



Red Brick Social Room
407 High Street
Waynesville, OH 45068
513-507-1073

Thank you for choosing the Red Brick Social Room for your event. We offer the following with every rental of the venue:

- Historic Building (1836)
- Full Kitchen Facility
- Handicap/Wheelchair Accessible
- Tables/Chairs provided
- Bring your own food/drinks
- Open Floor Plan
- Climate Controlled
- On-site and Street Parking
- Capacity 120 people
- Two Restrooms (Handicap Accessible)

Rates: The rates below include the Social Room and the fee for cleaning after your rental.

Rates are as follows:

Monday – Thursday: \$300 (Half Day) \$700 (Full Day)

Friday – Sunday: \$480 (Half Day) \$1100 (Full Day)

2+ day discount: 10% off total price when dates are reserved together.

Damage Deposit: A damage deposit of \$200.00 is due on the day you receive the code for the Social Room. This is in addition to the Rental Rate (No Cash)

If we find an issue following your event, you will be notified immediately, and we will discuss the matter, and if we need to keep the Damage Deposit.

The Renter is responsible for all damage to property, landscape, and grounds resulting from the use of the Social Room. All charges will be billed to the Renter.

Rental Time: The building will be available at the time marked in your contract. Special arrangements may be made for early entry only if another event is not scheduled for the same day. Nothing may be left in the Social Room overnight. Everything must be removed, and the room vacated by the time marked on your contract. Anything left in the room after this time will be disposed of by the cleaning staff.

Amenities: The room has 90 folding chairs, 15 (5') round tables, and 2 (3'x6') tables. The fire code capacity is 120 people. A full kitchen includes a stove/double oven, sink, full refrigerator. The Social Room offers a wheelchair ramp and offers plenty of on-site and on-street parking in the front of the building.

Cleaning: The only cleaning you are required to do is remove any decorations you bring in, clear the tables, bundle trash in the kitchen and return the tables and chairs to the original setup. Our cleaning staff will dispose of the trash for you.

Alcohol: The renter may serve alcoholic beverages inside the Social Room only. You must abide by all federal, state, and local rules regarding the serving of alcohol. **Alcohol sales are prohibited.**

Trash cans are available around the building, please do not litter the outdoor areas. There are ashtrays on the front picnic table area of the building for your guests to use. **SMOKING IS NOT PERMITTED INSIDE THE SOCIAL ROOM.**

Food Trucks: Any food trucks catering for your event will need special permissions from us. They will need to be parked in a specified area in the parking lot. If any grills are used by these vendors, they will need to have protection placed under the grills to catch any drippings. **NO SELLING OF ANY KIND FROM THESE TRUCKS IS PERMITTED.**

Decorations: You may use string, twist ties, wire ties, or zip ties to hang decorations if you choose to decorate. These items work well and are easy to clean up. You may use garland or tulle. **NO TAPE** allowed on glass or doors.

The following items are prohibited: No confetti of any kind, nails, staples, Velcro, tacks, putty, tape, sidewalk chalk, silly string spray. Rice, bird seed, glitter, rose petals, silk petals, doves, or any other items to be thrown or released is prohibited. No streamers or crepe paper as these items tend to stain. Bubbles may be used. No fragrance plug-ins. No fireworks, no sparklers. Ballons can be weighted down at tables. Candles must be in containers.

All decorations are to be removed at the end of your rental period. Any rental equipment that was delivered on your rental date must be picked up when your rental is over. Nothing can be left overnight. There will be a charge for damage and any additional clean up for required removal of decorations, etc. If you have questions concerning decorations, please contact us at 513-507-1073.

Contract: All contracts must be signed in person. Please contact us to make a scheduling appointment. Full payment is due at the time of reservation to hold your date. Credit/Debit cards, checks and money orders are accepted. (NO CASH). If reservation is less than 30 days in advance, checks will not be accepted. Credit/Debit card payments are subject to a 3.5% convenience fee.

The Social Room must be reserved by an adult 18 years or older. The contract is non-transferable and must be in your possession at the time of the rental. The Social Room is for the Renter's exclusive use; however, the surrounding grounds will remain open to the public.

Contact Information:

Office hours are Monday – Friday, 8:00am – 5pm for reservations/questions.

If you have issues/questions during your rental at the Social Room, you may call outside these hours.