Wake Forest Community House

A TOWN OF WAKE FOREST PUBLIC FACILITY

133 W. Owen Ave. | 919-435-9560
www.wakeforestnc.gov/wake-forest-community-house.aspx

Facility Facts

Year built: 1942
Size: 3,042 heated sq. ft. on main level
Property: 5 acres

Parking: a small gravel lot is located across the street, some on-street parking is also available

The Wake Forest Community House is available for family reunions, weddings, wedding receptions and other activities. The facility is conveniently located next to Holding Park and Holding Park Pool. Also, adjacent to the facility is R.H. Forrest Field.

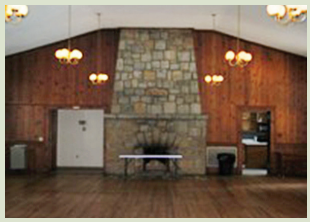
History: The Wake Forest Community House opened in 1942. It was built by the Works Progress Administration with the town contributing $12,800 to the project. The hardwood floors and walls were renovated in 2012.

Amenities

- Large meeting room
- Kitchen with micro-wave, refrigerator and sink
- Restrooms
- 27 aluminum folding 6-foot tables
- 170 chairs (approx.)
- Wood podium
- 3 drinking fountains

Seating Capacities

- 144 people seated at tables
- 170 people seated (no tables)



Holding Park (adjoining facility)

Holding Park Pool (adjoining facility)

Facility Rental Information

Days available.....Fridays, Saturdays & Sundays
Hours available.....8 am-3 pm (half day)
5 pm-midnight (half day)
8 am-midnight (full day)
Deposit.....$150
Rental Fee .....varies

To reserve the facility, call 919-435-9560.
The rental agreement, deposit, and full rental payment must be received a minimum of 10 business days prior to the requested rental date. Renter must be 21 years of age.

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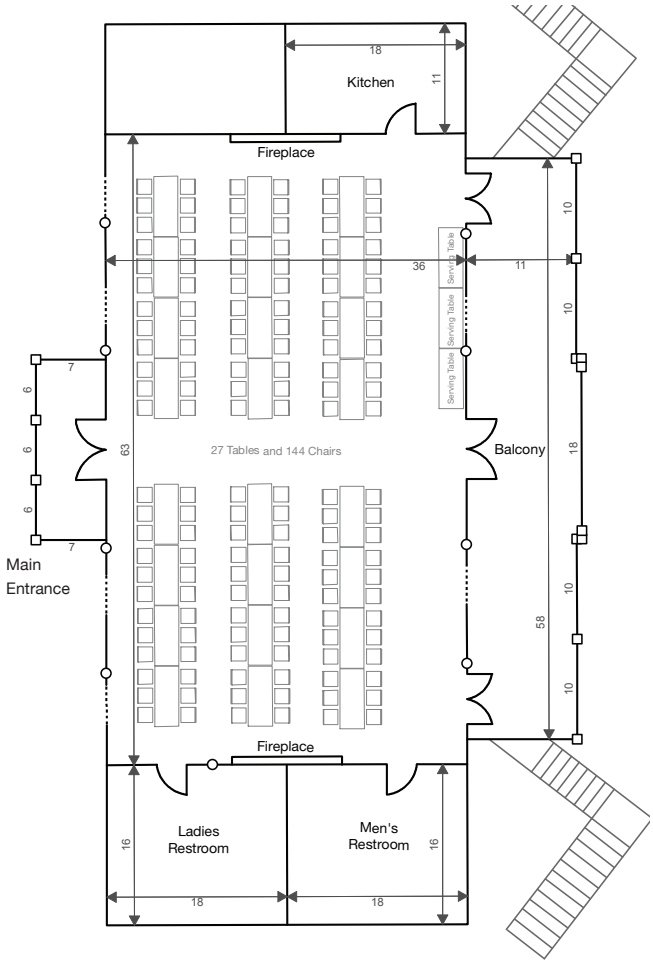
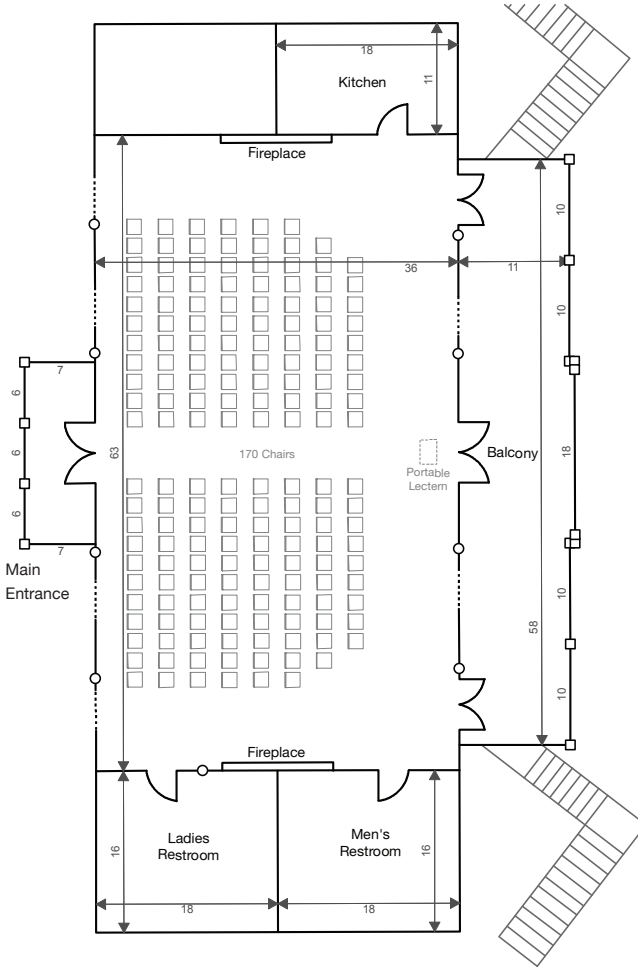
Parks, Recreation & Cultural Resources
TOWN of WAKE FOREST

Options for Seating Layout



Banquet

MAXIMUM SEATING: 144



Presentation

MAXIMUM SEATING: 170

All dimensions in feet

Fireplace measures 6.5 ft. tall, 11 ft. wide; mantle is 9.5 in. deep

Window ledges measure 4.5 in. deep

Windows measure 4 ft. wide

○ = electrical outlet

□ = pillar

Renters may select from one of two room configurations: Banquet or Presentation. These configurations abide by fire safety regulations and are ADA compliant. If you wish to adjust the layout, please consult with town staff first.

Equipment Included in Rental—27 folding tables, 170 chairs, podium

- Renter will be responsible for all damage or misuse of the facility including repairs that exceed the deposit fee.
- Alcoholic beverages, intoxicating/controlled substances and smoking are prohibited.
- Nothing may be hung from, nor affixed to, light fixtures, nor tacked/stapled to walls and /or doors.
- No open flames of any kind.
- Any time needed for set up and clean up of rental is included in rental blocks.
- All trash must be removed off site.