

# LAKE ERIE BUILDING

CUSTOM WEDDING GUIDE



Photo: 57th Photography



# FROM 1917 TO NOW

a little history on our venue

The Lake Erie Building was originally built as Templar Motors in the early 1900s, where just over a few thousand of the vehicles were produced before the plant shut down it's operations in 1924. Templar was a luxury car brand, and a few of the cars along with other memorabilia are available to see on the third floor. After Templar closed it's doors, the factory became Bramley Moving, and eventually was taken over by Wastmer Fasteners in 1927, where they operated as Lake Erie Screw (where our nickname comes from!) until 2004.

The building was purchased in 2005 by Omni Lakewood LTD.

Today, Lake Erie Building is now home to just over 100 business tenants. We have everything from t-shirt companies, steel processing plants, and a cross-fit gym along with over 4 dozen different working artist studios. The building is located on 18 acres in the southeast corner of Lakewood, less than fifteen minutes from Hopkins International Airport, Downtown Cleveland, and Lake Erie making it a great spot not only for local events, but those who are planning from out of town as well. Our building is within walking distance of Madison Avenue, which is home to many bars, restaurants, and local shops. Our building is also home to our event space – the Lake Erie Room.





# THE LAKE ERIE ROOM

The Lake Erie Room is a 9000 square foot facility on our second floor that is a blank canvas for your event. Natural light beams through the building's original windows, and the space is illuminated after sunset with strings of Edison lights. The Lake Erie Room offers an unrepresented 5-day rental period, giving our clients ample time to decorate and get everything set for their event.

The Lake Erie Room is ADA compliant, but due to the age of the building, we do not have a passenger elevator for guests. Any handicapped, elderly, or otherwise unable guests will have access to our freight elevator. All other guests will be directed to the stairwell.

## Weekend Rental

\$7,128 AND INCLUSIVE OF THE FOLLOWING:

- Exclusive access to the space from Wednesday beginning at 10am to Monday at 12pm
- A private lit and secure parking lot for your guests with 90 spaces available
- A 7-hour block to host your event on Saturday evening
- Round, rectangle, and cocktail height plastic tables
- Natural wood chiavari chairs with an ivory chair pad
- Pipe and drape in black or grey to divide the space
- Brass chandeliers and edison lights strung through the space
- Prep kitchen for your caterer and two bar structures for bar service
- Fifteen, twenty-pound bags of ice
- Access to our furniture and decor closet
- Building staff and security the evening of your event
- Fully appointed bridal suite for getting ready
- Cuyahoga county sales tax





THE LAKE ERIE  
BUILDING WAS  
PERFECT FOR OUR  
EVENT. WE  
ABSOLUTELY  
LOVED THE  
FLEXIBILITY OF  
HAVING THE  
SPACE FOR A FEW  
DAYS PRIOR TO  
THE WEDDING, AS  
WELL AS POST  
WEDDING.

KELLIE + MILES \\ MAY 25TH 2019





## ADD-ONS

linens and more

Classic Polyester Linens with Colored Dinner Napkins	\$6.00 per guest
Current linen selections: White, Ivory, Black, Silver, Blush, Navy	

Current Napkin Selections: Lt. Blue, Claret, Camel, Sage, Peach, Maize, Orchid, Ice Pink, Silver, White, Red, Fuchsia, Jewel, Lime, Periwinkle, Pimento, Gold, Melon, Beige, Ivory, Lemon, Ocean, Teal, Eggplant, Burgundy, Royal, Hunter, Navy, Black

Silver or Gold Plastic Chargers	\$1.00 per guest
Glass Beaded Chargers	\$5.00 per guest

Extra Ice with use of Clawfoot Tub	\$50.00
White Paper Lanterns	\$75.00, all, installed
Templar Car - can be used as photobooth backdrop	\$150.00





# LAKE ERIE BUILDING

## *Wedding Coordination*

For our clients who are looking for a little more assistance in the planning sphere, we are pleased to offer a collaboration between the Lake Erie Building, and Sweet Pea Weddings, the coordination and design company owned by our very own director of events.

### *Day of Coordination + Design*

- An in-depth meeting to go over your overall vision, budget, wants, and needs for your specific event.
- Customized recommendations for vendors and rentals
- A mood board for your event
- A custom detailed itinerary sent to all your vendors the week of the wedding
- Oversight of venue set up through the week and morning of the event
- Guidance on wedding etiquette
- Working through the timeline day of and staying in communication with vendors through the wedding, through your last big event of the night.

Planning and Design \$1200  
With offsite ceremony \$1350

Hannah is a certified wedding planner and event designer through The Bridal Society and has walked with over 300 couples in their wedding planning journey. This discounted offering is currently only available to Lake Erie Building couples.





# LAKE ERIE BUILDING

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## Bird Town Coffee

Our espresso bar uses our own beans roasted right here in Lakewood, Ohio at the Screw Factory. We provide unlimited beverages for your guests in 12oz cups, hosted-bar style, with pricing based on guest count, menu variety, and time frame of the event.

Additional services can be selected and added to the base prices listed and we are happy to customize any of our offerings to suit your unique needs.

### Espresso Cart

- Coffee: regular and/or decaf with cream or non-dairy alternative and sugar
- Lattes: plain, honey, two additional choices of syrup flavors
- Cappuccino
- Americano
- Macchiato
- Espresso shots

100 Guests - \$450 for two hours of service

200 Guests - \$700 for two hours of service

300+ Guests - contact us for pricing

### Self Serve Coffee

refer our regular coffee? We are happy to set up a self service coffee station with your choice of all regular or regular and decaf coffee for guests to help themselves.

Coffee is served in insulated beverage containers and includes cream and sugar. Our team will set up and tear down the station for you. We can also provide a table and a linen if your venue does not provide one for you.

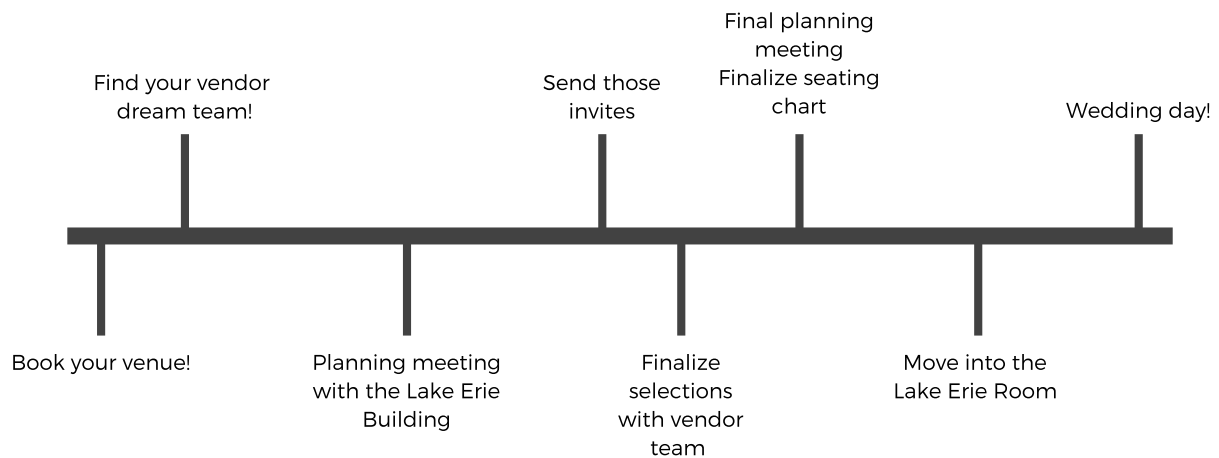
50 Guests - \$125 for two insulated beverage containers and three hours of service

100 Guests - \$200 for four insulated beverage containers and three hours of service

Hot Chocolate can be substituted in one of the containers for \$50



# TIMELINE



## FAQ

How does the set up and tear down time work?

All weekend rental clients will gain access to the space at 10am the Wednesday prior to their event. Your tables and chairs will be set up for you at this time. If you are renting linens through us, we will place them on the tables once they arrive on Thursday. You are welcome to be in the space 24 hours a day after your move in time to get any pre-wedding prep out of the way.

Immediately following your event, you will be responsible for removing your cards and gifts. Any other items can be locked in the space overnight and collected on Monday. All personal items must be out of the space and keys must be returned to the lockbox by 12pm on Monday unless other arrangements have been made with the Lake Erie Building Staff.

What time does my event have to end?

We allow our clients to begin their event as early as 4pm and end the event at 11pm on either Friday or Saturday evening. You will be given a courtesy hour, until midnight, to usher guests and vendors out of the space.



# FAQ

What does your included "day of" staff do?

We schedule three staff members and one security officer for the day of your event. Vendors will have access to the event space to do any last minute set up. Our daytime staff person will be able to run the elevators for any vendors coming in, get the lights turned on for you, and turn on the heat or ac if applicable. The event building manager will be in about an hour prior to event start time – they are here to run the elevators for vendors and any guests that require use of our elevators, remove trash, keep the restrooms clean and stocked, and lock up the building after the last guest has left.

We offer a day of coordinator as an add on and are happy to recommend other planners if you are looking for a bit more assistance with the day!

What is your capacity?

We can comfortably hold a seated reception for up to 375 guests. If you plan to have a ceremony onsite, 250 is where we like to cap this number.

Is your facility handicapped accessible?

Yes! Our building is over 100 years old, so our elevators are of the old freight variety, but it adds to the charm of the space. Once our staff gets you to the second floor, the venue and restrooms are all accessible.

What about catering and alcohol?

All our clients are welcome to bring in any licensed, full-service caterer and their own alcohol and bartenders. We are happy to offer recommendations on catering, mobile bars, or bartending services. You can stock your bar with anything you'd like, but we do not allow shots to be served at any time. No exceptions.

Can we bring our dog?

Our building and weddings in general are not pet friendly, but if you wanted your best friend to be your ring bearer, we'll say okay! We do just ask that your pet enter the Lake Erie Room from the south entrance and leaves immediately following the ceremony. You will be responsible for any messes your pet may make while onsite.

Do you require special event insurance?

Yes! All clients are responsible for obtaining their own liability and host liquor liability (\$1,000,000) and property damage (\$500,000) insurance for the event. Basic policies that cover these minimum requirements have been purchased for as little as \$120. Omni Lakewood LTD, 13000 Athens Avenue, Lakewood, Ohio 44107 must be named as an additional-insured on the policy and we will need a certificate of insurance on file no less than two weeks prior to your event date.

Some recommended websites for this insurance are [TheEventHelper.com](http://TheEventHelper.com), [WedSafe.com](http://WedSafe.com), and [MarkellInsurance.com/event](http://MarkellInsurance.com/event)

# EVENT POLICIES

## Parking

We have a private lot onsite that is included with your rental and has roughly 90 spaces. Guests are welcome to leave their cars in this lot overnight. In the event overflow parking is needed, guests will be directed to Madison Park which is right across the street from the East lot. Since this is a municipal lot, cars cannot be left here overnight. We also have our West lot, which is reserved for Lake Erie Building staff and your vendors.

## Decorations

The Lake Erie Room is a blank canvas for you to create your ideal event. We ask that any live flame be enclosed in a glass container and that no loose glitter or confetti are used. You are also not permitted to put any holes in the walls. Any other decorations are fair game, but if you are questioning it, don't hesitate to ask! Our staff is here during the week to assist with any items you want hung from the ceiling.

## Kitchen & Catering

All clients are responsible for securing a licensed, full-service caterer to provide food for the event. We are happy to provide a small list of recommended caterers and can provide additional recommendations upon request. Caterers will have access to the prep kitchen both during the week and on the day of the event. We have a commercial sized refrigerator, three compartment sink, large prep table, and ice chest available, and more tables can be set up upon request. Using our onsite ice is an additional fee of \$5 per bag and any used bags will be deducted from your security deposit post event. Caterers are responsible for providing all serving/bussing staff, cooking equipment and/or hot boxes, plates, glassware, silverware, and serve ware.

## Alcohol & Bartending

We allow our clients to bring in their own alcohol and bartenders, or to hire in services to provide these items. You are welcome to provide a full bar, but shots are not to be served at any time. Alcohol consumption must be contained inside the Lake Erie Room. If you are a non-profit group and will be acquiring an F-2 permit, we ask you start this process no later than 6-8 weeks prior to your event date to allow for ample time to secure the permit.

## Office Hours

Our normal office hours are Monday, Wednesday, and Thursday 10am to 2pm and Tuesday and Friday from 2pm to 7pm. We can only accept weekend tours on dates where we do not have an event in the space. All meetings and tours are by appointment only. If calling or emailing outside of normal business hours, please be patient and we will get back to you either later that day or the following business day.



# VENDORS WE

## Caterers

Italian Creations  
Nomad Culinary  
A Taste of Excellence  
Coyne Catering  
City BBQ

## Rentals

L'Nique  
Lasting Impressions  
Event Source  
Borrow Rentals

## Sweets

Top Tier Cakes  
Kelsey Elizabeth Cakes  
Hummingbird Bake Shop  
Brewnuts  
Mitchell's Ice Cream

## Alcohol & Bartending

Bartenza  
Traveling Tenders  
Bubbles + Brews  
Park + Pour  
Corkscrew Johnny's  
Minotti's

## Entertainment

One T Entertainment  
Cleveland Keys  
Cleveland Music Group  
Rock The House  
Selective Sound Entertainment

## Full Service Planners

Kirkbrides  
Sirpilla Soirees  
Oak and Honey Events  
Perfectly Planned by Val  
A Charming Fete

## Florists + Decor

Deitz Floral  
Nikki's Perfect Petals  
Lowes Greenhouse  
Hannah Caraballo Designs

## Photographers

This Lovely Light  
Dzrazda Photo  
Suzuran Photography  
Lizzie Schlafer  
The Cannons Photography  
57th Photography  
Making the Moment  
Arastasia Photography

## Videographers

Making the Moment  
Ashley McComb Productions

## Attire

Radiant Bride  
Something White Bridal  
The Dress Medina  
Generation Tux  
The Black Tie  
Birdy Grey  
Azazie



## WE WANT TO BOOK

What's next?

After your tour, if you decide to move forward with a date, please contact us so we can get a contract out to you! Your selected date will not be considered booked until we have the signed contract and deposit on file.

We break up the rental fee into three payments - \$2000 is due at contract signing, \$2000 due at the 6 month mark, \$3020 along with any additional payments for linens and rentals due two weeks out. In addition to the venue rental fee, we require a credit card on file prior to the week of your wedding in the event of any damages or incidentals. If there is a balance after the event, we will provide you with a detailed invoice and photos (if what is being billed is damage to the property) prior to running the card. Contracts are all electronic and will be sent via email to sign. Deposits and all additional payments can be brought into the office during normal business hours or mailed to the following address:

Omni Lakewood LTD  
13000 Athens Ave, Suite 101  
Lakewood, Ohio 44107.

We accept cash, check, or credit cards but note that all credit card transactions will be subject to a 3% processing fee. In the event you must cancel, all payments are non-refundable.







# Get to know us.

Interested in touring? Give us a call or head to [calendly.com/lakeeriebuildingevents/appointmentvenue tour/](https://calendly.com/lakeeriebuildingevents/appointmentvenue tour/) to schedule an appointment. All appointments are by appointment only.

Have questions? Here is how to get in touch:

 13000 Athens Avenue  
Lakewood, OH 44107

 [hannah@lakeeriebuilding.com](mailto:hannah@lakeeriebuilding.com)

 216.308.3265

 @lakeeriebuilding

 /lakeeriebuilding

 [lakeeriebuildingevents.com](https://lakeeriebuildingevents.com)