



Arts + Community

A LA CARTE GUIDE

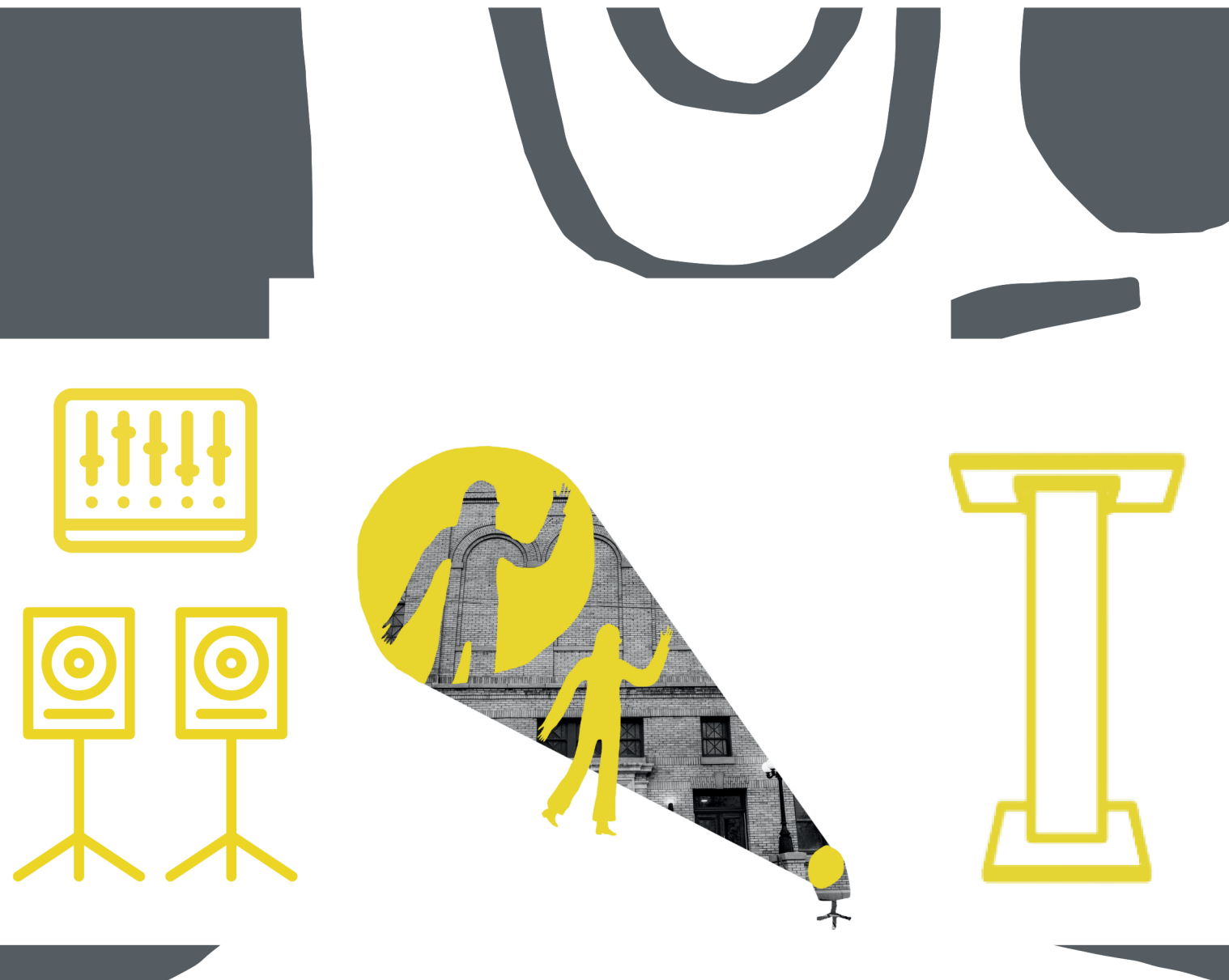
MORE THAN A VENUE

ARCO means Art and Community

Our facility is a tool for the community: bringing events to our neighborhood, providing space for engagement, and being an affordable resource for nearby residents and all of Cincinnati

ARCO also has a rich history as the Price Hill Masonic Lodge before its 2019 restoration. Winning awards for its preservation, it features two ballrooms outfitted for performances, galas, community events, and private events

More information on ARCO and other Price Hill Will programs can be found at www.pricehillwill.org



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A LA CARTE OVERVIEW

While ARCO is a DIY space, we are prepared to provide additional services, AV products, and general event items to round out your event needs without you having to make costly purchases outside of your venue rental

Booking A la Carte Items

You will be presented with the A la Carte (ALC) list when you fill out your rental questionnaire so we may better understand your event needs. You can choose to make your selections at this time or follow up at a later date. All ALC items must be selected **45 days** from the event to ensure availability. Payment of ALC selections is not needed at contract signing but will be required in full 30 days from the event date. Items *might* be added less than 30 days from the event if available. If so, the credit card on file will automatically be charged.

Booking and A la Carte Timeline Snapshot

- Contract signing - 50% of facility fee due
- 45 days from the event - ALC items finalized and payment arrangements made
- 30 days from the event - ALC and second half of contract payment received
- Approx 10 days from the event - Final Walkthrough

A la Carte Setup

During the Final Walkthrough, we will make final recommendations on locations based on our event experience and those items being used. We will also review how to use ALC requested items, namely Audio and Video items. Anyone planning to use these items **MUST** be present at this walkthrough. All items will be setup and ready to use in the condition presented during the walkthrough when you arrive on your event day.

A la Carte Usage

During the event, you will be responsible for using and maintaining A la Carte items, unless another ARCO service provider was selected. If you choose to hire vendors outside of ARCO they will be required to provide proof of liability insurance and sign a vendor waiver for use of the items. If this is for a private event and the vendor does not possess sufficient liability, we **HIGHLY** recommend you purchase day of rental insurance to ensure all ALC are protected.

STANDARD RENTALS INCLUDE

Before selecting your A la Carte items, let us remind you of what your rental includes. If a second event is in ARCO during your event, some items will be first come, first serve.

- **Time:** Either 4 or 8 hours of time within the building
- **1 Theater:** Exclusive use of **either** Shawnee Theater or Myaamia Hall and its adjoining spaces on the same floor
- **Tables and Chairs** (linens not included):
 - Up to (40) 60" round tables
 - Up to (20) 6' rectangular tables
 - Up to 320 white folding chairs
 - Up to 4 3-4ft rectangle tables
- **Easels:** Up to 5 black easels, great for visual displays
- **Mobile Bar:** A wooden, high-top mobile bar with two built-in shelves, bar mats, and water pitchers
- **Vendor List:** Access to recommended vendor list,
- **A'la Carte List Access:** Access to renting our AV systems, services providers, and other physical items

FACILITY FEATURES

- **Elevator & Accessibility Minded:** Elevator accessibility throughout the facility, with wheelchair access to all guest spaces
- **Preserved Detailing:** Historic stairs, florentine glass, stained glass, and original wood detailing inside throughout
- **Beautification Outside:** Outside wood bench seating and nearby Percussion Park
- **Parking:** Up to 58 off-street parking spots
- **WIFI:** Guest-dedicated WiFi
- **Multiple Entries:** 3 guest entrances available
- **Catering Kitchen:** Warming ovens, refrigerator, 16ft of prep space, cleaning sinks, and carts for easy loading in and out of facility

SERVICES

CLEANING SERVICE - 1 THEATER ** \$250

Want to host your event and leave? Adding this service covers all cleaning requirements within your contract, including sweeping, mopping, trash removal, and table and chair removal of your theater space's main lobby and guest walking path.

TABLE & CHAIR SETUP ** \$120

Our team sets up all ARCO-provided tables and chairs, for up to 150 people, in 1 theater and surrounding spaces.

PHOTOGRAPHY \$150/hour 2 hour minimum

Capture the moment! Our professional photographers have experience with galas, performances, weddings, and private parties. The fee covers the photographer's time and lightly retouched digital files only, on average 20 photos per hour of the event. Additional edits, photos, or print materials must be arranged prior to the event or directly with the photographer.

BARTENDER \$50/hour 2 hour minimum

Provided by Cincinnati Bartending School. Bartender is able to serve for events with liquor permits only. The renter is responsible for providing all beverages, ice, and glassware.

SECURITY \$50/hour 4 hour minimum

Armed security is able to provide door security, parking lot checks, venue checks, and escorts as needed.

MARKETING CREATION \$120

Our in-house marketing assistant creates the designs to take your event to the next level. This service covers the creation of 5 products which can include: flyers, posters, banners, gobos, programs, social media needs, and more. Fee is for work only, however, ARCO can provide prints of most items if requested within 2 weeks.

AUDIO & VIDEO TECH \$35/hour. 4 hour minimum

Need someone tech savvy? Our staff will run our in-house audio, projector, TV, or lighting systems. Theatrical lighting needs could change the rate of the tech. Renter must provide a run of show and lighting details 1 month prior to event to determine if more than one technician is needed

PIANO TUNING \$150

Covers tuning for either piano, however, it is required with Arts & Performance rentals in Myaamia Hall. Piano moving also available at contractor rate.

**POPULAR ITEMS

DECOR & OTHER PRODUCTS

PODIUM ** \$50

A walnut and silver podium with a built-in microphone holder and place for speaking materials. Classy, modern, and a great addition to any professional event or gala.

TABLE LINENS \$12/piece

Linens for our standard round and rectangle tables. White and black options available. One month notice needed to ensure availability. Additional colors maybe custom ordered for a fee.

COCKTAIL TABLES WITH COVERS \$100 for 5 / 10 for \$150

Having a large event or walking event and need to make space? These 32" round cocktail tables that make a great addition to any upscale event. Black, stretch linens come with each table. Up to 10 are available.

BLACK CHAIR COVERS \$5/chair or \$120 for 75 total

Polyester, non stretch covers that fit our in-house chairs

STANCHIONS/VELVET ROPES \$20 per set of 2 stanchions and rope

Silver 3 ft high stanchions with red or black rope options. Red ropes - 3 available for 12 total feet. Black ropes - 3 available for 24 total feet.

BAR CART/ROLLING ICE COOLER \$20 each

A great addition to our in-house bar, this 80 quart black rolling bar cart with silver detailing can be used to hold ice or drinks. Highly recommended for any event with bar service. Ice not included.

CHRISTMAS TREE AND HOLIDAY DECOR \$120

A holiday favorite at ARCO, and perfect for your office or holiday party celebration, add our prelit and pre-decorated 9ft Christmas tree to your event, adding that instant holiday ambiance. This green tree has various lighting options but has standard green, red, and gold decorations. You will also have 2 prelit, large holiday wreaths.

SHAWNEE STAGE INSERT \$50

Shawnee Stage Insert - \$50 - This 8ft x 5ft stage is recommended for events in Shawnee that have a presenter, awards ceremony, small choir, or any other need for elevation. The stage platform is 16" from the ground with a step approximately 8" from the ground.

**POPULAR ITEMS

AUDIO & VIDEO NEEDS

CUSTOMIZED AV PACKAGE \$500

Whether you have a tech focused event or just want to elevate the look of your event, our Customized AV Package provides a variety of items at a reduced rate. You will work with the Venue Director to mix and match items on our AV list with some items from the decor list. The total value of these items can not exceed \$600, and can be limited based on availability.

Weddings and Theatrical events commonly select the following items for this package:

- Upgraded Audio/Mixer Sound system (with 1 wireless and 1 wired microphone)
- Theatrical Lighting (does not include AV tech service)
- Basic Projector
- Silver floor mic stand

UPGRADED AUDIO PACKAGE / MIXER SOUND SYSTEM ** \$250

This package includes an audio system with 2 speakers with stands, a mixing board, 1 wireless mic and 1 wired mic, a microphone stand, and Bluetooth functionality to connect to phones or laptops. This system is recommended for large events and events with a tech-focused program. Staff written instructions also provided. (More details available upon request)

BASIC AUDIO PACKAGE ** \$150

This package includes an audio system with basic mixing components, 2 speaker with stands, and 1 wired microphone. This system does not support wireless mics or Bluetooth. However, we provide cords for Android, iPhone, and 3.5 jack converters so you can play your phone or your laptop through the system, just not wirelessly.

THEATRICAL LIGHTING \$300

Go beyond our house lights with professional spotlights. Controlled by a Chamsys 10 panel, our lights are fixed but can display any color. 6 spotlights are available for Shawnee and 8 for Myaamia. Additional rules apply for this product. Can only be operated by ARCO staff or with Venue Director approval. Private events will need to hire the AV tech for a 2 hour minimum

**POPULAR ITEMS

UPGRADED PROJECTOR ** \$75

Recommended for film or extra large projections HDMI, USB, and Bluetooth compatible

BASIC PROJECTOR \$30

Capable of HDMI or USB connection and connection to either set of audio projection.

MICROPHONE STANDS \$10 each

Fee covers either 1 standard floor stand, 2 table top stands ARCO has ample supply of these.

WIRELESS MIC \$30

Have a lot of speakers planned? If using our mixing audio system, you may want to add an additional microphone to your package.

60" TV WITH CART \$50

Whether you need a digital wayfinding board, an additional display for a presentation, or need to outfit a changing room, this mobile flat-screen TV is a huge convenience for many renters.

ARCO AMBASSADOR 4 HOURS - \$200 OR 8 HOURS - \$400

The Ambassador takes a lot of the guesswork out of hosting at a DIY space. They provide assistance on the day of the event and can be considered an event site coordinator. Their role can be customized per event with the approval of the Venue Director, but typical responsibilities include:

- Entry/Exit - Assist in the entry and exit for renters and vendors. Will handle lockup if the renter has left during the scheduled event time.
- Vendors - Assist in vendor location and logistic needs. Assists in communicating with vendors during events if needed
- Layouts - Assist and optimize event floorplan based on the experience of events at ARCO.
- FAQs - Answer facility questions for renters and guests.
- ALC - Assist with setup and issues regarding our a la carte items.
- Guests - Assist guests to seats, through the facility, to restrooms or kitchen.
- Cleanliness - Ensure cleaning supplies are stocked and large spills in the theatre are cleaned up.
- Ambiance - Adjusts lighting controls, shades, and temperature as needed.

This service is automatically added to Entire Venue Events and Public Events with over 150 guests. This is already a feature of the Wedding and Reception packages and is reflected in the price. Additional responsibilities or hours could result in a higher fee.