Waterford Oaks County Park | Lookout Lodge Rentals

OAKLAND COUNTY PARKS

● 1702 Scott Lake Road ● Waterford MI 48328 ● waterfordoakspark@oakgov.com ● 248-858-0916

Facility Amenities

Your event will have access to the following equipment:

- Banquet Chairs
- 6 ft Banquet Tables
- Warming Kitchen
  - Coffee Maker
  - Microwave (non-commercial)
- Refrigerator
- Gas fireplace
- Overlook deck behind building w/picnic tables
- Large outdoor grill
- 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

Lookout Lodge has seating for 96 people maximum based on setup

Parking

Lookout Lodge has a parking lot for up to 125 vehicles including accessible parking spaces.

Room Accessibility

- The facility is available beginning at 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 hours including setup and tear down. You must specify your start and end time with the Oakland County Parks staff at time of reservation.

Booking Requirements

- Reservations will not be scheduled unless 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.
  - Chairs and tables cannot be removed from the facility. Tables do not fold and cannot be stacked.
- Renter is required to leave the room as it was received.

Food

- The Lookout Lodge 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.

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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)

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