

The  
**BACKSTAGE**  
Event Center



**NICHOLSON'S**  
CINCINNATI'S FIRST & FINEST GASTROPUB

# BACKSTAGE EVENT CENTER

Thank you for considering The Backstage Event Center, in the heart of Downtown Cincinnati's Theater District. The Backstage Event Center is located on the second floor above Nicholson's and The Horse & Barrel Bourbon House. We are directly across the street from the Aronoff Center and within walking distance of all Downtown hotels and popular city attractions.

We have specifically designed our space to provide you and your guests with a one-of-a-kind experience for your wedding reception, rehearsal dinner, business meeting, holiday party or special event.

This second level space features exposed brick, hardwood floors throughout, an art-deco glass elevator, private restrooms and is fully-equipped for any of your audio visual needs.

The Horse & Barrel Bourbon House is located on the first floor. It features a retractable glass panel wall, full sized bar, exposed brick walls, hardwood floors, and lots of charm for your next cocktail party or private dinner.

Tavern Restaurant Group has over 25 years of experience hosting private events. We pride ourselves on understanding how important your event is for you and your guests. Our team is committed to success.

We appreciate your interest in our unique downtown location. We would like to personally invite you to visit the Backstage Event Center and the Horse & Barrel Bourbon House. We look forward to coordinating your event down to the finest detail to provide a wonderful, memorable experience.

**Kelly Schneider**  
*Sales & Event Manager*  
625 Walnut Street  
Cincinnati, OH 45202  
(513) 564 – 9111 *Office*  
(513) 550 – 1869 *Mobile*  
[KSchneider@DineTRG.com](mailto:KSchneider@DineTRG.com)

# BACKSTAGE EVENT CENTER

## Continental Breakfast

**\$9.95 per person**

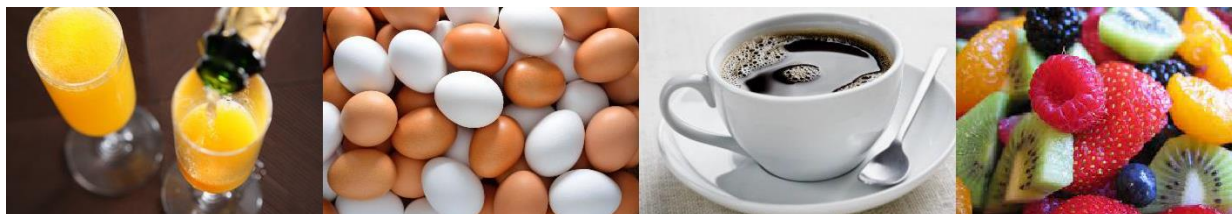
assorted danish & pastries, bagels with cream cheese, whipped butter, yogurt & granola with fresh berries, fresh-cut fruit or fruit basket

### Included

coffee, teas, water, fresh orange juice

### Enhancements

bloody mary	<b>\$7.95 each</b>
mimosa	<b>\$6.95 each</b>
12oz bottled water	<b>\$1.75 each</b>



# BACKSTAGE EVENT CENTER

## Breakfast Buffet

**\$18.95 per person**

farm fresh scrambled eggs

*or*

quiche lorraine (spinach, bacon & swiss cheese)

smoked maple bacon

sausage links

home fries

french toast casserole

assorted pastries and muffins

fresh cut fruit

vanilla yogurt

fresh strawberries & seasonal berries

house made granola

### Included

coffee, teas, water, fresh orange juice

### Enhancements

spiced maple sausage patties **\$2.25 per person**

bloody mary **\$7.95 each**

mimosa **\$6.95 each**

12oz bottled water **\$1.75 each**



# BACKSTAGE EVENT CENTER

## Farm Fresh Breakfast

**\$11.95 per person**  
*(served family-style)*

### Mains

(select one)

scrambled eggs  
quiche lorraine  
breakfast burrito

### Meats

(select one)

bacon  
sausage links  
ham

### Sides

(select two)

biscuits & gravy  
yogurt and granola  
roasted red potato home fries  
french toast casserole  
fruit cup

### Included

coffee, teas, water, fresh orange juice

### Enhancements

bloody mary	<b>\$7.95 each</b>
mimosa	<b>\$6.95 each</b>
12oz bottled water	<b>\$1.75 each</b>



# BACKSTAGE EVENT CENTER

## Executive Break Options

### Mid-Morning Refreshments

**\$6.95 per person**

(select two)

whole fruit	cookies
popcorn	trail mix
potato chips	candy bars
pretzels	granola bars
brownies	mixed nuts

### Mid-Afternoon Refreshments

**\$7.95 per person**

(select two)

vegetable shooters	candy bars
cheese board	brownies
potato chips	cookies
pretzels	tortilla chips & salsa
fruit shooters	

### Beverage Enhancements

**\$5.95 per person**

(select two)

bottled juice	gatorade
red bull	assorted soft drinks
bottled water	

### Suggested Serving Times

mid-morning at 10:00 a.m. - 10:30 a.m.  
mid-afternoon at 2:00 p.m. - 2:30 p.m.

**All breaks include coffee, water, tea**

# BACKSTAGE EVENT CENTER

## Appetizer Platters

~Priced for 25 ~

### **Cocktail Shrimp**

house-made cocktail sauce,  
lemon wedges

**\$95**

### **Cucumber Canapés**

sliced cucumber topped with  
salmon mousse

**\$85**

### **Charcuterie Platter**

salami, prosciutto, capicola  
olives, assorted crackers

**\$95**

### **Caprese Skewer**

mozzarella, tomato, basil,  
extra virgin olive oil

**\$75**

### **Fresh Fruit Platter**

assorted seasonal fruit,  
cream cheese dip

**\$85**

### **Canapés**

charred corn guacamole and  
shrimp on rye toast

**\$80**

### **Cheese Platter**

assortment of domestic cheeses  
& crackers

**\$90**

### **Bruschetta**

cranberry-apple chutney &  
goat cheese

**\$70**

### **Fresh Vegetable Platter**

assortment of crisp vegetables,  
ranch for dipping

**\$85**

### **Belhaven Beer Cheese**

crumbled bangers  
pub crisps & soft pretzels

**\$85**

# BACKSTAGE EVENT CENTER

## Appetizer Platters

~Priced for 25 ~

### **Spinach & Artichoke Dip**

diced tomatoes & pub crisps

**\$90**

### **Mini Crab Cake**

old bay aioli & arugula

**\$99**

### **Smoked Gouda Mac & Cheese**

rotini pasta, smoked gouda sauce

**\$90**

### **Buffalo Chicken Bites**

blue cheese dressing

**\$90**

### **Sliced Ham Slider**

caramelized onions, brioche bun,  
pub mustard, swiss cheese

**\$2.75 each**

### **Pulled Pork Sliders**

Maker's mark bbq, creamy  
coleslaw,  
brioche bun

**\$2.75 each**

### **BBQ Chicken Bites**

house-made makers mark bbq

**\$90**

### **Fried Pickles**

creamy dill dip

**\$85**

### **Mini Meatballs & Marinara**

house-made, topped with  
parmesan and basil

**\$90**

### **Baked Brie**

large brie cheese wheel with fig jam,  
granny smith apples,  
red grapes, assorted crackers

**\$85**



# BACKSTAGE EVENT CENTER

## Soup & Salad Buffet

**\$12.95 per person**

### **Soup**

(select two)

tomato basil  
white chicken chili  
leek & blue cheese

### **Salads**

(select two)

#### **Wedge Salad**

baby iceberg, bacon, pickled red onion,  
granny smith apples, blue cheese dressing

#### **Caesar Salad**

shaved parmesan cheese, garlic croutons,  
house-made caesar dressing

#### **House Salad**

tomato, cucumbers, carrots, shredded cheddar  
(honey balsamic, creamy dill, house-made honey mustard dressing)

### **Salad Additions**

grilled chicken	<b>\$4.95</b>
pan-seared salmon	<b>\$8.95</b>
2 crab cakes per person	<b>\$9.95</b>

# BACKSTAGE EVENT CENTER

## **“Build Your Own” Soup & Sandwich Board**

**\$17.95 per person**

### **Soup**

(select one)

tomato basil  
white chicken chili  
leek & blue cheese

### **Breads**

marble rye  
sourdough  
wheat berry

### **Meats**

shaved roast beef  
honey ham  
smoked turkey

### **Included Additions**

assortment of cheese  
lettuce  
tomato  
onion  
pub mustard  
mayonnaise  
gourmet potato chips  
assortment of jumbo cookies

# BACKSTAGE EVENT CENTER

## Lunch Buffet

**\$18.95 per person**

### Entrees (select two)

#### Oven-Roasted Chicken

white wine lemon sauce,  
lemon pepper

#### Shrimp & Rotini Pasta

tomatoes, basil, white wine garlic  
sauce, fresh mozzarella pearls

#### Center Cut Pork Loin\*

slow-roasted with  
cranberry-apple chutney

#### Pot Roast

slow-roasted in house  
served with root vegetables

#### BBQ Grilled Chicken

maker's mark bbq sauce

#### Fried Haddock

hand-breaded haddock

### Sides (select two)

mashed yukon gold potatoes  
gouda mac & cheese  
creamed corn  
duck fat fries

sautéed mixed seasonal vegetables  
southern-style green beans  
house salad  
caesar salad

*\*consuming raw or undercooked meat,  
seafood, shellfish, or eggs may pose an increased  
risk of foodborne illness*

# BACKSTAGE EVENT CENTER

## Plated Dinners

(includes a mixed green salad, fresh bread & butter)

**\$22.95 per person**

**Oven Roasted Chicken**

maker's mark bbq

**Boneless Pork Loin**

grilled, cranberry-apple chutney

**Fish & Chips**

hand-breaded haddock, slaw  
tarter sauce with duck fat fries

**\$29.95 per person**

**Flat Iron Steak\*\***

pepper corn encrusted in brandy glaze

**Pan Seared Filet of Salmon\***

lemon garlic butter

**Oven Roasted Chicken**

white wine lemon sauce

**\$36.95 per person**

**Pan Seared Filet of Salmon\***

pesto encrusted salmon

**6oz. Filet Mignon\*\***

red wine bordelaise

**Oven Roasted Chicken**

white wine lemon sauce

**Choose two sides to complement your entrée selection**

mashed yukon gold potatoes, green beans, asparagus  
sweet potato mash, broccolini (seasonal)

***In order to ensure a quality guest experience please provide the quantities of each entree selection two weeks prior to the event.***

*\*consuming raw or undercooked meat, seafood, shellfish, or eggs may pose an increased risk of foodborne illness*

*\*\*all steaks are cooked to medium*

# BACKSTAGE EVENT CENTER

## **“Duet” Plated Dinner**

(includes a mixed green salad, fresh bread & butter)

**\$29.95 per person**

*two smaller portioned entrees paired together  
with mashed yukon gold potatoes and green beans*

### **Entrees**

(select two)

#### **Oven-Roasted Chicken**

white wine lemon cream sauce

#### **Pan Seared Filet of Salmon\***

with lemon garlic butter

#### **Flat Iron Steak\*\***

with red wine bordelaise

#### **3oz Filet Mignon\*\***

with red wine bordelaise

*add \$4*

*\*consuming raw or undercooked meat,  
seafood, shellfish, or eggs may pose an increased  
risk of foodborne illness*

*\*\*all steaks are cooked to medium*

# BACKSTAGE EVENT CENTER

## Dinner Buffet or Family Style

(includes a mixed green salad, fresh bread & butter)

**\$29.95 per person**

*Family-style will be placed at your table  
in serving bowls like a family gathering*

### Entrees

(select two)

#### Oven-Roasted Chicken

white wine lemon sauce  
maker's mark bbq, lemon pepper

#### Shrimp & Rotini Pasta

tomatoes, basil, white wine garlic  
sauce

#### Flat Iron Steak\*\*

red wine bordelaise, herb butter

#### Pan Seared Filet of Salmon\*

lemon garlic butter

#### Center Cut Pork Loin\*

slow-roasted, cranberry apple chutney

#### Pot Roast

slow-roasted in house

#### 4oz. Filet Mignon\*\*

red wine bordelaise  
*add \$6*

### Sides

(select two)

mashed yukon gold potatoes

gouda mac & cheese

herb roasted red potatoes

duck fat fries

sweet mashed potatoes

creamed corn

oven-roasted asparagus

oven-roasted buttered carrots

sautéed mixed seasonal vegetables

southern-style green beans

*\*consuming raw or undercooked meat, seafood, shellfish,  
or eggs may pose an increased risk of foodborne illness*

*\*\*all steaks are cooked to medium*

# BACKSTAGE EVENT CENTER

## The Whole Hog

*A Nicholson's Favorite*  
Gastropub-style pig roast

**\$45 per person**  
*(minimum of 40 guests)*

This family-style favorite is great for all ages.

### **Includes**

slow-roasted pig stuffed with fresh seasonal ingredients  
pickled vegetable tray  
smoked gouda mac & cheese  
mashed potatoes with herbed butter  
sautéed seasonal mixed vegetables  
green beans  
fresh baked bread & butter

**Our culinary team will work with you to  
build a customized pig roast menu.**

*~additional charges may apply~*



# BACKSTAGE EVENT CENTER

## Desserts

### **Assorted Mini Dessert Tray**

\$130 50 pieces  
brownie  
assorted cheesecake

### **Seasonal Cobbler or Sticky Toffee Pudding**

\$3.50 per person

### **Jumbo Cookies**

\$2.75 per cookie  
chocolate chip  
peanut butter  
oatmeal raisin

### **Chocolate Dipped Strawberries**

\$35 dozen

### **Schneider's Sweet Shop Homemade Ice Cream**

\$5.95 two scoops  
seasonal options

### **Graeter's Ice Cream**

\$5.95 two scoops  
black raspberry chip

### **Vanilla Ice Cream**

\$1.95 one scoop



# BACKSTAGE EVENT CENTER

## Bar Options

### Silver Level

**\$6.50 per drink**

Smirnoff Vodka,  
Jim Beam Bourbon  
Beefeater Gin  
Cruzan Light Rum  
Dewar's Scotch  
Sauza Silver Tequila

### Gold Level

**\$8 per drink**

Grey Goose Vodka  
Maker's Mark Bourbon  
Bombay Sapphire Gin  
Captain Morgan Rum  
Johnny Walker Red Scotch  
1800 Silver Tequila

### Red Wine

*by the glass/bottle*

Meiomi Belle Glos - Pinot Noir \$9.50/\$38

Parducci - Merlot \$7.50/\$30

Conundrum - Red Blend \$10/\$40

Chateau Ste Michelle - Cabernet Sauvignon \$10/\$40

### White Wine

*by the glass/bottle*

J Lohr Bay Mist - Riesling \$6/\$24

Sartori Di Verona - Pinot Grigio \$7/\$28

Villa Maria Private Bin - Sauvignon Blanc \$9/\$36

Chateau Ste Michelle "Indian Wells" - Chardonnay \$10/\$40

### Beer

**\$2.95 each**

Budweiser  
Bud Light  
Miller Light  
Michelob Ultra

**\$4.95 each**

Sierra Nevada  
Shiner Bock  
Amstel Light  
Corona

**\$5.95 each**

Bell's Two Hearted  
Crabbies  
Rhinegeist Zen  
Madtree Psychopathy

# BACKSTAGE EVENT CENTER

## Bar Packages

### Package Options

<b>Time Frame</b>	<b>Beer &amp; Wine</b>	<b>Silver Level</b>	<b>Gold Level</b>
2 hour	\$30 per person	\$35 per person	\$40 per person
3 hour	\$35 per person	\$40 per person	\$45 per person
4 hour	\$40 per person	\$45 per person	\$50 per person
5 hour	\$45 per person	\$50 per person	\$55 per person

### Beer & Wine

Budweiser	Sierra Nevada	Bell's Two Hearted
Bud Light	Shiner Bock	Crabbies
Miller Light	Amstel Light	Rhinegeist Zen
Michelob Ultra	Corona	Madtree Psychopathy

### Red Wine

Meiomi Belle Glos - Pinot Noir  
Parducci - Merlot  
Conundrum - Red Blend  
Chateau Ste Michelle - Cabernet Sauvignon

### White Wine

J Lohr Bay Mist - Riesling  
Sartori di Verona - Pinot Grigio  
Villa Maria Private Bin - Sauvignon Blanc  
Chateau Ste Michelle "Indian Wells" - Chardonnay

### Silver Level Package

*All Beer & Wine plus the following liquors*

Smirnoff Vodka	Jim Beam Bourbon	Beefeater Gin
Cruzan Light Rum	Dewar's Scotch	Sauza Silver Tequila

### Gold Level Package

*All Beer & Wine, Silver Package, plus the following liquors*

Grey Goose Vodka	Maker's Mark Bourbon	Bombay Sapphire Gin
Captain Morgan Rum	Johnny Walker Red	1800 Silver Tequila

# BACKSTAGE EVENT CENTER

## Services & Fees

### Standard Services

*(included)*

farm tables and chairs  
black napkins  
china, silverware, glassware  
crystal votive center piece

### Additional Services

*(additional charges apply)*

premium linens & napkins in color of your choice (price dependent on color)  
6 foot round tables, seats 10 \$10  
outside desserts \$1 per person (provided by a bakery only)  
chef present during your event \$85  
bourbon/scotch tasting instructor \$75  
bar set up \$75 per bar  
champagne toast \$4 per person  
valet parking Friday & Saturday starting at 6:00 p.m. \$10 per car  
valet parking Sunday-Thursday starting at 6:00 p.m. \$10 per car (25 car minimum)

### Audio/Visual

mounted LCD projector, 85" projection screen & speakers, \$50  
portable projector, 60" screen & speakers \$50  
easel: \$15  
podium: \$25  
wireless microphone \$50

### Deposit/Cancellation

The Backstage Event Center requires a non-refundable deposit of \$200 payable upon signature of the event policy agreement. Should you cancel within 30 days of your event, you will be charged the full venue fee. Should you cancel within 10 days of your event, you will be charged the full venue fee and food & beverage minimum.

### Payment

A payment of 50% of the food and beverage minimum is required 7 days prior to event. Food and beverage minimum does not include tax and fees added to the final bill. Balance of food and beverage, any overages in final guest count or any additional charges will be due at the conclusion of the event. A 20% gratuity, 3% service fee & 7% Ohio state tax will be automatically added to the final bill. This fee represents a service charge for service staff employees, service bartenders and event coordinator. Payments may be made by: American Express, Discover, Master Card, Visa, money orders, certified checks or cash.

# BACKSTAGE EVENT CENTER

## Minimums & Venue Fees

### **Backstage Event Center:**

Accommodates 110 seated, 140 cocktail or reception style

#### **Monday - Friday 8:00am-4:00pm**

\$100 venue fee + \$500 food/beverage minimum

#### **Saturday & Sunday 8:00am-4:00pm**

\$250 venue fee + \$750 food/beverage minimum

#### **Sunday - Thursday evening**

\$250 venue fee + \$1000 food/beverage minimum

#### **Friday & Saturday evening**

\$500 venue fee + \$2000 food/beverage minimum

Venue fees include 5 hour room rental, each additional hour \$125

### **Horse & Barrel Bourbon House**

Accommodates 45 seated, 65 reception style

#### **Tuesday - Friday 8:00 A.M - 3:30 p.m.**

\$100 venue fee, \$500 food and beverage minimum

#### **Sunday & Monday**

\$250 venue fee, \$750 food & beverage minimum

Venue fees includes 5 hour room rental, each additional hour \$125

Pricing for Tuesday through Saturday evenings is available upon request

### **Entire Building Buy-Out**

Nicholson's, Horse & Barrel and Backstage Event Center

#### **Contact sales & event manager for details**

Includes 4-course dinner and three drinks per guest

*(Maximum of 300 guests)*



# BACKSTAGE EVENT CENTER

## Driving Directions

### **From the Greater Cincinnati Airport**

Take I-275 East to I-75 North. Cross the bridge into Ohio and take the 5<sup>th</sup> Street Downtown exit. Follow 5<sup>th</sup> Street to Vine Street and turn left onto Vine, then right onto 7<sup>th</sup> Street and, finally, a right onto Walnut. Our location will be on Walnut Street between 6<sup>th</sup> and 7<sup>th</sup> Street directly across from the Aronoff.

### **Traveling I-75 South From North of Cincinnati**

Take the 7<sup>th</sup> Street exit. Follow 7<sup>th</sup> Street to Walnut Street and take a right. Our location will be on Walnut Street between 6<sup>th</sup> and 7<sup>th</sup> Street directly across from the Aronoff.

### **Traveling I-75/I-71 North From Kentucky**

Take I-75 North. Cross the bridge into Ohio and take the 5<sup>th</sup> Street Downtown exit. Follow 5<sup>th</sup> Street to Vine Street and turn left onto Vine, then right onto 7<sup>th</sup> Street and finally a right onto Walnut. Our location will be on Walnut Street between 6<sup>th</sup> and 7<sup>th</sup> Street directly across from the Aronoff.

### **Traveling I-71 South From North of Cincinnati**

Take the Gilbert Avenue exit. Follow Gilbert Avenue into Downtown Cincinnati passing the Horseshoe Casino. Gilbert Avenue will eventually become 8<sup>th</sup> Street. Take 8<sup>th</sup> Street to Walnut Street and take a left onto Walnut. Our location will be on Walnut Street between 6<sup>th</sup> and 7<sup>th</sup> Street directly across from the Aronoff.

### **From Batavia, Taking I-275 into Kentucky**

Take I-471 North across the Bridge into Ohio and take the 6<sup>th</sup> Street exit into Downtown Cincinnati. Follow 6<sup>th</sup> Street to Main Street and turn right onto Main. Then turn left onto 8<sup>th</sup> Street, left onto Walnut Street. Our location will be on Walnut Street between 6<sup>th</sup> and 7<sup>th</sup> Street directly across from the Aronoff.

### **Traveling SR-50 West (Columbia Parkway) from East Cincinnati**

Take the 6<sup>th</sup> Street exit into Downtown Cincinnati. Follow 6<sup>th</sup> Street to Main Street and turn onto Main. Then, turn left onto 8<sup>th</sup> Street, left onto Walnut Street. Our location will be on Walnut Street between 6<sup>th</sup> and 7<sup>th</sup> Street directly across from the Aronoff.

### **Traveling I-471 North from Kentucky**

Take I-471 North across the Bridge into Ohio and take the 6<sup>th</sup> Street exit into Downtown Cincinnati. Follow 6<sup>th</sup> Street to Main Street and turn right onto Main. Then turn left onto 8<sup>th</sup> Street, left onto Walnut Street. Our location will be on Walnut Street between 6<sup>th</sup> and 7<sup>th</sup> Street, directly across from the Aronoff.

# BACKSTAGE EVENT CENTER Downtown Parking Lots & Map

(Parking averages \$10 per car)

## **ABM Parking lots**

Corner 7<sup>th</sup> & Main

Corner 8<sup>th</sup> & Walnut

## **Olympic Parking Garage**

(Look for closing times)

7<sup>th</sup> Street between Walnut & Main

## **All Pro Parking Lot**

Corner of 7<sup>th</sup> Street & Vine Street

## **501 Parking Garage**

Corner of 5<sup>th</sup> and Walnut Street

## **601 Parking Garage**

Vine Street between 6<sup>th</sup> & 7<sup>th</sup> Street

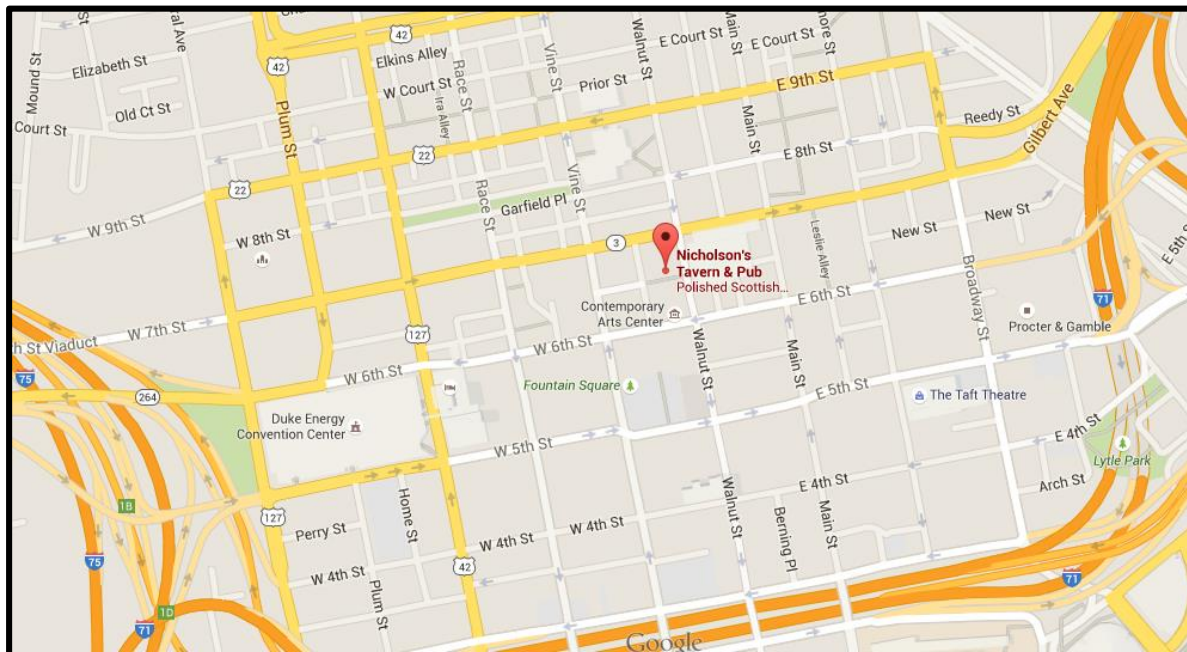
## **Fountain Square Parking Garage**

Walnut Street between 5<sup>th</sup> & 4<sup>th</sup> Street

## **Valet Parking Service Provided By Star Parking**

625 Walnut Street, Cincinnati, Ohio 45202 513-564-9111

[www.nicholsonspub.com](http://www.nicholsonspub.com)



# BACKSTAGE EVENT CENTER

## Preferred Vendors

We offer a complete private event-planning experience. This includes access to an array of audio/video and floral options. Our Event Coordinator will work with you and our vendors below to ensure every detail exceeds your expectations.

### Audio/Video Services



[WWW.prestigav.com](http://WWW.prestigav.com)

### Floral Services

#### *A Garden View Florals*

Custom Fresh, Dried, Silk  
Arrangments, Planters & Special Request

**Jeanne Hyde**

513-675-7465

[agardenviewflorals@fuse.net](mailto:agardenviewflorals@fuse.net)

### Photographer

ben elsass

PHOTOGRAPHY

[benelsassphotography.com](http://benelsassphotography.com)



# BACKSTAGE EVENT CENTER

## Preferred Vendors

### Music

#### The Otten Brothers

Modern Bride Magazine named The Otten Brothers one of the 150 best wedding bands in the country in 2015!

513-602-1623

### Lighting

#### Innovative Lighting

Innovative Thinking in Wedding & Party Lighting

513-659-9293

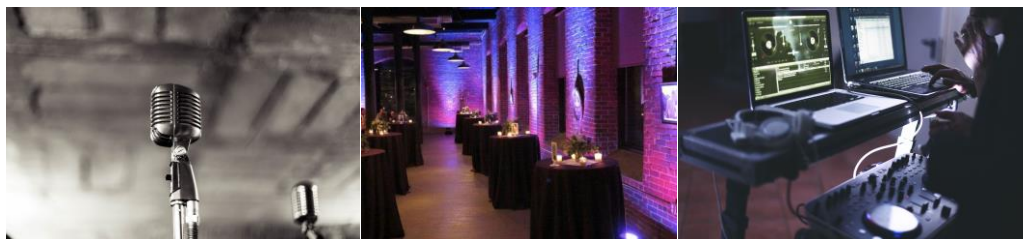
[WWW.Innovativelightingservices.com](http://WWW.Innovativelightingservices.com)

### DJ

#### Queen City DJs

513-659-9293

[WWW.queencitydjs.com](http://WWW.queencitydjs.com)





# BACKSTAGE EVENT CENTER

## Frequently Asked Questions

**What is the charge for Kids meals?** Ages 10 and under for buffet \$10.95. We offer kids' menu items. Details available upon request.

**What Gluten-free items do you offer?** We do offer Gluten-friendly items. Details available upon request.

**Are you able to accommodate Special Dietary needs, Vegetarian selection, Vegan selections?** Our culinary team will work with you to build a customized menu.

**Will the sales manager be working our event?** If the sales manager is not available, our event manager will be available to fulfill your requests.

**Do you offer high chairs or Booster seats?** Yes.

**Do you have a changing table?** Yes, changing tables are located in the ladies' restroom.

**Is a deposit required to reserve the Event Center?** Yes, a \$200.00 deposit is required with the signing of the contract. The \$200 deposit will be deducted from the total bill the night of your event.

**Can we decorate the Event Center?** Yes, decorations are allowed in the Event Center. Items are not allowed to be tacked, nailed, or stapled into any part of the Event Center.

**How much time is allowed for decorating and set-up?** One hour before the event start time, unless other arrangements are made.

**Can we bring in items for early storage?** You may bring or ship items to the Event Center. We will store your items in a locked room, up to one week before your event.

**Can we bring our own food or beverage into the Event Center?** No outside beverage is permitted. You may bring in a cake or dessert from a bakery only. Backstage Event Center charges a \$1 per person fee, if you choose to bring in your dessert from a bakery.

**Do you have required vendors?** No, however, we can provide you with our list of preferred florists, DJs, bands etc.