

FAQs



THE SANCTUARY
a space where your event matters

How to plan your DIY event at The Sanctuary

What can I expect from a DIY event?

All events at the Sanctuary are Do-It-Yourself (DIY). With your rental fee, you reserve the space and the tables and chairs. You will manage all event planning, logistics, setup, cleanup, and all other event details. Our staff will meet you to let you into the space and then come back once your event is over to go through the cleaning checklist. We do not offer any additional event support.

How do I reserve a date?

To reserve a date, a non-refundable \$500 deposit is required at the time of booking. Dates will not be reserved until we receive the \$500 non-refundable deposit and the signed contract. Payment for the remaining balance is due 30 days prior to the event date.

How much does an event cost?

All events are \$175 per hour of access to the space.

Do I pay for time to do setup and cleanup?

Yes. You will pay \$175 per hour for every hour that you want access to the venue. This includes setup, cleanup, event time, etc.

Can I add more hours to my booking later?

Yes! You can add additional hours. Payment for additional hours is due at the time of booking if made after the final payment is due 30 days before your event.

What if I need to cancel my event?

Cancellations must be made 30 calendar days before your event date. You will receive a refund, except for the \$500 non-refundable deposit, if you cancel 30 or more calendar days before your event date. If you cancel less than 30 calendar days from your event date, no refund will be issued.

Do you offer any additional services?

No. We only offer access to the space, tables, and chairs with your rental. You are welcome to engage outside services for your event.

What is involved in setup and cleanup for my event?

You should plan for additional time for both setup and clean-up for your event. You will be responsible for setting up and tearing down all tables, chairs, decorations, linens, and other event items. We provide a cleaning check list for you to follow for your event. It will include removing all decorations, tearing

down all tables and chairs, removing all trash, removing all debris from the floors, clearing the kitchen of all items, and other miscellaneous items.

Will The Sanctuary staff coordinate my vendors and event?

No. All events at The Sanctuary are DIY. We will give you access to the space, but our staff does not coordinate or manage the event.

How much time will I need for setup and clean-up?

It depends on the size and complexity of your event, but for most events we recommend booking at least 2 hours for set-up and 2 hours for clean-up.

What happens if I don't clean up everything after my event?

If you fail to complete all the items on the checklist, you will be charged a \$250 cleaning fee.

What hours can I book an event?

Events may be booked between 9am-12am on Tuesday - Sunday. All event fees are charged by the hour based on when you need access to the space. Renters must be out of the space by 12am, so we recommend ending your event with enough time for clean-up.

What if I go past my end time?

We offer a 15-minute grace period after the event end time. If you are in the space past the 15-minute grace period, you will be charged for a full hour of venue access.

Will I have to set up the tables and chairs?

Yes. We will give you access, and you will set up and tear down all tables and chairs. We have 29 5ft round tables, 20 6ft rectangular tables, and 225 chairs available.

How many people can I have at my event?

We can accommodate up to 225 guests for receptions or seated dining. For a wedding ceremony or auditorium style event, we can accommodate up to 400 people, but you would have to rent additional chairs from an outside vendor.

Are there adequate restroom facilities?

We have two guest restrooms in the front vestibule. These include handicap accessible stalls.

Do you have any outdoor event space?

No. We do not have any space available outdoors for events.

Is The Sanctuary air-conditioned/heated?

Yes.

Do you have any restrictions on decorations?

We have the following restrictions on decorations. Any violations will result in additional damage fees.

- 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 flower petals may not be used on floors.
- No mylar or foil helium balloons. Latex balloons only.

What is parking like?

There are 3 parking lots close to the Sanctuary. We have a small handicap-accessible lot with a ramp leading into The Sanctuary. This is great for unloading and reloading. There are two lots at the back of The Sanctuary off Burns Street. Street parking is also available along St. Michael Street and Burns Street. We have directional signage for the parking lots, but you may want to consider having someone direct parking at the beginning of your event.

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

Our Event Assistant will meet you to let you into The Sanctuary and orient you to the space. They will be available for questions via phone but will not be onsite during your entire event. You can reach us via call or text at 513-557-2831.

Can I hold my wedding ceremony and reception in the space?

We allow you to combine a wedding ceremony and reception in the space. It is important to note that The Sanctuary staff does not flip the space in between a ceremony and reception. This will be the responsibility of the renter.

What about security?

Our neighborhood is a safe and welcoming place. The Sanctuary does have a security system and cameras for added security. If you would like to have additional security on-site for your event, you can arrange for private security.

Can I have alcohol at my event?

Alcoholic beverages may be served 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.

Can I hire my own caterer?

Outside caterers and services are welcomed but must be approved prior to the event and must sign a catering contract. Our kitchen is licensed with The City of Cincinnati Health Department, so your caterer must be licensed within their city or county. Food must be prepared prior to arrival. The kitchen only includes access to the refrigerator, freezer, and sinks.

Can I access the kitchen?

Renters and caterers can use the refrigerator, freezer, and sinks in the kitchen. Only licensed and approved caterers can prepare food in the kitchen.

Can I hire my own vendors (coordinator, DJ, etc.)?

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. Please keep in mind that you will have to coordinate all vendors and all venue access for vendors.