

# FAIRFIELD

PARKS AND RECREATION



*Make any occasion unforgettable*

# COMMUNITY ROOM



*For Receptions, Banquets, Proms and other special evening events from 100 – 160 (More without dance floor). Includes on-site parking, oak dance floor, carpet areas, picture bay window, three vaulted ceilings with adjustable lighting, and full access to the balcony overlooking picturesque Village Green Park.*

## COMMUNITY ROOM

### CAPACITY

## Full Room

100-160

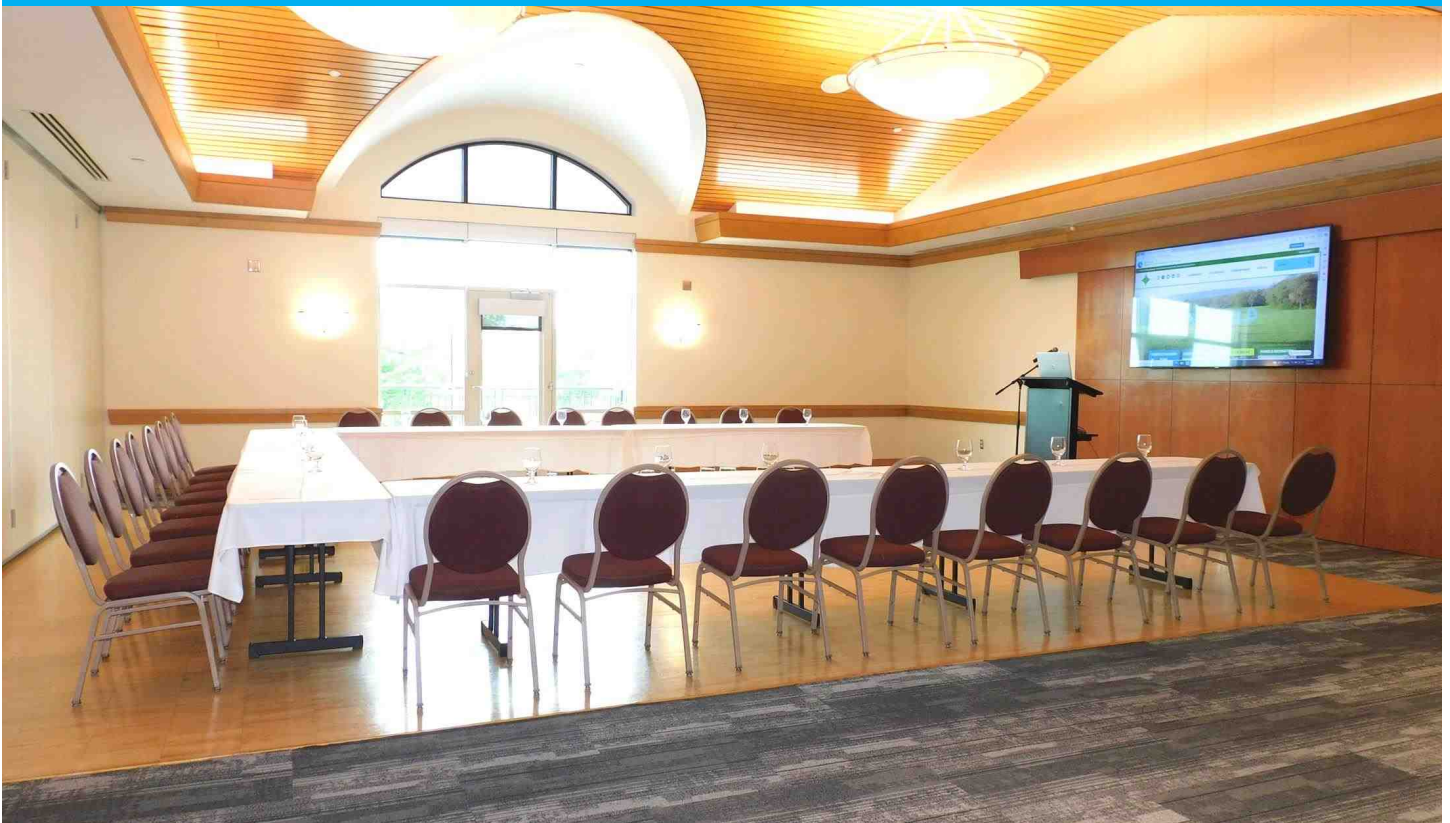
Friday Evening, Saturday or Sunday

\$1,750

### Includes:

- Five-hour event, concludes no later than 11:00pm
- Access to building beginning at 11am day of event for decorating and one hour after event for teardown
- Set-up of all tables and chairs
- Free on-site parking

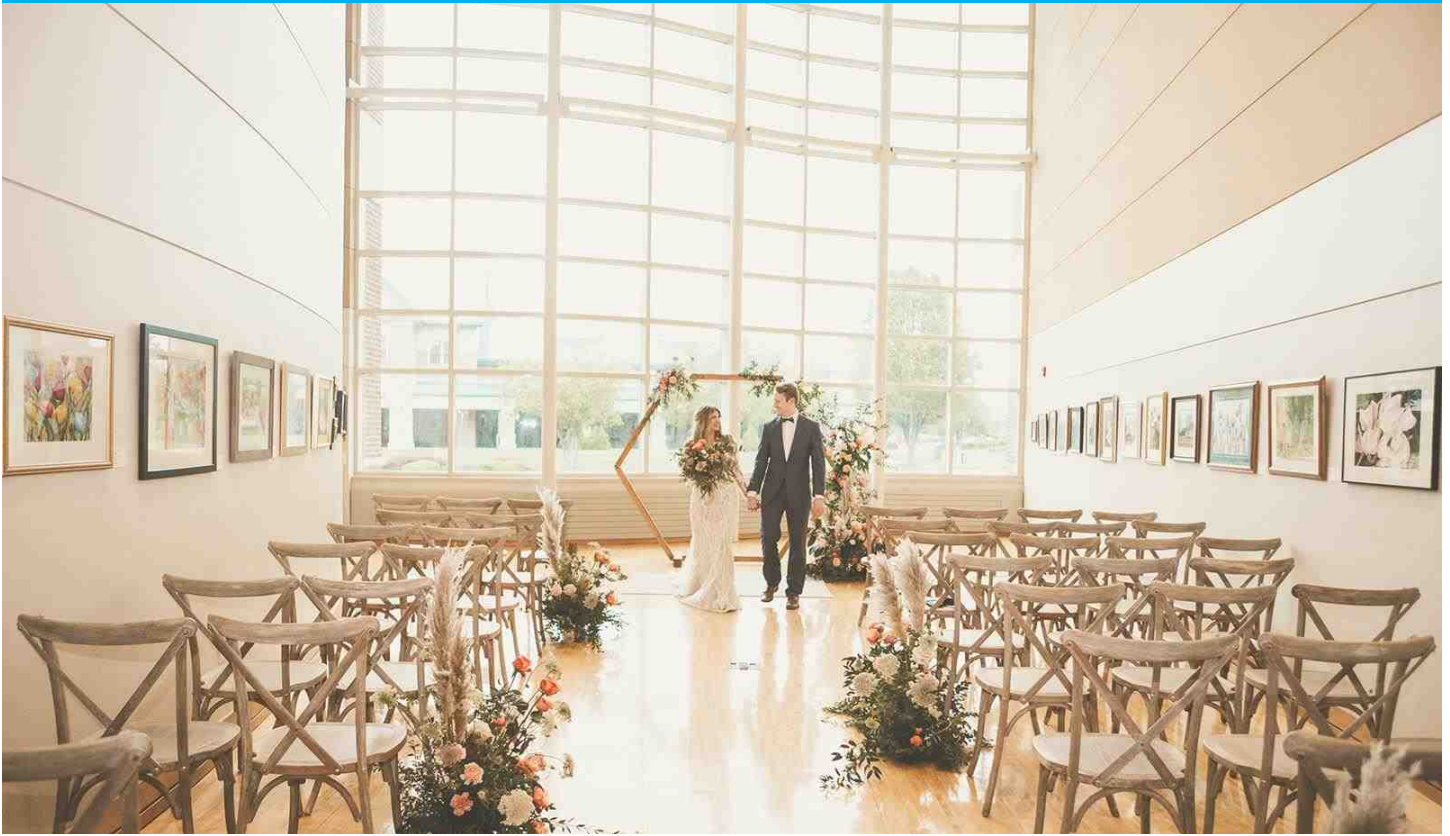
# COMMUNITY ROOM



*Weekday: The Community Room is available for weekday functions, meetings, lunches, rehearsal dinners and corporate events. Room rental rates are based on the number of hours needed. Includes set-up of all tables and chairs, and free on-site parking.*

COMMUNITY ROOM CAPACITY	Full Room 100-160	2/3 96-120	1/3 20-50
<b>Monday-Thursday 8AM to 8PM / Friday 8AM-5PM</b>			
2 hours or less	N/A	\$200	\$100
4 hours or more	\$1000	\$600	\$300

# 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. Ceremony chairs available to rent.*

## ART GALLERY

## Full Room

### CAPACITY

85

Monday-Thursday 8AM to 8PM (4 hr. limit)

\$600

Friday Evening, Saturday or Sunday (2hr. Limit)

\$600

### Includes:

- Two-hour event for the day of the Wedding
- Two-hour rehearsal time, one or two days before the Wedding
- Complete access to private areas for Bridal and Grooms Party
- Free on-site parking

# SENIOR LOUNGE



*Perfect for a smaller events (birthday parties, baby or bridal showers) on a Saturday or Sunday afternoon. Can accommodate up to 35 guests at small round tables. Includes direct access to outside veranda area. Rental is limited to Saturdays between 1PM and 6PM, and on Sundays when the Community Arts Center is otherwise open. Includes set-up of all tables and chairs, and free on-site parking.*

**SENIOR LOUNGE**  
**CAPACITY**

**Full Room**  
**35**

**Saturday or Sunday (4 hr. limit)**

**\$400**

# THEATER



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

**THEATER  
CAPACITY**

**Full Room  
237**

**Friday Evening, Saturday or Sunday (12 hr. limit)**

**\$1,500**

- 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

# THEATER



*Weekdays: The Community Arts Center Theater is available for weekday functions, meetings, and corporate events.*

**THEATER  
CAPACITY**

**Full Room  
237**

**Monday– Thursday, 8AM-5PM (8 hr. limit)**

**\$600**

**Includes:**

- Stage configuration to assist with rental amenities
- Professional sound
- 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 200 guests. Client must secure the Mansion for all outdoor ceremonies. A rental of the house does not include outdoor ceremony furniture. Ceremony chairs available to rent.*

## ELISHA MORGAN MANSION

## Full Mansion

### CAPACITY

108

**Friday Evening, Saturday or Sunday**

**\$1,000**

**One Day Alcohol Waiver** (see back for details)

**\$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
- Gazebo for outdoor wedding ceremony
- Beautiful landscaped lawns
- Private dressing area for Bridal and Grooms Party
- Free on-site parking



# ELISHA MORGAN MANSION



*The Elisha Morgan Mansion is a beautifully restored circa 1817 historic home, perfect for small weekday functions, meetings, and lunches. Includes set-up of all tables and chairs, as well as free on-site parking.*

## ELISHA MORGAN MANSION

## Full Mansion

### CAPACITY

108

Monday– Thursday 8AM-5PM (4 hrs. limit)

\$600

### 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.



# 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.*

PHALEN CENTER	Full Room	1/2 Room
<b>CAPACITY</b>	<b>120</b>	<b>50</b>
<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>	<b>\$1,000</b>	<b>N/A</b>

*\*Room Rental only available November through February.*

**Includes:**

- Four-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
- Free on-site parking

# COMMUNITY ARTS CENTER BEVERAGE SERVICE

## Beverage Attendant \$175.00 four hours

Must secure one attendant for 75 guests or less, 2 attendants for 76-150 guests, and 3 attendants for over 150 guests.

- \$175 per Attendant for 4 hrs. bar service plus 2 hrs. set-up, clean-up and final bussing

## Non-Alcoholic Beverage Service \$3.00/guest

Assorted Pepsi fountain soft drinks, unsweetened iced tea, lemonade and water. Includes glassware, lemon wedges, sweeteners, and beverage napkins

## Choice of Open Domestic Beer or Wine and Non-Alcoholic Beverages \$10.00/guest

Adds choice of either domestic bottled beer OR house wine to the non-alcoholic beverage service

## Open Beer & Wine and Non-Alcoholic Beverages \$12.00/guest

Adds domestic beer, imported/craft beer and house wine to the non-alcoholic beverage service

## Open Bar and Non-Alcoholic Beverages \$16.00/guest

Add 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

## Cash Bar

Should you choose not to purchase an open beverage service, cash bar is available. Cash Bar must secure Beverage Attendant Services and Non-Alcoholic Beverage Service as listed above.

**Domestic Beer \$4.00**

\*Bud Light, Michelob Ultra, Miller Lite, Yuengling

**Imported/ Craft Beer \$5.00**

\*Blue Moon, White Claw

**Mixed Drinks \$6.00**

\*Cocktails and highballs only, no blender or frozen drinks

**House Wine \$6.00**

\*Cabernet, Red Blend, Merlot, Rose, Moscato,  
Chardonnay, Sauvignon Blanc

## Other Services

Glassware complimentary with every Beverage Service. Additional non-alcoholic sparkling juice for guests under 21 available for purchase.

Package prices guaranteed at time of booking.

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.

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

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

<b>Spotlight Package<sup>2</sup></b>	<b>Complimentary</b>
Add a splash of color to any event with targeted accent lights. The Spotlight Package adds basic up lights around the room in one of our present colors; red, pink, orange, gold, peach, yellow, blue, turquoise, aqua, green, lime, lavender, purple, or white.	
<b>Coffee Bar<sup>2</sup></b>	<b>\$35.00</b>
Includes unlimited caffeinated and decaffeinated coffee, ceramic coffee cups, sweeteners, creamers, and beverage napkins.	
<b>Champagne Toast<sup>2</sup></b>	<b>\$20.00/bottle</b>
Complimentary Champagne Toast for Wedding Party when purchasing a beverage package with ceremony rentals. Additional bottles only \$20.00 each.	
<b>Pipe and Drape<sup>2</sup></b>	<b>\$30.00</b>
<b>AV and Presenters System<sup>2</sup></b>	<b>\$25.00</b>
<b>Linens<sup>1</sup></b>	<b>\$4.50/ each</b>
Choice of white, cream or black.	
<b>Chair Covers<sup>1</sup></b>	<b>\$1.00/ each</b>
Choice of white, cream or black.	
<b>Table Skirting<sup>2</sup></b>	<b>\$4.00/ each</b>
Choice of white or black.	
<b>White Ceremony Chairs<sup>1</sup></b>	<b>\$3.50/ each</b>
Resin Padded Folding Chair	
<b>Wooden Arch<sup>3</sup></b>	<b>\$25.00</b>
<b>High Top Tables<sup>2</sup></b>	<b>\$10.00/ each</b>

<sup>1</sup> Available for all rental rooms

<sup>2</sup> Available only for the Community Room rentals

<sup>3</sup> Available only for the Art Gallery rentals

# 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”.

**BOOK THE ROOM** – 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 no longer than five 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:

- One Facility Attendant on site during event.
- Use of area specified on the Facility Rental Contract.
- Guest amenities include convenient restrooms, elevators, and free wireless internet.
- Free parking up to 200 vehicles (parking may be limited if other events are scheduled).
- Set-up and use of City-owned banquet (60-inch rounds) and buffet (7-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 in writing (emailed preferred) to the Parks and Recreation office. Email address: [parcs@fairfieldoh.gov](mailto:parcs@fairfieldoh.gov)

- 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 Community Arts Center 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.

# 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. Drop offs are NOT permitted for Weekend events using the full Community Room.

**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 safekeeping 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 –**

Fairfield Resident or Business 10%

Non-Profit club/organization 25%

Government Agency (weekdays only) 50%

# 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  
www.acateredaffaircincinnati.com

## **Aynie's Catering**

10750 Montgomery Rd  
Montgomery, OH 45242  
Phone: 513-272-1490  
contact@aynies.com  
www.aynies.com

## **Bailey Family Catering**

7896 Camargo Rd  
Cincinnati, OH 45243  
Phone: 513-873-3900  
bartonecatering@yahoo.com  
www.baileyfamilycatering.com

## **Bartone Catering**

3400 Michigan Ave  
Cincinnati, OH 45208  
Phone: 513-317-2414  
bartonecatering@yahoo.com  
www.bartonecatering.com

## **Chef's Choice Catering**

11350 Grooms Road  
Blue Ash, OH 45242  
Phone: 513-489-6006  
info@chefschoicecatering.com  
www.chefschoicecatering.com

## **Cincinnati Catering**

1320 Ethan Avenue  
Cincinnati, OH 45225  
Phone: 513-541-2626  
sales@cincinnatiacatering.com  
www.cincinnatiacatering.com

## **City BBQ Catering**

6755 Dixie Hwy  
Fairfield, OH 45014  
Phone: 513-490-2506  
gccatering@citybbq.com  
www.citybbq.com/catering/

## **DelightMore**

1761 Tennessee Avenue  
Cincinnati, OH 45229  
Phone: 513-841-9999  
www.delightmore.com  
shelley@delightmore.com

## **Elegant Fare**

2575 Commerce Boulevard  
Cincinnati, OH 45241  
Phone: 513-552-1340  
info@elegantfare.com  
www.elegantfare.com

## **Hammann's Catering**

6180 Old Winton Road  
Fairfield, OH 45014  
Phone: 858-3237  
hammannscatering@gmail.com  
www.hammannscatering.com

## **Hilvers Catering**

2724 Colerain Avenue  
Cincinnati, OH 45225  
Phone: 513-681-2135  
info@hilvers.com  
www.hilvers.com

## **Jungle Jim's/Oscars Event Center**

5440 Dixie Highway  
Fairfield, OH 45014  
Phone: 513-674-6055  
oscarseventcenter@junglejims.com  
www.junglejims.com

## **Raffel's Catering**

10160 Reading Rd  
Evendale, OH 45241  
Phone: 513-563-9996  
maggie@raffelscatering.com  
www.raffelscatering.com

## **Two Women in a Kitchen**

11881 Wincanton Dr  
Cincinnati, OH 45231  
Phone: 866-866-0463  
events@2womeninakitchen.com  
www2womeninakitchen.com

## **Village Pantry Catering**

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