

**CITY OF WOODHAVEN
COMMUNITY CENTER**
23101 Hall Road, Woodhaven, MI 48183

RENTAL FEES

**INFORMATION:
(734) 675-4926**

Note: You must be a resident of Woodhaven to reserve the Woodhaven Community Center. Please contact the Recreation Department to determine if the date you wish to reserve is available. If the hall is available on your preferred date, you will be asked to register in person.

BUILDING: Opens and closes as per prior arrangements made in the office:
FRIDAY: **2 PM TO 12:00 Midnight**
SATURDAY: **8 AM TO 12:00 Midnight**
SUNDAY: **10 AM TO 10 PM**

RESERVATIONS: Must be **confirmed one month** before reserved date with total rental fee paid at that time.

FEES:

Large Hall - (150 person capacity) **10 hour maximum**

- **\$350.00 - Saturday & Sunday**
- **\$275.00 Reduced Friday rate**
- **\$275.00 Security Deposit**

Kitchen - (ONLY Available to a licensed Caterer)

- **\$125.00** (includes use of kitchen appliances & cookware)
- **\$100.00 Reduced Friday rate**

Stage - **Under no circumstances is the stage to be moved by rental party**

- **\$50**

DEPOSIT: The required security deposits are due upon application and may be forfeited if cancelled with less than 6 months notice of cancellation.

CANCELLATION CLAUSE: If rental is cancelled six (6) months prior to the date of your rental, the security deposit will be refunded. If less than six months notice is given for cancellation, then the security deposit will be forfeited.

THE COMMUNITY CENTER IS A NON-SMOKING FACILITY
***Smoking must be at least 50ft. from building**

PROCEDURES FOR RENTING THE COMMUNITY CENTER HALL

The following is a list of procedures and rules that are to be followed in order for you to receive security deposit refund.

1. You are responsible for setting up and breaking down your own event.
2. If you use a caterer, they are responsible for the cleaning of the kitchen, if not, you are responsible for this clean up.
3. **Absolutely no home cooked food is to be brought into the community center and served at your event. All food served must be prepared by a licensed food handler or caterer. There is to be NO Crock Pot use and no Pot Luck type events, per Wayne County Health Dept.**
4. At no time shall any items be removed from this building.
5. All cooking and eating utensils shall be placed back in their original location.
6. All counter tops will be left clean.
7. Garbage will be taken to the dumpster.
8. On Saturday and Sunday, the earliest a caterer may enter the building is 10:00 AM.
9. For the Friday and Saturday rentals, you must be out of the building by **12:00 Midnight** and on Sundays out by **10:00 PM**. Failure to be out of the building at your designated time will result in forfeiture of your security deposit.
10. If you should need assistance in any way, please ask the staff person in the office.
11. No taping of anything on walls or hanging anything from ceiling.
The facilities must be left in the same condition as when rented to user. Repairs resulting from user's use of facilities will be charged to user by the City.
12. **Absolutely No One under the age of 21 shall be served Alcoholic Beverages!**
13. In renting these facilities, you are also waiving any and all claims and liabilities against the City of Woodhaven, it's agents and employees.
14. **There is a ten hour maximum time limit for use of the main hall.**

RESERVATIONS must be confirmed one month before reserved date with total rental fee paid at that time.

CANCELLATION CLAUSE: If rental is cancelled six months or more prior to the date of rental, the security deposit will be refunded. If less than six months notice is given, then the security deposit will be forfeited.