

LONGWORTH HALL

EVENT CENTER

Weddings



Be Different.

A VENUE AS UNIQUE AS YOU ARE,
Exclusively Yours.



Your love isn't ordinary, so why settle for another traditional wedding venue? Go outside of the box!

.....

Longworth Hall Event Center is a historic facility listed on the National Register of Historic Places. The gorgeous venue has a warm, luxurious loft feel with exposed wood beamed ceilings, 100-year-old kiln brick walls, and other natural materials.

.....

From the moment your guests enter the grand two-story lobby, with its sophisticated, modern décor, they will know your wedding celebration will be like no other. The event center can accommodate an intimate family dinner or a grand reception that includes dinner and dancing.

.....

Longworth Hall perfectly complements ceremonies held off-site at a courthouse or local place of worship. You may also opt to hold your ceremony on-site in the middle of the dance floor as guests look on from their seats at the reception tables.



Venue Details

Capacity
400 guests

Event Timing
Flexible set up & start time.

Venue Access
You have access starting at 8:00AM the day of your event.

Wedding Cost
The average wedding cost at Longworth Hall is estimated at between \$7,000 and \$11,000 for a ceremony & reception for 200 guests.

Catering
Choose from our list of preferred caterers.

Alcohol Provided
Bar packages range from \$18-25 per person for open bar
Bartending staff included
\$2,800 bar minimum

Amenities Included
Complimentary parking for all your guests
Dance floor
Tables and chairs provided
Linens provided
Lighting provided
Security provided
Venue set up and clean up
No kitchen

Special Restrictions
Venue must approve all decorations
Amplified music OK indoors only
Smoking outside only
Alcohol must be provided by venue
Music must end by 1:00AM



The Perfect Location

.....
Located just two blocks from the river, moments from downtown hotels, access couldn't be easier. We have 1000 free parking spaces, so parking is never a concern. We are experienced event specialists, with over 25 years of success.



Complimentary Signature Planners

.....
Our Signature Planners will make the planning process easy and affordable. We can arrange many additional services including suggestions for centerpieces, photography, DJs, bands, limousines, valet parking, AV equipment, and much more.



Exclusively Yours

.....
Longworth Hall hosts just one event at a time: For your evening, the venue is yours exclusively. No other event will interfere with your special night, and all our effort and attention is focused on you.





LONGWORTH HALL

EVENT CENTER

700 W Pete Rose Way
Cincinnati, OH 45203
513-721-6000
longworthhall.com/banquet

We had our wedding here in November. The venue is so unique & was perfect for our rustic fall wedding. The exposed brick & white lights are beautiful enough without decorating! They even have bourbon barrels that are included w/ set-up. The staff is extremely helpful & there for you every step of the way from choosing caterer, bar packages & table placement & set-up. I highly recommend this venue!

— CHLOE C.

We love love loved Longworth Hall for our October 2015 wedding. The staff was so friendly and accommodating and the venue is beautiful. It is very unique and not your typical reception hall. We purchased the extra backdrop option and it was absolutely gorgeous!

— STACEY A.

Longworth Hall is the hidden gem of a wedding reception venue. I am so lucky that someone suggested it. The women who run it are so wonderful and really easy to work with. I cannot recommend them enough!

— ALLISON H.



Be Different.

EVENT CENTER AT LONGWORTH HALL

EVENT PRICING

All-inclusive package includes:

Space rental for four hours*, set up & breakdown, tables, chairs, table linens**, and enhanced lighting package.

\$4000 + Bar packages

Basic Bar

(includes beer, wine, Coca Cola products, juice and water)
\$18/person

House Bar

(includes Basic Bar plus house liquors & mixers)
\$22/person

Premium Bar

(includes Basic Bar plus top shelf liquors & mixers)
\$25/person

Bar packages include bartenders & bar service for a four hour event.

All paper goods, plastic cups, and mixers for the bar will be supplied.

A service charge of 15% and sales tax of 7% will be added to beverage/bar services.

Longworth Hall has a minimum beverage/bar charge of \$2,800. This price is based prior to service fee and taxes being added.

*Additional time is available at an additional cost. Holiday weekends will include an additional holiday fee.

**Includes standard white 85x85 table linens and complimentary floor length white linens for cake table & bridal party table



EVENT CENTER AT LONGWORTH HALL

BEVERAGE/BAR PRICING

Includes four (4) hours of service

Basic Service

Coca-Cola Products, Water & Juices
Yuengling Lager, Yuengling Light, Bud Light or Miller Lite
Chardonnay, White Zinfandel & Pinot Noir Wine
\$18/person

House Service

Gilbey's Gin, Svedka Vodka, Jim Beam, Castillo Silver Rum
Coca-Cola Products, Water & Juices
Yuengling Lager, Yuengling Light, Bud Light or Miller Lite
Chardonnay, White Zinfandel and Pinot Noir Wine
\$22/person

Premium Service

Tanqueray Gin, Stolichnaya Vodka, Jim Beam, Jack Daniel's,
Bacardi Silver Rum, J&B Scotch, Jose Cuervo Tequila
Coca-Cola Products, Water & Juices
Yuengling Lager, Yuengling Light, Bud Light or Miller Lite
Chardonnay, White Zinfandel and Pinot Noir Wine
\$25/person

Bar Service selection may change at any time without notice to a comparable quality brand.
All paper goods, plastic glasses and mixers for the bar will be supplied.

Longworth Hall has a minimum beverage/bar charge of \$2,800. This price is based prior to service fee and taxes being added.

Two (2) bartenders will service your guests; additional bartenders will be added at the discretion of Longworth Hall as guest numbers increase.

A Service Charge of 15% and Sales Tax of 7% will be added to Beverage /Bar Services



EVENT CENTER AT LONGWORTH HALL PREFERRED CATERERS

Be Creative Catering

Michelle Farris
859-586-4201
www.becreativecatering.com

Hilvers Catering

Katie Hilvers
513-681-2135
www.hilvers.com

Village Pantry Catering

Jill Heltman
513-965-0511
jillh@villagepantrycatering.com
www.villagepantrycatering.com

Vonderhaars Catering

Jan Riordan, Sales Manager
513-554-1969
jan.riordan@vonderhaars.com
www.vonderhaars.com



EVENT CENTER AT LONGWORTH HALL CONFIRMATION / AGREEMENT

Event Date/Time _____ Expected Guests _____

Bride _____ Email _____ Phone _____

Groom _____ Email _____ Phone _____

Service Time/Location _____ Bar Package _____

.....
Client (Party Responsible for Payment) _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Deposit Amount \$ _____ **Check #** _____ **Check Date** _____

.....
EVENT CENTER AT LONGWORTH HALL, LLC agrees to Rent the Event Space 2C to (write in Responsible Party name here) _____ on _____ for \$ _____ for a four (4) hour period. Upon request an additional hour of event space may be purchased at the cost of \$1000.00/hour. This additional hour is event space only with no bar service included. Guests may arrive 15 minutes prior to event time and must vacate space 30 minutes after event, or be subject to additional fees unless prior arrangements with management have been made in writing.

The space may be entered and set up or decorated all day of the event. All gifts and decorations brought to the event must be removed immediately after the event. At the discretion of Longworth, pending schedule, decorations may be picked up the following day. Event Center At Longworth Hall will supply 5' diameter round tables with chairs and 8' rectangular accessory tables (within the limits of our stock on hand) including set up of same. A staff attendant will be present during the event.

PARKING: Longworth Hall is located downtown and, rarely, unrelated events occur on the same day as a reception. Longworth Hall will provide a separate parking area for the guests of your event, near the building, in the extremely unlikely case that another event occurs on the same day.

LOBBY: Longworth Hall is an office building that caters to creative tenants. Tenants ARE NOT allowed to enter the second floor event space during your event. However, although the building is normally vacant on a Saturday night, there is a remote chance a tenant may enter the C lobby in order to take the elevator to their tenant space.

LONGWORTH HALL CATERERS: Be Creative Catering (Michelle Farris) 859-586-4201, Vonderhaar's (Jan Rior-dan) 513-554-1969, Village Pantry (Jill Heltman) 513-965-0511, Hilvers Catering (Katie Hilvers) 513-681-2135.

All caterers must be pre-approved by Event Center At Longworth Hall, LLC. Caterers must have a catering license, Workers comp, Liability Insurance and proof of same. **A 15% Service Fee with a \$500.00 minimum is charged by Event Center at Longworth Hall to all caterers for use of the event space.**

MINIMUM BEVERAGE/BAR SERVICE: Event Center At Longworth Hall has a minimum beverage/bar charge of \$2,800. This price is based prior to service fee and taxes being added, unless waived in writing by management.

BEVERAGES/BAR: FOUR (4) HOUR SERVICE: BASIC BAR \$18.00 PER PERSON INCLUDES: Coca-Cola products & Water; Bottle Beer: Yuengling Lager, Bud Light & Miller Lite; Bottled Wine: with a selection of Red, White & White Zinfandel. HOUSE LIQUOR ADDED TO THE BASIC BAR IS \$22.00 PER PERSON. PREMIUM LIQUOR ADDED TO THE BASIC BAR IS \$25.00 PER PERSON. All paper goods and plastic glasses and mixers for the bar will be supplied.

Two bartenders will be present, additional bartenders will be added at the discretion of Event Center At Longworth Hall as guest numbers increase. No outside alcohol service is permitted. Bar Service selection may change at any time without notice to a comparable quality brand. **A Service fee of 15% and Sales Tax of 7% will be added to the beverage/bar bill. No charge for beverages for children 5 and under.**

GUARANTEES: Final guaranteed number of attendees is required 25 days prior to your event and is not subject to reduction. You will be billed for the guaranteed number or actual attendance, whichever is greater.

Final payment for Rent of the event space and Beverage/Bar Services are due (20) days prior to event _____. Please have your final count to us by _____ so we can prepare a final invoice. Overages will be invoiced after event.

Thank you for your check number _____ in the amount of **\$1,500.00** and your signed Deposit Acceptance Form and signed Master Agreement/Confirmation. Deposit is non-refundable in case of event cancellation. Deposit will also be held as a damage deposit and will be returned (7) to (10) days after your event if no damage has occurred. We have reserved the date, time and room in your name for the event.

This CONFIRMATION shall serve as an agreement for _____ and Event Center At Longworth Hall, LLC. for the use of the specified room on _____.

No agreements that are verbal, otherwise perceived to exist, or thought to be promised or included will be valid. If it is not included on either this contract or other approved written document, signed by a staff member, it is not included.

HOLD HARMLESS: CLIENT will indemnify and Hold Harmless Longworth Hall LLC. and Event Center At Longworth Hall, LLC from any and all claims, actions, and judgments, including all costs of defense and attorney's fees incurred in defending against same, arising from and related to Client's use and rental of the premises located at 700 West Pete Rose Way, #137, Cincinnati, Ohio 45203.

Client Signature _____ **Date** _____

Checks to be made payable to: **Event Center At Longworth Hall, LLC**, and mailed to:
Longworth Hall LLC, 700 West Pete Rose Way, Suite #137, Cincinnati, Ohio 45203, Attn: Elaine Baker

EVENT CENTER AT LONGWORTH HALL DEPOSIT ACCEPTANCE

Please fill out the Deposit Acceptance form completely and sign the Confirmation Agreement. All reservations will remain tentative until both forms are filled out and returned with required deposit of \$1500.00.

.....
Event Date _____ **Expected Number of Guests** _____

Bride _____ **Email** _____ **Phone** _____

Groom _____ **Email** _____ **Phone** _____
.....

Client (Party Responsible for Payment) _____

Mailing Address _____

City _____ **State** _____ **Zip** _____

Email _____ **Phone** _____
.....

Deposit Amount \$ _____ **Check #** _____ **Check Date** _____

Deposit Terms: Deposit will be held to hold event date and as a damage deposit. Deposit will be returned seven to ten days after event if no damage has occurred. **Deposit is non-refundable if event is canceled.**

Client Signature _____ **Date** _____

Checks to be made payable to: **Event Center At Longworth Hall, LLC**, and mailed to:
Longworth Hall LLC, 700 West Pete Rose Way, Suite #137, Cincinnati, Ohio 45203, Attn: Elaine Baker
.....

Thank you for considering Longworth Hall as your event location!

Elaine & Elizabeth
513-721-6000

elaine@longworthhallevnts.com
elizabeth@longworthhallevnts.com