

# Orchard Park Community Activity Center

## Dining Rooms



ROOM	Capacity	Res 1st hour / add hour	Non Res 1st hour / add hour
Room 120 (A)	87*	\$60 / \$40	\$75 / \$55
Room 119 (B)	89*	\$60 / \$40	\$75 / \$55
Room 118 (C)	168*	\$120 / \$80	\$140 / \$100 (2 hr. minimum)
A + B	239*	\$120 / \$80	\$140 / \$100 (2 hr. minimum)
A + B + C	344*	\$200 / \$100	\$240 / \$130 (4 hr. minimum)

- ◆ Dining Rooms may be used for organizational meetings, family gatherings, parties, and receptions.
- ◆ \*Capacity will vary based on setup 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.

1. Complete **Facility Use Request** for each space / program request.
2. Submit your completed request to the 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. If space is available and your event dates are approved, you will be notified by the Activity Center Coordinator and asked to provide payment and appropriate certificate of insurance (if required). **Facility Use Permit can not be issued until payment and insurance requirements are met.** (Acceptable forms of payment: Cash, Check, and Credit.)
5. Cancellations **must be emailed** to [opcac@orchardparkny.org](mailto:opcac@orchardparkny.org) at least 48 hours prior to scheduled event to be eligible for refund.

### Contact:

Activity Center Coordinator:


[OPCAC@orchardparkny.org](mailto:OPCAC@orchardparkny.org)

716-662-6400 ext. 4520

FAX: 716-662-1319

4520 California Road  
Orchard Park, NY 14127



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

# 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 tape, tacks, etc. are to be used on walls, windows, curtains, blinds, or woodwork. 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.

