

# 2010 Facilities Rental Rates

## COMMUNITY HALL ROOM A W/FULL SIZE CATERING KITCHEN

Maximum Seating - 96 banquet style, 72 classroom style, 100 theater style

*Kitchen Includes- Microwave, Convection Oven, 100c-Coffee Maker,  
Refrigerator, Freezer, Sink, Ice Maker, Chefs Tables*

<b>Friday, Saturday, Sunday (Hourly Rates)</b>		<b>Monday-Thursday (Hourly Rates)</b>	
Member	\$40.00	Member	\$30.00
Resident	\$45.00	Resident	\$35.00
Business Rate	\$60.00	Business Rate	\$50.00
Non-Resident	\$70.00	Non-Resident	\$60.00
Kitchen A-Catering Fee	\$75.00	Kitchen A-Catering Fee	\$75.00

## COMMUNITY HALL ROOM B W/MINI KITCHEN

Maximum Seating – 88 banquet style, 60 classroom style, 96 theater style

*Kitchen includes-Microwave, 55c Coffee Maker, Refrigerator, Small Hand Sink,  
Minimal Counter Area*

<b>Friday, Saturday, Sunday (Hourly Rates)</b>		<b>Monday -Thursday(Hourly Rates)</b>	
Member	\$30.00	Member	\$20.00
Resident	\$35.00	Resident	\$25.00
Business	\$50.00	Business	\$40.00
Non-Resident	\$60.00	Non-Resident	\$50.00

## COMMUNITY HALL ROOM C W/KITCHEN

Maximum Seating – 96 banquet style, 80 classroom style, 100 theater style

*Kitchen includes Microwave, 55c-Coffe Maker, Refrigerator, Freezer, Sink, Average  
Work Area*

<b>Friday, Saturday, Sunday (Hourly Rates)</b>		<b>Monday–Thursday (Hourly Rates)</b>	
Member	\$35.00	Member	\$25.00
Resident	\$40.00	Resident	\$30.00
Business	\$55.00	Business	\$45.00
Non-Resident	\$65.00	Non-Resident	\$55.00

## COMMUNITY HALL ROOMS A/B

Maximum Seating – 120 banquet style w/small dance floor, 180 banquet style w/o  
dance floor,

150 classroom style, 200 theater style

<b>Friday, Saturday, Sunday (Hourly Rates)</b>		<b>Monday-Thursday (Hourly Rates)</b>	
Member	\$60.00	Member	\$50.00
Resident	\$65.00	Resident	\$55.00
Business	\$120.00	Business	\$70.00
Non-Resident	\$125.00	Non-Resident	\$80.00

## COMMUNITY HALL ROOMS B/C

Maximum Seating 120 banquet style w/small dance floor,  
180 banquet style w/o dance floor, 160 classroom style, 200 theater style

<b>Friday, Saturday, Sunday (Hourly Rates)</b>		<b>Monday-Thursday (Hourly Rates)</b>	
Member	\$55.00	Member	\$45.00
Resident	\$60.00	Resident	\$50.00
Business	\$115.00	Business	\$65.00
Non-Resident	\$120.00	Non-Resident	\$75.00

**COMMUNITY HALL ROOMS A/B/C**  
**Maximum Seating 256 banquet style w/dance floor,**  
**296 banquet style w/o dance floor**  
**225 classroom style, 350 theater style**

**Friday, Saturday, Sunday (Hourly Rates) Monday – Thursday (Hourly Rates)**

Member	\$105.00	Member	\$75.00
Resident	\$110.00	Resident	\$80.00
Business	\$165.00	Business	\$135.00
Non-Resident	\$175.00	Non-Resident	\$145.00

**Classroom**

**Maximum Capacity 50, 30 classroom style**

Member	\$20.00/hr	Business	\$30.00/hr
Resident	\$25.00/hr	Non-Resident	\$35.00/hr

**EQUIPMENT FEES**

**SERVICE FEES**

Rental Fee includes tables, chairs & set up	N/C	Beverage Services (includes cream/sugar/ cups and stirrers) (meetings only)	
Arches	N/C	100 cup coffee service	\$100
AV Cart	N/C	50 cup coffee service	\$50
Dance Floor (Portable) 24' X 30'	\$50	10 cup coffee service (1 carafe)	\$10
Easel	N/C	100 cup tea service	\$20
Extension Cords (sign out at front desk)	N/C	50 cup tea service	\$10
Flip Charts	N/C	100 cup water service	\$10
Microphone(corded/cordless/lapel)	\$20	50 cup water service	\$5
Portable Bar (events w/alcohol)	N/C	Cancellation Fee/Set Up	\$50
Projector LCD	\$100	Catering Fee (Kitchen A)	\$75
Screen 70" w X 70" l (69 1/4" from floor)	N/C	Cleaning by Staff (Per Room)	\$50
Screen (portable) 8X8	\$25	Copy Service (per page)	.10
Tables-rounds(60")-6 foot (36"X72")	N/C	Damages (as determined)	\$\$
Tablecloths (Champagne) (per room)	\$10	Insufficient Check	\$20
TV/VCR/DVD	\$25	Police Officer (per hour)	\$30

*For Community Room Rentals*

Please contact Pam Unger or Loretta Krumheuer at 440-234-2255

Visit our website @ [www.middleburgheights.com](http://www.middleburgheights.com) for additional information  
or to view photos of the Community Rooms.

# **MIDDLEBURG HEIGHTS COMMUNITY ROOM INFO SHEET**

## Facility Info:

- ❖ Available for variety of parties, receptions & community events
- ❖ Approximately 2500 square feet
- ❖ Seating: 300-theater style, 250-banquet style, 25-maximum u-shape
- ❖ Can be subdivided into 3 smaller rooms
- ❖ Each room accommodates 96 banquet style - Theater style varies.
- ❖ Classroom available for birthday party pkgs. or meetings only
- ❖ Classroom maximum capacity - 50; Classroom style seating – 30 max
- ❖ Diagrams for set up prepared upon request
- ❖ Round tables are 60" and seat 8 people
- ❖ Rectangle tables are 6' (72" X 36")

## Alcohol:

- ❖ Alcohol is permitted to be served per guidelines below:
- ❖ Policeman must be present during function - Guests arriving early cannot be served until policeman arrives (3 hr. minimum)
- ❖ Arrangements made through administrative assistant
- ❖ Cost - \$30 per hour, cash only, to be dropped off to the community center day before event in an envelope marked with your name, date of your event and the amount, policeman will be paid the evening of your event
- ❖ Policeman required to remain ½ hour beyond end of function
- ❖ Proof of special event insurance required:
  - Insurance to be obtained through homeowners insurance
  - City of Middleburg Heights added on as additional insured for \$1million
  - Must include host liquor liability
  - Must provide insurance 30 days prior to event
- ❖ Renter to ensure that minors are not served.
- ❖ All beverages must be kept inside Community Rooms during function.

## Catering Info:

- ❖ Caterer of your choice. A list of caterers is available. (MHCC is not responsible in any way for your selection)
- ❖ Renter is to provide catering information as part of their contract
- ❖ Caterers required to sign contract, provide proof of insurance & valid credit card (Visa, MC or Discover) in case of any damages
- ❖ On-site catering fee - \$75.00 paid prior to event
- ❖ If above criteria is not met by caterer, the kitchen will be locked on day of event
- ❖ Caterer responsible to leave kitchen as found - if not – there is a \$50 fee payable by renter

## Cleaning:

- ❖ Renter is 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 kit. area
- ❖ All cleaning supplies provided by MHCC including garbage bags, vacuum, mop, broom, cleaning solution, paper towels and rags.
- ❖ Renter may request MHCC to cleanup - \$50 per room – must be paid in advance

Decorations:

- ❖ Must be approved by Administrative Assistant
- ❖ Candles are permitted
- ❖ No taping, tacking or hanging of anything permitted

Payment:

- ❖ One-half of room rental required at contract signing
- ❖ Balance due 30 days prior to event. (You will be mailed a reminder)
- ❖ If payment is not received 30 days prior, credit card will be charged

Refund:

Cancellations within 60 days of the date of your event will be refunded in full

Proof of Residency:

- ❖ Is required for all rentals (utility bill, credit card statement, driver's license only if renewed in current year)

Rental Hours:

- ❖ Follow operation of MHCC except hours may be extended until midnight on Friday & Saturday
- ❖ One hour before and one hour after your event is allowed at no cost for setup & cleanup
- ❖ Additional set up time available at the regular hourly rate

Security Deposit:

- ❖ A valid credit card (MC/Visa/Discover) will be copied & held until completion of event
- ❖ If no credit card is available a \$50 cash deposit is required per room
- ❖ Deposit is refunded 2-4 weeks after event by City Finance Dept provided there are no damages
- ❖ Should there be damages, you will be notified and credit card will be charged
- ❖ Rooms returned in pre-rented condition – credit card info will be destroyed

FOR ADDITIONAL INFORMATION REGARDING RENTAL RATES, AVAILABLE EQUIPMENT AND SERVICES, PLEASE SEE 2010 FACILITY RENTAL RATES

*FOR COMMUNITY ROOM RENTALS*

*PLEASE CONTACT PAM UNGER OR LORETTA KRUMHEUER AT  
440-234-2255*

*Visit our Website at [www.middleburgheights.com](http://www.middleburgheights.com)  
For additional information or to view photos of the Community Rooms*