



Frequently Asked Questions

Q: What is the maximum seating capacity of The Oak Room?

A: The maximum seating capacity in the Oak room is 160

Q: What is included with my rental?

A: Your rental includes access to the warming kitchen, stage, set-up of room and an on-site rental supervisor to assist during your rental.

Q: What is the cost for The Oak Room?

A: There are different packages for different days of the week. There is a rental fee and security deposit required for each package. Please see The Oak Room Prices PDF located on this webpage for up to date prices.

Q: Can I get into the room early to set-up and cleanup?

A: No, you will have access to the facility only during the time indicated in your Facility Rental Agreement. Unless you have purchased the post-event cleanup service you must leave the facility in the condition you found it.

Q: Can I bring in my own food or caterer?

A: Yes, either is fine.

Q: Can I bring in alcoholic beverages?

A: No, but the Oak Room does have a liquor license and offers Bar and Beverage Packages served by our certified bartenders. Please use the Oak Room Bar Prices PDF at the bottom of this page for up to date packages and prices.

Q: Does the Oak Room have a stereo system I can use?

A: For an additional fee you can rent our MP3 adaptor. This would allow you to play your music through our Oak Room speakers.

Q: Does the Oak Room have a microphone?

A: Yes, you may rent one corded microphone for a \$35.00 flat fee.

Q: Can I bring in decorations?

A: Yes. Decorations such as balloons, flowers, votive candles are fine. Please keep in mind you may not attach decorations to any surface in the facility. The use of confetti, glitter rice or other such items may not be used anywhere inside or outside the facility.

Q: How do I reserve and pay for the Oak Room?

A: First fill out the Oak Room Facility Rental Request form and turn it in to the Registration Counter at BCC. Once the form is received, if your date is available, it will be booked and a Rental Agreement will be e-mailed to you. You have one week to review it, sign it and return with the security deposit. The rental fee is due 30 days prior to your rental.