



Banquet Menu
150 High Street
Warren, Ohio 44481
PH: 330-392-3020

Policies & Procedures

Banquet & Meeting Rooms: Room assignments are based on an anticipated number of guests. If there are fluctuations in the number of attendees, The Hippodrome reserves the right to reassign the rooms accordingly. The Hippodrome also reserves the right to assess a labor fee for the set-up of meeting rooms with extraordinary requirements and/or last-minute changes.

Minimums: All rooms have minimum expenditures. If the count does not meet the minimums, The Hippodrome reserves the right to assess the necessary fees. This minimum expenditure does not include the 20% set-up fee, applicable sales tax, and gratuity.

Retainer Fee: A non-refundable retainer fee of \$200.00 (for all banquets) \$500.00 (for weddings) is necessary to confirm all reservations.

Set-up Fees: A set-up fee and sales tax are not included in the prices. A 20% set-up fee and 6.75% sales tax (subject to change) will be added to the final bill. The set-up fee is taxable by The State of Ohio Department of Taxation.

Additional Fees: Additional fees will apply to the following:

Labor fees on special requests (example: Cookie Display Tables).

Any party exceeding 4 hours will be charged \$2100.00 per hour thereafter.

Payment: Final payments are due 10 days before the event. ALL credit card payments will include a 5% transaction fee.

Accepted forms of payment 10 days before the event date are cash, check (local) or credit card with a 5% fee.

Accepted forms of payment 48 hours (2days) before the event date are cash or credit card with a 5% fee.

If the total bill is not paid in full prior to the event date, The Hippodrome reserves the right to cancel the event and all deposits will be forfeited. _____

Food & Beverages: All food and beverages must be purchased from The Hippodrome unless we are unable to provide the requested menu selections. Please advise The Hippodrome of your requirements for Kosher, Vegan, Vegetarian, or any other special menu requests so that additional vendor requests can be arranged, if necessary.

Gratuity: Gratuity is not included but greatly appreciated by the staff as confirmation that they have done an exceptional job. If you have any questions or concerns, please contact a manager.

Damages & Lost Materials: The Hippodrome will not be held responsible for damage or loss of items. Please do not leave valuables unattended at any time.

Security: All parties require mandatory security. The Hippodrome will make arrangements at your expense. One officer is required to up to 200 people. Two officers are required for events hosting over 200 people.

Alcoholic Beverages: Alcoholic beverages are not permitted to be sold on our premises. If alcohol is to be served, the bartenders will be hired at your expense with only open bar status.

All events (without alcohol) require a lobby attendant at \$15.00 per hour.

All events where alcohol will be served must have a police officer/sheriff that will serve all alcohol. 40-200 guest require 1 officer / over 200 guests require 2 officers, at an approximate cost of \$40.00 per hour – per officer.

Bartenders are \$25.00 per hour – per bartender

Decorations: All decorations or displays must be approved prior to the event. The following items are not allowed on the premises as decorations: Rice, confetti, birdseed, flower petals. An automatic clean-up fee will be charged. Also, if rooms are left extremely dirty or damaged, a recovery charge will be assessed.

Final Counts & Menu: All counts, and menu selections should be given to The Hippodrome 10 days prior to the event in order to allow for necessary preparation. Count deductions are not allowed after the final count is given.

Linens: All Banquets are automatically charged \$1.50 per person for linens.

Lessee Liability & Responsibility: The Lessee agrees that they assume any/all legal and financial responsibility/liability for the actions, safety, and well-being of any/all attendees (guests, registrants, press, etc.) and other participants (caterers, entertainers, service providers, vendors, etc.) involved in the contracted event and agrees to hold The Hippodrome, its owners, and agents blameless and harmless for same. This responsibility/liability includes, but is not limited to, property damage, personal injury, and criminal liability.

Although we only require proof of liability insurance for corporate events, it is highly recommended that you seek advice from your insurance provider(s) regarding products or coverage they may offer to limit your personal liability in the event of an unexpected incident or problematic situation.

In the event that the Lessee's absence from the event proceedings (including set-up and clean-up) becomes necessary, they may assign a responsible adult(s) (age 18+) to act as their representative(s) or agent(s). Please note that this provision does not remove or limit the Lessee's liability/responsibility in any way. An such individual(s) is acting on your behalf and you will still be held fully responsible/liable for their actions.

Lessee should inspect facility when they arrive and report any problematic situations immediately to The Hippodrome. If you see a problem or situation that you feel you could be charged for later and do not report it immediately, we will have no choice but to assume it occurred during your rental period. It is not necessary to report any pre-existing stains or damage to walls since we inspect the facility after each rental period and note this type of information at that time.

Misuse of the facility, unruly or illegal behavior, failure to observe posted signage, and/or the failure to obey any portion of the provisions contained in this document or your rental contract constitute a breach of contract and may result in actions against the Lessee including, but not limited to, cancellation of the rental period, immediate dismissal/removal from the facility, forfeiture of a portion or all of the Security and/or Cleaning Deposits or other funds already paid, additional fees or charges, and legal actions.

Use of equipment, supplies, facility furniture/fixtures and decorative item, and/or any other items supplied to Lessee by The Hippodrome for use during contracted rental is expected to consist of the "normal" intended use of such items or any other uses specifically described in this document., posted signage, or any other addendum to Lessee's rental contract and is committed only during the duration of the contracted rental period. Put simply, only use these items for what they're supposed to be used for and only use them during your rental period. For example, a chair is NOT a ladder so don't use it as one. The kitchen sink does NOT have a disposal so don't put anything other than liquids down the drain. The trash can liners are for use in our cans so don't take them home or use them to carry gifts or other items to your house. Any improper use or removal of Hippodrome supplied items will result in the forfeiture of your cleaning deposit and/or result in you being billed for additional charges.

Smoking: Chapter 3 794, of the Ohio Revised Code (ORC) prohibits all forms of tobacco smoke in all public places and places of employment and in areas immediately adjacent to ingress or egress of the public place or place of employment. While immediately adjacent is not yet defined, proprietors must assure that smoke does not enter the area where smoking is prohibited through entrances, windows, ventilation systems, or other means.

Any individual shall refuse to immediately discontinue smoking in a public place, place of employment, or establishment, facility or outdoor area declared nonsmoking when requested to do so by the proprietor or any employee of the business.

***Due to Market Conditions All Prices are Subject to Change**



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Deposit Contract

Available
 Rooms

_____ Grand Ball Room _____ Bridal Suite 2nd floor
 _____ Blue Room 2nd floor _____ UST
 _____ Red Room 2nd floor

Name/Contact _____

Co./Organization _____ EMail _____

Address _____

City _____ State _____ Zip _____

Home No. _____ Work No. _____

Cell No. _____ Other No. _____

Alternate Contact(s) _____

Date of Event _____ Check Day M- T- W- TH- F- SAT- SUN

Type of Function _____ No. of Guests _____ Security @ Cost Alcohol Non Alcohol

If Your Event is a Wedding: No. in Wedding Party _____

Bride's Name _____ Groom's Name _____

Wording on Entrance Sign _____

Arrival Time _____ AM PM / Serving Time _____ AM PM

Entertainment Schedule _____ AM PM to _____ AM PM

Security / Lobby Attendent Cost \$ _____ Estimated Total Cost (without Add-ons) \$ _____

Amount of Deposit Enclosed \$ _____ Method of Payment Cash Credit Card Check # _____

I UNDERSTAND THAT ALL DEPOSITS ARE NON-REFUNDABLE AND NON-TRANSFERABLE.

Customer _____ / _____ Date _____
(Print) (Signature)

Witness _____ / _____ Date _____
(Print) (Signature)

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The Hippodrome Wedding Fees

- Pasta with red sauce will be included no cost with buffet as 3rd item.
- Roast Beef or White Fish will be an additional charge of \$2.00/person.
- Set-up fee is \$500 and includes up to 10 hours (schedule 1 week prior).
- Security and bartenders are the responsibility of customer as you are bringing alcohol to the venue for your guests. The venue will book security and bartenders on your behalf, and you can pay them directly or we will add to the bill.

I _____ am aware The Hippodrome Banquet Hall does not have a Liquor License and that I am responsible for all alcohol consumption during event. The Hippodrome and The Mocha House will not have any liability for alcohol use consumption.

- WPD or Trumbull County Sheriff \$40.00/hour
- Bartender \$25.00/hour
- Each additional hour (must be approved in advance) \$200.00
- Bar use Soda, Refrigeration, Cups, Ice \$3.50 per person

Union Square Tower-Ceremonies

This Venue is Owned and Operated By: Mocha House

- Standard fee for ceremony (3) hours with security \$1,300.00
- Use of vault 1 hr ...\$150.00
- Use of 2nd floor Boardroom \$150.00
- Use of Balcony (3) hours \$300.00

Each hour over 3 hours, add an additional \$200. Must be paid in advance

(If Available) Rehearsal 2 hours \$200 Night Before

***Events must be paid in full 1 week before with approved bank check, cash, or credit card. Payment with credit card will incur additional fee of 5%. NO EXCEPTIONS.

Customer(print) _____ Date _____ (sign) _____

Customer acknowledges reading policies & procedures by signing this form.

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