



Frequently Asked Questions

FACILITY AND DECOR QUESTIONS

1. What is included when I reserve a space for a wedding ceremony?

Venue rental fee for a day and a half reservation, standardized wedding set up and tear down, chairs, tables, dance floor, risers, microphone, LCD projection, 8 up-lighting, pipe and drape, 10 hours of staffing between 2 days. Additional charges may apply for audio-visual and/or requested staffing that exceeds the standard wedding set up.

Note: The above information relates to indoor locations only. Access to the venue the day prior for rehearsal, decorating, etc. must be scheduled after 1pm.

2. What is included in the in-house audio/visual system?

Grand Ballroom: 2 projectors, 4 wireless microphones, built-in speakers, iPod hookup

Ballroom A: 1 projector, 2 wireless microphones, built-in speakers, iPod hookup

Ballroom B: 1 projector, 2 wireless microphones, built-in speakers, iPod hookup

Walter Rotunda: 1 projector, 2 wireless microphones, built-in speakers, iPod hookup

Galbreath Chapel: 1 projector, 2 wireless microphones, built-in speakers, iPod hookup

3. What do I receive when I reserve an outdoor space for a wedding ceremony or reception?

When you reserve an outdoor space for a wedding ceremony you are only reserving the space itself. If you need chairs, tables, etc. please contact Ohio University Moving Services or an outside vendor. For audio/visual needs, please contact weddings@ohio.edu.

4. Are there any decoration restrictions/guidelines?

Light levels and colors for emergency egress, exits, and fire alarms shall not be reduced, nor shall those fixtures be covered or obscured. Taping, nailing or gluing is not permitted in the event spaces. If you are wanting to display items such as photos, posters, etc., you may request an easel. If you have specific decoration questions, please feel free to reach out to your event contact.

5. What is your policy about flame lit candles?

Tables will be limited to one candle. Candles must be enclosed in glass, ceramic, etc. and the flame must not exceed the height of the enclosure. Candles must sit on a nonflammable, wide base. No candles may be moved or removed from the tables while lit. No candles may be carried. Candles must be attended at all times. No decorations may be within 12 inches from the candles. Battery operated candles are welcomed.

6. What is your policy on "send-off" lanterns?

Ohio University is inside city limits; therefore, lanterns are not permitted via the Athens County Fire Marshall.

7. What is your policy on sparklers?

Sparklers are permitted in outdoor spaces only, they must be lit and used outside. You must also provide a receptacle to put them in once finished.

8. Would I be able to bring decorations prior to my event?

Based upon date availability, the date is held for half of the day, starting at 1:00pm the day prior to your event.

9. Does Event Services do all set up and tear down of the items you provide?

Yes, Event Services takes care of set up and tear down of items we provided. This includes tables, chairs, dance floor, projector, lighting, and pipe-and-drape. Conference and Event Services works closely with Catering who is responsible for the set up and tear down of linens and requested food and beverages.

You are responsible for any additional set up such as flowers, additional rented items, décor, table numbers, etc., you choose to bring to enhance your event.

10. Is the event space handicap accessible?

Yes, all major event spaces are ADA compliant.

11. What is the cancellation policy for the event space?

Event space must be canceled no later than 30 days in advance. If the event space is not canceled in a timely manner, you will be charged for the space.

12. How far in advance could I change set up and/or guest count?

A final count and layout needs must be communicated to your event coordinator no later than 2 weeks prior to your event.

FOOD AND BEVERAGE

13. What is your catering policy?

If your food cost is over \$250.00 (this includes food, drinks, cups, plates, napkins, etc.) you are required to utilize Ohio University's Catering Services. If you wish to use outside catering, you must be granted exemption by Ohio University Catering Services. To contact Catering for additional information please call 740-593-4035.

14. What if I want alcohol at my event?

If you would like to serve or sell alcohol at your event, you must complete an application. This application must be received at the Baker University Center Administrative Office, Baker 347, at least 5 days in advance of the event serving alcohol and 35 days in advance for events selling alcohol.

PARKING

15. How does parking work?

If you wish to have any parking for your event (for example loading, unloading, or a vehicle remaining on-site during your event) we are happy to coordinate this with Parking Services. Our event coordinators are happy to assist with this process. For more information regarding parking, please contact your event coordinator.

16. Can my guests park over night after my event?

The dark green and purple lots on campus are open for public parking after 5pm on the weekends. This only applies if the lots are not closed for a university event. Your guests could utilize parking within one of the non-metered spaces. Space cannot be guaranteed without a reservation. A map detailing the location of these lots is available at www.ohio.edu/parking/athens/ If you are interested in learning more about transportation options such as renting a bus for your guests, call 740-593-1611 or via email at transportation@ohio.edu.

PAYMENT

17. Who and where do I send my payment to?

There is a 50% non-refundable deposit due when the reservation is placed for all major event spaces. Prior to your event, payment may be received via check, debit or credit card. You may pay over the phone or in person with a card. If you are writing a check, please include your reservation number in the memo line of your check.

After your event you will be sent an invoice from the Bursars Office with your remaining balance. Only checks are accepted. Please make checks payable to Ohio University Event Services. Additional payment information will be included on your invoice.

18. Is there a discount if I am an Ohio University student, staff or faculty member?

There is no discount for guests affiliated with the University. Events are considered internal or external based on the method of payment you use. For example, in order to receive the internal rate, you must use a university account number. Any event that is not being paid for with a university account number is considered an external event.

GENERAL QUESTIONS

19. Can I hire my own vendors?

Yes, you can hire your own vendors with the exception of Catering. Please refer to the list provided in the Conference and Event Services folder for a sampling of vendors in the area.

20. Will there be event staff from Ohio University at my event if I have questions?

Yes, there are student staff who are trained to help with event support who oversee events in all Conference and Event Services venues. If you need assistance during your event you can call 740.593.4000 or stop by the Conference and Event Services desk on the 4th Floor of Baker University Center for further assistance. The staff member you have been working with to finalize your reservations, is not guaranteed to be at your event.

21. What is your policy on animals?

Ohio University does not allow pets in any of the event spaces. Please note: registered service animals are acceptable.