



## Troy Community Center Food/Beverage Policy

Groups that would like to serve food or beverages at their events in the Troy Community Center have the following options:

1. **Order from the Community Center “preferred” caterer.**

If a qualifying meal is ordered, the group will receive a 35% discount on the room rental charges (excluding labor) provided the following conditions are met:

- Qualifying food order of \$5 or more per person
- Minimum group size of 20
- Minimum two (2) hour room rental
- Food and beverages are ordered from **A & S Catering** (313-525-1300)

2. **Order from another caterer or carry in food prepared from home, store or restaurant.**

The following charges and conditions will apply:

- Cleaning Fee - \$30
- Service Fee (per person) - \$.75 for breakfast, \$1 for lunch, \$2 for dinner
- The cleaning and service fee will not be charged for events that serve only beverages or snacks.
- The service fee will be charged for continental breakfasts. Snack foods exempt from the service fee include pre-packaged non-perishable items and desserts.
- Caterer or group will not have access to the kitchen area.
- The food being served is only available to members of the group and cannot be served to the public.

### Other Information

1. Any non-profit tax exempt (501c) corporations, community/civic organizations, churches, fraternal bodies, educational units or government organizations that consist of at least 75% Troy residents in attendance are permitted to carry in food prepared from home without incurring the service fee but may be subject to the cleaning fee if the room is not cleaned appropriately according to Community Center staff. Cleaning includes removing decorations/supplies from the room, placing trash on floors and tables in a receptacle and wiping down tables. It does not include mopping/vacuuming the floor or taking trash to the dumpster.
2. Individuals visiting the Community Center may consume food brought from home or purchased at a restaurant without incurring a cleaning fee or service fee as long as the food is not being served for a group function. For example, a patron may eat their individual lunch anywhere in the facility.
3. The kitchen is not available for use by any group except by the “preferred” caterer who may use it in the process of staging their meal.
4. The Community Center is a smoke free and alcohol free facility.
5. **Cloth table linen’s and napkins** are provided by A and S Catering for events they cater. For other events, the Community Center has the following available for rent (White):
  - Oval Table Linen (90” x 90”) - \$4.50 each
  - Rectangular Table Linen (120” x 52”) - \$4.50 each
  - Napkin - \$.30 each