



ROOM RENTAL POLICIES

Located in Village Green in the heart of Fairfield, the Community Arts Center offers an attractive venue for a variety of events. The spacious and beautifully appointed center is available for rental and provides an ideal setting for dinners, luncheons, weddings, receptions, parties and business meetings.

Permits

A Facility Permit may be made with any of the clerks at Front Reception or the Community Arts Center Manager. A 50% deposit is required at the time the Facility Permit is issued. The balance of the facility 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 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.

Reservation Request

A Reservation Request, or tentative hold, may be made with any of the clerks at Front Reception or the Community Arts Center Manager. A Reservation Request **holds the date** for 2 weeks and 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.

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 for decorating and 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.
- Rectangular white linens 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:

- Clean-up and/or repair of facility beyond normal janitorial service.
- \$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.

Cancellations

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.
- Hanging large signs on the exterior walls of the FCAC is not permitted.
- Decorations are NOT permitted on the outside balcony railing or 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.

Caterers

Only fully licensed Caterers may supply food and non-alcoholic beverages at FCAC events. Clients are required to choose from the Preferred Caterers List of approved caterers who are fully licensed and meet all requirements for insurance, health codes, and security. 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 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.

Alcoholic Beverage Service

Beginning January 1, 2009, the FCAC will administer the liquor license for all events. Clients may choose to include the service of non-alcoholic beverages in their package with the FCAC or coordinate non-alcoholic beverages with the selected caterer.

Staffing and labor

FCAC labor required for the set-up of FCAC furniture and equipment, normal janitorial service, and coordination of deliveries with outside vendors is included in the rental fee. In addition, at least one FCAC staff person will be on site for the duration of your event.

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.

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.

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.

Revised 08/22/08

Elisha Morgan Mansion at Gilbert Farms Park

The Elisha Morgan Flemish Bond brick farm "mansion," built c.1817, stands as a treasured historic landmark in the City of Fairfield. The Elisha Morgan Mansion is located in Gilbert Farms Park, 6181 Ross Road, Fairfield Ohio.

Elisha Morgan Mansion at Gilbert Farms Park

All FCAC Rental Policies apply to renting the Elisha Morgan Mansion at Gilbert Farms Park unless otherwise addressed below.

Security Deposit

Client will be charged an additional \$500 Security Deposit, which is fully refundable if the house is left clean and undamaged. The Security Deposit must be guaranteed by check or credit card 30 days before the event. The credit card must be the same as that one that is used to pay all other fees and Client must sign agreement to be charged additional fee in case of damage.

Alcohol Waiver

Clients wishing to serve alcohol will be charged an additional \$500 Alcohol Waiver to obtain a one day waiver from the Director of Parks and Recreation. The Alcohol Waiver must be guaranteed by check or credit card 30 days before the event. The credit card must be the same as the one that is used to pay all other fees and Client must sign agreement to be charged additional fee in case of damage.

Caterers

Functions at the Elisha Morgan Mansion may be self-catered or catered using the Concessionaire/Caterer of choice. Kitchen amenities are limited to one microwave oven, small ice machine, and small refrigeration unit.

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. The client is responsible for all food, decorations, and entertainment and for rental and set-up of any furniture or equipment not owned by the City. Additional hours may be purchased for decorating and elaborate set-ups.

As a historic building, the Elisha Morgan Mansion is not equipped with any audio-visual equipment. Fireplaces are non-functioning and will not be used under any circumstances. The Mansion does not include handicapped accessibility to the second floor.

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 restrooms on first and second floors.
- Free parking up to 60 vehicles (parking may be limited if other Park events are scheduled).
- Set-up and use of City-owned banquet (48-inch rounds) and 2 buffet (8-foot) tables and chairs.
- Rectangular white linens and table skirts. Napkins are not provided.

Revised 08/22/08