

Orchard Park Community Activity Center

2025

Dining Rooms



ROOM RENTAL FEES	Resident ** per hour	Nonresident per hour	Setup * one-time
Half Dining Room Room 119 / 120 or Room 118 <i>comfortably holds up to 100</i>	\$54	\$71	\$30
Full Dining Room Room 118 / 119 / 120 <i>comfortably holds up to 200</i>	\$100	\$130	\$50

*room setup fee covers cleaning and prep (placement of tables & chairs to the host's specifications) prior to the rental start time. Theater-style and dining style setup configurations are available.

**resident rates apply to those who pay Town of Orchard Park taxes (not Orchard

- ◆ Dining Rooms may be used for organizational meetings, family gatherings, parties, and receptions.
- ◆ Capacity may vary based on setup style requested.
- ◆ Rooms have a large flat screen TV with HDMI Cable connection for presentation viewing (bring your own laptop and cable.)
- ◆ Discounts are available for seniors, active duty military and veterans, as well as for organizations making multiple reservations. Ask the coordinator for details.



**“A simple celebration, a gathering of friends;
here is wishing you great happiness, a joy that never ends.**

1. Complete **Facility Use Request** for each space / program request. Space may not be “held” until request form is received.
2. Submit completed request form to Activity Center Coordinator.
3. Requests for use of dining rooms will be accepted up to one year prior to event date. Requests must be received at least five working days prior to the event to be considered.
4. Confirmation letter and invoice will be sent by email if request is approved.
5. Certificate of liability insurance is required for organization and business use.
6. Final facility use permit cannot be issued until payment and insurance requirements are met (cash, check, and credit are accepted).
7. Cancellations must be emailed to opcac@orchardparkny.org at least 48 hours prior to event to be eligible for refund.

Contact:

Activity Center Coordinator:

OPCAC@orchardparkny.gov

716-539-4520 option 3

FAX: 716-662-1319

4520 California Road

Orchard Park, NY 14127



OP Community Activity Center Dining Room Rules and Layout Options

- Orchard Park Community Activity Center will provide tables and chairs when requested.
- Food and beverages to be brought in by either the responsible party or a caterer. The responsible party must supply the plates, cups, table coverings, utensils, etc. Any and all leftover food items must be discarded or removed at the end of the event.
- Caterers operating on site must have appropriate health department permits on file with community center coordinator.
- Protective coverings must be used on all tables for events involving food, arts/crafts, and any other messy material. Table coverings must be provided by the rental group.
- **All rooms must be left in the manner in which they were found. An additional fee of \$50 will be assessed for housekeeping for rooms not left in a reasonable manner or for damages.**
- No tacks, etc. are to be used on walls, windows, curtains, blinds, or woodwork. Blue painters tape may be permissible in some circumstances; please consult with building coordinator. The use of confetti is prohibited, and decorations are not to be tied, taped, wrapped or wired to the ceiling in any way.
- The use of helium balloons in the main lobby area is prohibited as optical beam smoke detectors may be triggered causing an unnecessary fire alarm and building evacuation.
- Trash receptacles will be made available; extra liners will be in the bottom of the receptacle.
- The Orchard Park Community Activity Center is a tobacco free facility.
- Children must be supervised by adults at all times.

Beer and wine is permitted with the following conditions:

- Individuals under age 21 are not allowed to be served or consume alcoholic beverages on the premises.
- Caterers serving must provide copy of appropriate license to community center coordinator prior to event.
- Family gatherings providing their own food / beverage may serve beer and wine. All beverages must remain in the room where the activity is being hosted. Open containers will not be permitted elsewhere in the building.

