

Wixom Community Center

49015 Pontiac Trail, Wixom, MI 48393

Office Hours: 7:00am - 5:00pm

Phone: 248-624-2850

E-mail: Mharrison@wixomgov.org

A place for all your Special Engagements



Just minutes from I-96, the Wixom Community Center is easily accessible from the greater Detroit Metro area. For overnight travelers there are 5 major hotels in Wixom within 3 miles of the facility. At the Wixom Community Center we welcome small meetings, bridal showers, engagement and birthday parties and wedding receptions up to 220 people. A combination of comfortable surroundings and moderate prices make this the perfect choice for your gathering.

Please call the Community Center to book your appointment to see our space.
Appointments are made every 1/2 hour and showings are during City office hours only.
No weekend showings.

Wixom Community Center
Wixom, MI 48393
Phone: (248) 624-2850
E-mail: Melissa Harrison / mharrison@wixomgov.org

Operational Policies

The City of Wixom shall have preference on use of all Community Center facilities. The City reserves the right to refuse the use of the building to any person or organization that the City has reason to believe may cause damage to the Community Center or the City of Wixom. The City reserves the right to cancel or deny use with or without notice and to limit the frequency of the building use by an organization, under any circumstances.

Rental Bookings

A **50% NON-REFUNDABLE partial payment** is required to reserve a room at the Community Center. The balance of the rental fee will be automatically charged to your card on file three (3) weeks prior to your event. All payments are non-refundable.

To ensure proper staffing at our facility, rental bookings need to be made six weeks in advance of the actual event. Phone reservations not accepted.

Security Deposit

A \$1000 security deposit is required for all Stage Room and Ballroom Friday/Saturday/Sunday rentals. This security deposit must be paid by credit card and is above and beyond your rental fee. After the event, if there is no damage to the facility, excessive cleanup or late charges, your deposit will be returned to the credit card. If there is damage to the facility, additional cleanup required, or late charges, the costs will be deducted from the \$1000 security deposit. Please see Facility Closing Checklist & Security Deposit Fees on the last page of this packet for charges.

Applicant Requirements

Applicants must be 21 years of age or older to rent the facility and accept responsibility for their guests.

Applicants must guarantee the following:

- ◆ Orderly behavior. No profanity or excessive noise will be tolerated.
- ◆ Supervision of all children. If staff is required to give notification to the renter that children are unsupervised—this will result in the loss of the entire security deposit.
- ◆ Responsiveness to the directives of City staff, which includes clearing of the building.
- ◆ That the program is of a suitable nature for presentation in a public building.
- ◆ That the activity is lawful and conforms with City, State, and Federal laws and regulations.
- ◆ That they will not remove, change, rearrange, or revise anything in the building.

Food/Catering Policy

The City of Wixom does not provide food service.

Caterers License/Temporary Food permit: The City of Wixom's kitchen facility is not a licensed kitchen, therefore your caterer must prepare all food and beverage services that you are to receive for your rental at the licensed caterers facility site. If you are preparing food on site at the City of Wixom kitchen facility you will need a temporary food permit that can be obtained through Oakland County Health Department.

Alcohol Policy

Beer, wine, and liquor may be served. Alcohol may not be sold. No one under 21 years of age may consume alcohol on the premises. ***Any group requesting the use of alcohol for their engagement must hire a bartender from a private company or caterer to serve alcohol during the engagement. This must be done at the lessee's expense. You must provide a copy of the bartender's license to the Community Center 3 weeks before your rental.***

Decorations

- ◆ No confetti/sparkles will be allowed.
- ◆ There are no ladders on site for your use.
- ◆ All candles must be placed in hurricane globes. No exposed flames.
- ◆ **No decorations are to be taped, tacked or stapled to any walls or ceilings.**
- ◆ No chalk allowed. (Inside or Outside)

Setup & Facility Usage

Setup may take place only on the day and time of the rental contract. You may not gain access to the building prior to your rental time for set-up.

- ◆ **We do not have a separate changing room for rent.**
- ◆ Rental groups must only use the area that they have reserved. Use of the other rooms in the facility without paid rental will not be permitted, including the Senior Lounge.
- ◆ Dancing is permitted on the dance floor area only. No dancing is permitted on the stage.

Clean Up

All clean up shall be performed by the lessee before they leave the facility. Normal Clean up includes:

- ◆ Removal of all materials brought in, including decorations
- ◆ Proper clean up of kitchen area, if utilized.
- ◆ Removal of all garbage to the dumpster.
- ◆ Proper clean-up of portable bar.
- ◆ **Removal of all rented items.** Please notify your rental company or caterer that their items must be removed from the facility the night of your facility rental. The City of Wixom is not responsible for any items left behind.

Please see Facility Closing Checklist & Security Deposit Fees on the last page for charges.

Late Charge

Lessees must remove all items brought into the facility by the end of your rental time on your signed contract. If the facility is not completely vacated by **your contracted time**, the following charges late charges will be assessed and be deducted from your security deposit: Friday and Saturday rentals end at 12:00 a.m. No exceptions!

- ◆ ½ hour = \$ 250
- ◆ 1 hour = \$ 500
- ◆ Longer than 1 Hour = ENTIRE SECURITY DEPOSIT

If the Police are called to the Community Center for altercations that occur during your event, YOUR ENTIRE SECURITY DEPOSIT WILL BE FORFEITED – NO EXCEPTIONS!

No Smoking Policy

The Wixom Community Center is a NON-SMOKING Facility. Any violations may cause forfeiture of your rental security deposit. Smoking is permitted outside 25 feet away from the front of the facility only and all cigarette butts must be deposited in provided containers.

Injury/Lost Articles

The City of Wixom assumes no responsibility for accidents, injuries, and lost or damaged articles while attending a meeting of a rental group.

Fire Regulations

- ◆ Use of open flames is prohibited. Candles in hurricane globes are acceptable.
- ◆ Electrical extensions and decorations must be flameproof.
- ◆ Exits, corridors, and hallways must be free of obstructions at all times.
- ◆ Persons may never stand in aisles of exits
- ◆ Maximum capacity numbers in rooms must be observed per the City of Wixom Fire Department .
- ◆ No Fireworks are allowed on premises.

Emergency Contact

If you arrived at the Community Center at your contracted time and no one is there to let you in the facility, please contact the Wixom Police Non-Emergency Number at 624-6114.

COMMUNITY CENTER RENTAL FEES

SUNDAY-THURSDAY RENTALS 7A.M. - 10P.M.

ROOM	SIZE	ROOM CAPACITY	PRICE PER HOUR 3 HOUR MINIMUM
ABC	48' X 33'	80 People	\$100
STAGE	48' X 32'	100 People	\$125
BALLROOM	48' X 74'	220 People	\$175
KITCHEN	\$75 FLAT FEE		

FRIDAY AND SATURDAY RENTALS

BALLROOM ONLY - 220 People

DAY	TIME	RATE
Friday	2 p.m. - 12 a.m.	\$1,400
Saturday	2 p.m. - 12 a.m.	\$1,600
Saturday	9 a.m. - 12 a.m.	\$1,800

Ballroom Rental Includes:

- ◆ Set-up & Take Down of Tables & Chairs
- ◆ Use of Kitchen
- ◆ Ice Machine
- ◆ Portable Bars
- ◆ Podium/Lecturn
- ◆ Microphone System
- ◆ Audio/Visual Equipment
- ◆ Projection Screen

The above times are the times that the facility will be opened and unlocked. They are inclusive of the decorating, caterers, disc jockeys, and anyone else involved in your event that will need to have access to the building prior to, during or after your event. Decorating must be done on the scheduled day and time of your event. Staff will monitor the facility during the above hours.

Important Information

Dance Floor & Ceiling Height & Chair Dimensions

Floor Size: 25.9' x 20.4' **Ceiling Height:** 13 Feet High **Chairs:** 19 1/2 inches wide & 30 1/2 Tall

**We recommend that you make an appointment to try on your chair covers before you make your selection with your rental company.*

Available Tables & Sizes

32 - 60" Round Tables - 28 available for seating (8 people each) others available for cake/gift table, etc.

12 - 8' Rectangular Tables

Seasonal Items - Fountain & Holiday Decorations

- ◆ **The City will make every effort to have the fountain operational from May 1 - October 1 weather and equipment permitting! There are no guarantees.**
- ◆ The Community Center facilities will not be available for rent on any observed Holiday when City offices are closed.
- ◆ From November through January Christmas Trees and other misc. decorations will be set-up in the facility and will not be taken down for any reason.

Miscellaneous

- ◆ No gambling shall be permitted in the building.
- ◆ Solicitation of funds is not permitted by any organization renting the facility.
- ◆ City of Wixom staff is not available for hire for services at your event.
- ◆ **The Community Center does not rent linens/dishes/silverware or plates.**

Homeowners Associations Rentals

Wixom Homeowners Associations can reserve a room once per year at no charge for an annual meeting. We offer this room to homeowners on **Monday evenings only from 6:00 p.m. - 9:00 p.m.**, if space permits. For annual meetings please contact our office at 248-624-2850.

Funeral Luncheons

Please call our office for assistance at 248-624-2850.

RECOMMENDATIONS

While the City of Wixom cannot guarantee the quality of services rendered, we would happily recommend the following businesses for your engagement.

Caterer

Gary's Catering 877-326-1077

***15% off room rental when choosing Gary's**

Catering

Party Supplies & Rentals

Gordon Food Service 248-347-1275

Affairs to Remember 248-926-8430

D.J./Entertainment

Robert Taylor 313-640-5792

Florist & Balloons

Watkins Flowers 248-624-4507

Local Hotels

Comfort Suites 248-504-5080

Holiday Inn 248-735-2781

Hampton Inn 248-348-0170

My Place Hotel 248-344-7991

Spring Hill Suites 248-344-9319

Bartending Service

Cocktails & Dreams 734-513-4433

Wixom Community Center Room Rental FAQ's

How can I book a date? The only way to reserve your date is to submit the application along with 50% NON-Refundable/Transferable, deposit. You can download the application at www.wixomgov.org.

Can I see the space? You must make an appointment. Please call the Community Center at (248) 624-2850 and ask for Melissa.

How many people sit at a round table? Our round tables are 60 inches and hold 8 people.

How many people will the Ballroom hold? Our Ballroom holds up to 220 people.

Is the set-up of tables and chairs included? Yes we set up and take down your tables and chairs for you.

Are we responsible for clean up after our event? Yes. You must take everything you brought into the facility out the same day. You may not leave any items here until the next day. The Community Center supplies the trash bags for you. You must take the trash to the dumpster at the end of the evening. The room should be left in the condition it was prior to your event.

What type of decorations can I use? Table decorations are allowed. Absolutely NO taping or tacking anything to the walls.

Does the City supply linens, glasses, or dishes? No, we do not supply any of these items— this must be done through the renter.

When can I get in to decorate? At your scheduled time. Early access before your rental time is not allowed. **Also please see last page for late fees if your rental runs over your scheduled time.**

Can I stay past midnight? **NO**—charges will apply—1/2 hour =\$250.00 and 1 hour =\$500.00. Anything beyond, security deposit is forfeited. **POLICE** will be notified as well. No exceptions.

How can I pay for my security deposit? You must pay by credit card. No cash or checks.

Do you allow alcohol? Yes. You may not sell alcohol but you can have a professional licensed bartender serve the alcohol at your event.

Can I bring in my own food? Yes.

Is there a kitchen facility we can use? Yes. You must leave the kitchen in the condition you found it in prior to your event. Sunday—Thursday the kitchen is an additional fee of \$75.00. Use of the kitchen is included with your Friday or Saturday ballroom rental.

Can we have a DJ or Band? Yes.

When is my final balance due? Three weeks prior to your event.

When is my \$1000 security deposit due? Along with your final payment, three weeks prior to your event.

Do you have internet? Yes.

Do you have a projection screen? Yes.

Do you have a microphone system? Yes.

Do you have a recommended caterer? Yes. Gary's Catering in Wixom. If you book with Gary's Catering for your event, you will receive 15% off your room rental.

Facility Closing Checklist & Security Deposit Fees

The security deposit is due 3 weeks before your rental date and will be charged to your credit card on file

Please note that the responsible party/contact person must remain on site the entire event and check out with the facility monitor at the conclusion of the rental. **If the contact person leaves before the end of the event or fails to check out with the facility monitor, the security deposit is forfeited.**

FACILITY LATE DEPARTURE FEE - The following charges will be applied to your credit card in the event that your rental exceeds the contracted rental time frame. THIS APPLIES TO YOUR CONTRACTED SERVICES AS WELL - EXAMPLE: DJ, CATERER, ETC.

1/2 Hour = \$250.00

1 Hour = \$500.00

Longer than 1 Hour = ENTIRE SECURITY DEPOSIT

By signing your Rental Agreement, you agree to complete the following items before leaving the facility at the end of your event. If these items are not completed, the listed charges will apply and will be deducted from your security deposit.

<u>CLEANING ITEM</u>	<u>FEE</u>
<p><u>Garbage /Building Grounds</u> Take all Garbage to the Dumpster. Building, grounds and parking lot must be left in the same condition as in the beginning of your rental. This includes proper disposal of cigarettes in containers provided.</p>	\$200.00
<p><u>Portable Bar</u> Clean up of Portable Bar. Remove all cups, bottles, cans & ice.</p>	\$100.00
<p><u>Kitchen /Excessive clean-up</u> Proper clean-up of kitchen and Ballroom. Remove all rental items and food from refrigerator and freezer. If Excessive clean up is required you will be notified by Community Services Dept.</p>	\$300.00
<p><u>Restroom</u> Walk-through restroom to assure excessive clean up will not be needed.</p>	\$200.00
<p><u>Carpet and Walls</u> Damage resulting in cleaning or replacement fees.</p>	\$500.00
<p><u>Confetti/Glitter</u> Is NOT ALLOWED</p>	\$200.00
<p><u>Unsupervised Children</u> Are NOT ALLOWED and entire security deposit will be forfeited. Children must be accompanied by an adult at all times.</p>	\$1,000
<p><u>Misc. Damage</u> Any other damage will be assessed by situation.</p>	

Staff on-site will not assess any physical damage.

If the Police are called anytime during your function at the Community Center for altercations, THE ENTIRE SECURITY DEPOSIT WILL BE FORFEITED – NO EXCEPTIONS!