

# THE OHIO BUILDING

**DOWNTOWN TERRE HAUTE**

**BOOKING FOR 2023 ONLY**  
**Both overnight stays and events**

## **RENTAL OPTIONS**

1<sup>st</sup> Floor Banquet Center (holds up to 250 guests or 200 for weddings)

2<sup>nd</sup> Floor Ballroom (holds up to 48 guests)

2<sup>nd</sup> Floor + Rooftop Event Space (holds up to 200 guests)

Casa Urbana 2<sup>nd</sup> + 3<sup>rd</sup> Floor Overnight Accommodations

Weekend Wedding Package

## 1<sup>st</sup> 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).*

### **Rental Options**

*Rental includes: Tables, chairs, and black 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.*

**Hourly Rate = \$200/hr**

**Security Guard** = \$40/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.*

Alcohol: A licensed and insured vendor must be used for serving alcohol and they must provide proof of Indiana Alcohol Permit. Please inquire about approved alcohol vendors.

Catering: A licensed and insured caterer must be used if serving food. No self-catering allowed. A licensed and insured caterer is required to stay onsite for the duration of the food service timeframe to keep food at proper serving temperature.

## 2<sup>nd</sup> FLOOR BALLROOM

The second floor ballroom can accommodate up to 48 guests and includes an adjacent billiard room, access to the outdoor terrace, foyer and private restroom. The ballroom is only available with an overnight rental or as part of the Tasting Room (2<sup>nd</sup> floor rental option). The ballroom includes a beautiful fireplace.

*Please note that there is no elevator use to the 2<sup>nd</sup> and 3<sup>rd</sup> floors. Guests and vendors would be required to take stairs.*

**Hourly Rate = \$100/hr with a 5-hour minimum**

*Rental includes: Tables, chairs, and black linens for 48 guests, all additional tables needed for food, gifts, etc. Please note that guest tables are 5ft. round and seat 8 guests each.*

Alcohol: A licensed and insured vendor must be used for serving alcohol and they must provide proof of Indiana Alcohol Permit. Please inquire about approved alcohol vendors.

Catering: A licensed and insured caterer must be used if serving food. No self-catering allowed. A licensed and insured caterer is required to stay onsite for the duration of the food service timeframe to keep food at proper serving temperature.

## 2<sup>nd</sup> FLOOR + ROOFTOP EVENT SPACE

The second floor "event space" and 3<sup>rd</sup> floor roof top terrace holds up to 200 guests in an informal setting. This space is great for cocktail hour type events where guests can mingle and explore the historic building. This entire second and third floor rental includes private use of all common areas such as all living room and seating areas with fireplace, ballroom with fireplace, Sycamore Room, Terre Haute room, courtyard, and roof top terrace (bedrooms and theater excluded).

*Rental includes: Full use of the second and third floors of The Ohio Building (excluding theater and bedrooms), seating for up to 48 guests at tables (with black table linens) in ballroom (if desired) and bistro tables throughout setup with black linens if desired.*

*Please note that there is no elevator use to the 2<sup>nd</sup> and 3<sup>rd</sup> floors. Guests would be required to take stairs.*

### **\$350/hr with a 5-hour minimum**

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

Alcohol: A licensed and insured vendor must be used for serving alcohol and they must provide proof of Indiana Alcohol Permit. Please inquire about approved alcohol vendors.

Catering: A licensed and insured caterer must be used if serving food. No self-catering allowed. A licensed and insured caterer is required to stay onsite for the duration of the food service timeframe to keep food at proper serving temperature.

## CASA URBANA OVERNIGHT

Casa Urbana is our 13,000 sq.ft. second floor loft that includes overnight accommodations with 5 bedrooms, 4 ensuite bathrooms and 4 half baths.

See website for photos and additional details on rooms. [www.theohiobuilding.com](http://www.theohiobuilding.com)

### **2<sup>nd</sup> Floor Rental**

Sleeps 12 guests

5 bedrooms (4 bedrooms with en-suite bathrooms and balconies)

Theater

Bridal Suite/Lounge with massage chairs, sauna, fireplace and sleeper sofa

Gourmet kitchen

Rooftop balcony with fireplace overlooking the city

Billiard room

Interior courtyard with gas grill

Grand ballroom with fireplace

### **\$950/night with 2-night minimum on weekends**

Check-in time = 3pm EST / Check-out time = 11am EST

Maximum number of overnight guests = 12 people (Guests not staying overnight are not permitted on property without an additional event rental.) Additional overnight guests permitted with extra fee per person.

## WEEKEND WEDDING PACKAGE

The perfect Weekend Wedding Package that includes use of the entire building for the weekend of your wedding. Take advantage of our ballroom and 1<sup>st</sup> floor event space to host your rehearsal dinner, ceremony and reception all onsite with additional decorating and setup time.

**When renting the Casa Urbana 2-night weekend stay (both Friday and Saturday), you can add on the following rental options:**

+ 1<sup>st</sup> Floor Banquet Center rental starting at check-in on Friday at 3pm – Sunday check-out at 11am. = \$3,000  
*This includes use of the 1<sup>st</sup> Floor Banquet center from the time you check-in to your overnight suites on Friday at 3pm until you check-out on Sunday at 11am. This additional time on Friday allows you or your wedding coordinator to decorate and setup for your wedding reception without feeling rushed. All tables, chairs, black tablecloths and dancefloor are included.*

+ 2<sup>nd</sup> Floor Ballroom for rehearsal dinner on Friday = \$500  
*This includes setup in the 2<sup>nd</sup> floor ballroom for your rehearsal dinner of up to 48 guests. All tables, chairs and black tablecloths are included in the setup. This allows you to bring in additional guests for your rehearsal dinner. Ballroom will be setup and ready to access for decorating at your 3pm check-in time.*

+ 2<sup>nd</sup> Floor Ballroom Wedding Ceremony on Saturday = \$800  
*This includes setup in the 2<sup>nd</sup> floor ballroom for a Saturday wedding ceremony in front of the grand fireplace. Our staff will flip the room, put away rehearsal dinner tables, and setup chairs in the ballroom for up to 100 guests.*

-----  
**Full Weekend Package to host everything onsite for the weekend = \$6,200**

**Includes overnight stay for 2 nights, extended use of the 1<sup>st</sup> floor banquet center for 44 hours (additional time for setup and clean-up), use of the 2<sup>nd</sup> floor ballroom for rehearsal dinner and use of the ballroom on Saturday for an intimate wedding ceremony for up to 100 guests.**

## FREQUENTLY ASKED QUESTIONS

### FACILITIES

#### **Who is responsible for cleaning up after my event?**

Clean up is the responsibility of the client and vendors. 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 use. A detailed checklist and information regarding clean up will be provided with contract. If the client does not properly clean after their event, a cleaning fee will be assessed and deducted from their damage deposit.

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

The start time on your rental contract is the time you and your vendors have access to the space. If you are staying the night with us, an early check-in may be arranged for an additional fee. The end time on your contract is when all clean-up must be completed and all guests must exit the building. Failure to have this completed by the end of your rental time will result in a fee that will be deducted from your damage deposit.

#### **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, live animals (indoors) and anything that can damage walls or beams are all items that are not allowed at The Ohio Building. Only battery operated candles are permitted. No fireworks, sparklers, or smoke machines of any kind are permitted inside or outside of The Ohio Building. Use of nails, glue, tape, command hooks or staples anywhere in the building is not permitted. All decorations must be removed by the end time on your rental contract.

#### **Is a Dance Floor Available?**

Yes, a wood dance floor in the 1<sup>st</sup> Floor Banquet Center is always in place and available for us.

#### **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 1<sup>st</sup> 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. A wireless mic/speaker can be provided upon request in 2<sup>nd</sup> floor ballroom if desired. A projector/screen is not available for the 2<sup>nd</sup> 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 \$40 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.

### **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 or balconies. 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.

### **Alcohol/ Bar Options**

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 1<sup>st</sup> 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 1<sup>st</sup> floor.

### **Accessibility**

With this being a historic old building, there is no elevator use to the 2<sup>nd</sup> and 3<sup>rd</sup> floors. Please note that all overnight guests will need to carry luggage up a flight of stairs to access the bedrooms and Casa Urbana space. Please note that if you are hosting an event on the second floor, all guests and vendors will need to access the space using the staircase. The 1<sup>st</sup> floor banquet center is located at street level and this entire area is wheelchair accessible.

## **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 90 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 30 days following your event minus any additional fees for excessive cleaning, damage or extra time. If any occur, The Ohio Building will bill you the rental cost of the item(s), payment is expected at time of billing.

## 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 and they are required to stay onsite for the duration of the food service timeframe. No self-catering is allowed for parties of over 50 and no drop-off service of food by caterer, but caterers must stay on site to clean-up food service areas.

### **Can you recommend local vendors?**

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

### **Can we bring our own alcohol?**

Overnight guests are allowed to bring their personal drinks for their overnight stay only. This alcohol cannot be served to guests if hosting an event. For all events, a licensed and insured bar service must be used to serve alcoholic drinks. Please inquire about approved bar service vendors.

## 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 but you will have access to the laundry room for additional towels and linens if needed.

### **Can I host a party during my stay if I am renting the entire 2<sup>nd</sup> Floor?**

Yes, but this would require an event rental fee. Only guests that are staying in Casa Urbana are allowed on premises. 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 2<sup>nd</sup> floor for two nights, you cannot organize a large class reunion in the 2<sup>nd</sup> 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.