



Make any occasion unforgettable

Community Arts Center | Elisha Morgan Mansion | Phalen Center

# CITY OF FAIRFIELD RENTAL VENUES

## Welcome to the City of Fairfield Rental Packet!

Thank you for considering a City of Fairfield venue for your upcoming event. We are thrilled to offer a variety of rental spaces across several venues that are perfect for meetings, celebrations, and weddings.

Whether you are hosting a small business gathering, a grand wedding reception, or anything in between, our venues provide a beautiful and flexible environment to make your event memorable.

In this welcome packet, you'll find detailed information about available facilities, pricing, and all the resources to help you plan and host your event. From our modern meeting rooms equipped with the current AV technology to our unique reception venues, we are committed to providing you with exceptional service and an unforgettable experience.

Our team is here to assist you every step of the way, and we look forward to making your event a success. Please don't hesitate to contact us with any questions or for further assistance.

We are excited to be part of your special occasion and can't wait to help you create lasting memories!

Warm regards,



Erin Policinski

Hospitality and Rental Manager  
City of Fairfield Parks and Recreation Department

# MEETINGS

The City of Fairfield offers a variety of spaces suitable for business, HOA, and club meetings. With rental times from 1—8 hours, AV access (most venues), and flexible seating options, you're sure to find a space that meets your needs. Meeting rentals at all venues are only available Monday—Friday 8 am—8 pm.

## **Community Arts Center**

- Classroom (1—35 people)
- Senior Lounge (1—60 people)
- Community Room (1—160 people)

**Elisha Morgan Mansion (1—40 people)**

**Phalen Center at Fairfield Greens (1—60 people)**

## COMMUNITY ROOM



**Weekday:** The Community Room is available for weekday meetings. Room rental rates are based on the number of hours needed and meeting participants. Includes setup of all tables and chairs, AV access, and free on-site parking.

COMMUNITY ROOM CAPACITY	Full Room 1-160	2/3 1-100	1/3 1-50
<b>Monday-Friday 8AM to 8PM</b>			
2 hours or less	\$400	\$200	\$100
2 - 8 hours	\$600	\$400	\$300

## CLASSROOM



**Weekday:** The Classroom is available for weekday meetings. Room rental rates are based on the number of hours needed. Includes setup of all tables and chairs, AV access, and free on-site parking.

**COMMUNITY ROOM****CAPACITY****Full Room****1—35 people****Monday-Friday 8AM to 8PM**

2 hours or less

\$100

2—8 hours

\$400

## SENIOR LOUNGE



Perfect for a smaller evening meetings. Can accommodate up to 35 guests at small round tables. Includes direct access to outside veranda area. Includes setup of all tables and chairs, AV, and free on-site parking. Available only when programming is not currently scheduled.

**SENIOR LOUNGE****Full Room****CAPACITY****35****Monday-Friday 4PM to 8PM****1—4 hours****\$100**

# ELISHA MORGAN MANSION



The Elisha Morgan Mansion is a beautifully restored circa 1817 historic home, perfect for small meetings, and lunches. Includes setup of all tables and chairs, as well as free on-site parking. AV is not available at this venue.

**ELISHA MORGAN MANSION****CAPACITY****Full Mansion****1—40 people****Monday— Friday 8AM-8PM (1—8 hours)****\$200****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 secure a one-day waiver from the City of Fairfield Parks and Recreation Department.



MEETINGS

## PHALEN CENTER AT SOUTH TRACE



The banquet room at the South Trace Golf Course is available all year for meetings. Rental price includes table and chair setup, AV, and parking.

Ask about discounted 9-hole golf rates to pair with your meeting.

### PHALEN CENTER

### CAPACITY

**Monday-Friday 8AM to 5PM**

1–2 hours

### Banquet Room

**1–60 people**

2–8 hours

\$200

\$400

# PARTIES, SHOWERS, GATHERINGS

The City of Fairfield offers a variety of spaces suitable for parties, showers, and gatherings for up to 160 people. With rental times from 2—5 hours, AV access (most venues), and beverage service options, you're sure to find a space that is right for your event. Rentals are available Monday—Thursday 8 am—8 pm Fridays—Sundays 9 am—11 pm.

## **Community Arts Center**

- Art Gallery (1—85 people)
- Senior Lounge (1—60 people)
- Community Room (1—160 people)
- Theater (1—237 people)

## **Elisha Morgan Mansion (1—40 people)**

## **Phalen Center at Fairfield Greens (1—60 people)**

## ART GALLERY



The Art Gallery on the first floor provides an elegant and unique setting for your special event. The two-story room includes oak floors, full-length glass windows, and rotating artwork by emerging artists for a distinctive backdrop. Room rental discounts do not apply to Art Gallery rentals. Rentals are limited to a maximum of 5 hours.

**ART GALLERY**

**CAPACITY**

**Full Room**

**85**

**Monday-Thursday 8AM to 8PM**

**\$900**

**Friday, Saturday, or Sunday 9AM—11PM**

**\$900**

## COMMUNITY ROOM



The Community Room provides ample space for your party, shower, or celebration of life/repass. Room rental includes the full room and setup of all tables and chairs, AV access, and free on-site parking. Optional beverage service may be added and is subject to beverage service pricing. Beverage Service Staff are not included in pricing.

COMMUNITY ROOM CAPACITY	Full Room 1—160	2/3 1—100	1/3 1—50
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**Monday—Thursday 8AM to 8PM OR**

**Friday—Sunday 9AM—11PM**

1 - 8 hours

\$1,000

\$800

\$500

## SENIOR LOUNGE



Perfect for a smaller showers or parties. Can accommodate up to 35 guests at small round tables. Includes direct access to outside veranda area. Includes setup of all tables and chairs, AV, and free on-site parking. Available only on weekends when programming is not currently scheduled. Beverage service is not available for Sr. Lounge rentals.

**SENIOR LOUNGE**

**Full Room**

**CAPACITY**

**35**

**Friday, Saturday, Sunday 1PM to 11PM**

**2—5 hours**

**\$500**

# ELISHA MORGAN MANSION



The Elisha Morgan Mansion is a beautifully restored circa 1817 historic home, perfect for small meetings, and lunches. Includes setup of all tables and chairs, as well as free on-site parking. AV is not available at this venue.

ELISHA MORGAN MANSION	Full Mansion
CAPACITY	1—40 people
Monday— Thursday 8AM-8PM (2—5 hours)	\$800
Friday—Sunday (2—5 hours)	\$1,350

- Up to 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 as applicable

#### 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 secure a one-day waiver from the City of Fairfield Parks and Recreation Department.

# THEATER



**Weekdays:** The Community Arts Center Theater is available for weekday functions, meetings, and corporate events. Includes stage arrangement for event. Theater contracts are negotiated with the Production Manager. Room rental discounts do not apply to theater rentals.

**THEATER**

**CAPACITY**

**Full Room**

**237**

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

**\$600**

**Friday, Saturday, Sunday 9AM—11PM**

**\$3,000**

# WEDDING CEREMONIES AND RECEPTIONS

The City of Fairfield offers a variety of spaces suitable for both wedding ceremonies and receptions. From intimate ceremony options to a larger reception hall, you're sure to find a space that is right for your special day. Rental times vary from 2—5 hours depending on event. All rentals include table and chair set up, staffing, AV access (most venues), and beverage service options. Rentals are available Friday—Sundays.

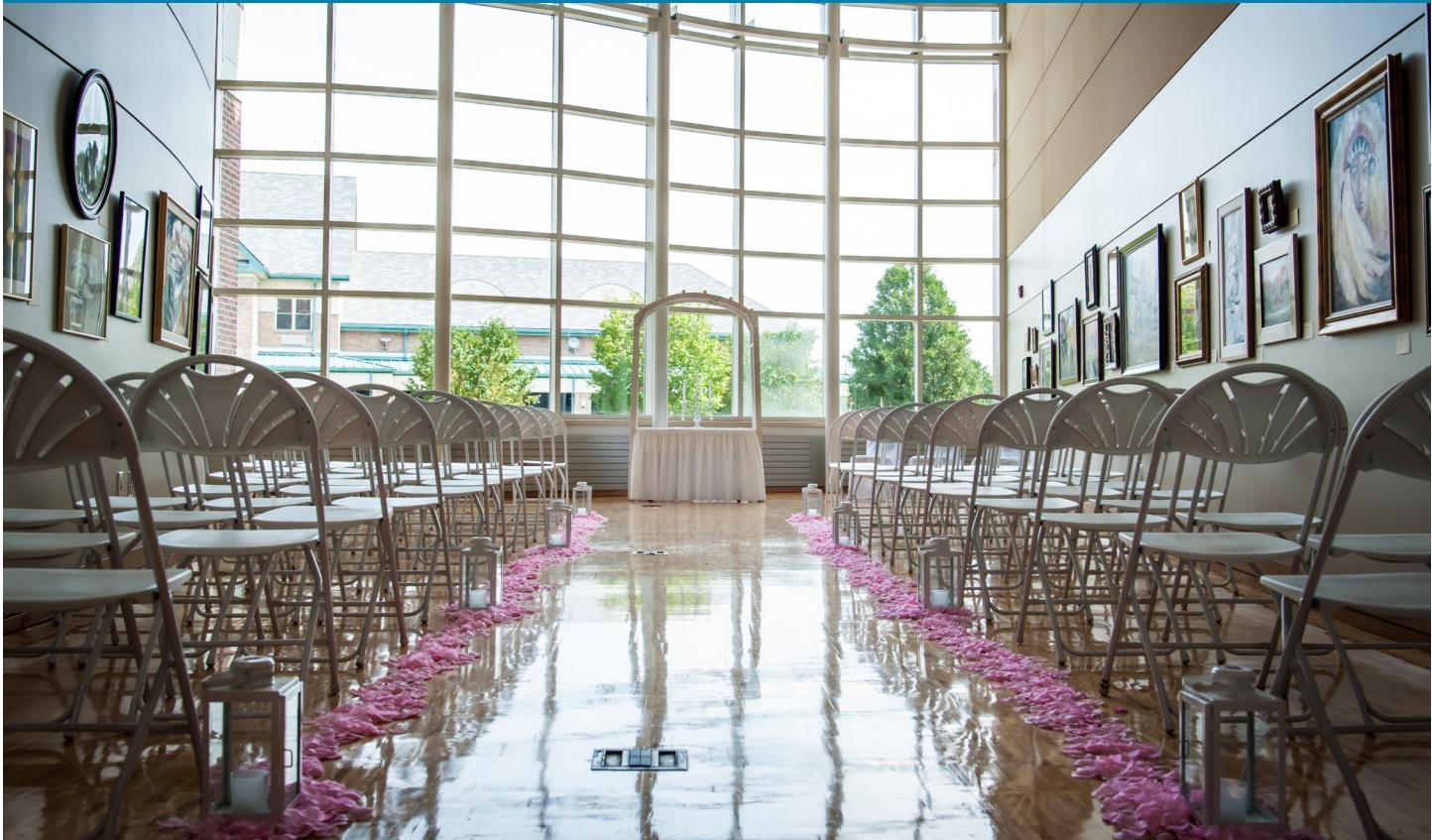
## **Community Arts Center**

- Art Gallery (1—85 people)
- Community Room (1—160 people)
- Theater (1—237 people)

**Elisha Morgan Mansion (1—60 people)**

**Phalen Center at Fairfield Greens (1—120 people)**

## ART GALLERY



The Art Gallery on the first floor provides an elegant and unique setting for your wedding ceremony. The two-story room includes oak floors, full-length glass windows, and rotating artwork by emerging artists for a distinctive backdrop. Room rental discounts do not apply to Art Gallery rentals. Wedding receptions are not available in the Art Gallery.

**ART GALLERY**

**CAPACITY**

**Full Room**

**85**

**Friday, Saturday, or Sunday 9AM—11PM**

**\$900**

## COMMUNITY ROOM



For Ceremonies, Receptions, Banquets, up to 160 people (more without dance floor). Includes on-site parking, oak dance floor, adjustable lighting, audio/visual system access, and full access to the balcony overlooking picturesque Village Green Park.

**COMMUNITY ROOM****CAPACITY****Full Room****1-160 people****Monday—Thursday****\$1,800****Friday, Saturday, or Sunday****\$2,100****Includes:**

- Five -hour event (may purchase additional hours), concludes no later than 11:00pm
- Access to room 2 hours before event for decorating and one hour after event for teardown
- Set-up of all tables and chairs
- Room uplighting
- A/V access

## THEATER



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

<b>THEATER</b>	<b>Full Room</b>
<b>CAPACITY</b>	<b>237</b>

**Friday Evening, Saturday or Sunday (12 hr. limit)** **\$3,000**

- **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 Yamaha piano
- Free on-site parking

# ELISHA MORGAN MANSION



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 events, parties, rehearsal dinners, and intimate weddings. Available Seating: 42 on the first floor, 24 on the second floor, and 40 on the outdoor veranda. Outdoor ceremonies can accommodate up to 100 guests. The gazebo may be rented for outdoor ceremonies (limited mansion access).

## ELISHA MORGAN MANSION

## Full Mansion

Friday Evening, Saturday or Sunday	\$1,350
Outdoor Ceremony Only (limited mansion access)	\$1,000
One Day Alcohol Waiver	\$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 as applicable
- Gazebo for outdoor wedding ceremony
- Private dressing area for Bridal and Grooms Party
- Free on-site parking



WEDDINGS

## PHALEN CENTER AT SOUTH TRACE



*Our beautiful banquet center located inside the South Trace Golf Course is available for parties, anniversaries, rehearsal dinners and receptions. Available November through February only.*

PHALEN CENTER	Full Room	1/2 Room
CAPACITY	120	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>		\$1,725
		N/A

**Includes:**

- Five -hour event (may purchase additional hours), 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
- Facility and Beverage Staff
- Free on-site parking

Phalen Center available November—February only

# BEVERAGE SERVICE

Beverage Package service times are 4 hours. Additional hours may be purchased.

Excludes Elisha Morgan Mansion rentals

<b><u>Additional Beverage Attendant (non-wedding rentals)</u></b>	<b><u>\$150/\$300</u></b>
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Four-hour service time. 1 beverage attendant is required for 1—50 guests (\$150). 2 beverage attendants are required for 51—150 guests (\$300)

<b><u>Beverage Attendant (if over 150 guests)</u></b>	<b><u>\$175.00</u></b>
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2 Beverage Attendants are included for up to 150 guests, and 3 attendants are required for over 150 guests.  
Includes event time bar service plus 2 hrs. set-up, clean-up and final bussing

<b><u>Non-Alcoholic Beverage Service</u></b>	<b><u>\$6.00/guest</u></b>
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Assorted Pepsi fountain soft drinks, unsweetened iced tea, lemonade and water. Includes glassware, lemon wedges, sweeteners, and beverage napkins

<b><u>Open Beer &amp; Wine and Non-Alcoholic Beverages</u></b>	<b><u>\$12.00/guest</u></b>
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Adds domestic beer, imported/craft beer and house wine to the non-alcoholic beverage service

<b><u>Open Bar and Non-Alcoholic Beverages</u></b>	<b><u>\$16.00/guest</u></b>
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Adds domestic beer, imported/ craft beer, house wine, and mixed drinks to the non-alcoholic beverage service. Cocktails and highballs only, no blender or frozen drinks

<b><u>Cash Bar</u></b>	<b><u>Varies</u></b>
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Should you choose not to purchase an open beverage service, cash bar is available. Beverages include limited domestic and craft beer, red and white wine, and cocktails. Prices range from \$4—\$16 based on drink selection. Cash Bar must secure Beverage Attendant Services and Non-Alcoholic Beverage Service as listed above.

<b><u>Additional Beverage Service Hour</u></b>	<b><u>\$175.00</u></b>
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One additional hour of beverage service (totaling 5 hours of service time)

## **Cocktail Hour**

Stand alone hour of beverage service.

<b>Cocktail Hour Open Beer, Wine, and Non-Alcoholic Beverages</b>	<b>\$1,000</b>
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<b>Cocktail Hour Open Beer, Wine, and Non-Alcoholic Beverages</b>	<b>\$1,500</b>
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<b>Cocktail Hour Cash Bar</b>	<b>Varies as noted above</b>
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Glassware complimentary with every Beverage Service.

Package prices guaranteed at time of booking.

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

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.

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

### Linens<sup>1</sup>

**\$4.50/ each**

Choice of white, cream or black.

### Chair Covers<sup>1</sup>

**\$1.00/ each**

Choice of white, cream or black.

### 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

# FREQUENTLY ASKED QUESTIONS

This FAQ is provided as a quick reference and does not take the place of any policy or procedure listed in the following pages.

## **What is included with a rental?**

Some amenities vary based on the rental purpose/date/time, but all include table and/or chair set up, appropriate staffing, access to AV when available, time prior to the rental for set-up by the client, and time for event teardown.

## **Who decorates for the event?**

Clients are responsible for all decorations and decorating. Please refer to the policies and procedures for decorations in the following pages for specific information and requirements.

## **Does the venue provide catering or food?**

The City of Fairfield does not offer catering at any venue. Clients are required to utilize a licensed food operator with proof of insurance at all Community Arts Center and Phalen Center venues. Clients may self-cater at the Elisha Morgan Mansion.

## **Does the venue provide beverage service?**

The City of Fairfield requires that all alcohol be purchased through a beverage package for events held at the Community Arts Center or Phalen Center. Clients may choose to purchase a one-day alcohol waiver for events held at the Elisha Morgan Mansion.

## **How do I reserve a venue?**

Contact the Hospitality and Rental Manager to provide necessary client information and generate a rental agreement. A 50% deposit of the venue/room rental fee is required at the time of booking.

## **What if my guest count changes prior to the event?**

Contact the Hospitality and Rental Manager as soon as possible. Adjustments to beverage package and a la carte item pricing will be made up to 30 days prior to the event.

## **What if I need to cancel my event?**

Notice of cancellation is required in writing (email preferred). Please refer to the cancellation policies and procedures for details on refund policy.

# POLICIES & PROCEDURES

Fairfield Community Arts Center, its officers and employees, shall herein be referred to as the "City" and applicants for use of City facilities, their agents and/or representatives shall be referred to as "Client".

## **Reservation**

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 5 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:

- Facility and Beverage Attendants on site during event as appropriate.
- Use of area specified on the Facility Rental Contract.
- Free parking (parking may be limited if other events are scheduled).
- Set-up and use of City-owned banquet (60-inch rounds) and buffet (8-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 requires credit card number on file before the event as a security deposit against anticipated damages or overtime charges.

## **Cancellation Policy**

All cancellations must be submitted via email to the Parks and Recreation office or Hospitality Manager.

- Agreements canceled more than 31 days prior to the date reserved, will be refunded any monies paid to date, less a \$50 processing fee.
- Agreements canceled less than 30 days prior to the date reserved will receive a refund of ½ the facility rental fee (deposit).
- Agreements canceled less than 14 days before the reserved date will not receive a refund.
- Agreements canceled by the City the Client 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 Hospitality Manager 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. Early drop-off of event supplies prior to event is dependent on staff, storage and site availability.

# POLICIES & PROCEDURES

## **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.

## **Art Gallery**

We cannot accommodate removing any artwork displayed on Art Gallery walls.

## **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. Early access prior to events for food storage is not available.

## **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 safe-keeping 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.

# POLICIES & PROCEDURES

## **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.

## **Indemnity Agreement**

Client expressly agrees to indemnify the City, Parks and Recreation Board, and the City's agents and/or employees harmless from: all liability, damage, loss cost of expense, including, but not limited to attorney fees, that the indemnities may sustain or incur on account of any damage to or destruction of any property that the City may own or in which it may have interest; all liability, damage, loss cost of expense, including, but not limited to attorney fees, due to any damage to or destruction of any property belonging to any person, firm or corporation; and all liability, damage loss, cost of expense, including, but not limited to attorney fees, due to any damage resulting from injury to or death of any person or persons resulting from or in any way connected with the use by the permittee, its agents, or employees, to which the permit/permission pertains.

## **RENTAL DISCOUNTS –**

Discount on room/space rental only, does not apply to beverage packages or a la carte rental items.  
Fairfield Resident or Business 10%  
Non-Profit club/organization 25%

# 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.

## A Catered Affair

7515 Vine St  
Cincinnati, OH 45216  
Phone: 513-827-9022  
[sales@acateredaffaircincinnati.com](mailto:sales@acateredaffaircincinnati.com)  
[www.acateredaffaircincinnati.com](http://www.acateredaffaircincinnati.com)

## Cincinnati Catering

1320 Ethan Avenue  
Cincinnati, OH 45225  
Phone: 513-541-2626  
[sales@cincinnaticatering.com](mailto:sales@cincinnaticatering.com)  
[www.cincinnaticatering.com](http://www.cincinnaticatering.com)

## Hilvers Catering

2724 Colerain Avenue  
Cincinnati, OH 45225  
Phone: 513-681-2135  
[info@hilvers.com](mailto:info@hilvers.com)  
[www.hilvers.com](http://www.hilvers.com)

## Aynie's Catering

10750 Montgomery Rd  
Montgomery, OH 45242  
Phone: 513-272-1490  
[contact@aynies.com](mailto:contact@aynies.com)  
[www.aynies.com](http://www.aynies.com)

## City BBQ Catering

6755 Dixie Hwy  
Fairfield, OH 45014  
Phone: 513-490-2506  
[gccatering@citybbq.com](mailto:gccatering@citybbq.com)  
[www.citybbq.com/catering/](http://www.citybbq.com/catering/)

## Jungle Jim's/Oscars Event Center

5440 Dixie Highway  
Fairfield, OH 45014  
Phone: 513-674-6055  
[oscarseventcenter@junglejims.com](mailto:oscarseventcenter@junglejims.com)  
[www.junglejims.com](http://www.junglejims.com)

## Bailey Family Catering

7896 Camargo Rd  
Cincinnati, OH 45243  
Phone: 513-873-3900  
[bartonecatering@yahoo.com](mailto:bartonecatering@yahoo.com)  
[www.baileyfamilycatering.com](http://www.baileyfamilycatering.com)

## DelightMore

1761 Tennessee Avenue  
Cincinnati, OH 45229  
Phone: 513-841-9999  
[www.delightmore.com](http://www.delightmore.com)  
[shelley@delightmore.com](mailto:shelley@delightmore.com)

## Raffel's Catering

10160 Reading Rd  
Evendale, OH 45241  
Phone: 513-563-9996  
[maggie@raffelscatering.com](mailto:maggie@raffelscatering.com)  
[www.raffelscatering.com](http://www.raffelscatering.com)

## Bartone Catering

3400 Michigan Ave  
Cincinnati, OH 45208  
Phone: 513-317-2414  
[bartonecatering@yahoo.com](mailto:bartonecatering@yahoo.com)  
[www.bartonecatering.com](http://www.bartonecatering.com)

## Elegant Fare

2575 Commerce Boulevard  
Cincinnati, OH 45241  
Phone: 513-552-1340  
[info@elegantfare.com](mailto:info@elegantfare.com)  
[www.elegantfare.com](http://www.elegantfare.com)

## Two Women in a Kitchen

11881 Wincanton Dr  
Cincinnati, OH 45231  
Phone: 866-866-0463  
[events@2womeninakitchen.com](mailto:events@2womeninakitchen.com)  
[www.2womeninakitchen.com](http://www.2womeninakitchen.com)

## Chef's Choice Catering

11350 Grooms Road  
Blue Ash, OH 45242  
Phone: 513-489-6006  
[info@chefchoicecatering.com](mailto:info@chefchoicecatering.com)  
[www.chefchoicecatering.com](http://www.chefchoicecatering.com)

## Hammann's Catering

6180 Old Winton Road  
Fairfield, OH 45014  
Phone: 858-3237  
[hammannscatering@gmail.com](mailto:hammannscatering@gmail.com)  
[www.hammannscatering.com](http://www.hammannscatering.com)

## Village Pantry Catering

453 Wards Corner Road  
Loveland, OH 45140  
Phone: 513-965-0511  
[jillh@villagepantrycatering.com](mailto:jillh@villagepantrycatering.com)  
[www.villagepantrycatering.com](http://www.villagepantrycatering.com)