



Lake Erie Building Events

2020 Event Information

Thank you for considering the Lake Erie Building for your upcoming special event!

Once home to the Templar Motors Factory, the Lake Erie Building is now home to just over 100 tenants and our beautiful event spaces. Our main event space, the Lake Erie Room, boasts over 7,000 square feet to host your event and holds crowds of up to 400 guests comfortably. We've also done larger and "open to the public" events in this space. The Lake Erie Room has a classic charm to it, with the original windows and columns still decorating the space. The old concrete floors are still original to the building but have been sanded down and polished to give the space a cleaner look. We light the space with Edison bulb string lights and chandeliers to add some additional charm.

If you are looking for something smaller, Suite 271 can accommodate parties and meetings with up to 32 people. This is also an ideal location for photoshoots!

The Lake Erie Building is located on 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 weddings, 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.

The Lake Erie Room

Monday (7am to 11pm)	\$2,000
Tuesday (7am to 11pm)	\$2,500
Weekend Rental (Wednesday to Monday)	\$6,750

Rentals at our current rate include the following:

24 hour access to the space from Wednesday to Monday for set up and tear down

A 7-hour time block (4pm to 11pm) to host your event on Friday or Saturday

Use and set up of our standard plastic folding chairs, natural wood Chiavari chairs, wood and metal folding chairs, and chandeliers.

Ability to bring in your choice of licensed, full-service caterer

Ability to bring in your own alcohol and bartenders

Building staff and security the evening of your event

Two pre-event planning sessions with a member of our staff

Use of Suite 271 on the day of your event for getting ready or for photos



Suite 271

Monday through Thursday

Full Day (7am to 4pm) \$600

Half Day (7am to 12pm) \$300

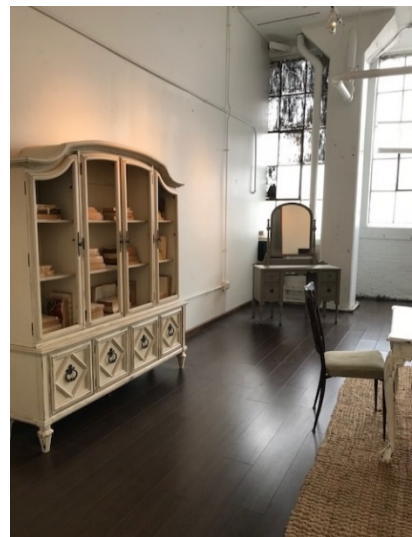
Friday

Full Day (7am to 4pm) \$800

Half Day (7am to 12pm) \$400

Saturday (Half Day Rentals ONLY) \$1500

Sunday (Half Day Rentals ONLY) \$1500



Contracts & Insurance

If you decide to move forward with a date, please contact Hannah at 216-308-3265 or via email: hannah@lakeeriebuilding.com 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.

The initial deposit is \$2,000 and due at the time of contract signing. Your remaining balance plus the security deposit is due 90 days prior to your event. The \$500 security deposit can either be included with the final payment, to be refunded to you within a month of your event ending, or we can keep a credit card on file in the event of any damage.

In the event you must cancel, all payments are non-refundable. If you need to move your date for any reason up to six months prior to your event date, we will work with you and no penalty will be assessed as long as the requested date is available. Once within the six month mark of your event date, any date changes will be treated as cancellations and re-bookings.

Contracts and deposits can be brought into the office during normal business hours or mailed to the following address: 13000 Athens Ave, Suite 101, Lakewood, Ohio 44107. We accept cash, check, or credit cards for payment. Note that all credit card transactions will be subject to a 3% processing fee.

All clients are also 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 \$100. 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 60 days prior to your event date.

Event Policies

Parking: We have two private lots onsite that are included with your rental. The East lot is for your guests and has roughly 90 spaces. Guests are welcome to leave their cars in this lot overnight. We also have our West lot, which is reserved for Lake Erie Building staff and your vendors. 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.

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. Up to 330 pounds of ice is included in your rental fee and additional bags can be bought for \$5 a bag, to be deducted from your security deposit. Caterers are responsible for providing all serving/bussing staff, cooking equipment and/or hot boxes, plates, glassware, silverware, and serveware.

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.

Building Staff & Security: The Lake Erie Building will have staff onsite the week of your event between the hours of 7am and 2pm to run the elevators and assist with any décor you would like hung up. On the day of your event, we will have one staff member onsite in the morning to begin letting vendors in around 10:30am. Two additional staff members will come in an hour prior to your event start time and stay through the duration of the event. A security officer will also be onsite beginning 30 minutes prior to your event and will be here through event end.

Recommended Vendors

Italian Creations

Ross Keller – 216-226-2282

ItalianCreations.com

Driftwood Group

Lauren – 216-630-2492

DriftwoodRestaurantsandCatering.com

A Taste of Excellence

440-845-0800

Taste-Food.com

Nomad Culinary

Christopher – 216-402-7032

NomadCulinary.com

Totally Cooked Catering

Kristin – 330-923-9964

TotallyCooked.com

Old Carolina BBQ

Brooke – 330-581-5835

OldCarolina.com

Kelsey Elizabeth Cakes

216-767-5633

KelseyElizabethCakes.com

Wild Flour Bakery

440-331-2950

WildFlourBakery.com

KB Confections

216-227-2253

KB-Confections.com

Life in Bloom

Spenser – 440-670-1783

Lush and Lovely Floristry

Brianna – 216-961-3600

LushAndLovelyFloristry.com

Ashley's Floral

AshleysFloral.net

Bartenza

Callie – 440-376-5610

Bartenza.com

Traveling Tenders

Brad – 216-630-7502

TravelingTenders.com

Borrow Rentals

Ann – 216-239-1789

BorrowRentals.com

L'nique

Rhiannon – 216-986-1600

Lnique.com

Event Source

216-901-0000

EventSource.net

Miller's Party Rental

330-753-9104

MillersParty.com

A Charming Fete

440-340-8793

ACharmingFete.com

Kirkbrides

216-288-4325

Kirkbrides.com

Oak & Honey Events

330-294-0199

OakAndHoneyEvents.com