances will be subject to immediate police intervention.
- Children must be under adult supervision at all times. No running or playing on stairs, lobby or deck. If they leave the banquet room, they should be accompanied by an adult.

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.