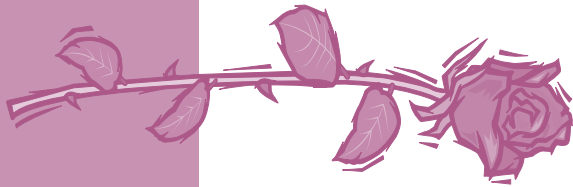




Additional Rental Services

**Senior Activity Center
Banquet Rentals**
Can accommodate up to 80 people. Kitchen Facilities Available
734-721-7460



Park Rentals

for Wayne Residents

**Attwood Park Pavilion I
Attwood Park Pavilion II**

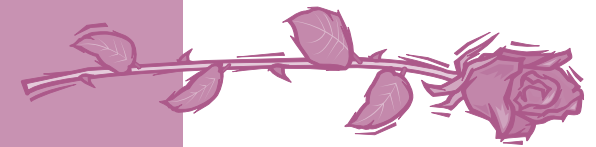
Both pavilions are located near barbecue grills, jungle gyms, a softball diamond, tennis courts, horse shoe pits and sand volleyball courts.



Wayne Community Center City of Wayne Parks & Recreation

Community Center 721-7400
Aquatic Area 721-2244
Racquet & Exercise Club.. 728-2900
Senior Services..... 721-7460

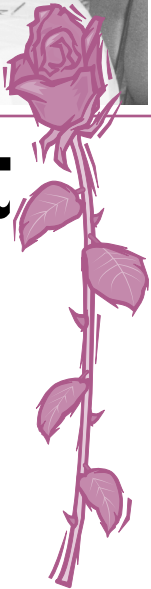
Where the Fun Begins!



City of Wayne

Parks

Recreation



Banquet and Meeting Room Rental

The Wayne Community Center
4635 Howe Road
Wayne, MI 48184
734-721-7400





Guidelines

The City of Wayne's Department of Parks & Recreation offers a great deal in its Banquet and Meeting Room Facilities. Our rooms can accommodate up to 400 people, with kitchen facilities available for all rentals. We also provide commonly used audio/visual equipment such as TVs, VCRs, screens, overhead and slide projectors*. Located only ten minutes away from Detroit's Metro Airport, it offers convenience to local and national events.

Over the years, The Wayne Community Center has provided service for such functions as wedding receptions, graduation parties, baby & bridal showers, classes and corporate business meetings. We would like to invite you to host your next event in our Oakbridge Suites.

Whether it's a celebration banquet, a business luncheon, or a quilt making class, The Wayne Community Center offers customized service and professional assistance for all your meeting needs. Our experienced staff is dedicated to providing excellent service to make your function a success.

This brochure supplies basic information that will help you plan your special event. If you have any questions, please contact the banquet supervisor, (734) 721-7400.

* Some fees may apply



Alcohol

We can provide a bar with beer tapping equipment. Alcohol is for personal consumption in Oak Bridge Suites only. Drinking of alcoholic beverages is not allowed in hallways, arena, or pool areas. If you wish to sell tickets to your event serving alcohol or sell alcoholic beverages, you must obtain a license from the State of Michigan Liquor Control Commission.



Smoking

is permitted in designated areas located outside of the building. There is no smoking in The Wayne Community Center.



Table Covers

We can provide white paper table covers, if requested, for a nominal fee.



Catered Events

Caterers are the responsibility of the renter; caterers will have full access to the appropriate kitchen areas.



Billing

For certain community groups, billing per rental is available. Contact our office, (734) 721-7400, to determine if your organization qualifies.



Forms of Payment

We accept cash, checks, Visa and Mastercard as forms of payment. Please make all checks payable to the City of Wayne.



Refunds & Cancellations

Cancellations should be made at least 30 days prior to the event* All refunds will be processed within 30 days and will be mailed to the name and address listed on the rental contract.

* A processing fee will be retained from the security deposit for cancellations made more than 30 days before the event. The entire security deposit may be retained for cancellations made less than 30 days before the event.

The planning of a special event can be creative and fun when these simple steps are followed:

- ◆ Reserve the room for your event with the City of Wayne Community Center at 721-7400 as soon as possible.
- ◆ Friday and Saturday rentals can be reserved up to two years in advance—all other reservations can be made up to one year in advance.
- ◆ Confirm your rental by placing your deposit and signing your contract within one week of scheduling.
- ◆ Finalize the number of guests, room set-up, and pay the balance of your room rental at least two weeks prior to your event.
- ◆ Be sure to let the banquet facilities supervisor know about any changes in your room rental needs as early as possible.