



# Troy Community Center Facility Rental Information

3179 Livernois Rd, Troy, MI 48083

☎ 248.526.2656 📠 248.689.6497 ✉ [banquets@troymi.gov](mailto:banquets@troymi.gov) 🖱 [rec.troymi.gov](http://rec.troymi.gov)

Submit a completed reservation form along with your non-refundable deposit (see deposits below) to the Troy Community Center at least two weeks in advance. The reservation will be confirmed via email.

## DEPOSITS

Non-refundable deposits for weekday events M–Th: \$30 or \$60 for Rooms 304/305 due at time of reservation

Non-refundable deposits for weekend events Fri–Su: \$150 or half of rental for Rooms 304/305 due at time of reservation.

*Any events booked within 7 days of event date must pay for room rental in full at time of reservation.*

## FINAL PAYMENTS

Final payments and all changes must be made 5 business days before event date. Payments may be paid online or check must be delivered. If payment is not received on time, a reminder will be sent out and renter will be given 24 hours to make full payment plus an additional \$50 fee. If final payment is not paid within this grace period, reservation will be canceled and no refund will be given.

## CANCELLATIONS

A room cancellation must be requested 5 days or more before event date to receive any refund, excluding deposit. No refund will be given if cancellation request is made within 5 days.

## ROOM RENTAL DISCOUNTS:

- **Troy Business/Resident:** A 10% discount on the room reservation fee applies to any business located within the Troy city limits or Troy resident applying for a reservation.
- **Non-Profit Troy Group:** Any reservation made by a Troy resident who is the representative for a non-profit tax exempt corporation (must provide a 501 (C) tax exempt certificate) will receive 25% discount (excluding pool rentals). These Troy non-profit groups are permitted to use listed AV equipment at a 25% discount, and must pay full price for services such as direct internet connection, phone line connection, copies and linen.
- **Multiple Reservations:** For every 12 reservations made at one time, a group will earn a free reservation of similar time and duration ( AV equipment is not included).

Rates are based per hour during regular business hours

**Monday Friday: 8 am–9 pm, Saturday: 8 am–8 pm, Sunday: 9 am–6 pm.**

ROOM	SQUARE FEET	ROOM CAPACITY	MONDAY–FRIDAY	SATURDAY & SUNDAY
Indoor Pool	5,000	150	\$326	\$366
*Gym (Full)	13,400	300	\$160	\$160
*Gym (Half)	6,700	150	\$100	\$100
Dance Studio A or D	2,764	75	\$95	\$95
Dance Studio B or C	1,260	35	\$95	\$95
Arts & Crafts Room	1,143	32	\$70	\$70
Activity Room 503	877	60	\$70	\$95
Activity Room 504	1,161	49	\$70	\$95
Dining Room 402	2,319	125	\$70	\$95
Conference Room 403/404	195	8	\$35	\$35
Meeting Room 301/302	1,120	65	\$70	\$95
Meeting Room 303	1,910	125	\$70	\$95
Banquet Room 304	2,492	150	\$70	\$95
Banquet Room 305	2,564	150	\$70	\$95
Banquet Room 304 & 305	5,056	312	\$105	\$150

\*Gym is only available after hours

A staffing fee of \$75/hour (\$85/hour on holidays) will be assessed for events that require additional personnel at the discretion of management. Minimum of 2 hours after hour rental for pool.



# Troy Community Center

## Food & Beverage Room Policies

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### Audio/ Visual Equipment

Additional equipment such as a TV with DVD player, microphone, CD player and more are available for an additional fee. Troy non-profit groups receive a 25% discount on audio/visual equipment.

- CD Player: \$15
- Computer Projector: \$50
- Copies: \$.25 each
- Direct Internet: \$50
- Easel: \$15
- Microphone (Wireless/Lapel): \$15
- Piano: \$50
- Podium: \$15
- Projection Screen: Free
- Stage (Portable): \$50
- Telephone Line: \$25
- TV DVD: \$30
- White Board: \$15
- Wireless Internet: Free

**Groups that would like to serve food or beverages (including alcohol) at their event must use a caterer from our Preferred Caterer list. See attached list.**

### Additional Information:

- The kitchen is NOT available for use by any group including preferred caterers.
- Preferred caterers require a ten day notice for any catering or alcohol reservations.

### Linen Service:

Table linens are available for events. The Community Center has the following available for rent.

- White Oval Table Linen (90"x90")
- White Rectangular Table Linen (156"x52") and (120"x52")

### Additional Room Rental Information:

- Projection screens, chairs and tables are part of the room rental fee.
- Wireless and lapel microphones are available for a charge.
- Wireless internet access is available throughout the facility for no charge.
- No red or orange drinks are permitted.
- No fire, flames, candles, incense, or smoke makers are allowed in any rooms.
- No selling merchandise or direct profit made during your reservation.

### Security Deposit Policy:

Any group having food or drinks in room 301, 302 303, 304, 305, or 402 will be charged a \$250 security deposit fee. If renting rooms 304 and 305, the security deposit will be \$350. **The security deposit will be refunded *only if*: 1) The rooms are returned to their original condition; 2) The rooms are clean; 3) Your group leaves at the end of the agreed upon rental time; 4) All room rental rules located on the Room Reservation Form are followed without violation.** If the rooms are not returned to their original condition, the cost of damages will be deducted from the security deposit. If the damages are in excess of the security deposit, the renters are liable for the full cost. Deposits must be made by credit card. Excessive damage may result in loss of rental privileges.

Contact the Troy Community Center Banquet Line for more information:

**248.526.2656 | [banquets@troymi.gov](mailto:banquets@troymi.gov)**



# Troy Community Center Preferred Caterers List

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As of August 1, 2019, all food, beverages, and/or alcohol must be provided by one of our Preferred Caterers. Troy Community Center is responsible for booking of room only. Customer must make reservation and payment with selected caterer separately.

## Crank's Catering

**Available options: Breakfast, brunch, lunch, dinner, alcohol**

Contact: John Crank

Phone: 586.247.3800

Email: [john@crankscatering.com](mailto:john@crankscatering.com)



## Granite City Food & Brewery

**Available options: Breakfast, brunch, lunch, dinner, alcohol**

Contact: Angela Perez, Regional Sales Marketing Manager

Cell: 313.303.8825

Direct: 612.875.0933



## Maggiano's Little Italy

**Available options: Lunch, dinner**

Contact: Amanda Vincent | Catering Sales Coordinator

Phone: 248.205.1060

Email: [Troy.Delivery@maggianos.com](mailto:Troy.Delivery@maggianos.com)





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## Priya Indian Cuisine

**Available options: Lunch, dinner**

Contact: Ravi Mandava | President

Phone: 248.767.4043

Email: [ravi@priyacuisine.com](mailto:ravi@priyacuisine.com)



## Sedona Taphouse

**Available options: Lunch, dinner, alcohol**

Contact: JD West

Phone: 757.713.0992

Email: [jdwest@sthtroy.com](mailto:jdwest@sthtroy.com)



## Zio's Catering

**Available options: Breakfast, lunch, dinner**

Contact: Anthony Maiani | Owner

Cell: 586.864.0094

Email: [anthony@zioscatering.com](mailto:anthony@zioscatering.com)

Contact: Johnny Gumro | Sales Manager

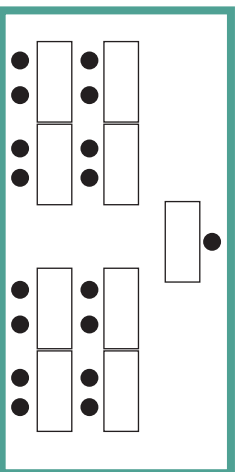
Phone: 248.862.4978

Email: [johnny@zioscatering.com](mailto:johnny@zioscatering.com)

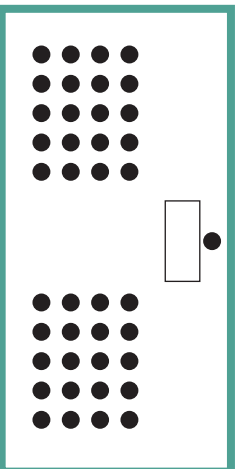


# Troy Community Center Room Capacities and Set-Ups

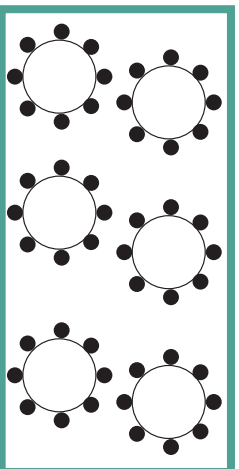
ROOM #	CLASSROOM	THEATER	ROUNDS	U-SHAPE	HOLLOW SQUARE	HERRINGBONE OF CLASSROOM	HERRINGBONE OF CHAIRS	SQ. FOOTAGE	ROOM DIMENSIONS
Meeting Room 301	48	65	56	32	36	48	65	1120	30'x40'
Meeting Room 302	48	65	56	32	36	48	65	1120	30'x40'
Meeting Room 303	96	125	88	32	36	84	125	1910	40'x44'
Banquet Room 304	96	150	128	32	36	84	150	2400	50'x48'
Banquet Room 305	96	150	128	32	36	84	150	2400	50'x48'
Banquet Rooms 304&305	216	312	288	50	60	168	300	4800	100'x48'
Dining Room 402	80	125	112	32	36	84	125	2461	56' Diameter
Conference Room 403	N/A	N/A	N/A	N/A	N/A	N/A	N/A	195	19.5'x10'
Conference Room 404	N/A	N/A	N/A	N/A	N/A	N/A	N/A	195	19.5'x10'
Activity Room 503	40	60	48	32	36	N/A	N/A	897	23'x39'
Activity Room 504	40	49	48	32	36	N/A	N/A	1110	30'x37'



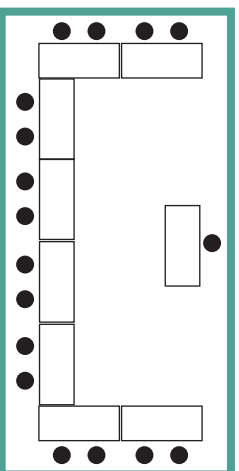
CLASSROOM



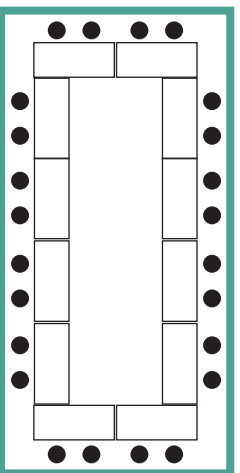
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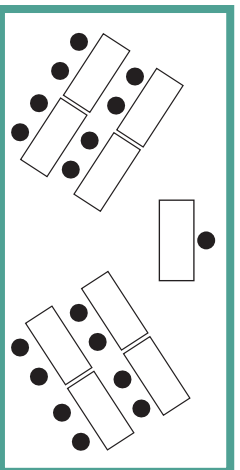
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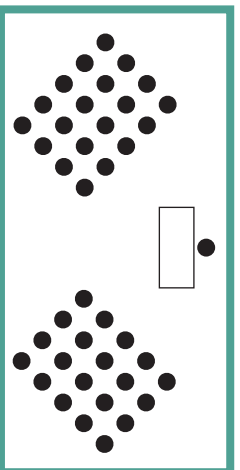
U-SHAPE



HOLLOW SQUARE



HERRINGBONE OF CLASSROOM



HERRINGBONE OF CHAIRS