

# FAIRFIELD

COMMUNITY ARTS CENTER



*Make any occasion unforgettable*

411 Wessel Dr., Fairfield, Ohio 45014  
Phone (513) 867-5348



*For Receptions, Banquets, Proms and other special evening events from 100 – 160. (More w/o dance floor) Includes on-site parking, oak dance floor, carpet areas, picture bay window, three vaulted ceilings with adjustable lighting, and full access to the balcony overlooking picturesque Village Green Park.*

## COMMUNITY ROOM CAPACITY

Full Room  
100-160

Friday Evening, Saturday or Sunday

\$1,500

### Includes:

- Five-hour event, concludes no later than 11:00pm
- Additional two hours prior for decorating and one hour after for tear down
- Set-up of all tables and chairs
- On-site parking



*Weekday: The Community Room is available for weekday functions, meetings, lunches, rehearsal dinners and corporate events. Room rental rates are based on the number of hours needed. Includes set-up of all tables and chairs, as well as on-site parking is available.*

## COMMUNITY ROOM CAPACITY

Full Room  
100-160

2/3  
96-120

1/3  
20-50

### Monday-Thursday 8AM to 8PM / Friday 8AM-5PM

2 hours or less

N/A

\$200

\$100

4 hours or more

\$1000

\$600

\$300



*The Art Gallery on the first floor provides an elegant and unique setting for you special event. The two-story room includes oak floors, full-length glass windows, and artwork by emerging artists for a distinctive backdrop. Room rental discounts do not apply to Art Gallery rentals. Rental pricing for chairs may vary based on market fluctuations.*

## ART GALLERY CAPACITY

Full Room  
85

**Monday-Thursday 8AM to 8PM (4 hr. limit)**

**\$400**

**Friday Evening, Saturday or Sunday (2 hr. limit)**

**\$400**

### Includes:

- Two-hour event for the day of the Wedding
- Two-hour rehearsal time, one or two days before the Wedding
- Complete access to private areas for Bridal and Grooms Party
- On-site parking





*Perfect for a smaller Shower on a Saturday or Sunday afternoon. Can accommodate up to 35 guests at small café tables. Includes direct access to outside area. Rental is limited to Saturdays between 1PM and 6PM, and on Sundays when the Arts Center is otherwise open. Includes set-up of all tables and chairs, as well as on-site parking.*

## SENIOR LOUNGE CAPACITY

Full Room  
35

**Saturday or Sunday (4 hr. limit)**

**\$300**



*Available dates are very limited. Traditional proscenium theatre, 42' x 24' stage, seats 237 at full capacity. Theatre contracts are negotiated with the Production Manager. Room rental discounts do not apply to theatre rentals.*

## THEATER CAPACITY

Full Room  
237

**Friday Evening, Saturday or Sunday (12 hr. limit)      \$1,000**

• 4 hrs. for ceremony, 2 hrs. for rehearsal, 6 hrs. for prep/setup

### Includes:

- Stage configuration to taste with wedding amenities
- Complete access to dressing rooms and private staging area for Bridal and Grooms Party
- Professional lighting and sound, black Yama
- On-site parking



*Weekdays: The Community Arts Center Theater is available for weekday functions, meetings, and corporate events.*

## THEATER CAPACITY

Full Room  
237

**Monday-Thursday, 8AM-5PM** (8 hr. limit)

**\$600**

### Includes:

- Stage configuration to assist with rental amenities
- Professional sound
- On-site parking

# ELISHA MORGAN MANSION



*Start your new life together in this romantic and historic setting. From the moment you and your guests enter Gilbert Farms Park, you will be captivated by the bygone charm of this unique property. The beautifully restored historic home, built in 1817, is perfect for small parties, rehearsal dinners, and intimate weddings. It is located at 6181 Ross Road, Fairfield Ohio 45014. Available Seating: 42 on the first floor with additional seating for 24 on the second floor. Outdoor ceremonies can accommodate up to 200 guests. Client must secure the Mansion for all outdoor ceremonies. A rental of the house does not include outdoor furniture. Client must provide all outdoor furniture.*

## ELISHA MORGAN MANSION CAPACITY

**Full Mansion  
200**

**Friday Evening, Saturday or Sunday**

**\$1,000**

**One Day Alcohol Waiver** *(see back for details)*

**\$100**

### **Includes:**

- Five-hour event, concludes no later than 11:00PM
- Additional two hours prior for decorating and one hour after for tear down
- Professional set-up of all tables and chairs
- Gazebo for outdoor wedding ceremony
- Beautifully landscaped lawns
- Private dressing area for Bridal and Grooms Party
- On-site parking



# ELISHA MORGAN MANSION



*The Elisha Morgan Mansion is a beautifully restored circa 1817 historic home, perfect for small weekday functions, meetings, and lunches. It is located at 6181 Ross Road, Fairfield Ohio 45014. Includes set-up of all tables and chairs, as well as on-site parking.*

## ELISHA MORGAN MANSION CAPACITY

Full Mansion  
200

Monday-Thursday 8AM-5PM (4 hr. limit)

\$600

### Catering and Alcohol:

Events at the Elisha Morgan Mansion may self-cater or use your caterer of choice. Events wishing to serve alcohol need only to secure a one-day waiver from the City of Fairfield Parks and Recreation Department

# PHALEN CENTER AT SOUTH TRACE



*Our beautiful banquet center located at 2200 John Gray Road, Fairfield, OH 45014 is available for parties, anniversaries, rehearsal dinners and receptions. Our spectacular scenic view cannot be beat!*

PHALEN CENTER CAPACITY	Full Room 120	1/2 Room 50
<b>Monday-Friday 8AM to 5PM</b>		
2 hours or less	N/A	\$100
4 hours or more	\$600	\$300
<b>Friday Evening, Saturday or Sunday</b>	<b>\$1,000</b>	<b>N/A</b>

*Full Room Rental is only available during the Jan., Feb., Nov. and Dec. Half Room Rental is only available during Jan., Feb., Nov. and Dec. Exceptions may be made depending on availability.*

## Includes:

- Four-hour event, concludes no later than 11:00pm
- Additional two hours prior for decorating and one hour after for tear down
- Set-up of all tables and chairs
- On-site parking

# COMMUNITY ARTS CENTER BEVERAGE SERVICE

## Non-Alcoholic Beverage Service

**\$4.00/guest**

Assorted fountain soft drinks, unsweetened iced tea, lemonade and water.

Includes glassware, lemon wedges, sweeteners, and beverage napkins

## Beverage Attendant

**\$175.00 four hours**

Must secure one attendant for 75 guests or less, 2 attendants for 76-150 guests, and 3 attendants for over 150 guests.

- \$175 per Attendant for 4 hrs. bar service plus 2 hrs. set-up, clean-up and final bussing

## Other Services

- Glassware complimentary with every Beverage Service
- Additional non-alcoholic sparkling for guests under 21 available for purchase

**+ Add any of these Open Services to the Beverage Service**

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## Choice of Open Domestic Beer – or - Wine

**+ \$3.50/guest**

Adds choice of either domestic bottled beer OR house wine (\$7.50 total package)

## Open Beer & Wine

**+ \$6.00/guest**

Adds domestic beer, imported beer and house wine (\$10 total package)

## Open Bar

**+ \$12.00/guest**

Add domestic beer, imported beer, house wine, and mixed drinks (\$16 total package)

Cocktails and highballs only, no blender or frozen drinks

## Cash Bar and Drink Tickets

Should you choose not to purchase an open beverage service, cash bar and drink tickets options are available. Volume tickets for Beer & Wine can be purchased for \$3 each or Full Bar for \$4 each. Min order is 50 tickets. Cash Bar and Drink Ticket options must secure Beverage Attendant Services as listed above. Drink ticket option must secure FCAC or Caterer to provide Non-Alc Service for guests who are non-drinkers.

**Domestic Beer \$3.00** \*Budweiser, Bud Lite, Michelob Ultra, Miller Lite, Yuengling

**Imported Beer \$3.50** \*Heineken

**House Wine \$4.00** \*Cabernet, Chardonnay, Merlot, Moscato, Riesling

**Mixed Drinks \$4.50**

Package prices guaranteed at time of booking.

Cash Bar prices may vary from those stated due to changes in the market.

City of Fairfield reserves the right to substitute alternate beverage selections. \* All brands may not be available at all times. Due to inventory fluctuations, items are not guaranteed to be available in unlimited quantities.

Prices do not include applicable 6.5 % sales tax on all beverage items. Attendant services are non-taxable.

Deposit of half down is due 30 days before the event. The balance in full is due two weeks before the event.

City of Fairfield reserves the right to control alcohol consumption.

## A LA CARTE RENTALS

### **Spotlight Package<sup>2</sup>** **\$200.00**

Add a splash of color to any event with targeted accent lights. The Spotlight Package adds basic up lights around the room in one of our present colors; red, pink, orange, gold, peach, yellow, blue, turquoise, aqua, green, lime, lavender, purple, or white.

### **Coffee Bar<sup>1</sup>** **\$35.00**

Includes unlimited caffeinated and decaffeinated coffee, ceramic coffee cups, sweeteners, creamers, and beverage napkins.

### **Pipe and Drape<sup>2</sup>** **\$30.00**

### **Full Presenters System<sup>2</sup>** **\$25.00**

### **AV System<sup>2</sup>** **\$25.00**

### **White Linens<sup>1</sup>** **\$4.50/each**

### **White Skirting<sup>2</sup>** **\$4.00/each**

### **White Wooden Arch<sup>3</sup>** **\$25.00**

### **High Top Tables<sup>2</sup>** **\$10.00/each**



<sup>1</sup>Available for all rental rooms

<sup>2</sup>Available only for the Community Room rentals

<sup>3</sup>Available only for the Art Gallery rentals



# POLICIES & PROCEDURES

**BOOK THE ROOM** – A 50% deposit is required at the time the booking is confirmed and a Facility Rental Contract is issued. The balance of the rental fee is due no later than 30 days before the event. For reservations less than 30 days before the event, the entire rental fee is due at the time of reservation.

**HOLD THE DATE** – A tentative status request may be made for any available date and **holds the date** for up to two (2) weeks. All requests will be released after 14 days, without notice, unless the deposit is paid and a Facility Rental Contract is issued. Client is responsible for knowing the expiration date of their tentative hold.

**RENTAL FEES** – Weekend rentals are for a period of no longer than five hours, with additional hours for set-up and break down, unless otherwise specified in the Facility Rental Contract. Weekday rentals are based on number of hours. The client is responsible for all food, decoration, and entertainment and for rental and set-up of any furniture or equipment not owned by the City.

**The Facility Rental Fee includes the following:**

- One Facility Attendant on site during event.
- Use of area specified on the Facility Rental Contract.
- Guest amenities include convenient restrooms, elevators, free wireless internet, and coat room.
- Free parking up to 200 vehicles (parking may be limited if other events are scheduled).
- Set-up and use of City-owned banquet (60-inch rounds) and buffet (7-foot) tables and chairs.
- Freestanding, event-related, directional welcome signs.

**Additional fees may include:**

- Clean-up and/or repair of facility beyond normal janitorial service. Fees assessed accordingly.
- \$175 per hour for events running longer than the **scheduled** time without notice.

**The City may exercise the right to require a signed credit card imprint before the event as a security deposit against anticipated damages or overtime charges.**

**CANCELLATION** – If the Client cancels the contract more than 31 days before the event, the City will refund any monies paid to date, less a \$50 processing fee. If the Client cancels the contract less than 30 days prior to the event, the City has the right to withhold the entire deposit. Any contract canceled less than 14 days before the event will not receive a refund. Events canceled by the City will receive a full refund.

If the Client has not paid the entire rental fee 30 days before the event, the City may consider the event canceled and keep all deposits towards the total fee owed.

**TERMINATION** – The City reserves the right to terminate immediately at any time, any event which it deems dangerous, harmful, inappropriate, or in violation of any applicable laws or ordinances, or which has violated any of the City policies and procedures. The City will retain all monies paid and will not be liable to the Client's suppliers or vendors for any of the charges generated by, or any deposits made to, providers of services.

**SET-UP** – The Client is required to notify the Community Arts Center concerning set-up requirements, furniture, and equipment needs no later than 14 days prior to the event. A final guest count is needed at that time. Any equipment required by the Client that is not listed may be secured through an outside rental company at the Client's expense. If an outside company is used, City technical staff must supervise the set-up and teardown of rented equipment. Additional fees for technical assistance may be assessed.

**DECORATIONS** – In order to protect the facility, the City must approve all decorations before the event.

- All decorations and signs must be freestanding; taping, tacking, nailing, stapling or otherwise attaching signs or decorations to walls is NOT permitted.
- Large exterior hanging signs are NOT permitted on the walls of the Community Arts Center.
- Ground signs are NOT permitted anywhere on the City lawn or curb.
- Decorations are NOT permitted on the outside balcony railing or inside grand staircase railing.
- Open flames are NOT permitted. Candles are permitted if they are enclosed within a holder made of non-flammable material such as a glass globe or hurricane sleeve. The container must be higher than the tip of the candle's flame.
- Smoke effects, fog machines, explosives, or pyrotechnics are NOT permitted.
- Metallic table scatters, especially stars which may snag in the carpet and cause damage to commercial cleaning equipment, are NOT permitted.
- Glitter, rice, sand, confetti, sparklers, silly string and aerosol fun spray are NOT permitted.
- Paper wish-lanterns are NOT permitted to be released from the Community Arts Center balcony or grounds.

The Client is required to remove all decorations immediately following the event. Failure to do so will result in additional clean-up fees.

# POLICIES & PROCEDURES

**CATERING** – Only fully licensed Caterers may supply food and non-alcoholic beverages at any City events. The City will consider approval of one-time caterers not currently on the Preferred Caterers list if they meet the proper requirements. Due to health reasons, self-catering is not permitted.

All Weekend events (Friday night, Saturday, and Sunday) in the Community Room must employ a caterer of choice with appropriate staff service for the event, including set up of all food, bussing of tables after the first meal service, and clean up. Drop offs are not permitted for Weekend events using the full Community Room.

**BAR AND BEVERAGE SERVICE** – The City will administer the liquor license for all events and serve as sole provider for any Alcohol Beverage Service. Deposit for the Beverage Service, with a preliminary guest list, is due 30 days before the event. The remaining balance is due two weeks before the event with a final guest list. Any Beverage Service paid after the two week deadline must be secured with cash or credit card. Events which are fully non-alcoholic in nature may coordinate their needs with their Preferred Caterer. Fairfield Community Arts Center beverage service requires bartender rate.

The City will not knowingly dispense alcoholic beverages to anyone under the legal drinking age or to parties considered under the influence of alcohol. Therefore, all guests wishing to consume alcohol must present a valid I.D. In addition, Ohio State Law prohibits outside alcoholic beverages to be brought on or in the premises. The only alcohol permitted on the grounds is that served by the beverage attendant provided for your event. All unauthorized alcohol, if unopened, will be confiscated and stored for safekeeping until the end of the event. Open bottles or alcohol in a different container will be disposed of by management.

**STAFFING AND LABOR** – The rental fee includes all City labor required for the set-up of the City's furniture and equipment, normal janitorial service, and coordination of deliveries with outside vendors. In addition, a facility attendant will be on site for the duration of your event. Any additional labor can be determined at cost.

**CLEAN-UP AND REMOVAL** – The Client is responsible for event clean up and removal of all non-City-owned property from the premises within one hour after the end of the rental. With prior approval, Client may leave property in the FCAC storage area, to be picked up by 10 a.m. the following business day. Failure to adequately clean the event area or remove property as scheduled will result in additional fees being assessed. The City is not responsible for decorations or personal items left behind.

**DAMAGES** – The Client is responsible for all damages, expenses, and losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the use of the facility and all tangible property. Any such costs will be assessed and charged to the Client at the appropriate vendor's billed cost, plus 10%.

The Client may also be responsible for additional clean-up fees, which will be assessed on an as-needed basis based on the vendor's billed costs, plus 10%, and will be addressed in written form included with the damage invoice.

**OUTSIDE VENDOR DELIVERIES** – All deliveries and pick-ups related to the event must load through the Community Arts Center's loading and receiving area, unless special arrangements are made in advance.

The Client is required to provide a delivery and pick-up schedule to the City one week prior to the event. All items must be delivered the day of the event and must be picked up no later than 10 a.m. the following business day. Friday deliveries are acceptable with prior arrangement.

**PARKING** – The Community Arts Center's parking area holds up to 200 vehicles. Please note that there may be other events scheduled at the same time as your event. Parking may be limited.

**SMOKING** – In compliance with State Law and the Smoke Free Workplace Act, smoking is not permitted anywhere inside the FCAC or on attached premises, including the Community Room Balcony, or within 50 feet of any entrance. The balcony attached to the 2nd floor Community Room is a non-smoking area.

## **RENTAL DISCOUNTS** –

Fairfield Resident or Business	10%
Non-Profit club/organization	25%
Government Agency (weekdays only)	50%

# PREFERRED CATERERS

When you book your reception or banquet at the Fairfield Community Arts Center, you can choose from a large selection of caterers, allowing you to fully customize your event. The following caterers are pre-approved by the Fairfield Community Arts Center. If your preferred caterer is not on the list, please contact the Arts Center. Your caterer must provide proof of insurance and their current catering license.

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## **A Taste of Class**

3415 Glenmore Avenue  
Cincinnati, OH 45211  
Phone: 513-481-3663  
catering@atasteofclass.com  
www.atasteofclass.com

## **Chef's Choice Catering**

11350 Grooms Road  
Blue Ash, OH 45242  
Phone: 513-489-6006  
info@chefschoicecatering.com  
www.chefschoicecatering.com

## **Cincinnati Catering**

1320 Ethan Avenue  
Cincinnati, OH 45225  
Phone: 513-541-2626  
sales@cincinnati catering.com  
www.cincinnati catering.com

## **City BBQ Catering**

7706 VoA Centre Drive  
West Chester, OH 45069  
Phone: 513-490-2506  
gccatering@citybbq.com  
www.citybbq.com/catering/

## **Destinys Catering**

10 Enfield Street  
Greenhills, OH 45218  
Phone: 513-851-5434  
jhollstegge@cornerstonebrands.com  
www.destinyscatering.com

## **Elegant Fare**

2575 Commerce Boulevard  
Cincinnati, OH 45241  
Phone: 513-552-1340  
info@elegantfare.com  
www.elegantfare.com

## **Funky's Catering Events**

1761 Tennessee Avenue  
Cincinnati, OH 45229  
Phone: 513-841-9999  
www.funkysonline.com

## **Hammann's Catering**

6180 Old Winton Road  
Fairfield, OH 45014  
Phone: 858-3237  
hammannscatering@gmail.com  
www.hammannscatering.com

## **Heaven Sent**

2269 Pleasant Avenue  
Hamilton, OH 45015  
Phone: 513-856-7368  
heset53@gmail.com  
www.weddingsbyheavensent.com

## **Hilvers Catering**

2724 Colerain Avenue  
Cincinnati, OH 45225  
Phone: 513-681-2135  
info@hilvers.com  
www.hilvers.com

## **Jasmine Catering**

2130 Liberty Keuter Road  
Lebanon, OH 45036  
Phone: 513-933-9949  
brenda@jasminecatering.net  
www.jasminecatering.net

## **Raffel's Catering**

10160 Reading Road  
Evendale, OH 45241  
Phone: 513-563-9996  
www.raffelscatering.com

## **Village Pantry Catering**

453 Wards Corner Road  
Loveland, OH 45140  
Phone: 513-965-0511  
sarahm@villagepantrycatering.com  
www.villagepantrycatering.com

## **Vonderhaar's Catering**

19 W. Pleasant Street  
Reading, OH 45215  
Phone: 513-554-1969  
vonderhaar1@fuse.net  
www.vonderhaars.com