



Rochester
Community House
816 Ludlow • Rochester, MI 48307
248 651 0622
Office Hours: Mon-Fri 9 a.m.-4 p.m.
www.rochestercommhouse.org

Wedding Rental Information

Prices

- **2012:** \$19 per person, with 100 guest minimum, 200 maximum.
- **Security deposit:** \$300 (returned after event, if all requirements fulfilled).

Hours

- Reception time is 5 hours. Normal reception hours are 7 p.m.-12 a.m. Or, an afternoon reception can be arranged.
- With an outdoor ceremony, an extra hour will be added for the ceremony.
- Local ordinance requires event to end at 12 a.m. (music and alcohol stop, guests leave). Doors are locked by 1 a.m.
- **Decorating access:** 1 ½ hours for florist, decorator, d.j. or cake deliveries. On Saturdays this early access is 9:30 a.m.-11 a.m. Doors are locked at 11 a.m.
- **Caterer access:** 1 ½ hours immediately prior to contracted event starting time.

Please note:

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

Booking

- To book a date, we need one-half of the minimum rent, plus the \$300 security deposit (security deposit may be returned within 30 days after the event). Call the office for an appointment.
- Balance of payment will be made at a final appointment at least two weeks before event. Final guest count, table arrangements, and linen order will be made at that time.

Capacity

- Capacity is 200 **including** a head table.
- Head table capacity is limited to **12**, if you are using a riser. Risers for the head table, available for an additional fee, come in three sections measuring 8' each, 24' in total. Larger head tables can be arranged without the riser.
- We seat up to 144 guests at 18 round tables. Eight guests per 60" round table. With guest numbers over 144, we use a combination of rectangular and round tables.

Caterers

- For a worry-free event, choose a caterer from our approved list. In addition to excellent food, they provide wait and bus staff. They can also provide a certified bartender.
- If choosing a caterer not on our list, your caterer must agree to RCH rules and fees. We also need a copy of your caterer's liability insurance; Michigan Health Dept. license; ServSafe Certification; plus a \$200 caterer security deposit (returned after the event if all goes well), and a \$25 kitchen fee. Caterer must bring an adequate wait, bus & dishwashing staff and bartender.

Alcohol

- RCH allows the host to provide the alcohol. RCH provides the bar mix (sodas and juices).
- Host assumes alcohol responsibility but RCH limits consumption of alcohol to the five-hour reception block.

Restrictions

- Please read 'Decorating Policy' and 'Building Rules.'

Wedding Amenities

Price includes

- 5-hour reception + one hour if having outdoor ceremony
- 1 ½-hour decorating and delivery time (morning of event)
- 1 ½-hour caterer and delivery access (immediately prior to event)
- Table linens(white) and napkins (choice of 11 colors)
- China, flatware, and water goblet
- Bar mix (sodas and juices)
- Head table for 10 or 12 (if using risers).
Larger head table can be requested if not using risers.
16' serpentine buffet table
8' appetizer or dessert table, 8' gift table
4' x 4' square cake table
Round lobby table for guest seating cards
8' D.J. table.
- All accessory tables are linen-covered and skirted.
- RCH sets up tables (8-top), chairs, napkins, dishes, utensils.
- LED (flameless) votive candles in 2 ¼" glass holder or 4" pillars.
- Coffeepot (30 or 100 cup-standard perk)
- Sugar & Creamer (containers only)
- Salt & Pepper shakers (filled)
- Pitchers
- Microphone, podium, or easels

Description of amenities

Bar mix includes: *From the fountain:* Coca Cola™, Diet Coke, Sprite, and Soda.
Bottled: Tonic and Soda
Juices: Orange, Tomato.

Dishes include: 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.



Extras available for a fee

- Risers (\$50)
- **Outside wedding ceremony** (\$200).
Additional hour, wedding arch, 100 white chairs, and round table for unity candle.
Inside Shelton Room available in case of rain.
- An extra hour for decorating or reception may be pre-arranged for \$100.

Remember to make your final appointment at least two weeks before event.

***At that time, RCH will need final guest count to determine table set-up and linen/napkin order.
All final arrangements, including balance of payment, will be due at that time.***

Wedding Ceremony in the Park

If you are having your reception at Rochester Community House, you can also book our gazebo in the park for your ceremony. The site fee is \$200. We provide:

- 100 white chairs
- A wedding arch
- Small round table, with linen, for unity candle or flowers
- Includes one hour for guest arrival and ceremony

The bride, groom, and members of the bridal party will be allowed in the building one hour before the ceremony. Doors open for guests 30 minutes before the ceremony.

We have a new beautifully furnished bridal room in which the bride and bridesmaids may dress.

Groomsmen may use the dressing area of the men's room.

Caution:

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.



Checklist for Outside Ceremony

1. Inform Rochester Community House (248 651 0622).
2. Ask for a form letter from Rochester Community House to the City of Rochester for city approval of a gathering in the park. Complete the letter with your pertinent information and mail this to: Bill Bohlen, Director, Department of Public Works, 1141 N. Wilcox, Rochester, MI 48307.
3. This letter should be sent 3 to 6 months before your wedding. Approximately 10 days later, telephone Mr. Bohlen at 248 651 5165 to be sure he received your letter and has put your event on the city calendar.

Decorating Policy

- Wedding clients may use the glass-topped round table near the entry doors for table cards or guest book. Please do not remove the flower arrangement that sits in the center of this table.
- No open flame candles. RCH provides LED (flameless) candles in votive holders.
- Do not spread confetti, glitter, flower petals, loose ribbons on tables.
- Do not throw rice during outdoor ceremonies.
- No tape or adhesive devices anywhere.
- No staples, tacks, pushpins.
- Do not hang anything on bar, doors, mantle, fireplace, or walls.
- Do not cover or remove RCH artwork.
- Do not hang anything from light fixtures. This is a fire hazard!
- Do not attach anything to ceiling frames or tiles.
- Do not remove or rearrange Community House lobby furniture.
- Outside decorations such as tulle or flowers may be tied to the deck rails or step rails leading to wedding ceremony site. Small lights can be used on the deck or gazebo if all electric cords are covered with tape.
- Please assign someone to remove your decorations, centerpieces, and gifts immediately following your event.



Abuse of the above-stated decorating policy may result in 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 3 weeks before your reception at an appointment with the bride and groom (or their representatives) and Rochester Community House. At that time, we will need the final guest numbers and final payment.
- A small 4' x 4' table will be set up for the wedding cake. We have a special garden room to display the cake.
- On the morning of the reception, the table set-up will be complete. You are allowed to bring in your decorations at that time. The host, guests, decorators, or caterers are not allowed to move tables or rearrange the previously planned set up.
- If a last minute change is necessary, ask the RCH supervisor to make the change during your morning decorating access time.
- A Rochester Community House supervisor will oversee your event. If you have any problems, questions or special requests, be sure to ask for assistance.

Building Rules



- No smoking inside RCH building.
- No cooking anywhere but in kitchen.
- No cooking or barbequing on the deck.
- No propane allowed inside building or on decks.
- No chocolate fountains.
- Children must be under adult supervision at all times. No running or playing on 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 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.
- In adherence to the alcohol stipulations in the contract, please be advised that anyone using illegal substances will be subject to immediate police intervention.

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.