

Andrew Jackson House Ballroom Rental Fact Sheet

Purpose:

- The Ballroom is available to non-profit and for-profit organizations wishing to host meetings and events. It is not available for private parties.
- Because of the Foundation's nonprofit status, the Ballroom cannot be used for political fundraisers, lobbying, or other politically-related activities or religious ceremonies.

Capacity:

- The Ballroom has the following capacity limits:
 - 20 people for a board-style meeting
 - 75 people for a theater-style conference/lecture
 - 120 people for a standing reception with café tables

Availability:

- The Ballroom is available from 5:00 to 8:30 p.m., Monday through Friday. Reservations are taken on a first-come, first-serve basis.
- Requests for small (15-20), un-catered daytime events will be considered *on an individual basis by the Foundation*.
- Reservations should be made at least one month in advance of the requested date.
- The Foundation reserves the right to cancel use of the Ballroom due to inclement weather or other unforeseen circumstances.
- It is **mandatory** that someone from your organization be present to greet guests at the door and guide them to the Ballroom 30 minutes prior and 10 minutes following the meeting start time so as not to disrupt normal business being conducted by staff.

Fees:

- The Foundation charges a flat rate of \$300 for nonprofits and \$400 for for-profit organizations.
- Your fee covers the cost of cleaning the space after your event, for our maintenance coordinator to configure the table set-up and any after-hours coverage that may be necessary. We reserve the right to pass along any fees for extraordinary cleaning if needed.

Audio/Visual Presentations:

- Please let the Foundation know at least one-week prior of your audio/visual requirements.
 - The Foundation provides a stationary laptop/projector for presentations. Please submit your presentation to Lisa Yates, Operations Coordinator at lyates@garfdn.org one day prior to the event so it can be properly loaded on the laptop and tested.
 - Podium, microphones and conference call system available for use and included in cost.
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Food, Drink and Party Supply Services:

- Groups wishing to serve food must contract directly with one of the Foundation's approved caterers, bartending services, and party supply services. Groups wishing to serve alcoholic beverages must contract directly with approved bartending services.
- Caterers:
 - University of Akron Catering | 330-972-8215 | woodyard-jessie@aramark.com
 - Robert J. Catering | 330-724-2211 | www.robertjevents.com
 - Totally Cooked Catering | 330-923-9964 *11 | kfortney@totallycooked.com
- Other event menu options:
 - Mustard Seed Highland Square 440-519-3663 x 163 | events@mustardseedmarket.com
 - Pita Pit | 330-434-7482 | www.pitapitusa.com
 - Panera's | 330-928-2112 | www.panerabread.com
 - HoneyBaked Ham | 330-630-1400 | HoneyBakedHam@HoneyBakedHam.com
- Bartending Services:
 - Ozzie's Bartending | 330-836-2306
- Party Supply Services:
 - Miller's Party Rental 330-753-9104 | www.millersparty.com
 - Sully's Rental | 330-645-0555 | www.sullysrental.com
- You or your caterer or party service must set up and remove rented furniture.

Set-up and tear-down:

- The Foundation's eight movable rectangular conference tables must remain in the Ballroom at all times. These tables can be placed alongside the walls or used for the set up of your event. Foundation staff will move this furniture to your request.
- There are several options for the layout of the Ballroom. A layout will be provided at your request.
- Andrew Jackson House has the following available for use: (17) executive boardroom chairs; (2) white 6 ft. rectangular tables; (27) padded folding chairs; (4) table chairs – table does not move); and 8 (8ft) rectangular board room tables. The Foundation does not provide table linens.

Parking:

- Parking is available in the private lot behind the Andrew Jackson House. The lot contains 40 spaces.
- If your event requires additional parking, you must notify the Foundation at least two weeks prior to the event so the Foundation can attempt to secure additional parking spaces in adjacent lots. We cannot guarantee additional parking.

Additional Facts:

- An event contract will be sent for review and signature once ballroom availability and after hours' coverage and lock-up for your date has been confirmed.
- Smoking is strictly prohibited in the Ballroom and in all other parts of the House and the property.
- Contact Lisa Yates at lyates@garfdn.org or 330-576-2916 with additional questions.

Special Note

All event inquiries are handled on a case-by-case basis depending upon other meetings of priority for which the ballroom may not be available.