



Rental Rates

Reception Site:

Community Room ~ seats 50-200

For Receptions, Banquets, Proms and other special evening events from 100 – 200, including head table. Includes built-in service areas, oak dance floor, carpet areas, picture bay window, adjustable lighting, three vaulted ceilings, and full access to the balcony overlooking picturesque Village Green Park.

Friday Evening, Saturday or Sunday: \$800.00

Services include:

- Six-hour rental with additional FREE time for decorating
- Professional set up of all tables and chairs at no additional cost
- White linen tablecloths on all tables and skirting on all buffet tables
- Personal staff services throughout your event
- Available AV equipment: ceiling-drop LCD projector and screen, wireless mic, and media player

Non-Traditional Wedding Sites: (in combination with the Community Room)

Art Gallery ~ seats 85

Looking for an intimate location for your Wedding Ceremony? The Art Gallery on the first floor provides an elegant and unique setting for your special day. The two-story room includes oak floor, full-length glass windows, and artwork by emerging artists for a distinctive backdrop.

Friday Evening, Saturday or Sunday: \$300.00

Services include:

- Four-hour rental on day of the Wedding
- Two-hour Rehearsal time 1-2 days before the Wedding
- Up to 85 white garden chairs placed the day before the Wedding
- White, 6-foot wooden garden arch ready for decorating
- Tables for unity candle, guest book, etc.
- Choice of CD sound system or black Yamaha piano

FCAC Theater ~ seats 200

Enhance your wedding day with stage glamour and truly be the star of the day! Ceremonies happen right on the stage with your guests seated comfortably in our stadium seating.

Friday Evening, Saturday or Sunday: \$450.00

Services include:

- Four-hour rental on day of the Wedding
- Two-hour Rehearsal time one day before the Wedding
- Stage configuration to taste, with white wooden garden arch, unity table, guest book, etc.
- Complete access to dressing rooms and private green room for the bridal party
- Professional lighting and sound, black Yamaha piano

Rental Rates (continued)

Intimate Gazebo Wedding and Reception Site:

Elisha Morgan Mansion at Gilbert Farms Park ~ seats 77

Beautifully restored circa 1817 historic home, perfect for small parties, rehearsal dinners, or intimate wedding receptions. Includes use of lawn area. Seats up to 42 on the first floor with additional seating for 35 on the second floor, with no dance floor.

Includes use of outdoor Gazebo for the ceremony site.

Friday Evening, Saturday & Sunday, Non-Alc	\$500.00
Friday Evening, Saturday & Sunday, with Alcohol	\$600.00
Additional Security Deposit (fully refundable)	\$500.00

Rehearsal Dinner or Bridal Shower:

Partial Community Room ~ seats 20-120

The multi-purpose Community Room can be divided into single or combinations rooms seating 20 – 120 for rehearsal dinners, or bridal showers. Rates are based on the space and number of hours needed.

Single Community Room ~ Seating: 40 - 60 banquet
Monday to Thursday, 8AM to 9PM or Friday, 8AM to 5PM:
 2 – 4 hours: \$150.00

Combination Room ~ Seating: 96 – 120 banquet
Monday to Thursday, 8AM to 9PM or Friday, 8AM to 5PM:
 2 – 4 hours: \$270.00

Senior Lounge ~ seats 35

Perfect for a Saturday or Sunday afternoon Bridal Shower.

Seating at small café tables, includes direct access to outside area

Rental is limited to Saturdays between 12 Noon and 5PM, and Sundays only when FCAC is open.

2 – 4 hours: \$150.00

More ways to save:

10% discount for Fairfield Residents, those employed in Fairfield or Fairfield Businesses

25% discount for Non-profit organizations with proof of status

Discounts do not apply to theatre rentals

Bar and Beverage Service

Non-Alcoholic (4hr Service)

Assorted Soft Drinks (Coke Products), Unsweetened Ice Tea, Coffee and Bottled Water. Lemonade on request. Includes glassware, ceramic coffee cups, lemon, sweetener, cream, and beverage napkins

\$4.00 per guest

Open Beer (4hr Service) - Domestic Bottled Beer

\$7.50 per guest (price per guest includes all non-alc drinks for non-drinkers and Guests under 21)

Open Beer and Wine (4hr Service) – Domestic and Imported Beer, and Wine

\$10.00 per guest (price per guest includes all non-alc drinks for non-drinkers and Guests under 21)

Open Full (4hr Service) – Domestic and Imported Beer, House Wine, and Mixed Drinks

Cocktails and Highballs only, no blender or frozen drinks

\$16.00 per guest (price per guest includes all non-alc drinks for non-drinkers and Guests under 21)

Bartender (4hr Guest Service)

All Bar and Beverage Services must secure one Bartender for every 90 guests.

- \$125 per Bartender for 4 hours of guest service plus set-up, clean-up and final bussing.

Other Services

- Glassware complimentary with every Bar and Beverage Service
- Complimentary Champagne toast for Bridal Parties up to 16, with champagne glasses
- Additional Champagne available for purchase at \$15 per bottle, plastic champagne glasses per guest
- Additional Non-Alcoholic Champagne for Guests Under 21 available for purchase at \$5 per bottle

Should you choose not to purchase an Open Bar ~ Cash Bar and Drink Tickets options are available.

Volume tickets for Beer & Wine can be purchased for \$3 each or Full Bar for \$4. Min order is 50 guests.

Cash Bar and Volume ticket options must secure Bartender Services as listed above.

Volume tickets options must secure Non-Alc Service for guests who are non-drinkers with FCAC or Caterer.

Cash Bar

Domestic Beer	\$3.00 (Budweiser, Bud Lite, Miller Lite, Coors Lite)
Imported Beer	\$3.50 (Corona, Heineken)
House Wine	\$4.00 (Chardonnay, Zinfandel, and Merlot)
Mixed Drinks	\$4.50 (Bacardi, Beefeater, Seagram's, Jack Daniels, Crown Royal, Stoli)
Soft Drinks, H2O	\$1.00 (Coke Products, Bottled Water)

Package prices guaranteed at time of booking. Cash Bar prices may vary from those stated due to changes in the market. Prices do not include applicable 6.25 % sales tax on all beverage items. Bartender services are non-taxable.

Deposit of half down is due 30 days before the event. The balance is due 5 business days before the event. FCAC reserves the right to control alcohol consumption if the need arises. Bartenders are TIPS Certified.

Preferred Caterers

All Things Catered

Dee Meyers, Owner
346 North Third Street
Hamilton, OH 45011
Phone: 513-894-1400
www.allthingscatered.com

destiny's Catering & Banquets

Roger Hollstegge, Owner
5595 Beckett Ridge Blvd., Ste B
West Chester, OH 45069
Phone: 513-858-2122
www.destinyscatering.com

Montgomery Inn Catering

Amy Pape, General Manager
11314 Tamarco Drive
Cincinnati, OH 45242
Phone: 513-852-6733
www.montgomeryinn.com

A Taste of Class, Inc.

Barb James, Laura Fitzpatrick
3415 Glenmore Ave.
Cincinnati, OH 45211
Phone: 513-481-3663
www.atasteofclass.com

Elegant Fare, Inc.

Bert Kerinsky, Owner
2575 Commerce Blvd.
Cincinnati, OH 45241
Phone: 513-552-1340
www.elegantfare.com

Raffel's Catering, Inc.

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

Chef's Choice Catering

Erin Hammer, Consultant
11350 Grooms Road
Cincinnati, OH 45242
Phone: 513-489-6006
www.chefschoicecatering.net

Funky's Catering

Michael Forgas, Owner
1761 Tennessee Ave
Cincinnati, OH 45229
Phone: 513-841-9999
www.funkysonline.com

Riley's Restaurant & Catering

Gloria Riley, Owner
11568 Springfield Pike
Springdale, OH 45246
Phone: 513-771-3361
www.rileysgreatmeals.com

Cincinnati Catering

Thomas Beal, President
1320 Ethan Avenue
Cincinnati, OH 45225
Phone: 513-541-2626
www.cincinnati catering.com

Hammann's Catering

Rob Hammann, Manager
6180 Winton Road
Fairfield, OH 45014
Phone: 858-3237
www.hammannscatering.com

T.G.I. FRiDAY's Catering

Peggy Sparks, Catering Mgr
3780 Paxton Avenue
Cincinnati, OH 45209
Phone: 513-502-8742
www.bistrogroup.com

City Barbeque Catering

Tom Jacobs, Catering Director
7706 VOA Center Drive
West Chester, OH 45069
Phone: 513-490-2506
www.citybbq.com

Hilvers Catering, Inc.

Thomas Hilvers, President
2724 Colerain Avenue
Cincinnati, OH 45225
Phone: 513-681-2135
www.hilvers.com

Village Pantry Catering

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

Coach House Tavern & Grille

Susan Hampton, Catering Coord
120 Berkeley Drive
Hamilton, OH 45013
Phone: 513-200-8039
www.colonialseniors.org

Marco's Pizza - Fairfield

Thomas Schoenfeld, Owner
6330 Pleasant Ave, Suite C
Fairfield, OH 45014
Phone: 513-858-3500
www.marcos.com

Vonderhaar's Catering, Inc.

Don Vonderhaar, Vice-President
19 W. Pleasant Street
Reading, OH 45215
Phone: 513-554-1969
www.vonderhaars.com

Room Rental Policies

Book the Room

A room may be booked with any of the clerks at Front Reception or with the Community Arts Center Manager. A 50% deposit is required at the time the booking is confirmed and a Facility Permit is issued. The balance of the rental fee is due no later than 30 days before the event. For reservations made with less than 30 days before the event, the entire rental fee is due at the time of reservation. If the Client has not paid the entire rental fee 30 days before the event, the FCAC may consider the event cancelled and keep all deposits towards the total fee owed.

Request a Hold

A tentative hold may be made with any of the clerks at Front Reception or with the Community Arts Center Manager. A Reservation Request holds the date for up to two (2) weeks but does not confirm the event date indefinitely. All requests will be released after 14 days unless a Facility Permit is created and the deposit is paid. Client is responsible for knowing the expiration date of their Request.

Rental Fees

Weekend rentals are for a period of no longer than six hours from set-up to break down unless otherwise specified in the Facility Permit. 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 FCAC. Additional hours may be purchased to extend the event or for elaborate set-ups.

The Facility Rental Fee includes the following:

- One Facility Attendant on site during event.
- Use of area specified on the Facility Permit.
- 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 FCAC-owned banquet (60-inch rounds) and buffet (7-foot) tables and chairs.
- White square table linens (85x85) and table skirts. Napkins are not provided.
- Set-up and use of FCAC-owned audio-visual equipment including ceiling-drop LCD projector & screen, CD & DVD Player, I-Pod port, one hand-held wireless microphone, and podium.
- Freestanding, event-related, directional signs and a welcome notice on the outdoor marquee.

Additional fees may include:

- \$100 per hour for requested extension.
- Clean-up and/or repair of facility beyond normal janitorial service. Fees assessed accordingly.
- \$150 per hour for events running longer than the scheduled time without notice.

The FCAC 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 reservation more than 31 days before the event, the FCAC will refund any monies paid to date, less a \$50 processing fee. If the Client cancels the reservation less than 30 days prior to the event, the FCAC will refund half of the full rental fee. Any reservation cancelled less than 14 days before the event will not receive a refund. Events cancelled by the FCAC will receive a full refund.

Termination

The FCAC 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 FCAC policies and procedures. The FCAC 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 for the event.

Set-up

The Client is required to notify the FCAC Manager concerning set-up requirements, furniture, and equipment needs no later than 7 days prior to the event. A final guest count is needed at that time.

Any equipment the Client requires that is not listed may be secured through an outside rental company at the Client's expense. If an outside company is used, FCAC 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 FCAC must approve all decorations before the event.

- All decorations and signs must be freestanding; taping, tacking or otherwise attaching signs or decorations to walls is NOT permitted.
- Large hanging signs are NOT permitted on the exterior walls of the FCAC.
- Ground signs are NOT permitted anywhere on the FCAC 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 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 and sand are NOT permitted.

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

Catering

Only fully licensed Caterers may supply food and non-alcoholic beverages at FCAC events. For your convenience, please see our list of Preferred Caterers for the names of trusted companies that are familiar with our facilities. If you wish to use a caterer that is not listed, we will work with them to collect the necessary documents so that they can be approved. Due to health reasons, self-catering is not permitted.

Please note that the contract agreement between the Preferred Caterers and the FCAC includes a 10% commission on gross food and beverage sales. Caterers may or may not choose to pass this charge to the rental client. If you have any concerns, please discuss this with your chosen caterer.

Bar and Beverage Service

The FCAC will administer the liquor license for all events and serve as sole provider for any Alcohol Beverage Service. Deposit for the Beverage Service is due 30 days before the event. The balance is due the Monday before the event. Events which are non-alc in nature may coordinate needs with their caterer.

Staffing and labor

The rental fee includes all FCAC labor required for the set-up of FCAC furniture and equipment, normal janitorial service, and coordination of deliveries with outside vendors. In addition, one FCAC staff person will be on site for the duration of your event. Any additional labor can be determined at cost.

Clean-up and Removal

The Client or the Client's caterer is responsible for event clean up and for removing all non-FCAC-owned property from the premises by the end of the scheduled rental time. 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 FCAC 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.

The Client may also be responsible for additional clean-up fees, which will be assessed on an as-needed basis 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 FCAC loading and receiving area, unless special arrangements are made in advance with the Manager or his or her representative.

The Client is required to provide a delivery and pick-up schedule to the FCAC Manager 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 arrangements with FCAC Manager.

Parking

The FCAC 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 the Smoke Free Workplace Act, smoking is not permitted anywhere inside the FCAC or on attached premises, including the Community Room Balcony.