

The Wyoming Fine Arts Center is located in the historic downtown district of Wyoming, Ohio, a suburb of Cincinnati. The building is a beautifully restored and expanded 1850s home that once served as the Wyoming Masonic Lodge for much of the 20th century. The Center has become one of Cincinnati's premier community art centers offering music, art, dance and theater programs. It is currently home to six partner organizations, and engages in additional community outreach.

.....

## AVAILABLE SPACES

**Paul Bartel Ballroom:** Beautifully painted walls, high ceilings, and wall sconces that provide a dramatic backdrop for any event. Original hardwood floors and a stage with a grand piano add a special touch of elegance. The dimensions are as follows 38' x 61' and can accommodate up to 157 people for a sit down event and 200 without tables. The ballroom is air conditioned. Included in the rental fee are the following: 15 – 5ft round tables; 6 – 8ft rectangular tables; black linen table cloths for mentioned tables; 2 dry bars; 150 banquet chairs, and additional folding chairs.

**Masonic Theatre:** Located on the third floor directly above the ballroom, the theatre is suitable for concerts, lectures and wedding ceremonies. The theatre is carpeted and has both antique built in padded seats and additional padded folding chairs for seating up to 325 people. Additional features include a raised dais and a small balcony overhang.

**Group Rooms:** Group rooms are available for corporate meetings and workshops. Included are tables and chairs to accommodate up to 30 comfortably.

## AMENITIES

Restroom facilities are located on the ground and second floors; a small powder room is located on the main floor. Sound speakers are available for use in the Ballroom. Free parking is available in the public lot behind the building and also on Grove and Wyoming Ave.

## FEES

The rental fee for the Paul Bartel Ballroom is \$800 for a four to eight hour event. The Masonic Theatre is \$600 for a four to eight hour event. The fee for a group room is \$50 per hour. A \$150 deposit will be required for the Ballroom and Masonic, and a \$25 deposit for a group room. The deposit is returned after the event as long as there is no damage found and the areas used are sufficiently cleaned. All events there is an additional \$25/hour event planner fee.

## SET UP/CLEAN UP

Standard rental time is four hours, but additional time will be allotted for set up and clean up. The renter is responsible for complete set up and clean up of the space. A renter's checklist will be provided to assure proper clean up. Failure to comply with this per hour along with partial to full loss of the \$150 deposit.

## DECORATING

You are welcome to decorate the facility for your event. Battery powered candles, balloons, streamers, etc. are acceptable as long as they are removed after the event. No open flames are allowed under any circumstance. Black table linen table cloths are available. Open flames and smog machines are not permitted due to the age of the building. Tray warmers from the caterers (whatever they are really called) are acceptable. Decorations are not allowed to be hung from the lights, speakers or walls in both the Ballroom and Masonic Theater.

## ACCESSIBILITY

The Center does not have an elevator, and is not handicap accessible at this time.

## LIQUOR USE

If liquor is served, the renter must supply evidence of \$1,000,000 in liquor liability insurance naming the Wyoming Fine Arts Center as an additional name insured. The liquor liability insurance is not necessary if your Caterer is supplying the liquor. However a copy of their Ohio State Liquor license must be supplied to the office one week prior to the event. A copy of the policy must be given to the office no later than one week prior to the day of the event. Check with your insurance agent as soon as the date is verified. If you are selling liquor at the event, evidence of an Ohio State Liquor license must be submitted no later than one week before the event.

**For additional information or to schedule an appointment to see the facility, please contact the director or the registrar at 513•948•1900 Monday – Friday 9am – 5pm**