

Middleburg Heights Community Rooms

FACILITY INFO

Available for variety of parties, receptions, & community events. Approximately 4500 sq feet. Seating 300-theatre style, 250-banquet style, 25-max U-shape. Community rooms can be subdivided into 3 smaller rooms. Each room seats 96 banquet style or theatre style. Classroom available for birthday party pkgs., or meetings, with maximum capacity of 50 people. Classroom style seating-30 max. Diagrams for set-up provided upon request.

ALCOHOL

Alcohol permitted to be served per guidelines below: Policeman must be present during function. Arrangements made through Administrative Asst. Cost-\$30/hr. cash only-3hr min., paid evening of event. Policemen required to be present ½ hr. beyond end of function. Proof of special event insurance must be provided. Insurance to be obtained through Homeowners Ins. The City of Middleburg Heights is added on as an additional insured for \$1 million. Must include host liquor liability. It is the responsibility of the renter to ensure minors are not served. All beverages must be kept inside Community Rooms during function.

CATERING INFO

Caterer of choice. A list of caterers is available. Caterer must contact the Administrative Asst. 30 days prior to function. Caterer/Renter responsible for providing, glassware, dishes, utensils, decorations. On site caterers fee -\$75. Caterers required to sign contract, provide proof of insurance, & valid credit card number (MC, Visa). Should caterer not clean thoroughly renter will be charged \$50.

CLEANING

Renter responsible for cleaning. Cleaning procedures include: Vacuuming carpet, sweeping & mopping kitchen floor, wiping down tables & chairs. Kitchen equipment is to be cleaned & left in good condition. Garbage must be bagged, linens placed in linen bags & left in kitchen area. Cleaning supplies provided by MHCC include garbage bags, vacuum, mop, broom, cleaning solution, paper towels, and rags. For an additional \$50 per room, renter may request cleanup to be done by MHCC.

SECURITY DEPOSITS

A valid credit card (MC/Visa) will be copied & held until completion of function. If renter does not have a valid credit card, a \$50 deposit per room will be required. Deposit will be refunded 2-4 weeks after function by City Finance Dept. providing no damages are incurred. Should any damages be incurred, your credit card will be charged accordingly. Should your room be returned to its pre-rented condition, all credit card information will be destroyed.

PAYMENT

One-half of room rentals required at contract signing. Balance due 30 days prior to function. Should your payment not be received 30 days prior, we will charge it against your credit card.

RENTAL HOURS

Rental hours follow hours of operation of MHCC, except hours may be extended until midnight on Friday & Saturday. We allow 1hr before & 1hr after at no cost for setup & cleanup. Additional setup time will require additional charge.

PROOF OF RESIDENCY

Proof of residency will be required (utility bill, credit card statement).

DECORATIONS

All decorations must be approved by the Administrative Asst. Candles are permitted. No taping, tacking, or hanging of anything is permitted.

EQUIPMENT

<u>EQUIPMENT</u>	<u>COST</u>
Rental fee includes table & chair setup	
Arches	N/C
AV Cart	
Coffee Maker	N/C
Dance Floor (portable) 24'x30'	\$50
Easel	N/C
Extension Cords	N/C
Flip Charts	\$10
LCD Projector	\$100
Microphone (lapel/cordless/corded)	\$10
Microwave (community rooms)	N/C
Overhead Projector	\$25
Plastic Tubs for Pop	N/C
Portable Bar	N/C
Screen (drop down) 70"wx71"l (69½ from fl)	N/C
Screen (portable 8x8)	\$20
Stage (4x8 pieces)	N/C
Tablecloths (champagne)	N/C
Tables 5' (classroom)	N/C
Tables 6'(community rooms)	N/C
Tables Rounds 60"(community rooms)	N/C
TV/VCR/DVD (27")	\$25

SERVICES

Analog Telephone Hook Up	N/C
Cancellation Fee/Set Up	\$50
Catering Fee (Kitchen A)	\$75
Cleaning by Staff	\$50 per room
Coffee (set up includes cups/sugar/cream/stirrers)	
100 cup	\$65
50 cup	\$35
10 cup (packet)	\$5
Copy Service	\$.10 per page
Damages	As determined
Insufficient Check	\$20
Police Officer	\$30 per hour
Table & Chair Setup	N/C
Tea (set up includes cups/sugar/cream/stirrers)	
100 cup	\$35
50 cup	\$20
Water set up (under 50 people)	\$5
Water set up (50 people and over)	\$10