



**Kennedy Heights Arts Center**  
**2017 Facility Rental Policies & Procedures**  
**Weddings/Private Events/Corporate Events**

**SPECIAL EVENTS**

1. The Kennedy Heights Arts Center is pleased to permit groups, organizations and individuals use of the Art's Center facilities for special events. The following policies and procedures govern use of the Art's Center for special events. All events must be in conformance with the Art Center's requirements and not interrupt daily operations.

**RIGHT OF TERMINATION**

1. In the event that KHAC determines any violation of the policies, procedures and regulations including unruly conduct is likely to occur within the premises during the event, KHAC reserves the right to terminate the rental or cancel the function at any time including, but not limited to, the time the event is in progress. In such an event, KHAC shall retain all sums that have been paid. Any such determination made by a representative of KHAC shall be binding and final. KHAC shall not be liable to the client for any charges generated, or any deposits made to any vendor or other provider for the event.

\_\_\_\_\_ (initial)

**RESERVATIONS/DEPOSITS/PAYMENTS**

1. A **25%** nonrefundable deposit is required to secure the event date. This amount is deducted from the total amount due. Pricing is subject to change, and no reservation is confirmed until the signed contract and deposit has been received by KHAC.

2. All fees must be paid in full no later than ten (10) days prior to the event date. This includes the rental fee, all equipment rental fees and other services. KHAC considers any nonpayment by the Client within the time periods listed in the Agreement as a material breach and may terminate the Agreement.

3. The Kennedy Heights Arts Center accepts all forms of payment including cash, check, money order and Visa/Mastercard/Discover.

4. All checks and money orders should be made payable to: Kennedy Heights Arts Center, 6546 Montgomery Road, Cincinnati, OH 45213

\_\_\_\_\_ (initial)

**CANCELLATION/REFUNDS**

1. The Client may terminate the Agreement at any time prior to (10 days) in advance of the event date, in which case the Client shall be entitled to a refund minus the deposit (25%) and fees incurred by KHAC in preparation of the facilities for the Client. If the event is canceled less than 10 days prior to the scheduled event, the applicant's full rental fee is forfeited.

\_\_\_\_\_ (initial)

## **FEES AND SERVICES**

1. If the event goes beyond contracted hours, the Client shall be liable for an additional fee to be billed at \$50 per every hour. All events must end no later than 12:00 a.m. unless pre-approved by KHAC staff.
2. Rental fees does not include food, beverage, catering, bartending staff, linens, china, décor, tables and chairs (beyond the basic supply provided), tents and any additional equipment. Fees for equipment are additional and will be added to the contract when an order is placed.
3. The Client agrees to leave the premises in the same condition as existed on the date that possession thereof was granted. Anything brought in with the Client should leave with the Client. This includes all decorations, floral arrangements, etc. KHAC is not responsible for items left after an event.
4. Included in all rentals: On-Site Event Personnel, Access to Art Gallery, Lighted Parking, Coat Room, Prep Kitchen, Wireless Internet, Basic supply of tables and chairs.

\_\_\_\_\_ (initial)

## **FACILITY USE GUIDELINES AND RESTRICTIONS**

1. Kennedy Heights Arts Center is an art gallery, and art is on display year round in the Kennedy Mansion and Lindner Event Center lobby. Our venue is the perfect choice for those who desire an elegant setting amid artwork on display. The exhibits change throughout the year and may include sculptures/installations/three dimensional objects in the floor space. We do not always know the exact size or type of artwork to be exhibited in advance, and layout in the gallery may vary from show to show. Clients are not permitted to move or rearrange the interior decorations or artwork (KHAC staff only). The use of nails on walls, adhesive tape on surfaces, furniture, and/or decorating wires on wood surfaces is prohibited.
2. No open flames (except for when using professional chaffing dishes for food), confetti, rice, glitter, sparklers, bamboo, driftwood, animals (other than service dogs), are allowed in KHAC facilities. No smoke effects, fog machines, firearms, explosives, or pyrotechnics of any nature are permitted on KHAC grounds.
3. Balloons are also prohibited at the Lindner Annex Event Center.
4. The Client is responsible for the safety and good order of all equipment and other property owned by KHAC and/or being displayed on the premises, and is liable for equipment and other property if it is lost, stolen, damaged, or misplaced by the Client or the Client's Guests.

\_\_\_\_\_ (initial)

## **SET-UP/BREAKDOWNS**

1. KHAC staff will set up the tables and chairs along with anything ordered from All American Event & Party Rental, before the Client arrives, as per specifications, and will take them down after the event. A KHAC staff member will be on-site throughout the event to assist with the event.
2. A final confirmed layout for the event is required 5 days prior to the event. After this no changes can be made. Set-up may not interfere with KHAC visitors or guests at any time. No emergency exits can be blocked at any time.
3. Persons associated with the any special events may arrive during the Client's allotted time, to oversee or assist with decorating, greeting guests, or for any appropriate reason. The doors are not opened until 30 mins prior to the start of an event. It is the responsibility of the Client to communicate this to early arrivals.

4. Breakdown will occur immediately after the event.

5. A final meeting with all persons associated with the event will be scheduled by the Events Manager. These persons include: Caterer, Client, Events Manager and all other necessary event vendors.

\_\_\_\_\_ (initial)

**TOURS**

1. Tours of both the Lindner Annex Event Center and the Kennedy Mansion are available for viewing on Tuesday's and Thursday's between the hours of 12 p.m. and 5 p.m. An appointment is not necessary unless you are actually wanting to book an event.

**SMOKING**

1. The Kennedy Heights Arts Center is a smoke-free facility; smoking is prohibited. This smoking policy also includes all e-cigarette brands, cigars, and chewing tobacco.

**HANDICAPPED ACCESS**

1. KHAC is handicapped accessible at both venues. Wheelchair accessibility is available via the outside ramp at the Kennedy Mansion and front entrance of the Lindner Event Center.

2. Service dogs are the only animals permitted at the Art's Center.

**PARKING**

1. KHAC cannot ensure that adequate parking is available during hours open to the public. The Kennedy Mansion accommodates approximately 30 automobiles, including staff and handicapped spaces. The Lindner Event Center has 100 shared parking spaces including staff and handicapped.

2. Valet parking, shuttle services, or off-site parking may be necessary based on the size of the Clients event and other events occurring simultaneously at the Art's Center.

3. The Events Manager can make suggestions to contact additional parking services. Additional services will be at the Client's expense.

**ENTERTAINMENT**

1. The Events Manager must have the signed vendor form and arrival time 10 days prior to an event. All vendors must enter and exit through a specified doorway. Entertainment, including sound, equipment and lighting set up, is not permitted to take place until specified time.

2. Music provided by DJ's will conclude 30 mins before the event is scheduled to end.

\_\_\_\_\_ (initial)

**PREFERRED/EXCLUSIVE VENDORS AND OTHER VENDORS**

1. A list of preferred caterers and vendors has been chosen for Clients. The catering list gives Clients an assortment based on quality and price. Please contact the Events Manager for the Caterer List.

2. Caterers are required to pay a 10% commission to the Art Center, based on the total food cost of the Clients event. Clients should ask their caterer how this will impact their bill.

3. The catering cost is not included in the rental price and requires a second payment to the caterer. Set up and or delivery times will be made by the Events Manager.
4. A caterer must be chosen by the Client thirty days in advance of the event.
5. If a Client wishes to use a caterer not approved by KHAC, a \$200 service fee will be added to the Clients bill.
6. The new caterer will then need to provide KHAC with the following thirty days before the scheduled event:
  - A Copy of the license to Operate a Food Service Establishment
  - General Liability in the Amount of \$1 Million or greater
  - Workers Comp Certificate
  - Liquor Liability Coverage
  - Signed Copy of Caterer Contract
7. The new caterer must provide KHAC with a money order for 10% of the clients bill the day of the event and abide by the same rules as the preferred caterers.
8. Clients are required to use **Cincinnati Event Rental** when needing to order draping, lighting, linens, tables, chairs, staging, dance floors, tents and other equipment. The Client should consult with the Events and Marketing Manager to order items. The Events and Marketing Manager will place the order and schedule delivery with the company.
  - Cincinnati Event Rental  
513.521.6500  
[www.cincinnatieventrental.com](http://www.cincinnatieventrental.com)
9. Clients may use any commercial florist for the event. All floral arrangements must come from commercial sources and be insect-free. However, KHAC would recommend H.J Benken Florist and Greenhouses.
  - H.J. Benken Florist and Greenhouses  
513.891.1040  
[www.benkens.com](http://www.benkens.com)
10. Clients may use any entertainment provider as long as the provider complies with the terms of this Agreement. KHAC reserves the right to approve or disapprove any entertainment offered at events. Entertainment providers will be required to maintain noise levels as determined by KHAC.

\_\_\_\_\_ (initial)

#### **ADDITIONAL EQUIPMENT**

1. KHAC can provide equipment for event rental at an additional cost including a sound system, microphone, projector, screen, and easels. Please ask the Events Manager for pricing.
2. Any equipment not provided by KHAC is the sole responsibility of the Client.
3. Vendors must have all equipment needs including extension cords.
4. A delivery confirmation must be made 5 days prior to the event with the Events Manager.



*\*The views and opinions of this organization do not necessarily reflect the views and opinions of the Kennedy Heights Arts Center.*

\_\_\_\_\_ (initial)

**ADVERTISING AND MEDIA**

1. Any and all local, national, or international advertising, news releases, media coverage, photo shoots or other publicly referring to KHAC must be coordinated with the Marketing Manager. This includes holding press conferences or inviting the media to cover an event.

\_\_\_\_\_ (initial)

I have read, understand, and agree to abide by the Kennedy Heights Arts Center’s Policies and Procedures for Special Events.

Client Name (Print) \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

For more information or to schedule a visit, contact:

Dominique Springs  
Events and Marketing Manager  
[dominique@kennedyarts.org](mailto:dominique@kennedyarts.org)  
513.508.2229