

THE READING EVENT CENTER

✦ 12 W BENSON ST. READING OH ✦ WEDDING & EVENT HALL



Dear Guests

Thank you for your interest in our event services. We're delighted to share this information with you, which contains a little about our company, our packages, and how we can work together to make your event special. We look forward to celebrating with you soon!



About Us

Setting the stage for lasting memories is what we love doing at The Reading Event Center. If you're looking for a unique event venue in Cincinnati, OH, to host your next memorable event, you've come to the right place. Whether you're planning a wedding, birthday party, or conference for your business consultants, we have you covered. We have more than 20 years of experience and can help you build your next event from the ground up. We offer a beautifully revamped event space, large enough to cater to any type of event. We'll take the time to fully understand your event and connect you with the appropriate vendors and ensure that everything goes smoothly from start to finish. Contact us today and start making plans for an event to remember.

Pricing

\$400 Sunday Rental (5) Hour (Window: 10AM to 3PM)

\$550 Sunday Evening Rental (5) Hour (Window: 5:00PM to 10PM)

\$600 Monday to Thursday Rental (6) Hour (Window: 10AM to 10PM)

\$700 Friday/Saturday Rental (5) Hour (Window: 10AM to 3PM)

\$900 Friday Evening Rental (7) Hour (Window: 5PM and 12:00AM)

\$1,050 Friday Rental (14) Hour (Window: 10AM-12AM)

\$1,200 Saturday Evening Rental (7) Hour (Window: 5PM to 12AM)

\$1,350 Saturday Rental (14) Hour (Window: 10AM to 12AM)

**In addition to all room rentals, there will be a \$150 Service Fee added for prep-staffing. This is not a gratuity*

**Timing Includes Set-up and Tear down. Additional hours can be purchased for \$100 per hour if available*

**Holiday prices are subject to change*

Services & Accommodations

- Venue Set (with)/Tables/Chairs/Linens (White, Black, Ivory, Navy)
- Venue Clean up (Does not include decor or trash)
- Final Details Meeting
- Prep Kitchen (Hot box and Cooler)
- Bar Area
- Wedding Suite
- Wheelchair accessible
- Wi-fi
- Parking Lot

Add On Accommodations

- Decor Set-Up/Centerpieces
- Day Of Coordination
- Wedding/Event Management and Planning
- Officiant
- Ceremony Rehearsal
- Day before Set-up (If available)

Rentals & Decor

- Floating Candles (sets of 3)
- Candle Votives
- Bowl Floating Candles
- Gold Metal Hoop
- Gold & Silver Runners
- White & Black Chair Covers
- Chargers
- Specialty Table Linen/ Linen Napkins

How To Book Your Event

When you are ready to book your event with us and secure your date, please email or call us and we will set up a meeting. Upon booking, we will require a signed contract and 50% of the event total. The remaining amount will be due 1 month prior to the event date and this is when the final details meeting will take place. If you book your event with us within the month of the event date, the full amount will be due upon booking. We Accept Cash, Checks, Money Orders, or Credit Cards. Credit Card processing fee is 3.75% each payment.

Contact Details

The Reading Event Center	Phone	Email
12 W Benson St. Reading OH	513-403-1477	info@readingeventcenter.com

