

Lower Level Rentals

Thank you for being our guest in Miami Township! The Lower Level is a venue that allows you to bring your own catering and beverage service. All tables must be covered for the duration of your event.

Amenities provided for you:

Four hours of event time

Two hours of set up time (must run consecutively with start time)

Access via stairs or ramp from upper- level parking lot. No elevator or upper level inside access.

Two restrooms

Refrigerator, microwave, small food warmer, small ice maker, sink/countertop area

12 rectangular tables

Seating for 64 guests

Television with cable and WIFI access

WIFI (password is guestW1F1)

Extra garbage bags are located in kitchen drawer

These items are prohibited in Miami Township event spaces:

Confetti, glitter and birdseed, adhesives of any type (including painters tape and 3M products)

Helium Balloons that are not weighted prior to arrival

Open Flame Candles (flame must be contained in glass or metal)

Glass bottles

***Not adhering to these requests will result in a lost deposit**

Upon completion of your event:

Tables and chairs must be returned to original position

Food/beverage must be removed from the building

Floor must be swept (brooms, dust pans are located in bin next to refrigerator)

Microwave, sink and food warmer must be wiped clean

All garbage, including restrooms, must go to dumpster located at the end of the fire department parking lot. (As you walk out of lower level doors, go up steps to the left and walk to far end of parking lot.) **DO NOT DUMP GARBAGE IN RECYCLING CANS, PLEASE**

Doors securely closed – please push the doors closed (from the outside) and turn off lights when you exit the building

***Not adhering to these requests will result in a lost deposit**

