

Welcome to Miami Township Community Event Center

Do you have linens or chair covers?

All linens must be rented through Miami Township at a minimal cost. We do not have chair covers but we do have a list of trusted companies that we are able to recommend to you.

Will someone from staff watch our event?

An attendant from Miami Township will be on hand approximately 1.5 to 2 hours prior to your event. They will adjust lighting, unlock doors, light candles, adjust air and be on hand for any issues that may arise. You may request an attendant to be responsible for captain's call at dinner, cake cutting or drink attendant for non - alcoholic beverages for an additional charge.

Do I bring in my own food/drinks?

We would like for your event to be an experience that you will never forget. For that reason, we leave the personal decisions to you! You are welcome to bring in any caterer/food truck/local eatery that you love. They will have access to the kitchen and will be able to utilize our warmers, freezer and walk in refrigerator. No food is allowed to be cooked on premise. Alcoholic beverages are to be served by the bartender of your choice. Our staff will not handle any alcohol. No glass bottles are allowed on property. Wine and champagne bottles may be served from the bar only. No bottles are to be on guest tables at any time.

Are there limitations on décor?

We do not allow confetti, glitter or birdseed – no exceptions! Candles are not allowed to have an open flame. All flames must be enclosed in some sort of container. No tape or adhesive hooks are allowed on any surface and nothing is to be draped from ceiling beams. No fog machines or bubbles are allowed on property.

When do we decorate?

You are given access to the venue 2 hours prior to event time. If you would like to purchase extra set up time it will be available at an hourly rate.

What size are the tables?

Round tables seat 8 to 10 guests and are 5'. Head table and food tables are 8' rectangle.

Do you help with room set?

Prior to your event you will be invited to a finalizing meeting. We will go over details of the event from start to finish. When you arrive for your event, the room will be set according to what was planned at the finalizing meeting. Tables and chairs can not be moved on the day of the event and no additional tables may be added.

