

## *Room Rental Policies*

### **Book the Room**

A room may be booked with any of the clerks at Front Reception or with the Community Arts Center Manager. 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 hold may be made with any of the clerks at Front Reception or with the Community Arts Center Manager. A tentative status request **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 FCAC. Additional hours may be purchased to extend the event or for elaborate set-ups.

The Facility Rental Fee includes the following:

- One Facility Attendant on site during event.
- Use of area specified on the Rental Contract.
- 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.
- White square table linens (85x85) and table skirts. Napkins are not provided.
- Set-up and use of FCAC-owned audio-visual equipment including ceiling-drop projector & screen, CD & DVD Player, iPod port, hand-held wireless microphone, and podium.
- Freestanding, event-related, directional signs and a welcome notice on the outdoor marquee.

Additional fees may include:

- \$175 per hour for requested extension of rental period, with time not to go beyond 1 a.m.
- 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 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.**

### **Cancellation**

If the Client cancels the contract 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 contract less than 30 days prior to the event, the FCAC has the right to withhold the entire deposit. Any contract canceled less than 14 days before the event will not receive a refund. Events canceled by the FCAC will receive a full refund.

If the Client has not paid the entire rental fee 30 days before the event, the FCAC may consider the event canceled and keep all deposits towards the total fee owed.

## **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.

## **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 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, 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, nailing, stapling or otherwise attaching signs or decorations to walls is NOT permitted.
- Large hanging signs are NOT permitted on the exterior walls of the FCAC.
- Ground signs are NOT permitted anywhere on the FCAC 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 FCAC 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.

## **Catering**

Only fully licensed Caterers may supply food and non-alcoholic beverages at FCAC events. The FCAC will consider approval of one-time caterers not currently on our list if they meet the proper requirements. Due to health reasons, self-catering is not permitted.

All Weekend events (Friday night, Saturday, 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.

Please note that the catering agreement between the Preferred Caterers and the FCAC includes a 10% commission on food and beverage sales, paid by the caterer to the FCAC. Clients wishing to employ caterers who are not on the Preferred list will be charged a 15% commission on food and beverage sales and that additional fee must be paid by the Client to the FCAC no later than the Monday prior to the event.

## **Bar and Beverage Service**

The FCAC 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 the Monday before the event, with a final guest list. Any Beverage Service paid after the Monday 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.

The FCAC 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 bartender service 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 FCAC labor required for the set-up of FCAC furniture and equipment, normal janitorial service, and coordination of deliveries with outside vendors. In addition, an FCAC facility attendant will be on site for the duration of your event. Any additional labor can be determined at cost.

### **Clean-up and Removal**

The Client is responsible for event clean up and removal of all non-FCAC-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 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 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 FCAC loading and receiving area, unless special arrangements are made in advance with the FCAC Manager.

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. Friday deliveries are acceptable with prior arrangements with FCAC Manager.

### **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 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 2<sup>nd</sup> floor Community Room is a non-smoking area.