

THE
GROVE
OF SPRINGFIELD TOWNSHIP
BANQUET & EVENT CENTER

It's all in the
Details

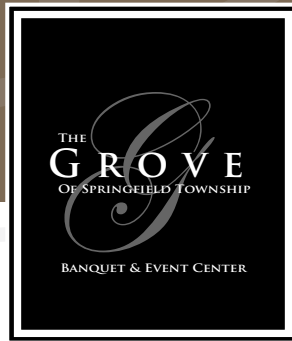


Make your event
Special

Call 513-522-1154 To Schedule Your Personal Tour

WWW.SPRINGFIELDTWP.ORG/THEGROVE.CFM

9158 Winton Road | Springfield Township | Ohio | 45231



*W*elcome to The Grove of Springfield Township - we appreciate your interest in our banquet hall for your upcoming event.

Nestled in the quiet green of the Springfield Township Administration Complex, The Grove will be the perfect place for your wedding reception, family reunion, prom, corporate event and more. Customer service is our priority. Our professional and courteous staff will assist in every detail to make your experience at The Grove a success.

Within this brochure, you will find all the information you need to begin your planning process. I encourage you to contact me with any questions or to set up an appointment to view our facility.

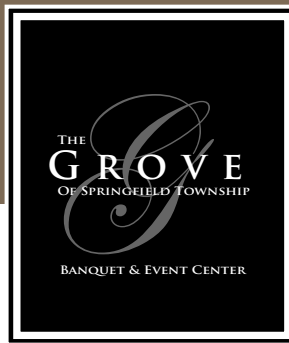
Again, thank you for your interest in The Grove of Springfield Township, and I look forward to working with you.

Sincerely,

Thom Schneider
Facilities Director

513-522-1154
tschneider@springfieldtwp.org
www.springfieldtwp.org





ABOUT THE GROVE

Owned and operated by Springfield Township, the income generated by event rentals supports the Township Senior and Community Center.

The Grove is conveniently located in the heart of Hamilton County, just 15 minutes from downtown Cincinnati with easy access to Ronald Reagan Highway, I-75, I-275, Winton Road, Hamilton Avenue and Route 4.

Capacity for up to 300 individuals

Ample free and lighted parking

Private bride's powder room

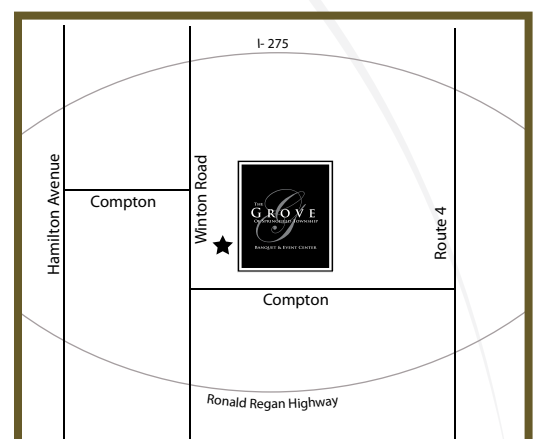
Outdoor patio area

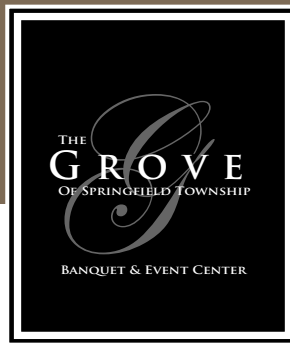
35' x 35' dedicated dance floor

Coat room

Audio system with handheld and/or lapel wireless microphone and CD player

Video screens, pipe & drape, upgraded linens, stanchions, lighting packages and custom staging is available for an additional fee.





Rental Rates

CATERED RECEPTIONS PACKAGE

Perfect for wedding receptions, reunions, proms and other events for up to 300 guests requiring the use of one of our approved caterers.

PACKAGE INCLUDES:

- Five hour event
- Room set-up with tables, chairs and staging area by design
- White, ivory or black linen tablecloths for all tables
- Choice of 10 standard linen napkin colors
- Professional staff service throughout event
- 8'w x 8'l x 2'h skirted stage

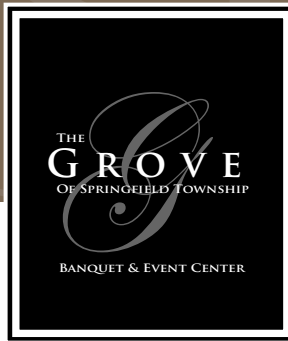
FRIDAY & SATURDAY EVENTS

\$1,200; \$75 PER ADDITIONAL HALF-HOUR

SUNDAY TO THURSDAY EVENTS

\$950; \$50 PER ADDITIONAL HALF-HOUR

Rental time includes an additional two hours immediately prior to the event time for decorating and one hour immediately following the event for tear down. Additional decorating or clean-up time requiring additional staff is available for \$50 per hour. 85" x 85" tablecloths are used for guest tables. Round 110" tablecloths and additional linen colors are available by quote. Staging may be upgraded to measurements up to 12' x 24'.



Rental Rates

FAMILY AFFAIRS PACKAGE

Our Family Affairs package is designed for family reunions and other events when home cooking is the only thing that will hit the spot. Friday evenings and Saturdays are unavailable for the Family Affairs rate tier.

PACKAGE INCLUDES:

- Four hour rental, including set-up, event time and clean-up
- Standard room set-up; twenty round tables with 10 chairs around each table; 3 serving tables
- Access to refrigeration and ice machine

SUNDAY TO THURSDAY EVENTS

\$600; \$32.50 PER ADDITIONAL HALF-HOUR

FRIDAY EVENTS (UP TO 2 P.M.)

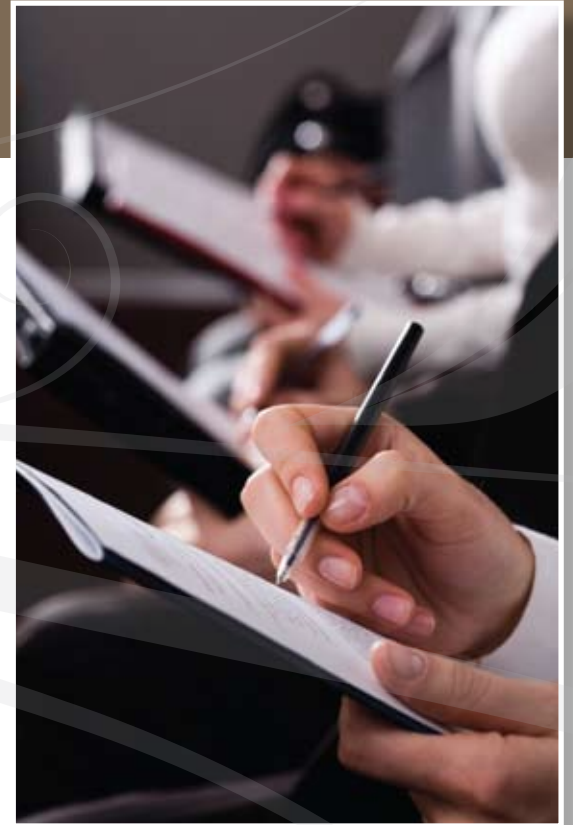
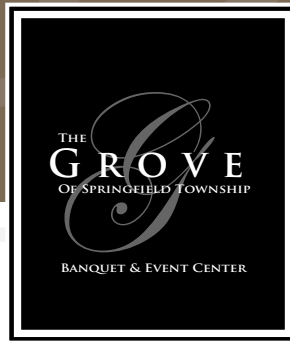
\$700; \$42.50 PER ADDITIONAL HALF-HOUR

*Client is responsible for set-up, linens, bussing of tables and the removal of trash.
Linens available for rent at established rates.*

Alternate set-up, additional table/chairs or linen set-up subject to \$100 set-up fee.

If alcohol service is desired, service must be purchased through Springfield Township at established rates.

Client may also select from our Approved Caterers List for meal service. "A La Carte" items may also be added at the established rental rates.



Rental Rates

THE MEETING PLAN

Whether it be a business seminar, training session or a spiritual service, The Meeting Plan is perfect for those functions not requiring meal service.

PACKAGE INCLUDES:

- Four hour event; including standard room set-up with 20 round tables, 10 chairs per table; event time; and clean-up

SUNDAY TO THURSDAY EVENTS

\$500; \$25 PER ADDITIONAL HALF-HOUR

FRIDAY EVENTS (UP TO 2 P.M.)

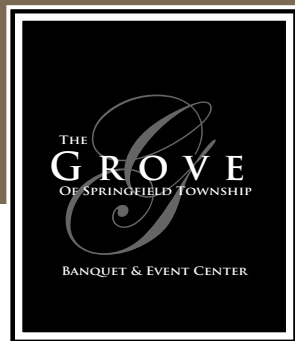
\$600; \$30 PER ADDITIONAL HALF-HOUR

The client is responsible for the removal of any trash.

Linens and "A La Carte" items may also be added at the established rental rates.

Alternate set-up: additional table/chairs or linen set-up available for an additional fee.

Beverages must be purchased through Springfield Township at established rates if desired.



Beverage Service

BEVERAGE ATTENDANTS

(Five hour service)

All beverage services require one Springfield Township Beverage Attendant of every 150 guests.

\$125 PER ATTENDANT - \$25 PER ADDITIONAL HOUR PER ATTENDANT

THE GROVE REFRESHMENT PACKAGE

(Five hour service)

Assorted soft drinks, iced tea, and water. Includes disposable glassware, beverage napkins, lemon wedges and sweeteners.

\$3.50 PER GUEST - \$1 PER GUEST PER EACH ADDITIONAL HOUR

ADD ANY OF THESE SERVICES TO THE GROVE REFRESHMENT PACKAGE:

DOMESTIC BEER & WINE SERVICE

Adds domestic beer and house wine to **Refreshment Package** for guests over 21

\$4.50 PER GUEST OVER 21
(Four-hour service)

\$1 PER GUEST PER EACH
ADDITIONAL 30 MINUTES

*Guests may upgrade to
imported beer for an
additional \$1 at the bar.*

IMPORT BEER SERVICE*

Adds imported beer to
the Domestic Beer &
Wine Service Package

\$2.50 PER GUEST OVER 21
(Four-hour service)

50¢ PER GUEST PER
EACH ADDITIONAL
30 MINUTES

MIXED DRINKS - WELL*

Adds mixed drinks
using well alcohols
to Beer and Wine
Service

\$5.50 PER GUEST OVER 21
(Four-hour service)

\$1.25 PER GUEST PER
EACH ADDITIONAL
30 MINUTES

*Guests may upgrade to
premium alcohols for an
additional \$2 at the bar.*

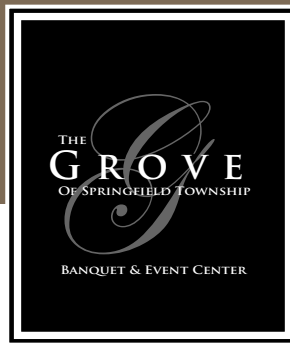
MIXED DRINKS - PREMIUM*

Adds mixed drinks
using premium
alcohols to Beer and
Wine Service

\$7.50 PER GUEST OVER 21
(Four-hour service)

\$1.75 PER GUEST PER
EACH ADDITIONAL
30 MINUTES

**Requires purchase of
Domestic Beer and Wine
Package*



Beverage Service

Continued

OTHER SERVICES

- All beverage packages include potato chips and pretzels.
- Complimentary champagne toast for the bridal party is included with the purchase of any alcohol package.
- Additional champagne and plastic champagne glasses are available for purchase.

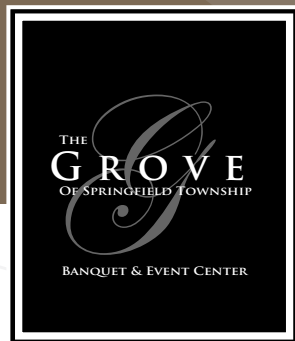
CASH BAR AND DRINK TICKETS

If you choose not to purchase an open bar package, cash bar and drink ticket options are available:

SOFT DRINKS/WATER	\$1.00
DOMESTIC BEER	\$3.00 (<i>Budweiser, Bud Lite, Miller Lite</i>)
IMPORTED BEER	\$3.50 (<i>Corona, Heineken</i>)
HOUSE WINE	\$3.00 (<i>Chardonnay, Moscato, Pinot, White Zinfandel, Merlot, Cabernet</i>)
MIXED DRINKS - WELL	\$4.00 (<i>Smirnoff, Gordon's, Castillo, Grant's, Jim Beam, Seagram's, Dekuyper, Montezuma.</i>)
MIXED DRINKS - PREMIUM	\$5.00 (<i>Absolut, Bacardi, Cointreau, Crown Royal, Dewars, Disaronno, Hennessy, Jack Daniels, Jose Cuervo, Markers Mark and Triple Sec.</i>)

Includes tonic water, club soda, dry & sweet vermouth, cranberry & orange juices, sour mix, cherries, limes, lemons and olives.

Prices may be subject to change based on market conditions and are guaranteed upon signing of the beverage contract thirty days prior to the event. Prices quoted include a sales tax. Springfield Township reserves the right to substitute alternate beverage selections. Springfield Township reserves the right to control alcohol consumption. All beverage attendants are TIPS certified.



Approved Caterers

CATERED RECEPTIONS

When you book your reception at The Grove Banquet Hall, you have a large selection of caterers to choose from, allowing you to fully customize your event. Whatever your budget, there is a menu for you.

The following caterers have been pre-approved for providing food at a paid catered event at the Grove Banquet Hall. If your preferred caterer is not on the list, please call Thom Schneider at 522-1154 and ask how your caterer can be added to the selections here.

A TASTE OF CLASS
CATERING
481-3663

ALL THINGS CATERED
894-1400

AUNT FLORA'S HOUSE
OF SOUL
791-7431

BE CREATIVE
859-586-4201

CINCINNATI CATERING
541-2626

CHEF'S CHOICE
489-6006

DESTINY'S CATERING
603-1388

HAMMANN'S CATERING
858-3237

HILVER'S CATERING
681-2135

LAROSA'S - FINNEYTOWN
931-4091

MONTGOMERY INN
852-6734

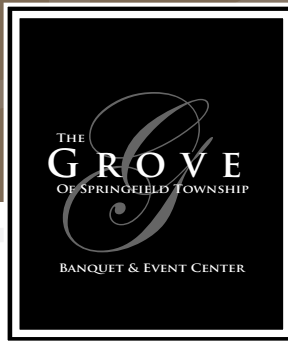
RAFFEL'S CATERING
563-9996

SCHMIDT'S MEATS
AND CATERING
522-4443

VILLAGE PANTRY
965-0511

VONDERHAAR'S CATERING
554-1969





Ala Carte Rentals

With the exception of those marked by an astrics, A La Carte items includes setup and removal.

FOR THE TABLE

CHARGERS	\$1.50 EACH
<i>Gold or Pewter</i>	
CHAIR COVERS WITH SASH	\$3.50 PER CHAIR
TABLE RUNNERS	\$2.00 EACH
	<i>\$10 delivery charge on orders less than 50 pieces</i>

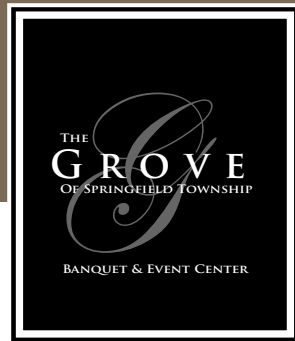
LINEN RENTALS

	<u>CATERED RECEPTIONS</u>	<u>FAMILY AFFAIRS/MEETING PLAN</u>
Square or Rectangular Tablecloths (<i>white</i>)	Included in plan	*\$5.50 each
Square or Rectangular Tablecloths (<i>black, ivory</i>)	Included in plan	*\$6.50 each
Round 110" Tablecloths (<i>white, black, ivory</i>)	\$5.00 each upgrade	*\$12.00 each
Round 120" Tablecloths (<i>black, white</i>)	\$7.50 each upgrade	*\$15.00 each
Napkins (<i>choice of 10 standard colors</i>)	Included in plan	*\$1.00 each
Table Skirts (<i>black only</i>)	Included in plan	*\$5.50 each

** Linen rental pricing for Family Affairs and Meeting Plan packages do not include set-up. Prices and selections subject to change. Client agrees to pay for replacement of any item deemed by the vendor to be lost or destroyed at vendor's billed cost plus 10%.*

AUDIO VISUAL

80" MOVIE SCREEN	\$25
PROJECTOR	\$25
22" TV/DVD ON STAND	\$50 PER DAY



UTILITY

PIPE AND DRAPE \$30 PER 12'L SECTION

7' to 12' adjustable height and width with black drape

SKIRTED STAGE \$50 PER 4'X4' SECTION

12'l x 24'w x 2'h (Or any 4' x 4' configuration - up to 18 stage sections)

STANCHIONS \$10 EACH

LIGHTING PACKAGES

CUSTOM MONOGRAM \$250

SPLASH OF COLOR PACKAGE \$250

Basic uplighting around the room in the color of your choice

BASIC ENTRANCE PACKAGE \$350

2 Automated lights at entry (moves and changes color)

PIN LIGHTING PACKAGE \$400-\$500

Highlight your centerpieces from above; 10 tables \$400; 20 tables \$500

PERSONAL TOUCH PACKAGE \$600

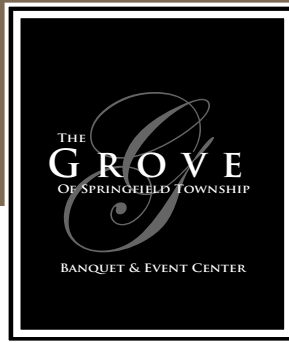
2 Automated lights at the entry, cake lighting and custom monogram

COLOR BLAST PACKAGE \$700

LED uplighting around the room in the color of your choice

PIN LIGHTING PLUS PACKAGE \$750

Pin lighting for 20 tables, cake table & custom monogram



The Grove Rental Policies

REQUESTING A HOLD

A reservation request or a tentative hold will be made with the Springfield Township Senior/Community Services Director. A request/hold shall be valid for up to three (3) weeks and does not confirm the date indefinitely. All requests/holds will be released after three weeks unless an appointment for a signed rental contract and deposit is made. Clients are responsible for knowing the expiration date of their request/hold.

RESERVING THE DATE

All Grove reservations will be made with the Springfield Township Senior/Community Services Director. A 50% deposit is required at the time the facility is booked and the rental contract is signed. For reservations less than 30 days prior to the event, the entire rental fee is due at the time of the reservation.

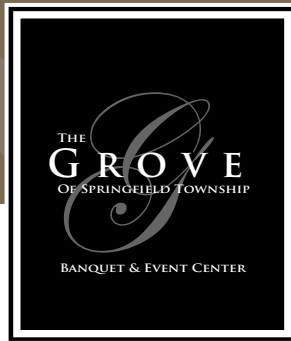
PAYMENT SCHEDULE

The balance of the rental fee is due no later than 30 days prior to the event. If the client has not paid the entire rental fee 30 days prior to the event, a 10% late fee on the remaining balance shall apply. Springfield Township may consider the event cancelled if the full payment is not received within ten days prior to the event and will keep all deposits and fees paid.

Set-up fees for Family Affairs and Meeting Plan events are due in full at the time of rental contract signing.

Rental and other fees may be paid by cash, check, money order or credit card (Visa, Master Card or Discover). A 3% processing fee will be added to all credit card payments.

Clients will be required to provide a photo ID (valid driver's license or state ID card) at the rental contract signing. Springfield Township may exercise the right to require a valid credit card number to be used as a security deposit against damages or overtime charges. If additional charges are required, the total amount will be subject to a 3% processing fee.



BEVERAGE PACKAGE TIME LINE

Beverage package order, preliminary guest list (with guests 21 and over highlighted) and a 50% deposit are required at least 30 days prior to the event. The remaining balance and final guest list (with guests under 21 years highlighted) is due at least 10 days prior to the event. If not received at least 10 days prior to the event, a 10% late fee on the remaining balance shall apply. If order is less than 30 days prior to the event, the entire balance for the beverage package will be due at the time of order.

LINEN SELECTION TIME LINES

Selection of linen colors for Catered Events is due no later than 30 days prior to the event. Linen rental orders for Family Affairs and Meeting Plan events are due no later than 10 business days prior to the event to guarantee orders; full payment will be required at time of order.

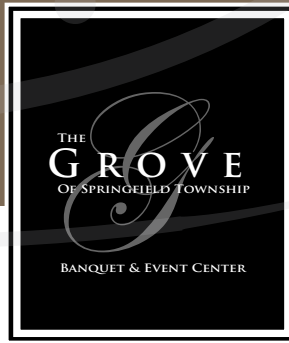
CANCELLATION

Clients requesting to cancel a booked event may request Springfield Township to place their reserved date up for re-rental. Springfield Township will refund all rental payments received, less a \$50 processing fee, if the date is re-rented. The client will be responsible for the full rental payment if the date cannot be re-rented. Payment of beverage packages, linen rentals and set-up fees will be forfeited for any rental canceled less than 30 days prior to the event date.

SET-UP

Catered Reception clients or those rentals requiring special set-ups are required to notify the Senior/Community Services Director no later than 10 business days prior to the event on furniture placement. A final guest count is needed by this date.

Any equipment required by the client that is not listed must be secured through an outside vendor by Springfield Township at the client's expense. If an outside vendor is used, Springfield Township staff must supervise set-up and tear-down of all equipment. Additional staffing fees may be assessed.



DECORATIONS

To protect The Grove from potential damage, unless approved by the Senior/Community Services Director in writing, the following decoration guidelines shall apply:

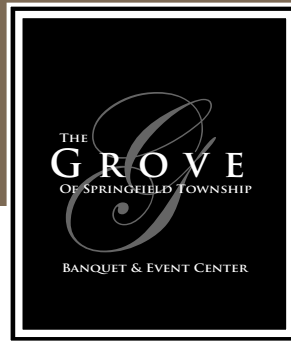
- All decorations, signs, etc. must be freestanding. No tape, tacks, nails, staples or other adhesive or fastening device may be used on walls, doors, windows, ceilings or furniture.
- Unless approved in writing by the Senior/Community Services Director, no ground or hanging signage is permitted on the outside of The Grove or anywhere where on the Springfield Township campus.
- Open flames are not permitted. Candles may be used if enclosed in glass or non-flammable holder. The container must be higher than the tip of the candle's flame.
- Smoke effects, fog machines, explosives or pyrotechnics are NOT permitted.
- Rice, confetti, birdseed, sand, glitter, metallic table scatters, confetti, silly string and aerosol fun spray are NOT permitted.

Unless approved in writing by the Senior/Community Services Director, the client is required to remove all decorations immediately following the event. Failure to do so may result in additional clean-up fees.

CATERED RECEPTION EVENTS

For catered receptions, only those meeting the Township's approved catering policy may supply meal service. Clients wishing to select an alternate caterer not on the approved catering list may appeal to the Senior/Community Services Director. Provided that caterer meets and agrees to all terms of the Approved Caterer Policy and is certified by the Township Law Director and Township Trustees, the Senior/Community Services Director may authorize the use of the alternate caterer.

Please note that the agreement between the approved caterer and Springfield Township includes a 10% commission on gross food sales paid by the caterer to the Township. Caterers may or may not choose to pass this charge on to the rental client. If you have



any concerns, please discuss this with your chosen caterer.

FAMILY AFFAIRS EVENTS

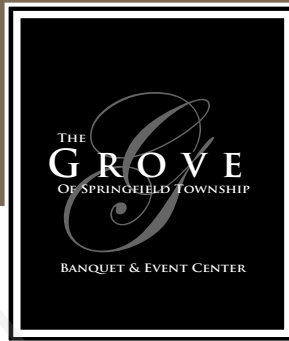
Clients renting The Grove under the Family Affairs Event package agree that hosts and/or guests preparing and serving the food themselves will follow the guidelines set by the Hamilton County Board of Health. Clients may also select any of the Grove's approved caterers for meal service. If it is determined that those renting under this classification have, in fact sought the use of an outside catering firm for food preparation/service, Springfield Township will impose a penalty of \$750 for the event. Those renting under this classification who wish to have alcohol at their event MUST purchase a beverage package and beverage attendant services from Springfield Township. If it is determined that the client and/or guests have brought alcohol into the Hall or on the grounds of the Springfield Township campus, their event will be immediately terminated, with loss of all fees paid. Liquids containing red dye are strictly prohibited.

MEETING PLAN EVENTS

Clients renting The Grove under the Meeting Plan package agree that it shall be a non-food event, with the exception of cookies or pre-packaged snacks. If it is determined that those renting under this classification have, in fact, brought food into the facility, Springfield Township will impose a penalty of \$750 for the event. Unless approved in writing, clients renting under the Meeting Plan who wish to have beverages MUST purchase a beverage package and attendant services from Springfield Township. If it is determined that the client and/or guests have brought beverages into the Hall, Springfield Township will impose a penalty of \$750 for the event.

CLEAN-UP AND REMOVAL

The client or the client's caterer is responsible for busing tables following meal service and the removal of trash to the dumpster. All non-Springfield Township owned property must be removed from the premises by the end of the scheduled rental time, unless the client or the caterer has received written prior approval from the Senior/Community Services Director. Failure to adequately clean after the event or remove property as scheduled may result in additional fees being assessed. Springfield Township is not responsible for decorations or personal items left behind.



DAMAGES

The client is responsible for all damages, expenses and losses, including theft and property loss, caused by any person who attends, participates in or provides goods and services connected with the use of the facility and all tangible property. Costs for any loss or damage to Township property will be assessed to the client at the appropriate vendor's billed cost, plus 10%.

The client may also be responsible for additional clean-up fees, which will be assessed on an as-needed basis based on the vendor's billed cost, plus 10% and will be addressed in written form included with the damage invoice.

Damage or clean-up charges may be billed directly to the Client's credit card, with the mandatory 3% processing fee.

OUTSIDE VENDOR DELIVERIES

All deliveries and pick-ups related to the event must be scheduled with the Senior/Community Services Director at least one week prior to the event. Deliveries or pick-ups may be subject to additional charges to the client.

SMOKING

In compliance with State Law, smoking is not permitted anywhere with in The Grove Banquet Hall facility or within 50 feet of any entrance.