



A Historic Venue in the Heart of Columbia Tusculum



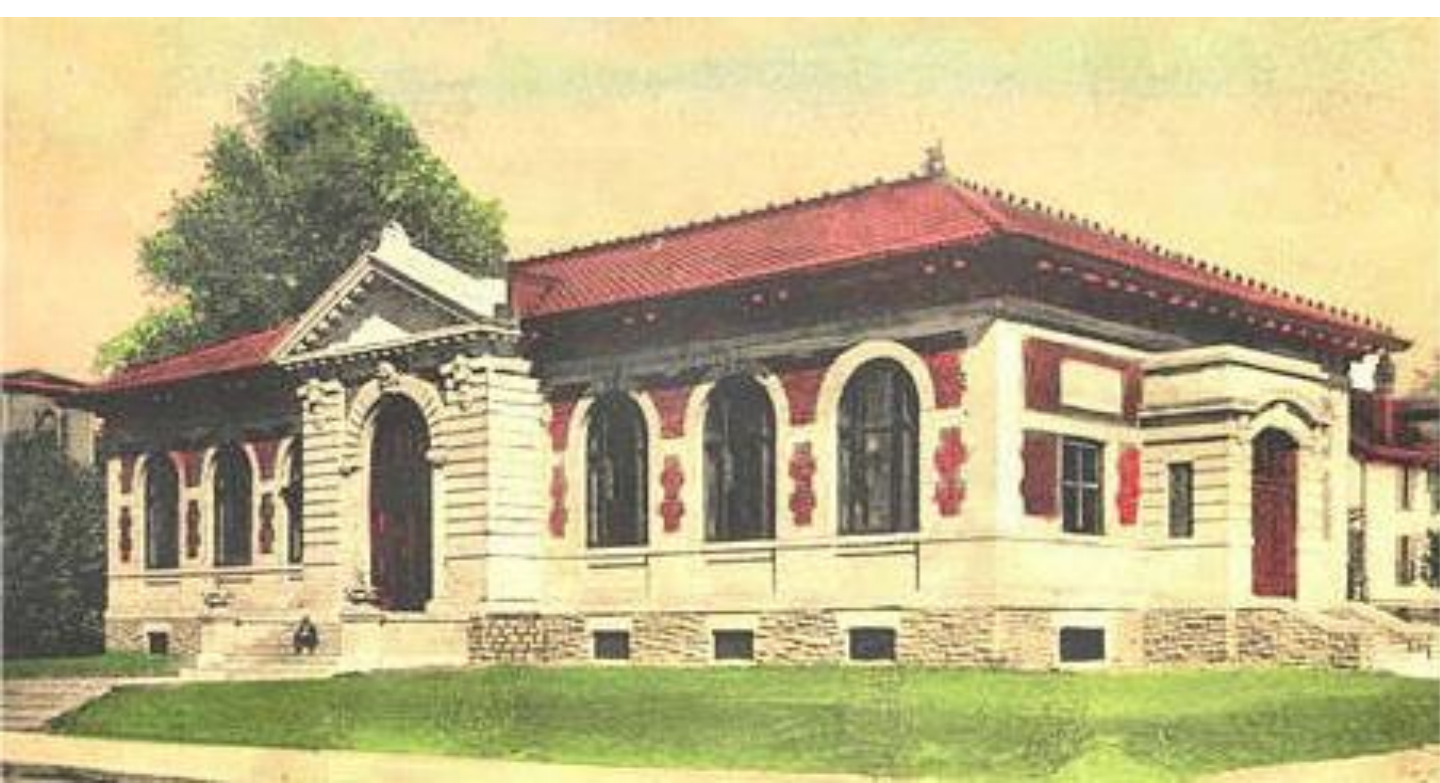
3738 Eastern Avenue – Cincinnati, Ohio – 45226

513-473-5745 – thecarnegiecenter.org
events@thecarnegiecenter.org

Our Mission

The Carnegie Center of Columbia Tusculum is a historic non-profit building run by a volunteer Board of Directors. The organization's mission is to ensure space for ongoing community engagement and preserve and maintain the historic nature of the building.

The facility is rented for special events as a fundraising mechanism to enable the mission of the non-profit.



Our History

A gift to the people of Cincinnati by Andrew Carnegie, The Carnegie Center was built in 1906 to the specifications of the noted architectural firm of Samuel Hannaford & Sons (also designed Music Hall and other noted landmarks) and served as a public library until 1959 when it was sold into private use.

The VFW and FOP both used the building as a lodge, and then the building sat empty for some time in disrepair. In 1993, a group of Columbia Tusculum residents set out to return the building to the community. Their efforts, supported by the City of Cincinnati, neighborhood organizations, as well as numerous foundations and individuals, have resulted in the opening of The Carnegie Center of Columbia Tusculum. The Center is a community oriented, non-profit facility offering meeting and event space for cultural enrichment, social interaction, and civic participation for the people of Columbia Tusculum and Greater Cincinnati.

An inspiring stage for any event, this stately Beaux-Arts building is dominated by large, arched windows, majestic 22 foot ceilings, brass chandeliers and concentric patterned wood floors. Two main rooms and a large entry hall, totaling 3400 square feet, are available for rental in multiple combinations.



Catered Events

Jeff Thomas Catering is the exclusive caterer of The Carnegie Center of Columbia Tusculum and serves as the event coordinator. All invoicing for food, service and linens must be arranged directly with Jeff Thomas Catering per their invoicing policies.

All appointments to see the facility should be arranged in advance with Jeff Thomas Catering, 859-291-0286.



Pricing

\$1,400 – Friday Rental
\$2,200 – Saturday & Holiday Rental
\$1,200 – Sunday Rental

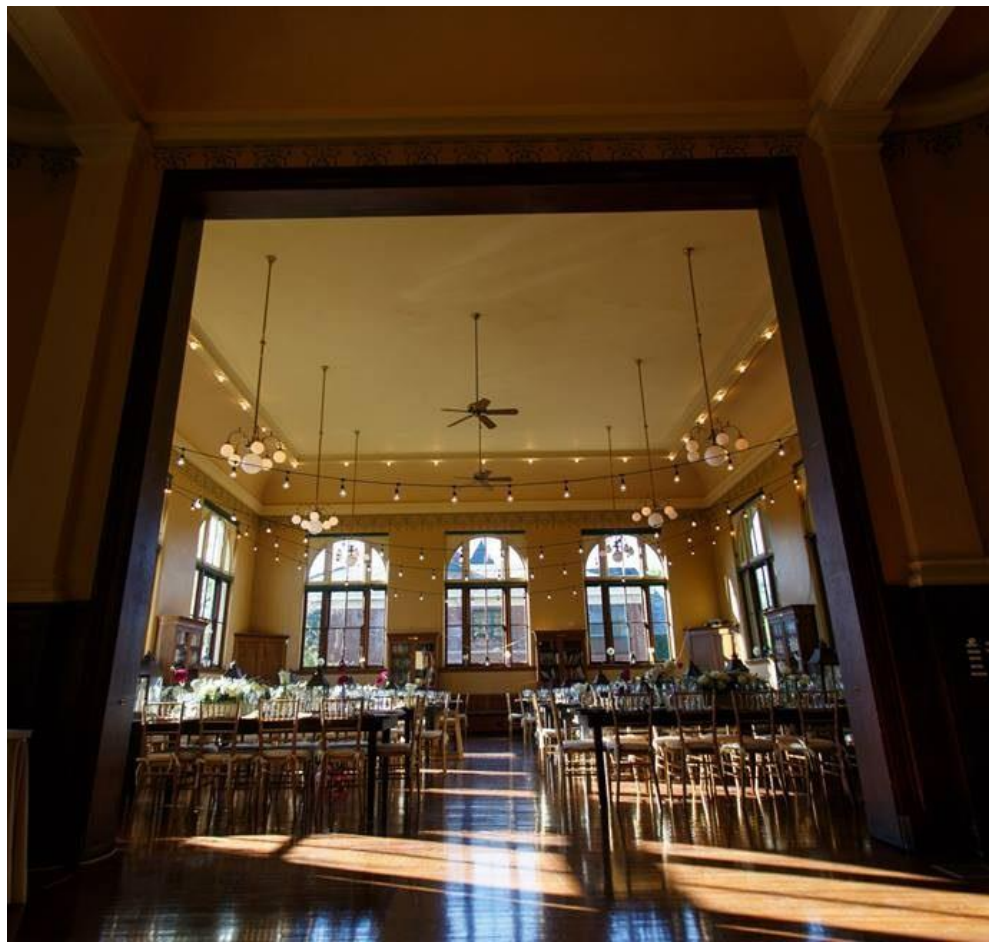
Weekday evenings – per-hour/per-room. Minimum of 3 hours.

\$500 security deposit required.

Discounted pricing is available for non-profit events.

Occasionally, special discounts are offered for bookings in specific months of the year. All specials will be posted on the website and are not retroactive.

All fees for food, service, and table/chair set-up will be arranged separately with JT Catering.



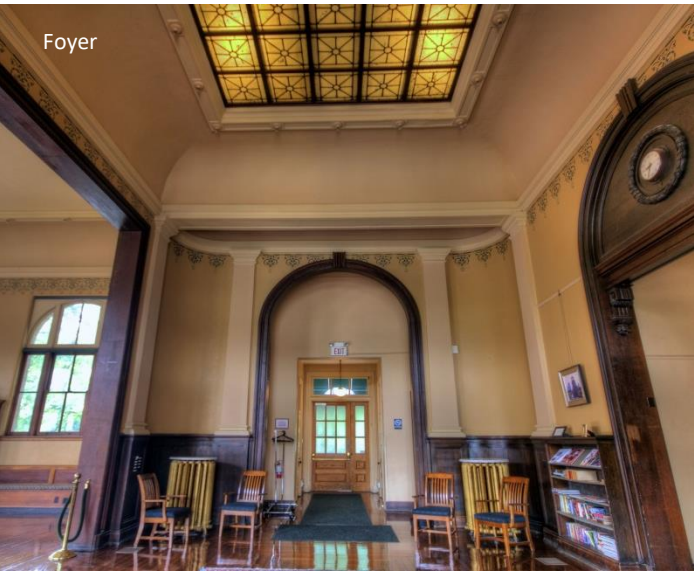
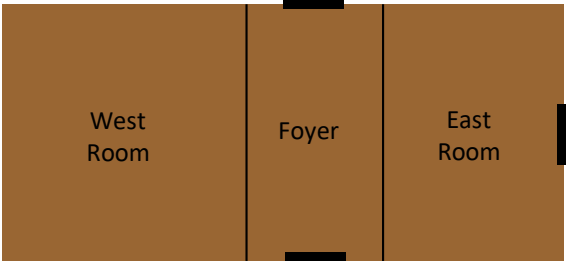


West Room

Capacity

The Carnegie Center of Columbia Tusculum can hold up to 200 guests for a seated event, 300 for a standing reception, and 160 seated only using the West Room.

Approximately 20% of our clients have a combination of wedding ceremony and reception in our building. Because the space is divided, it works well for these arrangements.



Foyer



East Room

Parking

Parking is available around The Carnegie Center building (13 spots), at the law office adjacent (17 spots), and free on the street. A map and/or written directions can be supplied. Any Renter wishing to hire a valet and/or security service may do so at his/her own expense. A valet quote can be provided via Jeff Thomas Catering. All calls for directions and other information regarding the Renter's function must be directed to the Renter, not The Carnegie Center.

Note: Any client interested in valet parking might want to contact the Irish Heritage Center on Eastern Avenue. They have a very large rear parking lot and is located 2 1/2 blocks east of TCCCT. A valet quote to this facility can be provided, but permission / arrangements for using the Irish Heritage Center must be solicited and received by the client.

Advanced Bookings

TCCCT will only book 15 months in advance without Board approval. Any price changes are affective immediately, but exclude any events already booked. Therefore, pricing at the time of booking will be honored.

Client Choices

The client may choose to use Jeff Thomas Catering for linens, tableware, centerpieces, alcohol, and other rental items. They may also choose to provide these for themselves at their own arrangement and expense. The client may also choose to rent/use outside tables/chairs, but we do not allow Samsonite chairs in the facility.

Alcohol

The client may bring their own alcohol, but they must pay for a Jeff Thomas bartender to distribute (due to liability). The client may also choose to use Jeff Thomas to provide and serve all alcohol for the event.

Contracts

JT Catering will receive all catering deposits and catering contracts. Rental contracts and deposits are mailed directly to TCCCT. TCCCT accepts checks or electronic payments (debit/credit cards or e-banking) via Paypal invoicing. It is imperative that the client receives a copy of TCCCT Policies and Procedures prior to signing a contract, as they are contractually obliged to follow said policies. If client does not receive a copy of the Policies and Procedures, they must contact either TCCCT or JT Catering to receive a copy.

Cancellation Policy

ALL DEPOSITS FOR ROOM RENTAL ARE NON-REFUNDABLE. Cancellation of a rental must be made in writing at least 3 months prior to function. If cancellation is made less than 3 months prior to function, Renter is responsible for cancellation charges up to 100% of agreed rental unless TCCCT is able to rent the space to another person or organization, in which case a \$50 handling fee will be assessed.

Rescheduling

After receiving a cancellation request the renter may reschedule their event **IN WRITING** for another available date of equal rental value or less within 12 months from the cancellation request. A surcharge of 25% of event rental fee will be charged for rescheduling the event. The re-scheduled date must be conveyed in writing to TCCCT within **30 days** of the request to cancel. If the re-scheduled date is not provided within 30 days, the CANCELLATION POLICY will be in effect. There are no "CREDITS" provided for cancelled events.





**Thank you for considering
the Carnegie Center of
Columbia Tusculum for your
special event!!**

**We look forward to working
with you!**

**For a free food and service quote,
please contact Jeff Thomas Catering at
859-291-0286**

**THE CARNEGIE CENTER
OF COLUMBIA TUSCULUM**
3738 EASTERN AVENUE, CINCINNATI, OHIO 45226
(513) 473-5745 - EVENTS@THECARNEGIECENTER.ORG
WWW.THECARNEGIECENTER.ORG

-- RENTAL AGREEMENT--

(PLEASE PRINT)

Name/Contact: _____ Organization/Groom: _____

Address: _____ Address: _____

Phone: day _____ evening _____ Phone: _____

Email: _____ email: _____

How did you hear about The Carnegie Center? _____

Date(s) of function: _____ Type of function: _____

Space requested: _____ West Room () East Room () OR All Space ()

Ceremony Only _____ Reception Only _____ Ceremony+Reception _____ Other: _____

Approximate number of guests: _____ Time guests will arrive: _____

FACILITY COSTS

Sunday- \$1,200 _____

Friday- \$1,400 _____

Saturday- \$2,200 _____

Weekday/Weeknight unlimited- \$650 _____

Weekday/Weeknight hourly \$65/hr one room, \$110/hr all space _____

\$825 Rehearsal Dinner Rate, unlimited time _____

Rehearsal Rate- \$200, 3hr maximum Mondays-Thursdays _____

Winter Weekend Discount- 20% off January-March _____

TOTAL = \$ _____

Reservation is not confirmed until this contract and 50% deposit are received. **RENTAL DEPOSIT IS NON-REFUNDABLE.** A \$500 fee over and above the room rental is required as Security Deposit. The balance of your rental fee and the security deposit (two separate checks) must be received three (3) months prior to the event to maintain the reservation and avoid cancellation by The Carnegie Center. In case of cancellation of the event, please see The Carnegie Center Policies. Rescheduling fee is 25% of rent. ***Make check or money order payable to: The Carnegie Center of Columbia Tusculum.***

FOR OFFICE COMPLETION ONLY	Amount	Received	Check #	Date/Initials
50% Room Rental Deposit due w/contract	\$			
Balance of rental due 3 months before event	\$			
\$500 Security Deposit (separate check)	\$			
Security Deposit returned (office use only)	\$	XXXXXXX		

_____ Check here if paying electronically via Paypal.

PLEASE NOTE: THE CARNEGIE CENTER IS A NON-SMOKING FACILITY!

I acknowledge receipt of and have read the attached Policies by which The Carnegie Center of Columbia Tusculum is governed. I have the authority to enter into this Agreement, and assume financial responsibility for the use of The Carnegie Center of Columbia Tusculum. By signing this contract the applicant agrees that they have read, understand, agree and will comply with all provisions in the POLICY FOR PRIVATE USE. I will ensure that all vendors that I hire for my event are made aware of and abide by the Policies for Private use. *I understand that Jeff Thomas Catering is the exclusive caterer.*

Applicant Signature

Date

Title

Organization 501 (c)(3) # if applicable

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Business and Social Rates

	Friday	Saturday	Sunday	M-H
Event Rate <i>(All Day Access)</i>	\$1,400	\$2,200	\$1,200	\$650
Rehearsal Fee <i>(3 hour max.)</i>	\$200	\$200	\$200	\$200
Rehearsal Dinner <i>(All Day Access)</i>	\$825	-----	-----	-----
All Space	-----			\$110/hr
West Room	-----			\$65/hr
East Room	-----			\$65/hr

When using hourly rate, include in calculation set-up and teardown time.
Three hour minimum

Catering invoices are quoted and billed directly through Jeff Thomas Catering.

Rental includes:

- ✓ Use of exclusive caterer and services for set-up and clean-up
- ✓ 17-6' Rectangular Tables
- ✓ 8-4' Round Tables, 5-5' Round Tables
- ✓ 5 High Top Cocktail Tables
- ✓ 200 Folding Chairs
- ✓ Event Uplighting

Bar Service:

Client may provide their own alcohol, but are required to use a Jeff Thomas bartender.

Event packages (weekend) are discounted 20% for events held in January, February, or March.

The Carnegie Center is a NON-SMOKING Facility

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POLICIES FOR PRIVATE USE

The following Policies have been set forth in an effort to serve the community, businesses, tenants, partner and nonprofit organizations who wish to use The Carnegie Center for public or private functions. They have been established for the efficient operation of the building, protection of The Carnegie Center property and board of Trustees, and conformance with safety regulations and codes.

1. PAYMENT

Reservation is not confirmed until the contract and the 50% deposit are received. **RENTAL DEPOSIT IS NON-REFUNDABLE 7 days after the receipt of the deposit.** A \$500 fee over and above the room rental is required as a Security Deposit. The balance of your rental fee and the security deposit (two separate checks) must be received three (3) months prior to the event to maintain the reservation and avoid cancellation by The Carnegie Center. In case of cancellation of the event, please see Item #9. Client is only guaranteed time in the building that has been paid for, and early set-up, deliveries, etc. prior to the contractual day cannot be guaranteed unless time has been purchased to do so and is available based only upon availability and at the discretion of The Carnegie Center of Columbia Tusculum and exclusive caterer.

2. CONDUCT

All persons using The Carnegie Center are requested to conduct their event to avoid disruption of other events/classes/uses and with consideration for the residential neighborhood. The Renter assumes full responsibility for the behavior of all persons on the premises during the period of the Rental Agreement including setup and cleanup times. Proper supervision must be provided for any event involving minors. No firearms or other weapons are allowed on the premises. The Carnegie Center reserves the right to refuse rental space to Renters with or without cause. All applicable fire and safety regulations, including the limits on the number of occupants, shall be observed by the Renter. All exit doors must be left free and unobstructed. The Carnegie Center is a non-smoking facility.

3. ROOM RENTAL & ASSIGNMENT

Only the specific areas designated by the Renter in the Rental Agreement will be available for use during the event unless notice and further compensation are made to The Carnegie Center prior to the event. If the Renter is using only one room or a limited area, the rooms not agreed upon may be rented to a second entity unless a prior arrangement has been made with The Carnegie Center. The Foyer and restrooms are common areas.

4. SECURITY DEPOSIT

If paying by check or cash a fee of \$500 over and above the deposit for room rental is required for all events to ensure good care of the facility, and is payable by separate check, along with the balance of the rental fee, three (3) months in advance of the event. This check is not cashed, and is returned to the Renter within seven (7) days following the event after a determination that no damage or overtime usage has been incurred. If paying by credit card, the credit card number will be held on file and damages or overtime usage will be charged to the credit card within 7 days of the event.

5. PROPERTY DAMAGE

The Renter is responsible for any loss, breakage or damage to equipment and or physical property during the use of The Carnegie Center, and will be billed for any such loss, breakage or damage not covered by the \$500 security deposit. The renter is responsible for ensuring vendors hired by the renter for their event are made aware of and abide by the policies outlined in this document and is responsible for any damage or lack of adherence to these policies. The renter agrees to indemnify and hold The Carnegie Center harmless from any claims for loss, injury and damage to any person or property while anywhere on the premises including counsel fees and expenses in connection therewith.

6. Furnishing / Miscellaneous Items

Furnishing provided by the renter or items belonging to the Carnegie Center **MAY NOT BE** pulled, pushed or dragged across the wood floors. This requirement must be adhered to, to prevent damage to the wood floors.

Flooring must be protected where drinks are served and ice is stored to prevent wood floor damage.

7. OVERTIME CLAUSE

The security deposit may also be applied to overtime usage. A Renter who remains in The Carnegie Center longer than the agreed-upon time may be billed for additional fees equal to the next one-hour incremental pricing for the room. Unless other arrangements are made, weekday rentals will last no longer than 10 P.M.; on weekends all music must stop by 11:00PM, and Renter must be out by 12:00 midnight. Cleanup must be completed within this time frame.

8. INSURANCE

The Carnegie Center reserves the right to request from Renter proof of a \$1,000,000 bodily injury and property damage insurance policy. The Carnegie Center assumes no responsibility for personal injury caused by the negligence of the Renter or any person attending the Renter's function at The Carnegie Center.

The Carnegie Center assumes no liability or responsibility for damage to or loss of personal property brought into the building or while on The Carnegie Center premises. All such personal property including motor vehicles shall at all times be at the owner's risk.

9. CANCELLATION POLICY

ALL DEPOSITS FOR ROOM RENTAL ARE NON-REFUNDABLE. Cancellation of function must be made in writing at least 6 months prior to function. If cancellation is made less than 6 months prior to function, Renter is responsible for cancellation charges up to 100% of agreed rental unless The Carnegie Center is able to rent the space to another person or organization, in which case a \$50 handling fee will be assessed.

10. NON-PROFIT ORGANIZATIONS

Non-Profit organizations are required to provide proof of non-profit status from the Internal Revenue Service, i.e. IRS 501(c)(3) letter. This letter must be supplied with the Rental Agreement.

11. PERSONNEL

Included as part of an Event Package a staff coordinator is available **prior to the day of the event** for a total of 3 hours for site consultation, viewing the facility and event coordination. Additional charges of \$40.00 per ½ hour will be incurred above the 3 hours allotted.

A Carnegie Center staff person will be on call during the Renter's use of the facility. The Carnegie Center reserves the right to require additional personnel or peace officers when deemed necessary, at the expense of the Renter.

12. FURNISHINGS & EQUIPMENT RENTAL

Arrangements to bring in additional furniture or equipment for any function must be made with The Carnegie Center in advance of the event. All rentals must be removed immediately after the function unless other arrangements are approved prior to the function. Previous day deliveries or next day pickup of items may be subject to additional personnel fees as per Item #9. *The Carnegie Center assumes no responsibility for items left on the premises.* No items or equipment belonging to The Carnegie Center may be removed from the building at any time. The Carnegie Center requires all rental tables to be set up and taken down by the rental company or the Renter **unless other arrangements are made.**

13. FOOD & BEVERAGES

Jeff Thomas Catering is the exclusive caterer of The Carnegie Center of Columbia Tusculum. The client must use Jeff Thomas Catering for their food and service.

Optional services Jeff Thomas offers includes bar-tending, linens, center pieces, etc. The only exclusions for use of the exclusive caterer are for events not serving food (meetings, dances, lectures, etc,) events that are pot-luck style (non-purchased food,) or if ALL of the food served has been donated, in which case written proof of food donation is required. A set-up fee for tables/chairs must be paid directly to Jeff Thomas Catering at their current rates.

If opting out of Jeff Thomas Catering, the welfare of the guests shall be the responsibility of the Renter. If the renter (applicant) is under the age of 21, a person 21 years of age or older shall be required to sign the rental contract as the responsible party for ALL alcoholic beverages brought onto the premises. **This includes responsibility for who consumes the alcohol and the conduct of such individuals.**

No alcoholic beverages may be sold on the premises without proof of the appropriate temporary liquor license provided to The Carnegie Center at least seven (7) days in advance of the event. A temporary license must be applied for from the State of Ohio Department of Liquor Control at least 60 days prior to the event. No alcoholic beverages may be sold to minors. The sale of liquor to the public may necessitate the hiring of additional personnel or peace officers at the expense of the Renter.

14. DECORATIONS

No decorations or other items may be applied to doors, windows, floors or walls unless previously approved by The Carnegie Center. *Renter will be assessed for any damages caused by application or removal of decorations.* No confetti-type material, glitter, rice, birdseed, petals or bubbles may be used inside or outside The Carnegie Center property. **No tape shall be used at any time for decorating.** No signs may be hung or displayed on or around The Carnegie Center by the Renter without prior approval. Use of candles is limited to those protected inside glass containers such as votive candleholders or hurricane globes, and must be approved in advance by The Carnegie Center. Any damage to the facility due to decorations may result in loss of security deposit.

15. PARKING & DIRECTIONS

There is parking available around The Carnegie Center building (13 spots,) at the law office next door (17 spots) and free on the street. A map and/or written directions can be supplied. Any Renter wishing to hire a valet and/or security service may do so at his/her own expense. All calls for directions and other information regarding the Renter's function must be directed to the Renter, not The Carnegie Center.

16. TABLES AND CHAIRS

The client may use The Carnegie Center of Columbia Tusculum's table and chairs but must pay the required table and chair set-up fee to do so unless using the exclusive caterer's staff. Only the staff of The Carnegie Center of Columbia Tusculum and/or Jeff Thomas Catering and their associates may move and set-up The Carnegie Center of Columbia Tusculum's chairs and tables. If the client needs more table and chairs for their event that are available at The Carnegie Center of Columbia Tusculum, it is the responsibility of the client to find and bring additional table and chairs to meet their needs or make arrangements with Jeff Thomas Catering to do so. Client of The Carnegie Center of Columbia Tusculum are not required to use the tables and chairs at The Carnegie Center of Columbia Tusculum. There are no surcharges assigned to the client if they choose to rent or bring tables and chairs from an outside source. If the client uses tables and chairs from an outside source, the renter is fully responsible for any damage caused by their set-up and use. Likewise, arrangements for pick up must be made in advance to coincide with The Carnegie Center's schedule and availability. The Carnegie Center will not set up rental tables/chairs unless paid to do so. At the end of the event, rental items must be torn down by client or rental company unless TCCCT or Jeff Thomas staff has been prepaid to do so.

17. RESCHEDULING OF AN EVENT

The renter may reschedule their event **IN WRITING** for another available date of equal rental value or less at anytime leading up to the **CONTRACTED EVENT DATE**. **A surcharge equal to 25% of the total rent will be charged for rescheduling the event and is due at the time of rescheduling.** The re-scheduled date must be conveyed in writing to The Carnegie Center of Columbia Tusculum within **30 days** of the request to reschedule or the event will be considered cancelled and the CANCELLATION POLICY will be in effect.

18. MILITARY DEPLOYMENT

In the case of unanticipated military deployment of the bride or groom, the client may either choose to have a full refund of the rental amount or keep the rental deposit on account for rescheduling of an event within 2 years of the original booked date at the same rental rate of the original booking. Catering refund or deferment policy in the case of deployment will be determined by the caterer.