



# VETERANS MEMORIAL CIVIC & CONVENTION CENTER

7 Town Square Lima, OH 45801

419-224-5222

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



Photo courtesy of Michael Ayers

“Every thriving and prosperous community has a pinnacle. Our community has the Veterans Memorial Civic Center...”

## 2011 EVENT PLANNING INFORMATION

## **Where do I start?**

Most event planning can be done in person or over the phone with our team. If you are unfamiliar with our facility and would like us to help with the details, please call for an appointment.

- Decide on the number of guests, date, and/or date if possible. Our staff will be happy to assist you with choosing a room.
- Make an appointment to tour a room appropriate for your number of guests.
- Please be prepared with as many details as possible, including times needed for decorating, room setup, equipment and catering needs.
- Confirm your room. This includes placing a deposit on the room.
- Sign the contract, which permanently holds your meeting space. Please pay your remaining balance prior to your event.

## **How soon should I schedule my room?**

As soon as you are sure of the date, you should place the room on hold. Your event can be marked as “tentative” but if another client requests on the same date and room, you will have 72 hours to place a deposit on the room securing your date. Please be advised our facility fills up very quickly especially during certain times for Holiday parties, weddings, business retreats, etc.

## **Do you offer alcohol service?**

Yes, alcohol service is available as a cash bar or a host bar. Please contact our Hospitality Services Coordinator at least 4 weeks prior to your event. Host Bars require a deposit to be paid at least 2 weeks prior to the event date. You may not bring in your own alcohol, however we do have the ability to order special items if you have something specific in mind. The VMCC does reserve the right to eject any patron due to rude or disorderly behavior. You must have

security which we will obtain for you through the Allen County Sheriff’s office. All alcoholic beverages consumed on the premises of the VMCC must be purchased through us.

## **Are the rooms Internet accessible?**

Yes! As a courtesy to you, the VMCC offers free wireless Internet to our clients. Please let us know your needs prior to your event.

## **When is my deposit due?**

A deposit is required to confirm a desired date and is equivalent to half of the room rental fee. Upon signing of the contract, your room rental payment will be paid in full for the remaining amount. (Additional charges may apply) If you cancel your event more than 180 days prior to the event date, your deposit will be returned to you less \$75. If you cancel your event within 60-180 days of the event date, the VMCC will keep your deposit. If you cancel your event less than 60 days prior and in a major event space (more than 8000 square feet) the client is still responsible for paying the full base rent.

## **Who do I talk to about event?**

You will talk with our Event Services Coordinator at the VMCC. We will walk with you every step of the way, from what type of tables to use to what time to serve your meal. You will have what you want, when you want it, to make your event successful.

## **Do we have to tear down the tables and chairs?**

Our Facility Technicians takes care of all the clean up of each of our rental spaces. We only ask you take with you what you want to keep.

## **Collections**

No collections, whether for charity or otherwise, shall be made or attempted without prior written consent of the VMCC Management.

**South Hall** – 55’ x 90’ – 4950 sq ft

Seating capacity      classroom style – 200, banquet style – 216, lecture style – 350

**Center Hall** – 55’ x 90’ – 4950 sq ft

Seating capacity      classroom style – 200, banquet style – 216, lecture style – 350

**North Hall** – 45’ x 90’ – 4050 sq ft

Seating capacity      classroom style – 132, banquet style – 176, lecture style – 250

**Full Hall**— 14000 sq. ft

Seating capacity      classroom style— 800, banquet style— 944, lecture style— 1000

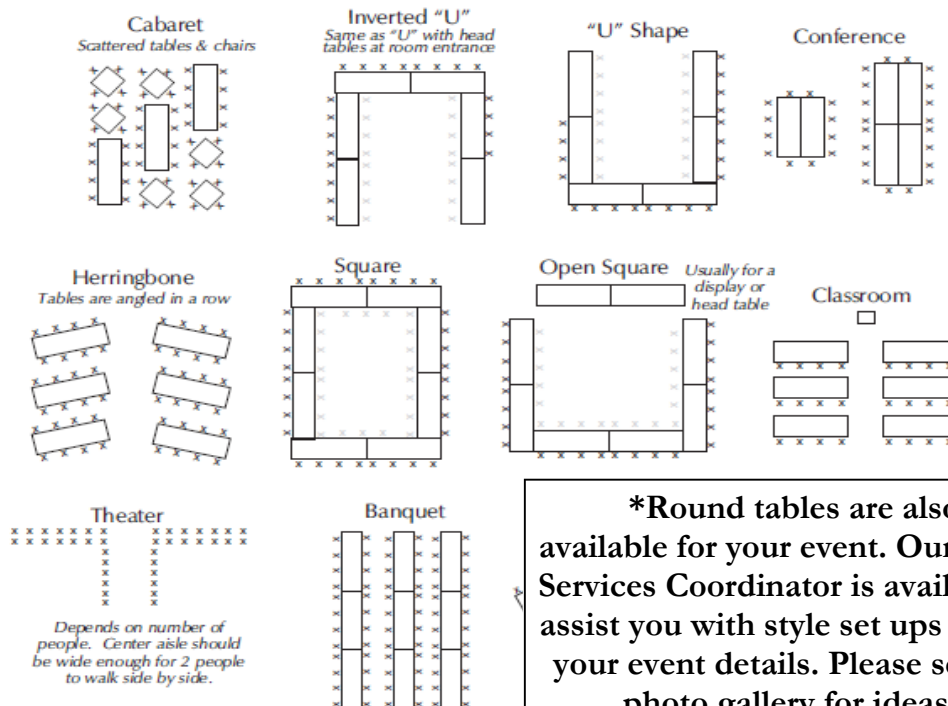
**City Club**

Seating capacity      classroom style – 105, banquet style – 200, lecture style – 200

**Meeting Rooms**

Room	Dimensions	Classroom	Banquet	Lecture	Confer
Shrine	37’ x 24’	60	64	100	32
West 1	21’ x 29’	36	40	50	24
West 2	21’ x 29’	36	40	50	24
West 3	21’ x 29’	36	40	50	24
West 4	21’ x 29’	36	40	50	24
East 5	40’ x 18’	30	32	40	24
East 6	40’ x 18’	30	32	40	24
Rm A	25’ x 16’	24	24	36	16
Rm B	25’ x 16’	24	24	36	16
Rm C	25’ x 16’	24	24	63	16

REMEMBER...These are just a few options.  
We can set up the tables any way you'd like!  
Room choice and number of guests may affect set up options.



**\*Round tables are also available for your event. Our Event Services Coordinator is available to assist you with style set ups and all your event details. Please see our photo gallery for ideas\***

# The Catering Network

## Featuring the Best Choices in the Region!

The Veterans Memorial Civic and Convention Center Board of Trustees is pleased to partner with 9 locally owned restaurants and caterers to provide the food service needs for the Center. Between the capabilities of all the members, your taste buds will be delighted with the selections in the network, from boxed lunches and continental breakfasts for 10 to full-spread gourmet feasts for 1000.

If you have a special theme or need, our network partners are pleased to rise to your challenge! Once you have selected your caterer, please work directly with them on menu selections and meal service times. Then, the VMCC and caterer will coordinate the services and setup to meet your needs. The VMCC must be notified of your catering choice when you sign your contract with us.

<b>Ann Ross Catering</b>	3745 Shawnee Road, Ste 106	Lima	OH	45806	419-227-6789
<b>Burgundy's Italian Grille</b>	1365 N. Cable Road	Lima	OH	45805	419-224-5080
<b>Casa Lu AI / Train Town Catering</b>	220 West Market Street	Lima	OH	45801	419-222-0985
<b>The Meeting Place On Market Henry's</b>	PO Box 104 438 West Elm	Lima Bluffton	OH	45802 45817	419-979-9345 419-523-5656
<b>Main Street Catering, LLC</b>	Brian Keegan & Associates	Lima	OH	45801	419-236-8437
<b>Milano's Cafe</b>	2383 Elida Road	Lima	OH	45805	419-331-2220
<b>Old Barn Out Back Cousin's</b>	3175 West Elm Street PO Box 104	Lima Lima	OH	45805 45802	419-991-3075 419-979-9345



Only approved caterers may provide food service and concessions in the VMCC. Due to state and local health codes, food may not be prepared off location and brought into the facility.

**Basic Information:**

Client Name: \_\_\_\_\_ Est. # of People: \_\_\_\_\_

Email: \_\_\_\_\_ Setup Time: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Needs for setup: \_\_\_\_\_

**Details:**

Meal Type:     Plated                     Buffet                     Hors d'oeuvres

Serving Time: \_\_\_\_\_

Cater Choice: \_\_\_\_\_ Decorator's Name: \_\_\_\_\_

Are you using our china service:  Yes     No    DJ/Band: \_\_\_\_\_

Napkin Color: \_\_\_\_\_ Additional Outside Vendors: \_\_\_\_\_

Linen Color: \_\_\_\_\_

Bar Service:     Yes                     No

**Set up:**

Do you need a:

- Projector
- Microphone
- Screen
- TV
- VCR/DVD

If you will be having a DJ, Band or Entertainer, please review the DJ/Band guidelines on our website at [www.limaciviccenter.com](http://www.limaciviccenter.com)

**Please complete this form  
and return to our Marketing  
Services Manager.**

**7 Town Square  
Lima, OH 45801**

**Please provide a description of your event-start and end time, where to purchase tickets, cost, description of the event. If you do not submit this page, your event will NOT be listed on the website or included in our E-newsletters.**

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## **Non-Discrimination**

The client shall not discriminate in the use of the premises against any person because of race, creed, color, religion, national origin, political belief or affiliation, age or sex.

## **Extra Services**

Client shall pay to the VMCC, on demand, such other and further sums as may become due to the VMCC on account of special facilities or services furnished or proposed to be furnished by the VMCC, the fee for which is not included in the amount specified in the license agreement.



## **Permits and Licenses**

Client shall obtain all permits or licenses as required by applicable laws, ordinances, rules and regulations. Examples of such activities may include wrestling, bingo, extreme mixed martial arts, pyrotechnics or if your event would need to use public space outside the center, such as a semi-truck parking or the Town Square, for example. Copies of permits will need to be filed with the VMCC.

## **Advertising**

Client shall not distribute or circulate, or permit to be distributed any materials at the entrance to, or in or about any part of the VMCC except such advertising programs and materials as may pertain to the immediate attractions for which this license is granted.

## **Occupancy Disruption—Acts of God**

In case the VMCC shall be destroyed or damaged by fire or any cause, or if any other casualty of unforeseen circumstances shall render the fulfillment of this license by the VMCC impossible, including without limitation thereof, the requisitioning of the premises by the United States Government or any arm or instrumentality thereof, or by reason of labor disputes, or for an other reason beyond termination the client shall pay rental for said premises only to the time of such termination at the rates herein specified, and the client hereby waives any claims for damages or compensation should this license be so terminated.

## **Coordinating Use of Services or Facilities**

Client acknowledges that besides the use of the premises as contemplated by the license agreement, the VMCC, buildings and various parts thereof and area therein, may be or will be used for the installation, holding or presentation and for the removal of activities, events and other engagements. In order for the VMCC to operate as efficiently as practicable, it will be necessary for client and others using the VMCC to share the use and availability of services and facilities to determine when and the extend to which the sharing of such services and facilities is necessary or desirable. Client agrees to comply with such schedules so established and to cooperate in any sharing arrangements so determined. In no event shall the client enter or use any area, part, service or facility of the VMCC other than those authorized under this license without first obtaining approval and consent of the VMCC CEO, or his/her duly representative.

### **Four Wall Rental Rates**

Rental rates for the VMCC include, in addition to the space or room, normal janitorial service, heat or air conditioning, and normal lighting. The VMCC is not responsible for extreme fluctuations in outside temperatures that affect inside air temperatures. Rental fees for individual meeting rooms will include the same, and, in addition, a reasonable number of chairs and/or tables and speakers lectern. There may be an additional labor charge for greater than normal clean up and/or set up requirements.

### **Candles**

Lit candles are permitted as decorations only with preapproved totally enclosed glass or metal votives. No open flames are allowed in the building at any time. The Event Services Coordinator must be notified of any candle usage prior to final contract details. There will be a separate \$200.00 refundable deposit required to cover burns or wax spills and/or clean up.

### **Opening Hours For Public Attractions**

A delayed starting time fee may be assessed by the VMCC which is not to be more than \$40.00 per minute. The client must open the doors of its public attraction as advertised unless otherwise agreed upon.

### **Indemnity**

The VMCC is not responsible for injury, death and/or loss of property, it being expressly understood that the client shall pay for any and all damages, to loss of, or theft of the VMCC premises or property which occurs in connection with the client's use of the premises.

### **Decorations**

You may decorate the space during our business office's operating hours of 8:00 am-5:00 pm if the room is not already in use. Space rental does not include house labor for decorating. Labor is charged at the rate of \$25.00 per hour per person or portion thereof, and any labor requirements, including the scheduling of labor, must be made part of the rental contract and ordered in advance. Any materials you wish to keep must be removed at the end of your scheduled move out time. No decorations may be attached to the building or equipment of the VMCC in any way that would harm either. No spray paint, spray glitter or spray adhesive may be used on the VMCC grounds. No live or cut trees, confetti or glitter can be used. Nothing may be attached to the draping in either the exhibit hall, city club, theater nor meeting rooms. Any damages will be charged to the client at the replacement or repair costs along with additional cleaning costs.

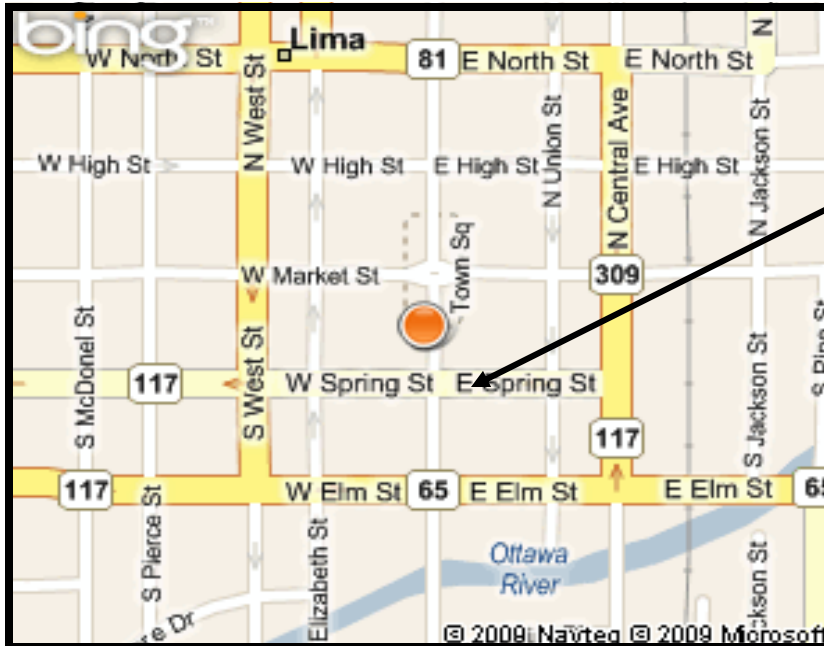
### **Insurance Requirements**

For public and /or private events held in the City Club, Exhibit Hall or Crouse Performance Hall, it will be necessary to have a certificate of Insurance naming the V.M.C.C. as "additional insured" with bodily liability in the amount of not less than \$1,000,000 per person and \$1,000,000 per occurrence and property damage liability in the amount of \$1,000,000 for any one occurrence. The insurance and contract must be in the same name.



The **Veterans Memorial Civic & Convention Center (VMCC)** stands in Lima's Town Square and is the hub of the community's cultural life. It is the primary public assembly facility in West Central Ohio. Since our opening in 1984, more than 3 million people have attended over 12,000 events held here.

The **Crouse Performance Hall**, a 1,700-seat proscenium theatre, is the setting for a host of entertainment events. The Hall is acoustically superb and can handle the most complex stage productions. The "Broadway in Lima" series brings top-quality Broadway tours to town. Family shows, concerts in all styles of music, dance performances, lectures, and movies -- the Crouse Performance Hall accommodates all these and more -- over 100 performances a year.



## Veterans Memorial Civic & Convention Center

7 Town Square  
Lima, Ohio 45801

Business Office Hours: Mon-Fri, 8am to 5pm 419.224.5222

Box Office Hours: Mon - Fri, 12 to 5 PM 419.224.1552

[www.limaciviccenter.com](http://www.limaciviccenter.com) for more information and ordering tickets online.

**Directions** The Veterans Memorial Civic Center is located at 7 Town Square (traffic circle) on the corner of Main and Market St. Turn south on Main Street for street parking or stay straight on Market Street for Parking Garage access.

**I-75 Northbound.** Take Exit 125 to State Route 309 to Downtown Lima (follow the signs).

**I-75 Southbound.** Take Exit 125 to State Route 309 to Downtown Lima (follow the signs).

**Parking— Parking passes for the** Parking Garage located on Market Street can be purchased through the VMCC. The garage is connected with an enclosed walkway, across the street from the Civic Center and Wingate hotel. Handicap and on street parking is located on Main Street in front of the facility.

- Lima Parking Garage 150 W Market St, Lima, OH (419) 224-5222
- For after-hours and special events, the VMCCC operates a street on the Southwest corner of Spring & Main Street. Special Event Fees may apply.

If you need information regarding hotels and other amenities in the area, please contact the Lima/Allen County Convention and Visitors Bureau at 419-222-6075 or [www.lima-allencvb.com](http://www.lima-allencvb.com)