

CAO Welcome Center
342 Second Street • Portsmouth, OH 45662
CAO Address: 433 3rd Street – P.O. Box 1525 Portsmouth,
Ohio 45662

For Reservations contact: Tara Robson or Angela Davis
Phone: 740-354-4370 or 740-354-7541
Email: welcomecenter@caosciotocounty.org

CONTACT & RESERVATION FORM

Event Date _____

Responsibility Person (renter) _____

E-mail _____

Phone _____ Alternate phone _____

Mailing address

Event name _____

Estimated number of attendees _____

Time event will begin _____

Time event will end _____

Date and time access to facility is needed _____

Are food & beverages being served? () Yes () No

Name of caterer _____

Will beer and/or wine be served? () Yes () No **If YES, \$25 per hour for security applies*

Name of DJ _____

Time DJ needs access to facility _____

I have read the **POLICY, PROCEDURES & CONDITIONS** and by signing below, I agree to and accept all conditions set forth by the CAO Welcome Center. I am responsible for any items that are damaged or stolen from the Welcome Center. Final details including but not limited to set-up, must be submitted no less than two weeks prior to event. Failure to do so may result in forfeit of date reservation.

***The balance is due two weeks prior to the event.**

Signature _____

Date _____

Amount paid _____

Room Rental Fees

*Two-hour minimum rental (**Tuesday through Friday rental only**)

1 room - \$200.00 for the first two hours; \$50 per hour thereafter –
All Day 1 room rental is \$500.

2 rooms - \$400.00 for the first two hours; \$100 per hour thereafter –
All Day 2 room rental is \$1,000.

Security - \$65 per hour if serving alcohol (minimum of 2 hours)

Check ALL facilities requested

- Room A – Suggested for groups over 100
- Room B – Suggested for groups under 100 – HAS KITCHEN ACCESS*
- Rooms A & B – Can accommodate up to 250 *depending upon set-up*

**Holding kitchen only. No cooking permitted within facility.*

Equipment needed (*how many*)

Tables	<input type="checkbox"/> 60 inch round table (seats 4,6,7,8)	32	available
	<input type="checkbox"/> 6 ft. rectangle table (seats 3 – 6)	20	available
	<input type="checkbox"/> 8 ft. rectangle table (seats 4 – 6)	5	available
Chairs	<input type="checkbox"/> 200 available		

Other Equipment (*please check if needed*)

- Podium
- Projector
- Hand-held microphone
- Lapel microphone

Linens are renter's responsibility. Check with your caterer.

**Scioto County Welcome Center
342 Second Street
Portsmouth, Ohio 45662**

POLICY, PROCEDURES & CONDITIONS

ALCOHOL – As a general rule, alcohol is not permitted. Hard liquor is not allowed on the premises and guests cannot carry alcoholic beverages of any kind into the facility. A \$65 per hour charge (Minimum 2 hours) will be assessed to the renter for security when beer, wine and/or champagne are served. \$90 per hour charge if date falls on a holiday. ALCOHOL POLICY must also be initialed. No glass beer bottles allowed.

BEVERAGES – No food or beverages containing red dye #3 are allowed in facility.

CANDLES – All candles must be in a globe – no open tapers.

CHOCOLATE FOUNTAINS – Chocolate fountains may be used, however, stains on carpet will result in extra cleaning charges. Drop clothes should be used.

DAMAGE – Repair of any damage done to the facility is the responsibility of the renter.

DECORATIONS – No decorations are to be attached to walls or ceilings by use of nails, any kind of tape, staples, etc. Ceiling clips may be used, however, decorations must be hung the day of the event. Hanging decorations can trigger the motion detectors on the security system.

DISTURBANCE – Any sign of disturbance, a group or individual may be asked to leave.

DJ – the facility management must approve All DJ's.

FOG MACHINES – Fog machines are prohibited in the facility.

HOURS OF OPERATIONS – The Welcome Center is open to the public Monday thru Friday, 8:00 am until 4:00 pm and room rental events Tuesday thru Friday 8:00 am to 4:00 pm **or other hours as needed**.

INFLATABLES – Inflatables are prohibited inside the facility unless approved in advance.

LINENS – Linens are not provided and are the renter's responsibility. Check with your caterer. Many caterers provide linens.

PAYMENT – The balance is due two weeks prior to the event.

SAFETY – No running, roller skating, skateboarding or rough play anywhere in the facility.

SET-UP – A room set up must be provided to the Welcome Center four weeks prior to the event.

SMOKING – The Welcome Center is a smoke-free facility.

SUPERVISION – Parties for underage individuals must be supervised by an adequate number of individuals. Security will be provided at the discretion of management and at the cost of the renter.

SUPPLIES – All supply events (tape, pens, scissors, paper, paper clips, etc.) must be brought by renter and cannot be supplied by the Welcome Center.

TRASH – Renter and/or caterer is responsible for taking trash out. Trash cannot be left in building. Do not put liquid in trashcans.

Renter

Date

Welcome Center Representative

Date

