

Oak Creek Community Center Specifications

| <u>Room</u> | <u>Size</u> | <u>Sq. Ft.</u> | <u>Theater</u> | <u>Classroom*</u> | <u>U-Shape</u> | <u>Banquet</u> |
|-------------|-------------|----------------|----------------|-------------------|----------------|----------------|
| Oak Room | 16' x 20" | 320 sq. ft. | | | 9 | |
| Club Room | 25' x 25' | 625 sq. ft. | | 16 | 20 | |
| Social Room | 19' x 38' | 722 sq. ft. | 40 | | | |
| Lions Den | 24' x 29' | 696 sq. ft. | 45 | 24 | 20 | |

The above rooms are available on limited capacity

| | | | | | | |
|---|-----------|--------------|-----|-----|-----|------------|
| Ulrich A | 59' x 36' | 2124 sq. ft. | 150 | 80 | TBD | 150 |
| Ulrich A/B | 59' x 67' | 3953 sq. ft. | 300 | 140 | TBD | 240 |
| Full Ballroom | 59' x 96' | 5664 sq. ft. | 450 | 200 | TBD | 400 |
| Full Ballroom – Wedding or Special Event with Open Dance Floor | | | | | | 325 |

(Each meeting room is equipped with large wipe-off boards or screen) *Based on 4 people/8' table

BALLROOM RENTAL PACKAGE INCLUDES:

Padded fabric chairs/ Round tables
 Linens: Tablecloth white/ivory/black
 Uplighting in a selection of colors
 Howell Sign Message
 Set-up/Clean-up
 Wireless Internet
 Centerpieces
 Skirts on gift, head and cake tables
 Podium
 Microphone
 Dance Floor
 Silverware/Glassware/China/linen napkins with a catered event

EQUIPMENT RENTAL (based on availability)

Copies/Fax
 Easels
 Flip Charts

The Oak Creek Community Center has the right to make available and/or provide all food and beverages

Special pricing available to groups/organizations for fundraisers and community projects

No carry-in of food or beverage to be allowed without written approval from OCC

ABSOLUTELY NO ALCOHOL TO BE BROUGHT IN