



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 within 3 miles of the facility. At the Wixom Community Center we welcome small meetings, bridal showers, engagement parties and wedding receptions up to 220 people. A combination of comfortable surroundings and moderate prices make this the perfect choice for your engagement.

Wixom Community Center

Wixom, MI 48393

Phone: (248) 624-2850 Fax: (248) 960-8873

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 must be paid in full three (3) weeks prior to your event. If payments are made prior to the (3) week deadline, these payments will also be 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

All lessees for Friday/Saturday/Sunday Ballroom rentals are required to issue a security deposit **payable to the City of Wixom by credit card for \$1000**. After the event, if there is no damage to the facility or excessive cleanup needed your deposit will be returned. If there is damage to the facility or additional cleanup required, the costs will be deducted from the \$1000 security deposit. Please see Facility Closing Checklist & Security Deposit Fees on the last page 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.**
- ◆ No chalk allowed.

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.

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 Charges

All Lessees must remove all material no later than **12:00 am**. If the facility is not completely vacated by **12:00 am**, the following charges late charges will assessed and be deducted from your security deposit:

- ◆ 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.

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 at 624-6114.

COMMUNITY CENTER RENTAL FEES

SUNDAY-THURSDAY RENTALS 7A.M. - 11P.M.

ROOM	SIZE	ROOM CAPACITY	FIRST 3 HOURS	EACH ADD'L HOUR
AB or BC	32' X 33'	50 People	\$200	\$60
ABC	48' X 33'	80 People	\$250	\$70
STAGE	48' X 32'	100 People	\$350	\$100
BALLROOM	48' X 74'	220 People	\$525	\$100
KITCHEN	\$75 FLAT FEE			

FRIDAY AND SATURDAY RENTALS

BALLROOM ONLY - 220 People

DAY	TIME	RATE
Friday	3p.m. - 12a.m.	\$1,000
Saturday	3p.m. - 12a.m.	\$1,200
Saturday	9a.m. - 12a.m.	\$1,500

Rental Fee 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:** 20 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 is 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.**

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 248-960-9100

***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

Balloon Fairy 248-366-7704

Local Hotels

Comfort Suites 248-504-5080

Holiday Inn 248-735-2781

Hampton Inn 248-348-0170

Bartending Service

Cocktails & Dreams 734-513-4433

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.

Wixom Scout Troop Rentals

The City of Wixom has no charge for Wixom scout troop meetings. Meeting rooms for troops are available on Mondays evenings only between the hours of 6:00 p.m. - 9:00 p.m., if space permits.

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.

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 must have a professional licensed bartender serve the alcohol.

Can I bring in my own food? Yes.

Is there a kitchen facility we can use? Yes - you must also leave the kitchen in the condition you found it in prior to your event.

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 must be placed on a credit card.

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 - In addition to your security deposit of \$1,000 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 my security deposit **without notice.**

<u>CLEANING ITEM</u>	<u>FEE</u>
<input type="checkbox"/> <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.	\$150-\$500
<input type="checkbox"/> <u>Portable Bar</u> Clean up of Portable Bar. Remove all cups, bottles, cans & ice.	\$50-\$200
<input type="checkbox"/> <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.	\$250-\$500
<input type="checkbox"/> <u>Restroom</u> Walk-through restroom to assure excessive clean up will not be needed.	\$150-\$500
* <u>Confetti/Glitter</u> Is NOT ALLOWED	\$150-\$300
* <u>Unsupervised Children</u> Are NOT ALLOWED and entire security deposit will be forfeited.	\$1,000
* <u>Misc. Damage</u> Damage to walls, carpet, equipment, etc. will be assessed by situation. You will be contacted prior to charge.	

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