



49015 Pontiac Trail  
Wixom, MI 48393

248-624-2850

*Wixom Community Center*  
*49015 Pontiac Trail, Wixom, MI 48393*  
*Phone: 248-624-2850*  
*E-mail: [Mharrisonwixom@gov.org](mailto:Mharrisonwixom@gov.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 8 miles of the facility. At the Wixom Community Center we welcome small meetings, bridal showers, engagement parties and wedding receptions up to 250 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. **Phone reservations not accepted.**

**Security Deposit**

All lessees (for Friday/Saturday/Sunday rentals) are required to issue a security deposit **payable to the City of Wixom by credit card for \$500.** After your 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 \$500 security deposit. Please see facility checklist sheet on the last page for charges.

**Applicants Requirements:**

**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.**

- Applicants must be 21 years of age or older to rent the facility and accept responsibility for their guests.
- Rental groups must only use the area that they have reserved. Use of the other rooms in the facility will not be permitted, including the Senior Lounge.
- **Applicants must guarantee the following:**
  1. **Orderly behavior, no excessive noise or profanity. In addition, all children must be supervised—if staff has given notification to the renter that children are unsupervised—this will result in Entire security deposit loss!**
  2. Responsiveness to the directives of City staff, which includes clearing of the building.
  3. The program is of suitable nature for presentation in a public building.
  4. That the activity is lawful and is in conformity with City, State, and Federal laws and regulations.
  5. That they will not remove, change, rearrange, or revise anything in the building.

## **SETUP & TAKE DOWN:**

- **Setup and takedown 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.**

## **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. Long tapered candles are not allowed.
- No decorations are to be taped, tacked or stapled to any walls.
- No chalk allowed

## **LATE CHARGES**

All groups reserving the facility must remove all material no later than **12:00 am**. If your party has not vacated the building by **12:00 am**, the following charges late charges will assessed and be deducted from your security deposit. The following late charges will be deducted from your security deposit if the event exceeds the contracted rental timeframe.

- ½ hour = \$ 100
- 1 hour = \$ 200
- Anything beyond this point will result in loss of your entire security deposit.

**If the Police are called anytime during your function at the Community Center for altercations that may occur during your party—YOUR ENTIRE SECURITY DEPOSIT WILL BE FORFEITED– NO EXCEPTIONS!**

## **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.

## **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 license to the Community Center 3 weeks before your rental.

## **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.**

## **Dancing**

Dancing is permitted on the dance floor area only. No dancing is permitted on the stage.

## **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**

- All groups must observe the following fire regulations:
- Use of open flames is prohibited. Candles in hurricane globes are acceptable.
- Electrical extension 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 Contacts**

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

Other Important Information:

Dance Floor & Ceiling Height & Chair Dimensions- ( we recommend that you come out and try on your chair covers before you make your selection with company you are using )

Floor Size: 25.9X 20.4 Ceiling Height: 20 Feet High Chairs: 19 1/2 inches wide & 30 1/2 Tall

Amount of Tables & Sizes:

32 Round tables - are 60 inches in diameter seat 8 people per table

12 Rectangular tables - are 8ft each

Homeowners Associations

Can reserve a room once per year for your annual meeting We offer this room to homeowners on Monday evenings only. This room is available from 6-9 p.m., if space permits For annual meetings please contact our office at 248-624-2850.

Wixom Troop Rentals

The City of Wixom has no charge for Wixom troop meetings. Scheduling meeting for troops are available on Mondays between the hours of 6 - 9 p.m., if space permits.

Additional Information

- OUTSIDE FOUNTAIN—HOLIDAY SEASON AND DECORATIONS.
- The Fountain will be in operation from May 1—October 1—Weather and equipment pending! No guarantees.
- The Community Center facilities will not be available for rentals on any observed Holiday in which the City offices are closed.
- November – January Christmas Trees and other misc. decorations will be set-up in the facility and will not be taken down for any reason.
- No gambling shall be permitted in the building.
- Solicitation of funds is not permitted by any organization renting the facility.

RECOMMENDATIONS

**Caterer’s**

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

Other

Cocktails & Dreams

Bartending Service.....734-513-4433

# Wixom Community Center Room Rental FAQ's

**How Can I book a date:** Fill out the application—put down 1/2 NON-Refundable deposit—This will hold your date. You can download the application at our web-site which is [www.wixomgov.org](http://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 our Ballroom hold?** Our Ballroom holds up to 250.

**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 that day 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.

**Do you supply Linen, 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 =\$100.00 and 1 hour =\$200.00. 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 cash or credit card. No 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 rental

**When is my \$500 security deposit due?** Along with your final payment - Three weeks prior to your event

**Do you have Internet?** Yes

**Do you have a screen?** Yes.

**Do you have a microphone system?** Yes

**Do you have a recommend caterer?** Yes—Gary's Catering in Wixom— in which you will receive 15% off your room rental if you use his services here at the Community Center

# COMMUNITY CENTER RENTAL FEES

## As of (05-24-16)

**MONDAY—THURSDAY., Hours are 9 a.m. - 11 p.m.**  
**SUNDAY— Hours are 7 a.m.—11 p.m.**

<u>FACILITIES:</u>	<u>Room Capacity</u>	<u>First Three Hours</u>	<u>Each Add'l Hour</u>
Medium Meeting Room (32X33) Room AB	50 people	\$150.00	\$50.00
Large Meeting Room (33X48) Room ABC	80 people	\$185.00	\$60.00
Lounge Area (Windows in Room)	40 people	\$185.00	\$60.00
Stage Room (32X48)	100 people	\$275.00	\$90.00
Ballroom (48X74)	250 people	\$385.00	\$100.00
Kitchen		\$50.00 - when included with Rental	
		<b>\$75.00 per day for kitchen only</b>	

### FRIDAY AND SATURDAY RENTALS

<u>Capacity</u>	<u>Saturday Only</u> <u>9A.M. –12A.M.</u>	<u>Saturday</u> <u>3 P.M. –12.A.M.</u>	<u>Friday</u> <u>3 P.M.—12 A.M.</u>
Ballroom 250	<b>\$1,200.00</b>	<b>\$900.00</b>	<b>\$700.00</b>

- ***Please note that if you rent on a Friday for a reception we only offer the 3 p.m. - 12:00 a.m. timeslot.***

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

#### ***Rental Fee Includes:***

Use of Kitchen	
Ice machine	Microphone System
Portable Bars	Podium/Lecturn
Set-up & Take Down of Tables & Chairs	Movie Screen

***(Please note: We have 32 Round tables which are 60 inches in diameter and seat 8 people per table and all of our Rectangular Tables are 8ft and we have a total of 12.)***

# Facility Closing Checklist & Security Deposit List

I agree to complete the following items before leaving the facility at the end of the event. If they are not completed the following charges will apply and will be deducted from your security deposit **without notice**. Your security deposit is due 3 weeks before your rental date and must be placed on a credit card. If contact person leaves before the end of your event the security deposit is forfeited.

**IN ADDITION ABOVE YOUR SECURITY DEPOSIT REQUIREMENTS**

**FACILITY LATE DEPARTURE FEE - In addition to your security deposit of \$500 The following charges will be applied to your credit card in the event that your rental exceeds the contracted rental time frame. THIS PERTAINS TO YOUR CONTRACTED OUTSIDE SERVICES AS WELL - EXAMPLE: DJ'S , CATERERS, ETC.**

<b>1/2 Hour = \$100.00</b>	<b>Additional Charges</b>	
<b>1 Hour = \$200.00</b>	<b>Time Left</b>	

**If the Police are called anytime during your function at the Community Center for altercations that may occur during your party—YOUR ENTIRE SECURITY DEPOSIT WILL BE FORFEITED—NO EXCEPTIONS!**

**CHECKLIST CONTACT:** \_\_\_\_\_ **Monitor Signature:** \_\_\_\_\_

**Time Rental exited facility:** \_\_\_\_\_

	FEE	AMOUNT CHARGED
<b>■ <u>Garbage /Building Grounds</u></b> 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	\$150.00-\$300.00	_____
<b>■ <u>Portable Bar</u></b> Clean up of Portable Bar. Removal of all cups, bottles, cans & ice.	\$50.00—\$150.00	_____
<b>■ <u>Kitchen /Excessive clean -up</u></b> Proper clean-up of kitchen and Ballroom Removal of all rental items and food from Refrigerator and Freezer. <b>If Excessive clean up is required—you will be notified by CSD Department</b>	\$100.00—\$200.00	_____
<b>■ <u>Restroom</u></b> Walk-through restroom to assure excessive clean up will not be needed.	\$100.00—\$350.00	_____
<b>■ <u>Confetti/Glitter NOT ALLOWED</u></b>	\$100.00—\$250.00	_____
<b>◆ UNSUPERVISED CHILDREN = Loss of entire deposit = \$500.00</b>		_____

**OTHER**

Damage to walls, carpet, equipment, excessive cand miscellaneous  
 Will be assessed by situation— **you will be contacted prior to charge**

**I Hereby authorize these services to be charged to my credit card if not completed.**

Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_