

Price Guide

MAIN HALL FEE - (prices effective January 1, 2014)

	Friday/Saturday/Sunday Rate	Monday/Tuesday/Wednesday/Thursday Rate
Number of Guests	0 to 340	0 to 340
Non-Resident	\$175 per hour	\$175 per hour
Resident	\$125 per hour	\$105 per hour
Resident, Non-profit	\$100 per hour	\$85 per hour

Rental Agreement shall be for a minimum of four (4) hours. A Rental Agreement may be instituted for any amount of hours in excess of 4 hours on the date of the Rental Agreement. Hours shall not be scheduled prior to 10:00 am and may be broken into a maximum of 2 segments of not less than 2 hours per segment on the date of the Rental Agreement. A ½ hour minimum clean up period must be included in the rental period. In the event that the Renter, Renter's guests, or Renter's contractors occupy the Community Center beyond the ending time of the Rental Agreement, the Renter shall pay an additional fee calculated as follows:

1. Rates are charged per hour. Each additional hour or part thereof, shall be charged at the Rental Agreement rate and will not be pro-rated.
2. Hours that are not previously scheduled and are added on the date of the Rental Agreement are subject to a rate of two (2) times the rental rate.
3. After Midnight – Each additional ½ hour of "Event Time", or part thereof, shall be charged \$200.00 per 1/2 hour and will not be pro-rated.
4. Pre-scheduled clean-up will be charged in accordance with your hourly rate. Hours not previously scheduled are subject to additional charges as stated above.
5. Weddings may be done on site for an additional fee of \$100

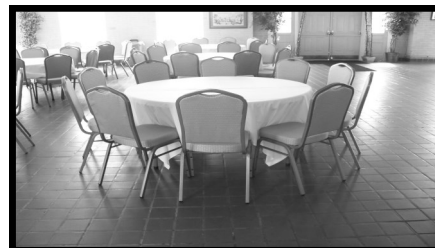
General Information

Main Hall -

136 ft x 44 ft. Seating Capacity is 340

Community Center Rental includes the following:

Set-up of the hall
 Round Tables
 Banquet Chairs
 Refrigerated bar unit - (Renter is required to furnish bartenders)



Renters Responsibilities:

Clearing of tables and properly disposing of trash at the end of the rental period.
 Catering/Food Service Provider – Renter has choice of caterer.

Note: Caterer must be pre-qualified to provide services to this facility.

Table decorations
 Alcohol and related license/permits
 Liability Insurance (through renters home owners)
 Bartenders (2 required)
 DJ or Band



Round Tables -

35 - 60" tables seat 8 to 10 people

Chairs

340 Banquet stacking chairs (Inside use only—other chairs may not be substituted.)
 100 White Resin folding chairs with seat cushions (outdoor wedding use only)

Table Coverings -

Linens: \$6.25 per ivory linen (round or long tables)
Plastic: \$3.00 per round, \$1.00 per long

*Soft Drinks -

\$.65 per person (coke, diet coke, sprite, lemonade, unsweetened iced tea) includes cups and ice

Reservations -

Please call **859-781-1700** between **8:00 AM** and **4:00 PM** Monday thru Friday for information.
 A \$400 Security Deposit is required.

* Renter is required to acquire these items through the recreation department.

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Community Center/Mess Hall History

The building was erected in 1890 with bricks pressed from a brick yard located at the current site of Highlands High School. From 1891 until 1946 the building was used as an Army Mess Hall that served thousands of soldiers who fought in the Spanish-American War, World War I and World War II. In 1946 the building was turned over to the Veteran's Administration. In 1972 the Government deemed the building excess property and donated it to the City of Fort Thomas. Since then the building has been used for various activities. In 1992 renovations were completed to the main hall, and it began it's new life as the Community Center.



***City of Fort Thomas
Recreation Department
130 North Fort Thomas Avenue
Fort Thomas, Kentucky 41075***



City of Fort Thomas Community Center

The Community Center is a versatile facility available for almost any occasion. It features a very large room with seating capacity for 340. The hall has air conditioning, ceiling fans and heat. The 34 large windows give the facility an open and airy atmosphere, making it one of the most popular halls in Northern Kentucky.

