



**THE
SANCTUARY**

FAQs

How do I reserve a date?

Reservations must be made with Stella, the Facilities Director, or Shannon, the Development associate. To book a date, The Sanctuary requires a signed rental contract and \$250 non-refundable deposit.

When are fees due?

Your initial \$250 deposit is part of your rental fees. Six months prior to your event, 75% of the rental fees are due. If your event is less than six months away, the 75% is due three months prior. The remaining balance of rental fees, item fees, and service fees are due 30 days out. Payments can be made by cash, check, or credit card. A 3.8% processing fee will be charged to all credit card payments taken over the phone. Renter is required to keep a valid credit card on file, listed on the rental agreement.

What happens if I need to cancel my wedding?

Cancellations must be made 90 days prior to your wedding to receive refund of any fees paid (except the \$250 deposit). Between 90 and 30 days, 50% of rental fees are still due. If your wedding is cancelled with less than 30 days, all rental fees are still due. No refunds will be made when the event is canceled by The Sanctuary due to the renters' noncompliance with terms and conditions.

Are there any discounts or additional charges based on the date I book?

Currently we do not have off-season booking. We do offer discount rates for weekday bookings, based on type of event. There is a \$500 additional fee due for events occurring on or during the weekends of major US holidays. Ask the Facilities Director for this list.

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Facilities

What services does the rental fee include?

You will have exclusive access to the space from 6pm the evening before your event to 11 a.m. the day after your event. The rental fee includes use of the main Sanctuary space, use of the two wedding suites, access to kitchen, use of tables and chairs, and access to on-site coordinator for four hours during your event. Additional services and event items are available for a fee.

How many people can this location accommodate?

We can accommodate 225 seated at tables and 435 standing/audience seating.

Are there adequate restroom facilities?

We provide guest restrooms in the front vestibule, with multiple stalls. These include handicap accessible stalls. There are also two private restrooms on each side of the stage, accessible to our wedding suites.

Can you accommodate physically challenged guests?

Our building is fully handicap accessible. We have an accessible parking with a ramp that goes into the building. Our restrooms are also handicap accessible.

Do you have any restrictions on decorations?

The Sanctuary offers great flexibility in decorating the space to fit your perfect vision. There are a few restrictions to prevent damage to the historic space and be safe for your guests.

-No tape, tacks, nails, staples, or other adhesive or fastening devices may be used on walls, doors, windows, ceilings, floors, or furniture.

-Open flames are prohibited. Candles may be used in enclosed glass or non-flammable holders. Containers must be at least 2 inches higher than the tip of the flame.

-Smoke effects, fog machines, explosives, pyrotechnics, or wish/sky lanterns are not permitted in the space or on the campus.

-Rice, confetti, birdseed, sand, glitter, table scatters, confetti, straw, silly string and aerosol fun-spray are not permitted. Real rose and flower petals may not be used on floors.

FAQs



Facilities

What is parking like?

There is ample parking close to the Sanctuary. We have a small handicap lot with a ramp leading into The Sanctuary. This is great for unloading and reloading as well. There is street parking all along St. Michael Street, Storrs Street, and Burns Street. There is also access to two lots off Burns Street. The Sanctuary has hosted events with over 300 people and everyone has been able to find parking. Please ask staff for a parking map and further details.

Who will be our point person prior to the day of our wedding? Who will be our point person on the day of our wedding?

Your point person prior to wedding will be Stella Luggen, the Facilities Director. This will also be your point person day of wedding, unless otherwise designated by Sanctuary staff.

At what time will my guests and vendors have to leave the facility?

We ask that everyone is out by 1am. You and your vendors may return the next morning to collect items.

Can I hold my ceremony here, too? Is there an additional charge?

We do allow ceremonies in the space and there is no additional charge for holding your ceremony at The Sanctuary during the same rented time as the reception. Please note The Sanctuary staff, at this time, does not have the capacity to flip the space. This will be the responsibility of the renters. You may designate this responsibility to your family/friends, caterer, wedding planner, or other vendors.

FAQs



Vendors

What is your alcohol policy?

Alcoholic beverages may be consumed without a permit when there is no monetary exchange for the beverage and when there is no admission charge for the event. You may provide alcohol to your guests if you meet the following requirements: 1) Your event is private. 2) Your event has a guest list. 3) You are not charging guests to attend the event. We allow renters to bring in their own alcohol (beer, wine, and pre-mixed drinks only) to provide to guests. If you would like bottle service or a cash bar, we require you to hire a licensed bartender.

Responsibility for the appropriate use and consumption of alcohol at events and liability for any consequence arising from the consumption of alcohol at an event shall be assumed by the renter and/or the caterer serving alcohol. The renter shall be responsible to ensure that no underage persons consume alcohol at the event.

May I hire my own caterer? Are there any catering fees?

Outside caterers and services are welcomed but must be approved prior to event. Our commercial catering kitchen is licensed with The City of Cincinnati Health Department, so your caterer must be licensed with their city or county.

Please note that the agreement between the approved caterer and The Sanctuary includes a 10% commission on gross food sales paid by the caterer to The Sanctuary. Caterers may not pass this charge on to the rental client. This fee is for the caterer to use the premises to conduct its business.

Can I hire my own vendors (coordinator, DJ, etc.)? Do you have recommended vendors?

You may hire whomever you like to be your vendors. We do ask they follow our anti-discrimination and anti-harassment policies while on site and doing business with The Sanctuary. Vendors must respect our value of inclusion of all.

We are happy to answer any additional questions. We are here to help you create your special day.