

**THE WILLIAMS FRANCES THEATRE  
LLC VENUE INFORMATION**



6819 Vine St., Cincinnati, OH 45216  
P: (513)364-8734  
E: sales@thewilliamsfrancesstheatre.com

**THE WILLIAMS FRANCES THEATRE**

**NOW BOOKING EVENTS**

Call to Tour the building: (513)364-8734

**AMENITIES**

1928 Upscale Style Theatres 2,500 sf first floor, capacity 225 guest standing, seated 150 to 200 non-COVID-19, Covid-19 setup, 50 guest, onsite bar, stage, projection screen setup, audio/sound system, video streaming, video production, Multi-Color Lighting system, off street parking, kitchen, onsite/ offsite catering, (20-30 guest)outdoor area

**Catering**

**\*We will provide a list of select Caterers for your event upon request\***

*Note we require license catering companies.*

**Event Planning we can offer select event planners for your special occasion upon request**

**Process**

Inquiry: contact form on website, under booking tab to receive rental info under about tab outlining venue details, policies, pricing, etc.

Schedule a Building Tour: Contact our Events Coordinator, Roberta Baldwin, to schedule a tour of our facility: 513-364-8734.



Menu Proposal: After your tour and meeting management, we can assist with a custom food service quote from our list of Catering Services.

Tasting: Schedule a private (couples only) food tasting at your convenience to further customize your menu.

Book Your Event: To book your event date, you will complete the **rental contract** and pay 50% of the rent directly to The Williams Frances Theatre. The remaining rental balance along with a separate, returnable \$250 security check are due three months prior to your event date.

Catering Contract: Your catering contract and down payment of your estimated food total are due on your agreement with caterer “The Williams Frances Theatre” will be held harmless of this agreement , the agreement will be between you and your preferred caterer.

Event Coordination: Once contracts are secured, Roberta Baldwin will serve as your Event Coordinator through which you can arrange food, service, scheduling, building access, etc. at your convenience!

### **Accessibility**

**The venue is wheelchair accessible.**

**The venue features separate restroom facilities for ladies and men. We offer a unisex handicap accessible restroom.**

### **Tables & Chairs**

We offer free use of:

- Rectangular Tables
- Round Tables
- 150 Dark Blue Event Chairs

### **Parking**

**The Williams Frances Theatre offers 2 on-site Handicap parking spaces in addition to 30 offsite parking spaces, also we offer valet services if guest list is over 30 parking spaces. There is free on-street parking on both sides of building, which runs directly in front of the facility. If valet parking is requested there will be a separate fee attached to contract.**

