



Banquet Room Rates

Weekdays (2hrs)

\$150.00 Full Room

\$ 75.00 Half Room

Weekday (9am - 5pm)

\$350.00 Full Room

\$250.00 Half Room

Weekday (6pm - 9pm)

\$250.00 Full Room

\$150.00 Half Room

Weekends (6 hour block)

\$500.00 Full Room

\$250.00 Half Room

Room Discounts

Fairfield Business or Resident: 10%

Non-Profit Club / Organization: 25%

Governmental Event: 50% (weekdays only)

Use of South Trace as Food Vendor: 20%

Each Additional Hour of Rental is \$100.00 per hour. Half Room Rental is not available during the months of January, February, November and December. Full Room Rental is only available during the months of January, February, November and December. Exceptions may be made depending on availability.



Buffet Service

Minimum 25 Guests

Deli

Sliced Turkey, Sliced Ham and Roast Beef
Potato Salad, Cole Slaw, Potato Chips
Includes toppings and condiments
Fountain Drink, Tea, Coffee
\$9.99 per person

Backyard Grill Out

Hamburgers, Hot Dogs, Brats and Metts
Baked Beans, Potato Salad, Potato Chips
Includes toppings and condiments
Fountain Drink, Tea, Coffee
\$9.99 per person

BBQ

BBQ Pulled Pork
Baked Beans, Cole Slaw, Saratoga Chips, Pickle Spears
Fountain Drink, Tea, Coffee
\$9.99 per person

Grilled Chicken Breast

2-4 oz. Grilled Chicken Breast
Green Beans, Baked Potato, Steamed Vegetables, Garden Salad, Dinner Rolls & Butter
Fountain Drink, Tea, Coffee
\$13.99 per person

Strip Steak

10 oz. Strip Steak
Baked Potato, Green Beans, Caesar Salad, Dinner Rolls & Butter
Fountain Drink, Tea, Coffee
\$17.99 per person

Prices subject to change due to market conditions.



Appetizer Platters

Minimum 25 guests

Chicken Wings

Available in regular or boneless

\$3.50 per person

Assorted Domestic Cheese Platter

Served with Gourmet Crackers

\$3.50 per person

Seasonal Fresh Fruit Display

Fresh Cantaloupe, Honeydew Melon, Watermelon, Pineapple, Fresh Seasonal Berries,
Strawberries and Grapes with Yogurt Dipping Sauce

\$3.50 per person

Garden Fresh Vegetables

Celery, Baby Carrots, Radishes, Cucumbers, Broccoli, Cherry Tomatoes and Cauliflower

Served with Dill Dip

\$3.00 per person

Mozzarella Sticks

Served with Marinara Sauce

\$3.50 per person

Meatballs

Available in Swedish, Italian or BBQ

\$4.00 per person

Prices subject to change due to market conditions.



Bar Service

Minimum of 25 guests

Open Draft Beer

Choice of Three Domestic Beers

\$7.99 per person

Open Draft Beer and Wine

Choice of Three Domestic Beers, One Red Wine, One White Wine and One White Zinfandel

\$9.99 per person

Open Draft Beer, Wine, and Liquor Bar

Choice of Three Domestic Beers, One Red Wine, One White Wine, One White Zinfandel and Liquor Bar

\$12.99 per person

Prices subject to change due to market conditions.



Additional Information

1. A deposit of one-half of the full amount is due at the time of reservation.
2. Refunds requested 31 days prior to event will incur a \$50.00 processing fee. Refunds requested less than 30 days prior to event will forfeit entire deposit amount.
3. All decorations must be approved before the event. Taping, tacking, or otherwise attaching signs or decorations to the walls are not permitted. Open flames are not permitted. Please refrain from using metallic table scatters, such as; confetti, glitter, rice, etc.
4. The Client will be provided with banquet tables, chairs, white linens, and table skirts.
5. Alcoholic Beverage Policy: All alcoholic beverages must be purchased and served through the City of Fairfield. The event caterer may serve non-alcoholic beverages only.
6. Catering Rights: All events serving food at the Phalen Center must be catered. A list of the Phalen Centers Preferred Caterer's is available upon request. A client may request, and/or provide necessary documentation to obtain listing on the preferred caters list, pursuant to the Fairfield Parks and Recreation Rules and Regulations. Ohio Department of Health regulations prohibit self-catering.
7. The Phalen Center reserves the right to immediately terminate any event which seems dangerous, harmful, inappropriate, or in violation of any applicable laws or ordinance, or which has violated any of the Fairfield Parks and Recreation Sites Rules and Regulations or City codified ordinances. The Phalen Center will retain all monies paid.
8. Smoking is prohibited in all City facilities.
9. Client is responsible for all damages arising from the negligent acts, willful misconduct, or omissions of client, its volunteers, attendees, or providers of goods and services connected with the use of the facility. Any such costs will be assessed and charged to the Client.
10. Client will be in attendance and remain for the duration of function.
11. Client may also be responsible for additional clean-up fees, which will be assessed on an as-needed basis and invoiced accordingly. A list of all fees/charges may be obtained upon request.
12. It is the responsibility of the Client to be aware of all Parks and Recreation Sites Rules and Regulations; along with appropriate room rental policies and regulations. A copy is available upon request.