

# 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 Morning Reception	(Window: 8AM to 3:00PM)
\$500 Sunday Late Afternoon Reception	(Window: 12PM to 6:00PM)
\$600 Sunday Evening Party & Dance	(Window: 4:00PM to 10:00PM)
\$400 Monday to Thursday Corp. Event	(Window: 8:00AM and 7:00PM)
\$500 Monday to Thursday Evening Reception	(Window: 4:00PM and 10:00PM)
\$500 Friday and Saturday Morning Event	(Window: 8:00AM and 4:00PM)
\$800 Friday Evening Wedding Party & Dance	(Window: 5:00PM and 12:00AM)
\$950 Saturday Evening Wedding Party & Dance	(Window: 5:00PM to 12:00AM)
\$1,100 Saturday Extended Wedding Party	(Window: 10:00AM to 12:00AM)

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**ALL EVENTS MUST PAY A \$150 SERVICE AND INCIDENT FEE – This fee does not apply to damage caused by renter**

**(THESE EVENT TIME PRICES CHANGE DURING Peak Season (April – October))**

\$950 Friday Evening Wedding Party & Dance	(Window: 5:00PM and 1:00AM)
\$1,150 Saturday Evening Wedding Party & Dance	(Window: 5:00PM to 1:00AM)
\$1,450 Saturday Extended Wedding Party & Dance	(Window: 10:00AM to 1:00AM)

*\*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, Silver)
- 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

- Seating Chart
- Welcome Sign
- 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.

## Contact Details

<b>The Reading Reception Center</b>	<b>Phone</b>	<b>Email</b>
12 W Benson St. Reading OH	513-403-1477	info@readingeventcenter.com

