



The City of Plymouth - Recreation Department

## **Plymouth Cultural Center**

The place for business meetings, civic clubs, wedding receptions, showers, and other special events. Contact the Recreation Office at (734) 455-6620 x304 for complete reservation details.

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### **Large Reception Room**

Accommodates up to 160 people and includes a stage and 24' x 18' laminate dance floor. The room features 6' round tables that can seat up to 10 per table. The Reception Room can be divided in half to accommodate up to 80 people banquet style or 40 classroom style seating.

### **Meeting Rooms**

The 30' x 30' size rooms are the right size for smaller meetings and seminars. The rooms comfortably seat up to 50 people banquet style or 30 classroom style seating. The meeting rooms afford the flexibility of theater, classroom or round table seating.

### **Room Rates:** as of 08-08-2017

**All room rental fees must be paid in full at time of reservation.** Rentals include set up time, use of tables, chairs, and podiums.

#### **Large Reception Room Fees:**

Full Room: \$90.00 per hour rate Monday - Thursday

Half Room: \$50.00 per hour rate Monday – Thursday

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Full Room: \$140.00 per hour weekend rate – Friday - Sunday

Half Room: \$80.00 per hour weekend rate Friday - Sunday

**Kitchen Use: \$100.00 Flat Rate** - Renters are required to clean kitchen at end of event. NO Dishes, Cups, Glasses, Utensils or Food Serving Equipment is provided by the Cultural Center. These items are the responsibility of the Renter.

#### **Meeting Room Fees:**

\$40.00 per hour Monday – Thursday

\$65.00 per hour Friday – Sunday

#### **Fitness/Dance Room Fees:**

\$40 per hour Monday – Thursday

\$60 per hour Friday – Saturday

**Security / Damage Deposits are required for all one time rentals:** Security / Damage Deposit shall be 50% of the total Room Rental Cost, up to but not to exceed \$250.00.

**Discounts:** 10% discount given to all 501c3 organizations (proof of exempt status required).  
10% discount given to all long term rentals over one year.

**The Plymouth Cultural Center holds a State of Michigan Class C Liquor License.**

State law requires that no alcoholic beverages may be present in this facility, unless they are supplied by the Plymouth Cultural Center / City of Plymouth Recreation Department

# **Plymouth Cultural Center** **Renters Security Deposit Cleanup Checklist**

## **CLEAN UP**

Shall be performed by the lessee and completed by the end of their allotted time.

Normal Clean up includes:

- Removal of all materials brought in, including decorations
- Proper clean up of kitchen area, if utilized.
- **Removal of all rented items.** Please notify your rental company or caterer that their items must be removed from the facility by the end of your allotted time. The City of Plymouth is not responsible for any items left behind.

## **Fee Structure if clean up is *not* completed by lessee**

- Building Manager \$75 Per hour
- Building Assistant Manager \$35 Per hour
- Cleaning Supply Fee \$50 Per use

All fees are at the Manager's discretion



## PLYMOUTH CULTURAL CENTER ROOM RENTAL

# FAQ'S

**How many people can sit at the round banquet tables?** Our round banquet tables seat 8 to 10 people.

**How many people will the Reception room hold?** Our Reception room will seat a maximum of 160 people. This room can also be divided into two separate rooms. Half of our Reception room will seat 80 people.

**Is setup of tables and chairs included?** Yes, we set up tables and chairs for your event. We also break down the tables and chairs after your event.

**Are we responsible for cleaning up after our event?** The renter is responsible for removing all decorations and anything else they have brought into the facility for their event. Renter is also responsible for vacuuming and mopping the floors. We will supply you with Trash bins. Room should be left in the same condition it was prior to the event. **Fees will be collected based on room condition.**

**Do you supply dishes and utensils?** We do **NOT** supply eating utensils or dishes.

**Do you supply table linens?** We do **NOT** supply table linens. It is the renter's responsibility to supply linens for their event.

**How much time do you allow for setup?** We ask that setup time be booked as part of your event time.

**How do I get my security deposit returned?** Our room rental contact person usually reviews security deposits the next business day. Any security deposit refunded by check will take 10 to 15 business days to process. Deposits can be refunded by credit card the next business day.

**Do you allow alcoholic beverages?** The Cultural Center holds a "Class C" liquor license. Any alcoholic beverages must be purchased through the Cultural Center Recreation office.

**Can I bring my own food?** Yes, food prepared by yourself or another source may be brought into the facility.

**Is there a kitchen at the facility we can use?** Yes, there is a fee of \$100 to use the kitchen. We supply the renter with a list of our "Kitchen Rules" before renting the room.

**Can we have music or a DJ at the event?** Yes, we allow music to be played by either a DJ or radio. We do not supply a sound system.

**Do you allow decorations?** The renter is allowed to use decorations on the tables. We **DO NOT ALLOW** silly string, confetti or decorations pinned or taped to the walls in the room.

**What time does the facility close?** Our facility closes at 11:00pm. All renters must have the room cleaned and ready to vacate the facility.

# **KITCHEN RULES**

Please take a few moments to review the following requirements for the use of the kitchen facility at the Plymouth Cultural Center.

**Please note; that if the premises are not left in the clean and sanitary condition in which you found them, the City of Plymouth reserves the right to keep some or all of your Security Deposit to cover the costs of cleaning the kitchen and /or reception room.**

- Please do not take any City of Plymouth property that is stored in the kitchen or the pantry closet. The cost to replace missing items will be deducted from your security deposit.
- Floors and countertops **must** be left in the condition you found them.
- A garbage disposal is provided. **Do not leave food in the sink drains.**
- The use of the large walk-in cooler is prohibited. A commercial refrigerator is provided in the kitchen for use by the public.
- Please consult with our on-duty staff should you have any questions regarding your responsibilities as the renter of this facility.

## CONDITION OF USE AGREEMENT FOR THE PLYMOUTH CULTURAL CENTER

1. The City of Plymouth Cultural Center, and each of its rooms, including, but not limited to those which are rented to the public, with the exception of the restrooms, are/may be under video surveillance at all times and any persons or activities which take place therein may be viewed by City employees and third-parties any time
2. Payment is due IN FULL at the time of the application plus security deposit for the facility as a reservation fee subject to the building's cancellation policy stated below. All rentals must conclude by 11:00pm.
3. BUILDING CANCELLATION POLICY: An 8% cancellation fee will be charged if permittee cancels within five business days of paying for the reservation and signing the Agreement. A cancellation fee of 25% will be charged for cancellation of a room up to six months prior to the rental date. A cancellation fee of 50% will be charged for cancellations within six months of the rental date. All cancellation fees are based on the full rental cost of the facility.
4. The security deposit will be returned provided no charges are incurred. This will be at the discretion of the Facility Manager. Fees will be deducted from the security deposit for carpet cleaning or repair and replacement, kitchen cleaning, wall repair, fixture repair and replacements, and or equipment / furniture repair or replacement.
5. Security deposits will be refunded by check or credit card only. Check requests will take a minimum of 7 to 10 working days to process. Security deposits paid using a credit card will be refunded within three business day using the same credit card. Security deposits paid by credit card will not be refunded by check.
6. Permittee agrees not to assign or in any manner transfer this agreement without the prior written consent of management.
7. Admission fees or collections may be made only with arrangement with the management of the Recreation Dept.
8. The City of Plymouth Cultural Center has a Class C liquor license, and all liquor and bartenders must be purchased through the Cultural Center. NO ALCOHOLIC BEVERAGES MAY BE BROUGHT INTO OR TAKEN OUT OF THE CULTURAL CENTER. CONSUMPTION OF ALCOHOLIC BEVERAGES IS LIMITED TO DESIGNATED AREAS OF THE BUILDING.
9. THE CULTURAL CENTER IS A NON-SMOKING BUILDING. NO SMOKING IS ALLOWED IN ANY PART OF THE BUILDING. NO SMOKING IN THE ALLEYWAY LOCATED OFF OF FARMER STREET.
10. Permittee agrees to abide by all City, State, and Federal Ordinances and Laws and will see that users via this permit do likewise.
11. Keeping building exits clear and outdoor fire lanes open is the responsibility of the renter. The alleyway off of Farmer Street is for loading and unloading only, parking is not permitted. Vehicles parked in the alleyway will be towed at the owner's expense.
12. Candles are permitted providing they are in enclosed in hurricane candle holders. Base room rental fees do not include linens, decorations, mats or religious items for events.
13. Nails, screws, staples, tape, etc., in/on walls and woodwork are prohibited and shall be subject to loss of security deposit.

14. No Silly String, Confetti or "Party Poppers" that distribute confetti and/or sparkles are allowed on the Plymouth Cultural Center property. Use of any of these items will automatically forfeit the Renters Security Deposit Fee."

15. Use of unrequested materials or equipment located in adjacent rooms requires permission from the management. Use of additional equipment, i.e., extension cords, sound equipment, food dispensers, etc., is prohibited without an arrangement with management.

16. Department staff assigned authority for building supervision has the authority to act in the best interest of the group using the facility, as well as the City of Plymouth Recreation Department.

17. PLEASE NOTE: Room must be vacated at the time specified on the contract. There will be an additional charge for each additional hour of use. All tables must be cleared and all decorations must be removed.

18. ANY EVENT THAT MISREPRESENTS ITS INTENT, PURPOSE OR THE AGE DEMOGRAPHIC THAT IS ATTENDING, SHALL HAVE THEIR EVENT CANCELLED, SHALL VOID THIS CONTRACT AND ALL FEES SHALL BE FORFEITED.

19. No "by ticket" concert or dance events shall be allowed unless approved by the City of Plymouth Recreation Department Administration. Failure to do so will cancel the event shall void this contract and all fees will be forfeited.

20. Events advertised by on-line web sites or by flyers posted on High School or College property shall be prohibited unless approved by the City Recreation Department Administration at the time of signing this contract. Violation of this policy shall automatically cancel the event, void this contract and renter will forfeit all paid fees.

21. All Youth events (under 23 years old) are required to have a 10 to 1 ratio of adult chaperones and the adult coordinator is to meet with the Recreation Department Administration prior to signing of this contact. Failure to do so shall cancel the event, will void this contract and renter will forfeit all paid fees.

22. Violation of the Cultural Center Liquor policy will result in forfeiture of rental security deposit and possible legal action or ticketing by the City of Plymouth Police Department.

23. Renter is permitted ONE change of date. If renter fails to keep the changed date, the event will be cancelled and renter forfeits fifty percent of the room rental fee.

24. The fireplace area is not available for rent. Although this is not a rentable space damage/extra cleaning required to this area as a result of your event will be deducted from your damage security deposit.

**The permittee agrees indemnify, defend, and to hold harmless the City of Plymouth Recreation Department, City of Plymouth, its employees and/or its representatives, and to assume responsibilities for all claimed, alleged and or liabilities arising incident to the use or occupancy of the Plymouth Cultural Center and shall sign the attached Release of All Claims as evidence thereof.**



# City of Plymouth Recreation Department

## Facility Rental Application

Date(s) requesting (please provide at least three dates)

1<sup>st</sup> choice \_\_\_/\_\_\_/\_\_\_\_\_

2<sup>nd</sup> choice \_\_\_/\_\_\_/\_\_\_\_\_

3<sup>rd</sup> choice \_\_\_/\_\_\_/\_\_\_\_\_

Room Time (include any decorating/setup time needed for event)

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Card & Meeting room \_\_\_\_\_  
(Max count 50 people)

Reception room \_\_\_\_\_  
(Max count 160 people)

Fitness room \_\_\_\_\_  
(Max count 50 people)

Reception room Kitchen Side \_\_\_\_\_  
(Max count 80 people)

Reception room Stage side \_\_\_\_\_  
(Max count 80 people)

Kitchen Use \_\_\_\_\_

(Only rented with Reception room, \$100.00 flat rate fee applies)

Number of people attending: \_\_\_\_\_

Event: \_\_\_\_\_

Household / primary contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

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### Room Details/Setup

## **Plymouth Cultural Center Liquor Policies and Pricing** **Prices effective for Room Rentals after January 1, 2015.**

Thank you for considering the Plymouth Cultural Center for your banquet or reception.

The Plymouth Cultural Center has its own Class C liquor license which requires by State Law that no alcoholic beverage may be present in this facility unless it is purchased from the Plymouth Cultural Center / City of Plymouth Recreation Department.

- **All rentals that choose to have alcohol at their event must purchase the alcoholic beverage on a per bottle basis. The renter would only be purchasing the actual bottle from the Recreation Department. All mixers, bar supplies and garnishes would be provided by the renter.**
- **Bartenders are required for most events and would be arranged thru the Recreation Department. Please contact the Recreation Department Staff for requirements on event bartenders.**
- **Please make sure that you place your final order with the Recreation Department Staff three weeks prior to your event. If your order is not placed three weeks prior, the availability of the liquor that you want cannot be guaranteed.**

Once again, by State Law... any alcoholic beverages within in the Plymouth Cultural Center are required to be bought and supplied by the Plymouth Cultural Center / City of Plymouth Recreation Department.

BY STATE LAW....

- Renters may not directly charge guests for alcoholic beverages or use alcoholic beverages as a fundraiser.
- All sales of alcoholic beverages within the Plymouth Cultural Center shall begin and end with the City Recreation Department.

Violation of this rule shall close the bar and end the event immediately.



## **Additional information on “Per Bottle” alcohol events.**

- Once the seal is broken, you pay for that bottle and by State Law it MAY NOT leave the building. For this reason, we suggest that you check with the bartender toward the end of the event and let them know if you wish to have any more bottles opened.
- If there is liquor you want that is not on our stock list, chances are that we can get it for you. However, we can only order bottles in minimums of three's from the L.C.C. Therefore, you would have to purchase the entire order if it is used or not. In addition, by State law, the unused bottles may not be taken home by the renter.
- All opened bottles will be counted at the end of the night by the Building Event Supervisor. We encourage you to be present when the bottles are totaled.
- The total bar bill will be tallied by the Building Supervisor at the end of the night in the Main Recreation Office.
  - The bar bill will be paid for at this time. The bar bill may be paid by cash, check, or major credit cards (Visa, MC, AmEx, Discover).

## **Bartender Information**

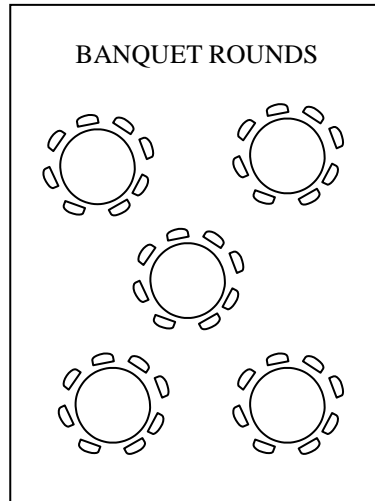
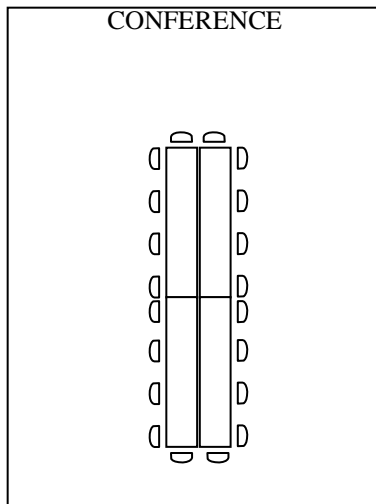
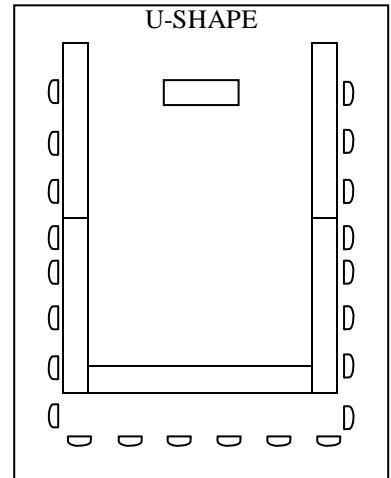
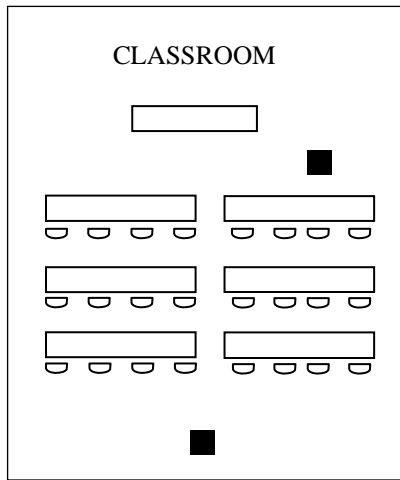
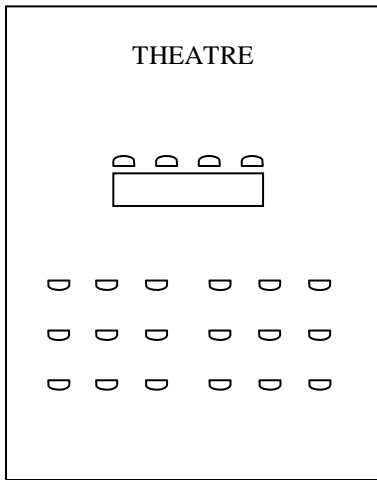
- Bartender services are \$20.00 per hour and are required for liability reasons.
- Bartenders are paid for a minimum of six (6) hours of service per event.
- One bartender is required for parties up to 130 people. 130 or more people require two bartenders.
- Bartenders are allowed to have a tip glass on the bar.



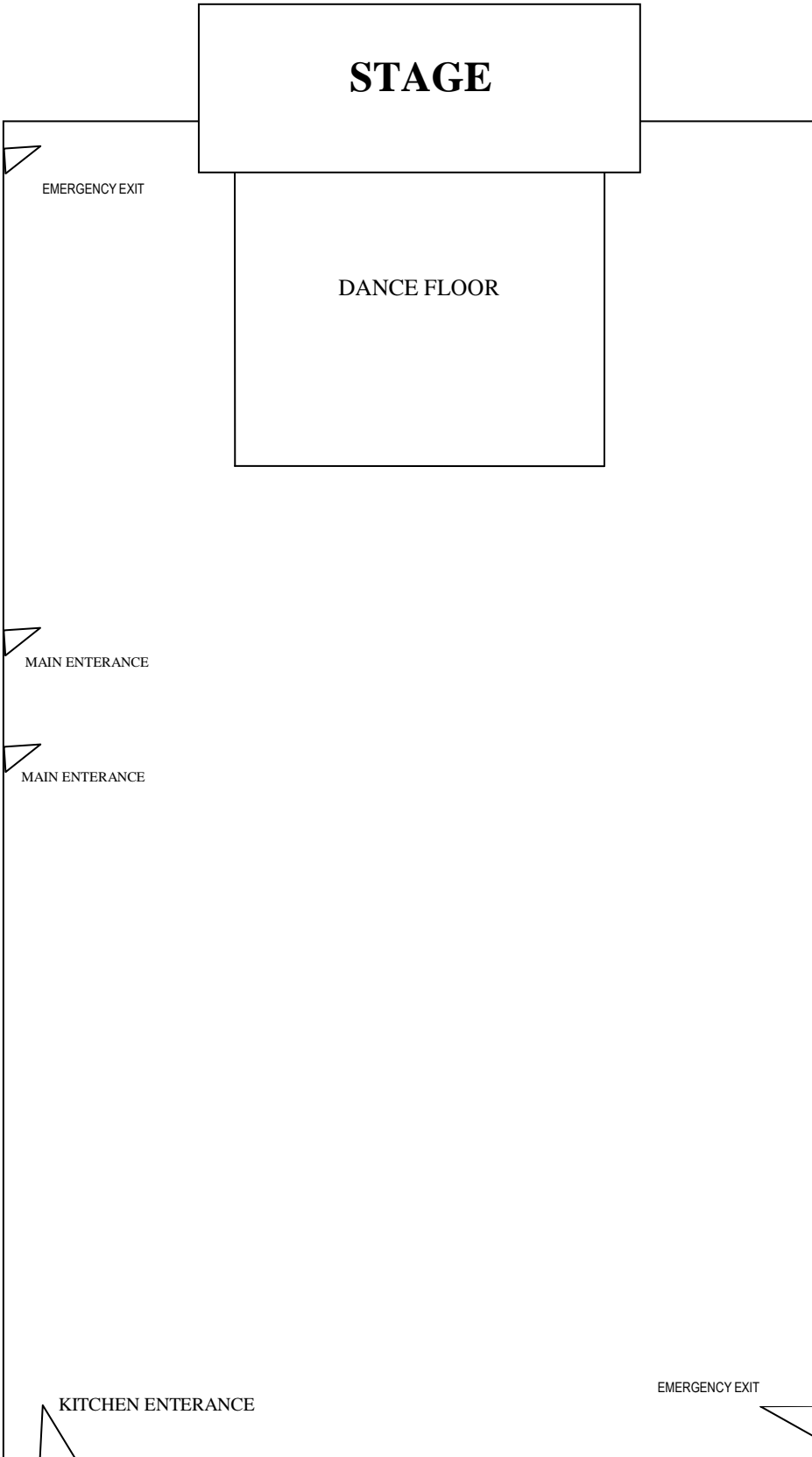
# City of Plymouth

Recreation Department  
525 Farmer St. Plymouth, MI 48170-1392  
(734) 455-6620  
[www.ci.plymouth.mi.us](http://www.ci.plymouth.mi.us)

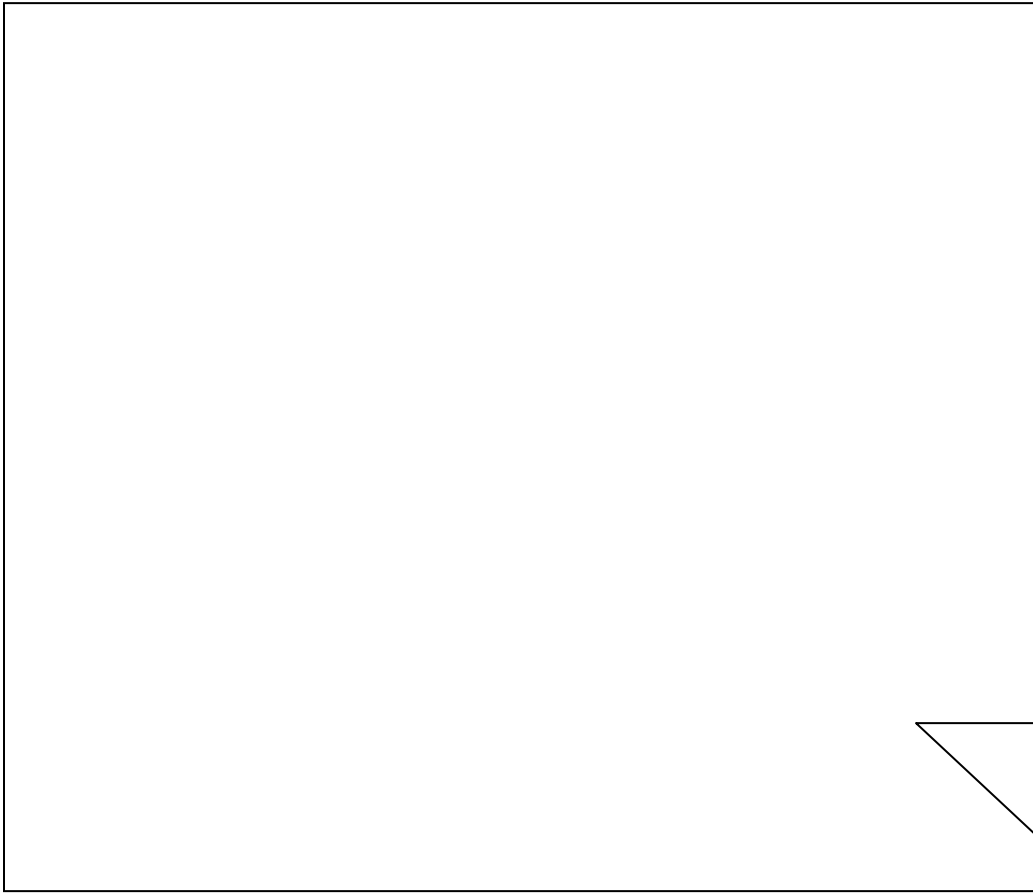
## *Traditional Banquet Room Set-Ups*



# RECEPTION ROOM SET-UP

 <p>EMERGENCY EXIT</p> <p>STAGE</p> <p>DANCE FLOOR</p> <p>MAIN ENTRANCE</p> <p>MAIN ENTRANCE</p> <p>KITCHEN ENTRANCE</p> <p>EMERGENCY EXIT</p>	<p><b>DATE:</b></p> <p><b>NAME:</b></p> <p><b>EVENT:</b></p> <p><b>TIME:</b></p> <hr/> <p><b><u>OFFICE USE ONLY</u></b></p> <p><b>HAVE ROOM SET UP BY:</b></p> <p><b>NUMBER OF PEOPLE:</b></p> <p><b>NUMBER OF CHAIRS:</b></p> <p><b>NUMBER OF TABLES:</b></p> <hr/> <p><b><u>PAID IN FULL?</u></b></p> <p><b>___ YES ___ NO</b></p> <p><b>LIQUOR?</b></p> <p><b>___ YES ___ NO</b></p>
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# MEETING ROOM OR FITNESS ROOM - Set Up Sheet



Entry  
Door

**DATE:**

**NAME:**

**EVENT:**

**TIME:**

## OFFICE USE ONLY

**HAVE ROOM SET UP BY:**

**NUMBER OF PEOPLE:**

**NUMBER OF TABLES:**

**NUMBER OF CHAIRS:**

### PAID IN FULL

YES       NO

### LIQUOR?

YES       NO