

Oconomowoc Community Center

Frequently Asked Questions

What is the rental cost?

The average cost for a wedding is between \$3,000 to \$4,000 for a ceremony and reception. That can vary based on amount of time and space needed.

For rentals other than weddings or for more information on venue cost, you can refer to the fee table in the [rental information packet](#) or contact our team for more information.

What is included?

Along with securing the venue space, rental cost includes all tables and chairs needed for your layout.

Each rental includes event staff who do setup of tables and chairs. They stay on site throughout your event and maintain sanitization and general tidiness of the rented areas. At the end of the event, they do breakdown of tables and chairs and clean the building.

Patron Responsibilities

Renters must provide and coordinate setup of: table coverings, décor, catering and entertainment. You, those in your group or event staff will need to place those items during setup time that day. You will need to have 1-2 people to perform your setup that day. You are also responsible for cleanup and removal of your items at the end of the event. We cannot store your items for later pickup.

When is setup?

Setup is the day of the event. We require a minimum of two hours of setup time before guest arrival. You can rent for more setup time if you would like.

Because of the way our building functions, we cannot do early setup the day before. Please plan accordingly. We do our best to coordinate drop off and storage of your items the day prior to your event to help with the setup process the following day.

For linens. Our tables are the following sizes:

- 8x3 foot long tables - Used most for head table and buffet
- 5x2 foot long tables - Use a 6 or 8 foot linen for these. Often used for sign in/welcome table; appetizers, cake, gift
- 72 inch round tables - Used for guest seating. You can seat up to 10 guests per round. A 130-inch linen reaches the ground on these and you can go smaller by preference. You need at least an 84-inch round to cover these tables.
- 36-inch round pub style tables - We do not require these to be covered. If you want to cover them you will need a 130 inch round linen you can tie at the bottom or let drape.

Decorating

Again, please remember decorating is your responsibility. It must be done during setup time. We require a minimum of two hours setup time before guest arrival the day of your event.

The following types of decorations are prohibited:

- Anything pinned, tacked, stapled, command hooked or adhered to walls in any way.
- Glitter, confetti, rice, silly string, flower petals (in building) or anything similar.
- Live flames. Even if it is in a tealight candle holder or hurricane glass.

Keep it simple ☺ Once you have your tables and centerpieces set up, things look very nice. Let the beautiful lake views do the rest!

Event timeline

Rental timelines must include time for setup and cleanup. As mentioned, setup time is a minimum of two hours before guest arrival. Cleanup time is an additional two hours after your event.

An example timeline for a ceremony and reception is:

Setup: 2-4 p.m.

Ceremony/Reception: 4 p.m.-12 a.m.

Cleanup: 12-2 a.m.

Bar Service

All alcohol must be provided by [Zilli Hospitality Group](#). This organization holds the liquor license for this property.

You cannot bring in your own bartenders or alcohol to any event held at this venue.

We recommend you contact Zilli for bar pricing as you gather information for this venue. You can contact them online or call them at 262-547-9447 x1216.

For more information, read the entire [rental information packet](#).

View photos and more info at our online listings:

[Wedding Wire](#) – [Facebook](#) – [Premiere Bride of Wisconsin](#)

To schedule a tour please email venue coordinator

Paige Brunclik at pbrunclik@oconomowoc-wi.gov or call her at (262) 569-2190.