

THE OHIO BUILDING

DOWNTOWN TERRE HAUTE

VENUE OPTIONS

- 1st Floor Banquet Center (holds up to 250 guests or 200 for weddings)
- 1st Floor Meeting Room (holds up to 30 guests)
- 2nd Floor Ballroom (holds up to 60 guests)
- 2nd Floor Sycamore Room (holds up to 20 guests)
- 2nd Floor Tasting Room + Roof Top Terrace (holds up to 200 guests)

OVERNIGHT ACCOMMODATIONS

Casa Urbana – 2nd Floor

ALL-INCLUSIVE WEDDING PACKAGES

(Includes use of all decorations, custom linens, day-of event coordinator, clean-up, set-up, rehearsal dinner on-site, accommodations, bridal suite and more.)

1st FLOOR BANQUET CENTER

The first floor banquet center at The Ohio Building has dividing walls to accommodate parties of 50 – 250 guests. This convenient ground floor banquet center includes a grand lobby with wood floors, elegant restrooms with dressing areas, portable dance floor, Bose sound system, three projection screens, coat check area, prep kitchen and ample parking in adjacent parking garage. *Seats 250 max (200 for weddings).*

DIY Rental Options *(see packages below for additional rental options)*

Rental includes: Tables, chairs, and linens for 250 guests, all additional tables needed for food, gifts, etc. use of kitchen by caterer for food prep, use of lobby, and use of coat check area. Set-up of chairs and tables included. Cocktail tables available for setup in lobby at additional fee.

Hourly Rate

Monday – Thursday (5 hr minimum)

\$150/hr

Friday - Sunday

only available with a package rental

Security Guard = \$30/hr (typical evening events require a security guard for 5hrs when alcohol is being served) *1 guard is required for large parties running after 5PM.

Note: Since the 1st floor of The Ohio Building is not part of the winery tasting room, hosts are free to have an outside bar service setup and serve drinks during their event on the 1st floor only. A licensed and insured vendor must be used for serving alcohol and they must provide proof of Indiana Alcohol Permit.

2nd FLOOR BALLROOM

The second floor ballroom can accommodate up to 50 guests for a sit-down meal, which includes an adjacent billiard room, access to the outdoor terrace, foyer and private restroom. The ballroom is only available with an overnight rental and no longer available to rent separately. The ballroom includes a beautiful fireplace and is conveniently located just off the elevator for accessibility. The Sycamore Winery tasting room bar is available for use during your reservation.

Only available with a wedding package option

Rental includes: Tables, chairs, and linens for 50 guests, all additional tables needed for food, gifts, etc. use of 1st floor kitchen by caterer for food prep. Set-up of chairs and tables included.

2nd FLOOR TASTING ROOM

The second floor Tasting Room and 3rd floor roof top terrace holds up to 200 guests in an informal setting. This entire second and third floor rental includes private use of the tasting room and tasting room bar, all living room and seating areas, ballroom, Sycamore Room, Terre Haute room, courtyard, and roof top terrace (bedrooms and theater excluded). This full tasting room rental can only be reserved during weekdays (Sunday - Thursday) on it's own or on weekends as part of an overnight stay rental/event package.

Rental includes: Full use of the second and third floors of The Ohio Building (excluding theater and bedrooms), bartenders at tasting room bar and bar open during entire event, seating for up to 50 guests at tables (with linens) in ballroom (if desired), use of 1st floor kitchen by caterer for food prep. Set-up of additional chairs and tables are subject to additional charge.

Hourly Rate

5 hr minimum

\$350/hr

**Rental not available on Fridays or Saturdays without purchase of package or overnight stay.*

PRIVATE WINE TASTING + TOUR

Private Wine Tasting = Gather a handful of couples together for a private wine tasting experience + tour for 2 hours in one of our private rooms (no additional room rental is needed). Guests will receive a wine tasting, complimentary glass of wine/cider, plus cheese, meat and fruit trays will be setup for your guests to enjoy during the visit. Wine tasting and tour will be lead by one of our owners or managers, so these must be scheduled in advance to confirm availability. This package is great for corporate retreats, couples showers, or bachelor/bachelorette parties that desire a more private wine tasting experience. *For larger private wine tasting events, please inquire about details and pricing.*

Monday – Thursday

\$30 per person (10 guest minimum)

Friday or Sunday

\$30 per person (20 guest minimum)

**Not available on Saturdays*

CASA URBANA

Casa Urbana is our 13,000 sq.ft. second floor space that includes overnight accommodations with 5 bedrooms, bridal suite/lounge area with sleeper sofa and 4 private baths. Casa Urbana can be rented as part of a wedding package at The Ohio Building/The Sycamore Winery or can be rented separately.

See website for photos and additional details on rooms. www.theohiobuilding.com

2nd Floor Rental

Features:

- Sleeps 12 guests
- 5 bedrooms (4 bedrooms with en-suite bathrooms and balconies)
- Theater
- Bridal Suite with massage chairs, sauna, and sleeper sofa
- Gourmet kitchen
- Rooftop balcony with fireplace overlooking the city
- Billiard room
- Interior courtyard with gas grill
- Elevator
- Grand ballroom

Full 2nd Floor Rental

Only available to rent 6 months out from rental date (first priority is given to those purchasing an All-Inclusive Package.)

2nd Floor Nightly Rate

Sunday - Thursday	\$750/nt.
Friday – Saturday	\$950/nt.

Check-in time = 3pm EST

Check-out time = 12pm EST (1pm EST with purchase of All-Inclusive Package)

Maximum number of overnight guests = 12 people (Guests not staying overnight are not permitted on property after tasting room hours each evening.) Additional guests permitted with extra fee per person.

ALL-INCLUSIVE PACKAGES

If you are planning a wedding or other special event, The Ohio Building encourages you to take advantage of our wedding and reception packages. Our packages include an exclusive day-of event coordinator, use of all decorations, 2nd floor Casa Urbana suites, we take care of the set-up and clean-up for your event, plus many extras.

A Night to Remember Reception Package = \$5,000 (Saturday) \$4,000 (Friday/Sunday)

Host your evening wedding reception at The Ohio Building and let us do all the decorating and coordinating.

- Use of 1st floor banquet center for Saturday evening reception from 5pm – 11pm for up to 200 guests
- Exclusive day-of-event coordinator for your reception
- Use of all decorations for reception at no additional charge. This includes custom centerpiece designs, table runners, linen napkins, vases, chargers, easels, wine barrels, lanterns, greenery, faux flowers, table numbers, etc. *see examples of our décor inventory on our Pinterest page - <https://www.pinterest.com/sycamorewinery/weddings-the-sycamore-winery/>*
- Our detailed event coordinators and additional staff will be on hand and exclusively devoted to your event for the day.
- Our staff takes care of all the setup, arrangement, break-down, clean-up, trash removal and decorating. Our event coordinator helps manage day-of event schedule, meets vendors, and greets guests.

All-Inclusive Reception Package = \$10,000

Host both your wedding reception and rehearsal dinner here at The Ohio Building and stay on-site for two nights

- Full 2nd floor Casa Urbana rental for 2 nights (see all features above)
- Use of 2nd floor ballroom for rehearsal dinner on evening prior to wedding (for up to 40 guests) for 3 hours
- Use of 1st floor banquet center for evening reception from 5pm – 11pm for up to 200 guests
- Use of the 2nd floor dressing room for on-site hair/make-up for bridal party
- Exclusive day-of-event coordinator for your reception and rehearsal dinner
- Use all decorations for both reception and rehearsal dinner at no additional charge. This includes custom centerpiece designs, table runners, linen napkins, vases, chargers, easels, wine barrels, lanterns, greenery, faux flowers, table numbers, etc. *see examples of our décor inventory on our Pinterest page - <https://www.pinterest.com/sycamorewinery/weddings-the-sycamore-winery/>*
- Our detailed event coordinators and additional staff will be on hand and exclusively devoted to your event for your rehearsal, rehearsal dinner and reception.
- Our staff takes care of all the setup, arrangement, break-down, clean-up, trash removal and decorating for both your rehearsal dinner and reception. Our event coordinator helps manage day-of event schedule, meets vendors, and greets guests.
- Extended check-out time for Casa Urbana at 1pm

(Add-On) On-Site Ceremony = \$1,500

On-site ceremony in 2nd Floor Ballroom with seating for up to 118 guests. Our event coordinators will help with all the ceremony details, will decorate to fit your style/colors, and will setup and clean-up everything. *Only available with the All-Inclusive Package.*

Intimate Wedding Day Affair = \$6,500

Host an intimate wedding and reception in our 2nd floor ballroom with a max of 50 guests. With this package we take care of all the setup, decorating, coordinating and cleanup, plus overnight stay for 2 nights.

Includes:

- Indoor wedding ceremony either in the ballroom or on the rooftop for up to 50 guests.
- Reception for up to 50 guests in the ballroom
- Overnight stay for 2 nights in the Casa Urbana suites for up to 12 guests.
- Private use of the entire 2nd floor (13,000 sq.ft.) + rooftop terrace
- Day-of event coordinator to help with all ceremony and reception details and coordination
- Event staff will decorate ballroom using in-house decorations based on desired look
- Our staff takes care of all the setup, arrangement, break-down, clean-up and trash removal.
- Event Timeframe = 6 hours total for both ceremony and reception (start of ceremony to end of reception)
- Use of tasting room bar during event at no additional charge.

All packages do not include catering, entertainment, and other amenities.

FREQUENTLY ASKED QUESTIONS

2nd Floor Bar Options

During all second floor events, the tasting room bar will be open for wine sales and staffed with our helpful bartenders at no additional charge. The 1st floor and 2nd floor bars are treated differently with the 2nd floor being part of the winery. The 1st floor is not considered part of the winery, therefore a separate bar service is needed for events on the 1st floor and allows for beer and liquor to be served. As part of the winery, the 2nd floor is restricted to only alcohol served from the tasting room bar, which includes wine and hard ciders. Beer and hard alcohol served on the 1st floor cannot be taken upstairs to the 2nd floor or rooftop terrace.

Consumption Bar = \$ Per Drink Consumed

A consumption bar is available and cost is assessed based on the number of drinks your guests consume. Non-alcoholic drinks would be a separate cost but soft drinks could be included in the consumption bar options from the bar. With this option, the paying party puts a credit card on file at the beginning of the event and settles the bar tab at the end of the event or once they desire for the consumption bar to be closed and moved to cash bar. We do encourage that non-alcoholic drinks be provided to guests at no expense either through a caterer or by purchasing the Unlimited Beverage Option below.

Note: Rule of thumb when estimating alcohol consumption = 1 drink per person per hour. Typical pricing is wine/cider at \$5/glass and specialty drinks range from \$5 -\$8 (not including taxes).

Cash Bar = Guests pay per drink

The bar is open and guests can purchase drinks at their own expense (cash or credit card). We do encourage that non-alcoholic drinks be provided to guests at no expense either through a caterer or by purchasing the Unlimited Beverage Option below.

1st Floor Bar Options

Since the 1st floor is not part of the winery, hosts are free to have an outside bar service setup and serve drinks during their event. This outside vendor must be licensed, insured, and hold all necessary permits to serve alcohol. Since the 1st floor is not part of the winery, beer and hard alcohol are allowed to be served as long as guests do not take them beyond the 1st floor.

FACILITIES

Who is responsible for cleaning up after my event?

Clean up is the responsibility of the client, besides packages that specifically state that clean up is included in the cost. Clean up includes all tables to be cleared, all trash to be removed from building and put in dumpster behind building, all items brought in to the building need to be removed (including all food), assure caterer has cleaned both the kitchen and prep area (this is the responsibility of the client if caterer fails to clean), and all spills need addressed. Caterers are always responsible for cleaning all areas they used, regardless if client purchases a package. A detailed checklist and information regarding clean up will be provided with contract. If the client does not wish to clean after their event, a cleaning fee can be assessed.

What time can I access the facility to set-up for my event?

This depends on if you purchased a package or booked only a facility rental. If no package is purchased, the time reserved is the time you have available to setup, hold your event, and clean up. If additional set-up time is needed for your event, additional hours can be reserved at a fee or it may be best to consider purchasing a package for your special event.

What all is included in the cost of the facility rental?

As stated above, all rentals include tables, chairs, table clothes, use of kitchen for food prep by caterers. China, glassware, and cutlery are not included in rental fee. These items are to be supplied by the caterer. Setup of tables and chairs in lobby and/or roof top terrace are subject to additional fees. Setup and clean up, including trash removal to outside receptacles, is not included in the facility rental cost, unless stated in the package being purchased. If rental is on the 2nd floor, use of the tasting room bar for alcoholic purchases is available with a bartender available at no additional cost.

What types of decorations are NOT allowed?

Confetti, glitter (this includes any fabric that contains loose glitter), silly string, bird seed/rice, shedding feather boas, open flames without being covered on all sides, live animals (indoors) and anything that can damage walls or beams are all items that are not allowed at The Ohio Building. Candles are permitted providing that they are enclosed on the sides by glass and have receptacles to catch any dripping candle wax. No fireworks, sparklers, or smoke machines of any kind are permitted inside or outside of The Ohio Building. No use of nails, glue, tape or staples anywhere in the building is permitted. All decorations must be removed the evening of your event unless purchasing a package.

Is a Dance Floor Available?

A portable wood dance floor is available in the 1st floor banquet center. The dance floor is customarily located between two wood pillars in the room. The 2nd floor Casa Urbana has hard wood floors, therefore a separate dance floor is not necessary.

Is there adequate parking available for my event?

Two-hour on-street parking is available on a first come first serve basis M-F from 8-4pm, but free weeknights after 4pm and on weekends. The Sky Garden Parking Garage is located next to The Ohio Building. It is automated 24/7. The charge is \$1.50 per hour with a maximum rate of \$10.00/day.

What type of music is permitted?

No vulgar or explicit music is allowed due to The Ohio Building being a family-friendly atmosphere. The volume of music must be kept at an acceptable level during the entire event. A band, dj, or artist must be preapproved by The Ohio Building prior to the event.

Is there audio/visual equipment available?

The 1st floor banquet center has two built-in projectors and screens, microphone, podium and overhead speaker system that hosts can play a phone, iPad, CDs or radio. The 2nd floor Casa Urbana has a sound system that clients can play music throughout the space outside of tasting room hours. A wireless mic/speaker can be provided upon request in 2nd floor ballroom is desired. A projector/screen is not available for the 2nd floor ballroom, but host is permitted to bring in their own.

Is a security guard required for my event?

All large parties after 5PM that have over 100 guests are required to have one (1) security guard. Cost is \$30 per security guard/hr. and will be included in contract. When a security guard is required, The Ohio Building will arrange for them. The officers used are familiar with the building's layout, policies, emergency exits, and fire extinguisher location, therefore a security guard cannot be self-contracted by the host, but must be arranged by The Ohio Building.

Is Smoking Allowed at The Ohio Building?

The facility is designated as a non-smoking environment. Please notify your guests that no smoking of any kind shall be permitted within the premises, which includes the rooftop terrace. Smoking is permitted outside of the building in designated smoking areas. If excessive cigarette butts are found left by your guests after your event, which requires additional cleaning to remove, the cleaning fee will be deducted from your damage deposit. Please encourage guests to be respectful of the property and dispose of their trash accordingly.

CONTRACTS AND PAYMENTS**What is required to secure my event date and rent one of the facilities?**

All facility rentals require a non-refundable deposit due at booking to reserve date. Deposit amount required is 50% of the facility rental/package fee. Deposit amount will be applied toward the final rental fee. Payment is due in full no later than 60 days prior to event date. For bookings that occur less than 60 days from event require payment in full at time of booking. A signed rental contract is required for all facility rentals. No person under the age of 21 can rent the facilities or sign a rental contract. Pricing above does not include 7% Indiana sales tax, 8% Innkeeper's Tax (for all overnight accommodations) or the required damage deposit. A \$500 damage deposit, or maximum equal to your room rental, is required for full Casa Urbana rentals. The damage deposit is not intended to be a waiver of liability for damages caused by you or your invitees. You will be refunded the damage

deposit within 14 days following your event permitted no damage was caused. If damages occur, The Ohio Building will bill you the rental cost of the item(s), payment is expected at time of billing.

For small events in the Sycamore Room or Ballroom, a credit card will be held at the tasting room register during your event. The card will be charged for any incidentals or damage. Once the cleaning checklist is complete and no damages have occurred, your credit card will be returned to you. Your credit card will not be charged unless damage has occurred (as per the signed contract) or you have incidentals.

VENDORS, CATERING, FOOD/BEVERAGES

Can I use my own caterer?

The Ohio Building encourages you to use the caterer of your choice. The caterer is required to be approved by The Ohio Building before agreeing to work your event. We do require that a licensed caterer be used for parties over 50 people and must provide The Ohio Building with proof of license and insurance.

What are the requirements if I plan to self-cater for an event of 50 guests or less?

Self-catering is a difficult task when it comes for providing food for large parties, therefore self-catering is only allowed for those parties of 50 guests or less. The Ohio Building encourages clients to NOT self-cater, but in the event that a professional, licensed caterer is not hired, a liability waiver will be required insuring that the client and party responsible for providing food assumes all risks and responsibilities. In addition, it must be noted that The Ohio Building staff WILL NOT be responsible for prepping, warming, dishing, or handling any and all food items, regardless if a package is purchased. The client is responsible for both setup and cleanup of food, plates, napkins, silverware, and all others items associated with the food setup. The client is responsible for cleaning the kitchen if the kitchen was used for prepping and warming. The client/caterer is allowed a maximum of (1) large cooker. The Ohio Building will not provide the following: serving ware, utensils, bowls, platters, ladles, knives, drink dispensers, etc. in the event that the client fails to bring the appropriate items for self-catering. It should also be noted that cooking onsite is NOT permitted. All food needs to be cooked off-site and simply brought to The Ohio Building ready to be served.

For small room rentals such as the Sycamore Room, kitchen use is not permitted. Small dishes, cakes and platters are allowed to be brought in and served only within the rental room. Buffet space for food is limited and additional tables/serving space will not be provided. Extension cords are not permitted in these rooms and will not be provided for multiple crock pots or warmers. Large roasters are NOT permitted in either of these rooms due to electrical issues with these items. All large food containers must be disposed of properly after the event and not left either in the room or in small trash cans. Large cake boxes or platters need to be disposed of in the dumpster behind the building. Food cannot be taken outside of the rental space at anytime during the event. Cold or warm food storage is not available.

Can you recommend local vendors?

Yes, a list of local vendors can be provided upon request.

Does the Tasting Room offer non-alcoholic drinks?

Yes, the tasting room bar serves non-alcoholic drinks such as water, coffee and soft drinks. Other non-alcoholic beverages can be made available upon request for an event such as tea and lemonade. Non-alcoholic drinks are available for purchase by guests or can be available as part of an open-bar option.

Is there an additional bar set-up or bartender fee?

No additional fee is required to use the 2nd floor tasting room bar, which includes wine and hard cider sales. If renting the 1st floor banquet center, an outside bar service is required at an additional expense.

Can we bring our own alcohol?

No. No outside alcoholic drinks of any kind are permitted inside The Ohio Building (this includes the roof top terrace). If outside alcohol is brought onto the premises, the alcohol will be confiscated by winery staff or security. The client is responsible for ensuring their guests do not bring outside alcohol onto the premises. The winery manager or security on staff during the event have the right to ask guests to leave if outside alcohol becomes an issue during an event and have the right to end an event early if issues persist.

OVERNIGHT ACCOMMODATIONS

What all is included in my stay?

Each guest room includes bed linens, pillows, bath towels, and toiletries. All guest rooms, besides the The Kaufmann Bedroom, include a mini bar area with sink and personal refrigerator. Daily maid service is not provided unless staying 3 nights or more.

Can I host a party during my stay if I am renting the entire 2nd Floor?

Yes, but this would require an additional room rental with winery staff on hand. Only guests that are staying in Casa Urbana are allowed on premises after tasting room hours each night. Additional guests cannot stay and congregate in living room areas or the roof top terrace after midnight. Events cannot be organized in the Casa Urbana during your stay without being arranged with The Ohio Building staff prior to your stay. For instance, although you rented the entire 2nd floor for two nights, you cannot organize a large class reunion in the 2nd floor ballroom on Saturday night at 8pm. An event such as this would require an additional rental contract and approval from The Ohio Building. The Ohio Building would then setup all tables, chairs, and linens for your rental just like they would any other rental of that space.

Do I have exclusive use of the 2nd floor during my entire stay?

The 2nd floor Sycamore Winery tasting room will be open to the public during your stay, so treat any space outside of your guest room like you would any other hotel stay where hallways, lobbies, and meeting rooms are shared by all. After tasting room hours, the entire 2nd floor plus the roof top terrace is exclusively used by those staying in the guest rooms, so if you rented the entire 2nd floor, it is all yours. You are welcome to use the living room, kitchen, courtyard, or roof top garden anytime

during your stay, but it will be private and only for those staying onsite outside of those tasting room hours. Please see current tasting room hours on our website or Facebook page to get an idea of what that timeframe might be.