

# CENTER SPECIFICATIONS & RENTAL RATES

The Ford Community & Performing Arts Center houses over 25,000 square feet of beautiful meeting and event space, including the 15,000 square foot Hubbard Ballroom, perfect for convention/trade shows and larger special events. In addition to the Hubbard Ballroom, The Center can accommodate functions of any size from a handful of people in one of our intimate club rooms to 150 people in our stylish Studio A. Our Board Room, with seating for 15 in high-back leather chairs and hardwood table, is ideal for small business meetings.

The Center also boasts the Michael A. Guido Theater with seating for 1,200, beautifully landscaped grounds with plenty of space for your special outdoor events and complimentary parking for all patrons.

Room	Size (sq ft)	Banquet	Convention	Theater	Rate	Deposit
<b>Theater</b>	--	--	--	1,201	\$3,000	Required
<b>Theater Lobby</b>	4,784	200	30 - 10x10	--	\$750/day	Required
<b>Hubbard Ballroom</b>	15,950 95x134	800	105 - 10x10	1,100	\$2,800 MON-THUR \$3,000 FRI-SUN	+\$500 Damage Deposit
<b>Studio A</b>	2,592 48x54	150	25 - 10x10	230	\$600/5 hours \$125 ea. additional hr	+\$250 Damage Deposit
<b>Studio A Lobby</b>	--	--	--	--	\$375/5 hours	
<b>Board Room</b>	345 14x24	--	--	15	\$40/hr \$240/day	--
<b>Club Room #1</b>	936 39x24	48	--	80	\$80/hr \$500/day	--
<b>Club Room #3,#6</b>	360 15x24	--	--	15-20	\$40/hr \$200/day	--
<b>Wet Rooms #1 and #2</b>	768 24x32	50	--	60	\$80/hr \$500/day	--
<b>Wet Room #1</b>	384 18x24	25	--	30	\$45/hr \$250/day	--
<b>Wet Room #2</b>	384 18x24	25	--	30	\$45/hr \$250/day	--
<b>Activity Pool</b> (After hours only)	--	--	--	--	\$200/hr Two hour minimum	\$150
<b>Lap Pool</b> (After hours only)	--	--	--	--	\$150/hr Two hour minimum	\$150
<b>Climbing Wall</b> (After hours only)	--	--	--	--	\$150/hr Two hour minimum	\$150
<b>Gymnasium</b> (After hours only)	--	--	--	--	\$150/hr per court Two hour minimum	\$150
<b>Daycare</b>	--	--	--	--	\$70/hr	\$100

All rental hours include set up and teardown time. Insurance may be required for some events. Events that conclude after midnight until 1:00am or before scheduled building hours will incur an additional rental fee of \$300 per hour.

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CENTER**  
July 2019

# BEVERAGE SERVICE RATES

## **Hosted Standard Open Bar**

**\$18 per person for 3 hours**

Absolute (Vodka)

Tanqueray (Gin)

Canadian Club (Whiskey)

Captain Morgan (Rum)

Cuervo (Tequila)

Dewars (Scotch)

Jack Daniels (Bourbon)

Jameson (Irish)

Barcardi (Rum)

Malibu (Rum)

Beer

Wine

Soft Drinks

Each additional hour is \$4 per person

## **Hosted Premium Open Bar**

**\$24 per person for 3 hours**

Hennessy Black (Cognac)

Grey Goose (Vodka)

Johnny Walker Black (Scotch)

Crown Royal (Whiskey)

Patron (Tequila)

Glenlivet (Scotch)

Makers Mark (Bourbon)

Kahlua

Includes all Standard Opened Bar Liquors

Beer

Wine

Soft Drinks

## **Hosted Soft Drink/Water Station**

**\$2 per person per hour**

Coke

Diet Coke

Sprite

Seagram's Ginger Ale

Seagram's Club Soda

Seagram's Tonic Water

Dasani Water

## **Hosted Beer & Wine Open Bar**

**\$12 per person for 3 hours**

Bud Lite

Labatt Blue

Labatt Blue Lite

Miller Lite

Heineken

Corona

Chardonnay (Clos Du Bois)

Riesling (Grand Traverse Late Harvest)

Cabernet (Louis Martini)

Merlot (Canyon Road)

Moscato (Barefoot)

Soft Drinks

Each additional hours is \$3 per person

## **Hosted Champagne Toast**

\$2 per person.

(Minimum 100 guests)

## **Hosted Bar on Consumption**

All drinks ordered by guests are billed to sponsoring organization at the cash bar rate.

## **Hosted Pre-Paid Drink Tickets**

Host purchases beverage tickets in advance at a flat rate of \$5 per ticket good for any beverage under the Standard Open Bar.

(Unused tickets are not-refundable.)

## **Cash Bar**

All drinks are purchased by guests.

\$5 Domestic Beer

\$6 Imported Beer

\$6 Wine

\$6 Mixed drinks

\$8 Premium Drinks

\$3 Soft Drinks

\$2 Water

Bartender fee is \$200 for 4 hours.

If a \$400 minimum per bartender is reached, the bartender fee will be waived.

All beverage/bartender fees must be paid in advance.

All taxes and gratuities are included.

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# AMENITIES & OPTIONS

We offer a variety of amenities and options to enhance your event at the Ford Community & Performing Arts Center. Our on-site sales team will assist you throughout the event-planning process to ensure that your event will run smoothly and be a success.

## Convention

Tables: 72" Round or 8' Convention	
First 65 complimentary:	
Additional Tables	\$12 each
First 850 Chairs Complimentary:	
Additional Chairs	\$2 each
Staging: 8'x6' panel w/skirting	
10 Units Available	\$25 each
Pipe & Drape (black)	\$3.50 per ft.
Stanchions	\$15 each

## Audio Visual & Special Services

Power Center (Spider Box)	\$50
Microphone (Wired)	\$15 each
Microphone (Wireless)	\$45 each
Piano (Yamaha-Baby Grand)	\$125 per day
Piano Tuning	\$125
Coat Racks	No Charge
Phone Lines (Local)	\$75 per line
Power Podium	\$45
Governor's Podium	\$75
Wireless Internet	No Charge
Party Box	\$50
Fax Service	\$1 per page
LCD Projector	\$100 per day
Blu-Ray DVD Player	\$15
Copy Service	\$.50 per page
Screen (7.5 x 10)	\$150
Screen (8' Tripod)	\$40 each
Screen (10 1/2 x 14)	\$500
LED TV	\$35 per day
Flip Chart/Dry Erase Board	\$10 each
Marquee One Day	\$100
Marquee One Week	\$200
Easels	\$5 each
Red Carpet (4'x30')	\$75
Warming Ovens	\$50 each
Extension Cords	\$5 each
Audio Interface box	\$20

## Lighting Services

Hubbard Ballroom Disco Ball	\$250
Studio A Disco Ball	\$100
Custom GOBO	Request Quote
Providing own GOBO	\$50
Stage Lighting in Ballroom	\$250
Overall General Lighting in Ballroom	\$750
Custom Lighting	Request Quote
Studio A Focus Lighting	\$25 per hour
Sound Tech Engineer	\$35 per hour



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# CATERING

## 2 Unique Caterers

248.549.5242

Contact: Adrienne Amelio Perzyk

E-mail: [aamelio@twounique.com](mailto:aamelio@twounique.com)

Website: <http://twounique.com/>

Buffet, Wait Staff, American, Hor D'oeuvres,  
Mediterranean, Italian, BBQ, Asian, Mexican, Halal

## Andiamo Dearborn

313.359.3300 Fax: 313.359.4421

Contact: Elaine (Banquet Department)

E-mail: [dearbornbanquets@andiamoitalia.com](mailto:dearbornbanquets@andiamoitalia.com)

Website: <http://andiamoitalia.com/dearborn/>

Buffet, Wait Staff, Family Style

Italian, American, Halal, Kosher, Asian, Indian, and Middle Eastern

## Bellacino's Pizza & Grinders

313.982.9000

Website: <http://www.bellacinos.com>

Pizza, Subs, Italian

## Continental Dining/ Forte Belanger

248.923.4156

Contact: Bonnie Peck

E-mail: [b.peck@continentalserves.com](mailto:b.peck@continentalserves.com)

Website: <http://www.fortebelanger.com/>

Buffet, Wait Staff, Family Style, Halal, American

## Cutting Edge Cuisine

248.865.0629

Contact: Heather Wasikowski

E-Mail: [heather@cuttingedgecuisine.com](mailto:heather@cuttingedgecuisine.com)

Website: <http://www.cuttingedgecuisine.com/>

Kosher, Wait Staff

## Krishna Catering

734.776.6736

Contact: Kishan Patel

E-mail: [kishan@krishnacatering.com](mailto:kishan@krishnacatering.com)

Website: <http://www.krishnacatering.com>

Indian Vegetarian, Buffet, Wait Staff, Family Style

## Opus One Catering

313.961.2228 Fax: 313.961.9243

Contact: Jim Kokas

E-mail: [jkokas@opus-one.com](mailto:jkokas@opus-one.com)

Website: <http://www.opus-one.com>

## Park Place Catering

313.274.4499 Fax: 313.562.4545

Contact: Gary Kuhlmann

E-mail: [parkplacecateringdbn@gmail.com](mailto:parkplacecateringdbn@gmail.com)

Website: <http://parkplacecaterers.com/>

Buffet, Wait Staff, Family Style



\*Specialty Cuisines: If a special ethnic meal is required that is not available from our existing catering list an exception may be made at our discretion. Outside caterers must provide a valid Safe Service food service permit and proof of insurance. There will be a \$2 per person fee charged for outside caterers.

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