Waterford Oaks County Park | Event Center Rentals

OAKLAND COUNTY PARKS

● 2800 Watkins Lake Road ● Waterford MI 48328 ● waterfordoakspark@oakgov.com ● 248-858-0916

Facility Amenities

Your event will have access to the following equipment, based on your requested setup:

- Banquet Chairs
- 5 ft Round Banquet Tables
- 8 ft Rectangle Banquet Tables
- Ice Machine
- Refrigerator
- Warming Kitchen
  - Coffee Maker
  - Microwave (non-commercial)
- Limited AV equipment, including projector with HDMI input connection and PA/Microphone. Sound system cannot be used for DJ equipment or playing music.
- There is no back up power generation at the facility. Power is not guaranteed during power failure events.

Capacity

The Event Center has seating for 200 people maximum based on setup

Parking

The Event Center has parking for approximately 50 vehicles during the week and up to 125 vehicles on the weekends with accessible parking spaces immediately adjacent to the facility.

Room Accessibility

- The facility is available beginning 9 a.m. on the reserved date unless otherwise approved by Oakland County Parks staff.
- Events held on Friday and Saturday must end with the building and park vacated, with all possessions, by 11 p.m. unless otherwise approved by Oakland County Parks staff.
- Events held Sunday through Thursday must end with the building and park vacated, with all possessions, by 10 p.m. unless otherwise approved by Oakland County Parks staff.
- A one-day rental is for up to eight (8) hours including setup and tear down. You must specify your start and end time with the Oakland County Parks staff at time of reservation.
  - One-day rental reservations are accepted up to six months in advance.
- A three-day rental provides the following:
  - Friday: The facility is available 8 a.m.-9 p.m. Start and end times must be specified with the Oakland County Parks staff at time of reservation. Oakland County Parks staff is not responsible for loss of any belongings brought into/left in the facility.
  - Saturday: The facility is available for your event, between 9 a.m. and 11 p.m., for up to eight hours. You must specify your start and end time with the Oakland County Parks staff at time of reservation.
  - Sunday: The facility is available for tear down of your event for up to a four-hour window between 9 a.m.-3 p.m. You must specify your start and end time with the Oakland County Parks staff at time of reservation.
  - Three-day rental reservations are accepted up to 11 months in advance.

Booking Requirements

- Reservations will not be scheduled until rental fee, security deposit, and signed Facility Use Agreement are submitted and confirmed.
- A security deposit, required in addition to the rental fee, will be returned within 30 days after the event per the Facility Use Agreement
- Space is rented as is. All services must be arranged by the renter.
- Facility rentals will select from provided room setup options that best suit their event. Adjustments from provided room setup are the responsibility of the renter.
  - For “custom” setups renters will be provided with the requested number of tables and chairs but will be responsible for setting them up as desired.
- Renter is required to leave the room as it was received in its original condition.

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Alcohol and Smoking

- Liquor Liability Insurance is required for any event where alcohol is consumed.
  - Consumption of alcohol at the event without the proper insurance will result in the loss of deposit and may result in the event being shut down
- All state laws and state regulations regarding the serving of alcoholic beverages and food must be followed.
- Underage drinking will not be tolerated and will result in the event being terminated immediately.
- All indoor Oakland County Parks facilities are smoke free and vape free.

Setup & Decorations

- Tablecloths are required and must be provided and installed by the renter

- **Items that are allowed**
  - Tablecloths (required)
  - Chair covers
  - Twinkle or string lights
  - Coffee makers
  - Fabric or garlands draped
  - Battery-powered candles
  - Rope and twine
  - Zip ties
  - Non-helium ballons

- **Items that are not allowed**
  - Candles or open flames of any kind
  - Helium balloons
  - Nails or tacks
  - Glue guns
  - Confetti/glitter/rice/silly string/Shimmer Spray
  - Streamers
  - Space heaters
  - Portable AC units or space heaters
  - Sparklers/fireworks/paper lanterns
  - Duct, packaging, masking or Scotch tape
  - Command Strips or similar
  - Fog Machines (dry ice)
  - Dance Floors
  - Any other type of cooking appliance such as griddles, hot plates, air fryers, toaster ovens, etc.
  - Use of any of these items will result in the forfeiture of the security deposit

Food

- The Event Center does not provide any food or beverage. Renters may provide their own or hire an outside vendor.
- All food must be prepared offsite. Use of the facilities for cooking or washing equipment is not permitted.
- Use of canned fuel and chafing dishes to warm food is permitted.
- Any contractors being hired for the event (i.e. caterers who serve food/drink, food trucks, amusement services, etc.) must provide insurance based on OCP insurance requirements
  - Food trucks, bouncers, dunk tanks, etc. must use their own power (generator) and water. They cannot hook up to OCP utilities.

Insurance Requirements

Insurance(s) will need to be provided for the following:

- If the reservation/event is for a wedding
- If there is expected to be more than 250 people in attendance at the event/facility
- If the reservation is booked by an organized entity/group and not an individual
- If contractors will be hired to work onsite to provide services for the event
- If there will be alcohol consumed at the event
- If there will be alcohol sold at the event (subject to approval by the Oakland County Parks and Recreation Commission)