

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 - \$35 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:
- ❖ Coffee maker(s) must be emptied and cleaned
- ❖ Vacuuming carpet, sweeping & mopping kitchen floor(use regular dish washing detergent), 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 (Except in Kit. A – dumpster is in hallway)
- ❖ All cleaning supplies provided by MHCC including garbage bags, vacuum, mop, broom, cleaning solution, paper towels and rags.(Please leave rags in sink)
- ❖ Renter may request MHCC to cleanup - \$50 per room – must be paid in advance

Coffee Instructions:

- ❖ No Filters necessary- -Takes 45 minutes to brew
- ❖ Measurements for coffee: 100 cups6 ½ cups
 80 cups5 cups
 60 cups4 cups
 40 cups2 ½ cups

Decorations:

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

Linens:

- ❖ Cost of Linens is \$35 per room
- ❖ Linens will be placed on tables by MHCC staff

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 2011 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
For additional information or to view photos of the Community Rooms*