

Q: Are the Banquet Rooms Non-Smoking?

A: Yes! As of 03-12-2009 the Banquet Rooms are now Non-Smoking. If you have a Rental Agreement with us dated before 3-12-2009 the Non-Smoking policy will be optional. All new Rental Agreements have a Non-Smoking clause in the contract.

Q: What do I get for my money?

A: Your rental fee includes the use of our modern 11 year old facility and the use of our soda dispenser. You have access to our commercial kitchen. The kitchen includes a number of kitchen appliances and a large ice-making machine. The walk-in cooler allows you to bring perishable food. Also, new to the Lodge is the use of our digital projection systems to watch Hi-Def television, present Power Point presentations or display your CD on our large drop-down screens.

Q: How many people can the banquet rooms accommodate?

A: The North Hall can hold appx. 90 people comfortably. This number leaves room for the DJ area (northeast corner of the room) and the dance floor. Without the DJ and dance floor, you can place 5 more tables into these areas and get 40 more people. The South Hall holds appx. 90 people comfortably. There is no dance floor or DJ area. Of course, if you need more seating area, you can place up to 10 seats per table instead of 8. This arrangement, however, makes for some very cramped seating.

Q: Can I bring alcoholic beverages?

A: Yes. Your contract outlines your responsibilities to serving these beverages. The North Hall bar has a keg cooler with tapper/dispenser, a holding bin for ice and a quadruple sink system. The South Bar has a double door cooler for holding a number of refreshments and perishables. There is also a holding bin for ice, keg dispenser built into the counter and a quadruple sink system. The walk-in cooler in the kitchen houses the North Hall's keg and tapper.

Q: When do I have to vacate the premise?

A: The Rental Agreement states 1:00 am, however, if there is a problem with disorderly subjects and the police are called, then your party will be asked to leave immediately.

Q: What type of sodas are available?

A: We have different sodas available from the dispensers at each bar. They are: Cranberry Juice, Cola, Diet Cola, Twin-Up (7-up), Lemonade, Quinine Tonic, Ginger Ale and Water.

Q: How many tables & chairs are available? and in what sizes?

A: Each hall usually has 9-11 round tables (65" diameter) set up with 8 chairs on top of each. There are usually 3 or 4 - 8 foot rectangular tables and 1 - 6 foot rectangular table available in each hall for food serving, etc. There are 7 extra round tables and 2 extra 8 foot tables in the storage room (located in the South Hall). There are also 84 extra chairs available for your use. These chairs are located in the Coat Room. There is a handcart made specifically to transport a stack of 8 chairs to and from the Coat Room. The chairs should be returned to the Coat Room after use.

Q: How many parking spots are available?

A: There are 104 parking spots available.

Q: Are there any pitchers?

A: The Lodge does not normally supply these items, however, we usually have several pitchers available that are left over from other events. These are located under the bar counters and can be used by you when needed, (please clean when finished).

Q: Do you have trash bags?

A: The Lodge's rubbish containers are lined with plastic liners. Each container has an additional liner affixed to its side. If you need additional liners, they are located on the cleaning cart in the storage room located in the South Hall.

Q: Do you supply table covers, silverware or paper products?

A: The lodge does not carry these items. NOTE: Be sure do bring table covers with you as the round tables have an unfinished wooden top.

Q: Do you have a list of caterers, DJ's, magician's, bands, etc. that you recommend?

A: Our current list of recommendations can be found on our website on the rental info page.

Q: What appliances are available in the kitchen?

A: There is a large commercial 6 burner stove and griddle system supported by two large ovens. An exhaust fan over the stove/oven with emergency extinguisher. A large icemaker. 2 heavy-duty rolling carts for food transportation. 5 gallon buckets for ice transportation. A long stainless steel counter for food preparation. One large and 3 smaller stainless steel sinks. A commercial garbage disposal and large rubbish hauler located just outside the rear kitchen door. NOTE: A commercial coffee maker is available at each bar and supplied with coffee packets and filters. There is a coffee pot warmer at each bar also.

Q: What are my responsibilities when leaving?

A: There are several tasks that you are responsible for. They are outlined in your Rental Agreement you have signed. The two main tasks that must be completed are: 1 - All trash to be hauled to the dumpster (located in the southern part of the parking lot) (use the rubbish hauler at the back door) and disposed of 2 - All chairs placed back onto the 11 tables as THEY WERE RECEIVED. These two tasks are not much to ask for when several people are cleaning up, however, when one person from the lodge has to tackle this job alone, it becomes a huge burden and time consumer (thus, making it extremely hard to have the banquet room(s) ready for the next day's rental(s)).

Q: Is there a microphone available?

A: Yes. Each banquet room has it's own microphone system. Please advise Mike Sauger that you need a microphone set-up when he calls your contact person with the entry code (appx. 3-5 days before the rental).

Q: Who can rent the banquet rooms?

A: Any Lodge member in Good Standing can rent the banquet rooms for themselves, friends or family. Lodge members consist of about 90% of all Warren & Center Line Police Officers. There are also appx. 90 Associate Members. If you would like to rent the hall and know anyone mentioned above, call them to see if they will rent the hall for you.

Q: What needs to be accomplished in order to secure a rental date?

A: The lodge member who is renting the hall can secure a Rental Agreement from the FOP mailbox located in the Traffic Bureau of the Warren Police Department. The mailbox is under the table in the lobby.

He/She can also download the [Rental Agreement](#) by going to the [Rental Information Page](#) of our website. The link to the form is located on the left-hand side about mid-way down (also linked above). It is viewed using [Adobe Acrobat Reader](#). Most computers have this program in their operating system. If you do not have the program, you can download and install the program by clicking on the link below the Rental Agreement link or the link above, (follow the directions on this page to download).

The Lodge member will then complete the first paragraph of the Agreement and sign the last page in the appropriate area. He/She will then have you (if different from the Lodge Member information) complete the Contact Person information and Date/Hall Needed information. A check made out to FOP #124 by you (or the Lodge member) for the appropriate amount will be DATED FOR THE DAY OF RENTAL. The check should be stapled to the upper left-hand corner of the Agreement and either sent to the lodge (11304 14 Mile, Warren, MI, 48093), returned to the FOP mailbox, or given to Mike Sauger personally.

Once Mike has the Agreement in their possession with a completed check, he will reserve the banquet room(s) desired for the day in question. The contact person for the rental will then be notified of the reservation via telephone, e-mail or in person.

Q: When my rental date arrives, how do I get inside and begin setting up?

A: As stated above, within 3-5 days before your rental, the contact person will be notified of the proper cypher code. The code is for the second set of front vestibule doors. There is a cypher lock on the door. Press the numbers given in sequence and turn the dead bolt to the right. Pull the door open and use the door prop to keep the door open. If the code does not work, it likely needs to be re-set. Turn the dead bolt to the left to re-set and then follow the sequence above.

Q: When is the earliest time I can get inside and begin setting up?

A: The Rental Agreement states 11:00 a.m.