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## PLANNING YOUR EVENT AT THE CINCINNATI MUSEUM CENTER

### Booking your Event

As the exclusive event manager and caterer for the Cincinnati Museum Center, DECO looks forward to making your event memorable. A sales manager will tentatively hold a function date up to 14 days without a deposit or contract. To confirm an event as definite, a non-refundable deposit of 50% of the facility fee and a signed contract is required.

### Facility

Facility fees are charged independent of food and beverage costs. While there is no food and beverage minimum – facility pricing remains unchanged regardless of your catering fees.

### Guarantees

A final attendance guarantee must be specified by 12 Noon, **five** business days prior to the event. This guarantee is not subject to reduction. If a guarantee is not received five business days prior to the event, the estimated count will be used as the final guarantee. Attendance increases after the final guarantee, is subject to chef's approval who reserves the right to substitute menu items. We will prepare for 2% above the guarantee, and you will be charged whichever is greater, the guarantee or number of guests served.

### Event Details

All arrangements should be finalized at least two weeks in advance of your function. A banquet event order and floor plan of your event will be submitted to you for approval. It is the client's responsibility to review all arrangements, notify your event coordinator of any changes, and return the agreement signed at least two weeks prior to the date of the function.

### Payment

DECO accepts payments by money order, personal and/or corporate check, or credit card. A signed copy of the contract and **deposit of 50% of the estimated** food, beverage and rental fees is due within ten business days of a revised contract which includes catering fees. The **final balance** must be paid in full by 12 noon, four days prior to the event based on the final guaranteed number of guests. **Any additional charges** during the event will be due within 5 business days following the completion of the event.

### Service Charge

All food and beverage is subject to a 19% service charge unless otherwise specified in a packaged menu.

### Event Guidelines

Please see our facility event guidelines for all additional information for hosting an event at the Cincinnati Museum Center.



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## BREAKFAST

### CONTINENTAL BREAKFAST

MUFFINS, AND BAGELS  
WHIPPED SWEET BUTTER, CREAM CHEESE, AND FRESH FRUIT PRESERVES  
ORANGE JUICE  
REGULAR COFFEE, DECAFFEINATED COFFEE AND ASSORTED TEAS  
SERVED WITH SUGAR, EQUAL, SWEET & LOW, HALF AND HALF, MILK

\$9.50 PER PERSON FOR TWO HOURS  
\$14.50 PER PERSON INCLUSIVE OF A MID MORNING REFRESH

### CORPORATE BREAKFAST

FRESH BAKED PASTRIES, MUFFINS, AND BAGELS  
WHIPPED SWEET BUTTER, CREAM CHEESE, AND FRESH FRUIT PRESERVES  
FRESH SEASONAL SLICED FRUIT DISPLAY  
ASSORTED FRUIT YOGURTS  
CRUNCHY ORGANIC GRANOLA  
ORANGE JUICE  
REGULAR COFFEE, DECAFFEINATED COFFEE AND ASSORTED TEAS  
SERVED WITH SUGAR, EQUAL, SWEET & LOW, HALF AND HALF, MILK

\$12.75 PER PERSON

### HOT BREAKFAST BUFFET

FLUFFY SCRAMBLED EGGS WITH SNIPPED CHIVES  
APPLEWOOD SMOKED BACON AND SAUSAGE LINKS  
HERB SEASONED BREAKFAST POTATOES  
FRESH BAKED PASTRIES, MUFFINS, AND BAGELS  
WHIPPED SWEET BUTTER, CREAM CHEESE, AND FRESH FRUIT PRESERVES  
ASSORTED YOGURTS AND CRUNCHY ORGANIC GRANOLA  
SEASONAL FRUIT DISPLAY  
ORANGE JUICE  
REGULAR COFFEE, DECAFFEINATED COFFEE AND ASSORTED TEAS  
SERVED WITH SUGAR, EQUAL, SWEET & LOW, HALF AND HALF, MILK

\$15.50 PER PERSON

Breakfast buffets require a minimum of 25 guests



SERVED BREAKFAST

PETITE QUICHE SOUFFLÉ WITH  
SMOKED GOUDA, WILTED SPINACH, SAUTÉED CREMINI MUSHROOMS  
AND FIRE ROASTED TOMATO IN PUFF PASTRY SHELL  
WITH DEVON CREAM BURRE BLANC  
HERB DUSTED BREAKFAST POTATOES LYONNAISE  
APPLEWOOD SMOKED SLAB BACON  
FRESH FRUIT COSMOPOLITAN

\$20 / PERSON

OVEN BAKED FRITTATA  
WITH GRUYERE, NUESKE BACON, CARAMELIZED RED ONION, AND ASPARAGUS  
WITH TOMATO TAPENADE  
PORK SAUSAGE LINKS  
DILL INFUSED POTATO PANCAKE CRISPS  
ORGANIC CRUNCHY GRANOLA WITH BLUEBERRY YOGURT

\$18 / PERSON

TRADITIONAL SCRAMBLED EGGS  
WITH CHIVES, SHREDDED AGED CHEDDAR, AND PEPPER CRUSTED BACON  
CRISP HASH BROWNS  
FRESH CUT FRUIT SALAD

\$13/PERSON



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## BEVERAGE STATIONS

By person

### COFFEE

REGULAR COFFEE, DECAFFEINATED COFFEE AND ASSORTED TEAS  
SERVED WITH SUGAR, EQUAL, SWEET & LOW, HALF AND HALF, MILK

\$3 PER PERSON FOR 3 HOURS OR LESS  
\$5.50 PER PERSON FOR 4 TO 6 HOURS

### COFFEE, WATER AND SOFT DRINKS

BOTTLED WATER  
ASSORTED CANNED COKE SOFT DRINKS  
REGULAR COFFEE, DECAFFEINATED COFFEE AND ASSORTED TEAS  
SERVED WITH SUGAR, EQUAL, SWEET & LOW, HALF AND HALF, MILK

\$5 PER PERSON FOR 3 HOURS OR LESS  
\$9 PER PERSON FOR 4 TO 6 HOURS

Add Assorted Bottled Juices, \$1.25 PER PERSON



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## SERVED LUNCH

### 2 COURSE LUNCH ENTREES

PESTO MARINATED GRILLED CHICKEN BREAST  
PARMESEAN MASHED POTATOES, ROASTED RED PEPPER, ZUCCHINI, AND SQUASH

CHICKEN PICCATA  
SEARED BREAST OF CHICKEN WITH CAPERS AND WILD MUSHROOMS IN LEMON WHITE  
WINE SAUCE  
ORZO PASTA PILAF, SAUTÉED HARICOT VERT WITH CRIMINI MUSHROOMS

JAMAICAN JERK DUSTED PORK TENDERLOIN  
GRILLED PORK WITH CARAMELIZED SHALLOT AND MADEIRA DEMI GLACE  
ROASTED YUKON GOLD POTATOES WITH SAUTÉED BROCCOLINI

GRILLED HERB MARINATED SKIRT STEAK WITH CHIMICHURRI SAUCE  
PECAN APPLE RICE PILAF, FRESH ROASTED ASPARAGUS

*(please select one from above)*

### 2 COURSE DESSERTS

STRAWBERRY SHORTCAKE  
GOLDEN POUND CAKE, FRESH CUT STRAWBERRIES, WHIPPED CREAM

DOUBLE FUDGE BROWNIE

CHOCOLATE CHUNK COOKIES

CHEESECAKE

*(Please select one from above)*

REGULAR COFFEE, DECAFFEINATED COFFEE AND ASSORTED TEAS, SERVED WITH  
SWEETENERS & HALF AND HALF

\$18 PER PERSON



### 3 COURSE LUNCH SALADS

MIXED FIELD GREEN SALAD  
CUCUMBER, PLUM TOMATOES, RED ONION, FRESH GOAT CHEESE WITH CHAMPAGNE  
VINAIGRETTE

HEARTS OF ROMAINE WITH CAESAR DRESSING  
CRISP CROSTINI, AND SHAVED PARMIGIANINO- REGGIANO

BABY GREENS  
TOASTED PINE NUTS, DRIED CHERRIES, AND GORGONZOLA WITH HONEY BALSAMIC  
VINAIGRETTE

*(please select one from above)*

### 3 COURSE LUNCH ENTREES

ROASTED KING SALMON WITH LEMON HERB CREAM  
COUSCOUS WITH TOASTED ALMONDS, BABY ZUCCHINI AND SUNBURST SQUASH

OVEN ROASTED CHOICE SIRLOIN WITH WILD MUSHROOM BRANDY REDUCTION  
ROSEMARY BROWNED FINGERLING POTATOES AND SAUTÉED BABY CARROTS

ASIAGO AND PANCO ENCRUSTED CHICKEN BREAST WITH WHOLE GRAIN MUSTARD  
CREAM  
YUKON GOLD AND NEW POTATO HASH WITH SAUTÉED BROWN BUTTER GREEN BEANS

PENNE A LA CIONI  
SAUTÉED PORTOBELLO MUSHROOM, MARINATED TOMATO, TOASTED PINE NUTS,  
MAYTAG GORGONZOLA CHEESE,  
FRESH MINCED GARLIC, AND SCALLIONS

*(please select one from above)*

### 3 COURSE DESSERTS

TIRAMISU

DOUBLE FUDGE CAKE

CHOCOLATE CRÈME BRULE

CHEESECAKE

*(Please select one from above)*

REGULAR COFFEE, DECAFFEINATED COFFEE AND ASSORTED TEAS, SERVED WITH SWEETENERS & HALF  
AND HALF

\$22 PER PERSON



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## LUNCH BUFFETS

### DELI BUFFET

SHAVED ROAST BEEF, SMOKED TURKEY BREAST, AND HONEY CURED HAM  
PROVOLONE, SWISS AND CHEDDAR CHEESES  
ASSORTED ARTISAN BREADS  
SLICED BEEFSTEAK TOMATOES AND LEAF LETTUCE FILET  
DIJON MUSTARD AND MAYONNAISE  
CRISP DELI PICKLES  
FRESH TOSSED GARDEN SALAD  
TRADITIONAL CHICKEN NOODLE SOUP WITH DUMPLINGS  
CORKSCREW PASTA SALAD WITH VEGETABLE CONFIT  
FRESHLY BAKED CHOCOLATE CHUNK COOKIES

### WRAPPERS PLATTER

SHANGHAIS GRILLED CHICKEN WRAPPER,  
TUSCAN PORTOBELLO WRAPPER, SMOKED TURKEY AND WHIPPED AVOCADO WRAPPER  
FRESH TOSSED GARDEN SALAD  
TRADITIONAL CHICKEN NOODLE SOUP WITH DUMPLINGS  
PENNE PASTA SALAD WITH VEGETABLE CONFIT  
FRESHLY BAKED CHOCOLATE CHUNK COOKIES

### RIO GRANDE

SOFT FLOUR TORTILLAS WITH BAR-B-QUE SKIRT STEAK  
SWEET ONIONS AND BELL PEPPER STRIPS  
WHIPPED GUACAMOLE, JALAPENO PEPPERS, PICO D GALLO, AND SOUR CREAM  
REFRIED PINTO BEANS  
CILANTRO – LIME RICE  
CORN TORTILLA CHIPS WITH QUESO DIP  
CINNAMON CHURRO CRISPS

### UNION TERMINAL

GRILLED BONELESS CHICKEN BREAST WITH FRESH TOMATO SALSA  
SAFFRON RICE MEDLEY  
STEAMED BABY ZUCCHINI AND SUNBURST SQUASH  
CRISP TOSSED GARDEN SALAD  
FRESH BAKED ROLLS AND WHIPPED BUTTER  
SEASONAL SLICED FRUIT DISPLAY  
FRESHLY BAKED CHOCOLATE CHUNK COOKIES



## LITTLE ITALY

VEGETABLE BAKED PENNE PASTA AND SEARED CHICKEN MARSALA WITH WILD  
MUSHROOM BLEND  
HOUSE MARINATED VEGETABLE ANTIPASTO  
ITALIAN GREEN SALAD WITH RED WINE VINAIGRETTE  
WARM SOFT BREADSTICKS  
SHAVED PARMESAN CHEESE AND RED PEPPER FLAKES  
MINI CHOCOLATE CHIP CANNOLIS AND CRISP BISCOTTI

## THE HEARTLAND

SLOW ROASTED TURKEY BREAST AND HEARTY MEATLOAF WITH HOME-STYLE PAN  
GRAVY  
YUKON GOLD CREAM SMASHED POTATOES  
SWEET CORN  
COUNTRY STYLE GREEN BEANS WITH DICED HAM AND CAREMLIZED ONION  
CRANBERRY SAUCE  
CORNBREAD MUFFINS  
SPICED FRUIT COBBLER WITH PUFF PASTRY

ALL BUFFETS \$20.00 PER PERSON

REGULAR COFFEE, DECAFFEINATED COFFEE AND ASSORTED TEAS, SERVED WITH  
SWEETENERS & HALF AND HALF

Lunch Buffets require a minimum of 20 guests.



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## BOX LUNCHESES

### SUMMER PICNIC GRILLED CHICKEN SANDWICH

GRILLED BALSAMIC CHICKEN BREAST WITH HONEY MUSTARD, CRISP ITALIAN SLAW AND  
FRESH ROMA TOMATOES  
ON A CIABATTA ROLL

### GRILLED PINEAPPLE TERIYAKI TUNA

TERIYAKI TUNA SALAD WITH GRILLED PINEAPPLE SALSA, SHREDDED ROMAINE, CARROTS  
AND RED CABBAGE WITH LIGHT WASABI MAYONNAISE

### TABBOULEH HUMMUS PITA WRAP

HUMMUS TOGETHER WITH FLUFFY TABBOULEH SALAD AND BABY GREENS, TOPPED WITH  
ROASTED RED PEPPERS, RED ONION AND ENGLISH CUCUMBER ON A WHOLE WHEAT PITA  
POCKET

### SMOKEHOUSE CLUB SANDWICH

SHAVED SMOKED TURKEY AND BLACK FOREST HAM WITH NUESKE BACON, SLICED SWISS  
AND CHEDDAR CHEESES, TOPPED WITH LEAF LETTUCE, PLUM TOMATOES, AND CHIPOTLE  
BBQ SAUCE ON A BUTTER CROISSANT

### LA GRILLED CHICKEN COBB SALAD

MIXED GREENS WITH A LEMON MARINATED CHICKEN BREAST, CRISP BACON, PLUM  
TOMATO, MAYTAG BLUE CHEESE, SHAVED CHEDDAR CHEESE, HARDBOILED EGG, AND  
ROASTED RED PEPPER RANCH DRESSING ON AN ARTISAN ROLL

### SOUTH BEACH MIAMI SPA SALAD

BABY FIELD GREENS WITH SWEET CHILI DUSTED GRILLED SHRIMP, NAVEL ORANGES,  
ROASTED RED BEETS AND TOASTED ALMOND SLIVERS WITH GORGONZOLA VINAIGRETTE  
AND MEDITERRANEAN PITA CRISPS

*(please select up to two above)*

\$10.25 EACH

BOX LUNCHESES INCLUDE SANDWICH, CHIPS, WHOLE FRUIT, CHOCOLATE CHUNK COOKIE  
AND SOFT DRINK



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## EXECUTIVE PACKAGES

### CONTINENTAL BREAKFAST

\$9.50 PER PERSON

### MORNING SNACK

ODWALLA AND NUTRIGRAIN BARS  
\$4 PER PERSON

### LUNCH

BUFFET LUNCH  
\$20 PER PERSON

SERVED TWO COURSE LUNCH  
\$18 PER PERSON

SERVED THREE COURSE LUNCH  
\$22 PER PERSON

### AFTERNOON SNACK

SNACK ATTACK  
INDIVIDUAL BAGS OF ASSORTED CHIPS AND PRETZELS  
SELECTION OF BAKED COOKIES  
\$4 PER PERSON

CORPORATE BREAK  
SELECTION OF BAKED COOKIES AND FUDGE BROWNIES  
\$5 PER PERSON

HEALTHY CHOICE BREAK  
ASSORTED ENERGY AND NUTRIGRAIN BARS  
WHOLE FRESH FRUIT  
OATMEAL RAISIN COOKIES WITH WALNUTS  
\$5.50 PER PERSON

APPETIZER BREAK  
DOMESTIC CHEESE DISPLAY GARNISHED WITH RED GRAPE CLUSTERS  
VEGETABLE CRUDITÉS WITH DIP  
\$5.75 PER PERSON



ALL DAY COFFEE, WATER AND SOFT DRINKS

BOTTLED SPRING WATER  
ASSORTED CANNED COKE SOFT DRINKS  
REGULAR COFFEE, DECAFFEINATED COFFEE AND ASSORTED TEAS  
SERVED WITH SWEETENERS & HALF AND HALF

\$9 PER PERSON FOR 7 HOURS

PACKAGES \$44.50 - \$50.25 PER PERSON



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## SNACKS

### MORNING AND AFTERNOON SNACKS

#### SNACK ATTACK

INDIVIDUAL BAGS OF ASSORTED CHIPS AND PRETZELS  
SELECTION OF FRESH BAKED COOKIES  
ASSORTED CANNED SODA AND BOTTLED WATER  
\$6 PER PERSON

#### CORPORATE BREAK

SELECTION OF FRESH BAKED COOKIES AND FUDGE BROWNIES  
COFFEE, DECAF COFFEE, AND HOT TEA  
CREAM AND SWEETENERS  
ASSORTED CANNED SODA AND BOTTLED WATER  
\$7.25 PER PERSON

#### HEALTHY CHOICE BREAK

ASSORTED ENERGY AND NUTRIGRAIN BARS  
WHOLE FRESH FRUIT  
FRESH BAKED OATMEAL RAISIN COOKIES WITH BLACK WALNUTS  
ASSORTED CANNED SODA AND BOTTLED WATER  
\$7.50 PER PERSON

#### APPETIZER BREAK

DOMESTIC CHEESE DISPLAY GARNISHED WITH RED FLAME GRAPE CLUSTERS  
CRISP VEGETABLE CRUDITÉS WITH GARDEN HERB DIP  
ASSORTED CANNED SODA AND BOTTLED WATER  
\$7.75 PER PERSON

SNACKS ARE SERVED FOR ONE HALF HOUR.



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## BEVERAGE PROGRAM

### PREMIUM BAR PACKAGE

CHIVAS REGAL SCOTCH, MAKER'S MARK BOURBON, CANADIAN CLUB WHISKEY, ABSOLUT VODKA,  
BACARDI RUM, TANGUERAY GIN,  
BOHEMIAN HIGHWAY CHARDONNAY, MERLOT, AND CABERNET SAUVIGNON  
BUDWEISER, BUD LITE, SAMUEL ADAMS AND SAMUEL ADAMS LITE, HOFBRAU, ASSORTED SODAS,  
JUICES AND BOTTLED WATER

UP TO TWO HOURS \$19 PER PERSON  
EACH ADDITIONAL HOUR \$5 PER PERSON

### STANDARD BAR PACKAGE

DEWAR'S SCOTCH, JACK DANIELS WHISKEY, JIM BEAM BOURBON, SMIRNOFF VODKA,  
BACARDI RUM, GORDON'S GIN  
BOHEMIAN HIGHWAY CHARDONNAY, MERLOT, AND CABERNET SAUVIGNON  
BUDWEISER, BUD LITE, SAMUEL ADAMS AND SAMUEL ADAMS LITE, HOFBRAU, ASSORTED SODAS,  
JUICES AND BOTTLED WATER

UP TO TWO HOURS \$15 PER PERSON  
EACH ADDITIONAL HOUR \$4 PER PERSON

### CORDIAL BAR PACKAGE ADD ON

DRAMBOUIE, FRANGELICO, KAHLUA, GRAND MARNIER, BAILEY'S IRISH CREAM,  
AMARETTO

UP TO TWO HOURS \$4 PER PERSON  
EACH ADDITIONAL HOUR \$2 PER PERSON

### WINE AND BEER BAR PACKAGE

BOHEMIAN HIGHWAY CHARDONNAY, MERLOT, AND CABERNET SAUVIGNON  
BUDWEISER, BUD LITE, SAMUEL ADAMS AND SAMUEL ADAMS LITE, HOFBRAU, ASSORTED SODAS,  
JUICES AND BOTTLED WATER

UP TO TWO HOURS \$15.50 PER PERSON  
EACH ADDITIONAL HOUR \$3 PER PERSON

### SODA AND WATER PACKAGE

ASSORTED CANNED SODAS  
AND BOTTLED WATER

UP TO TWO HOURS \$4 PER PERSON  
EACH ADDITIONAL HOUR \$2 PER PERSON



## SIGNATURE COFFEE STATION

FRESHLY BREWED COFFEE, SELECT TAZO TEAS, MONIN FLAVORED SYRUPS,  
WHIPPED CREAM, SHAVED CHOCOLATE, AND ROCK CANDY SUGAR STICKS

FIRST HOUR	\$5 PER PERSON
EACH ADDITIONAL HOUR	\$2 PER PERSON

## INTERNATIONAL COFFEE BAR

FRESHLY BREWED COFFEE, KAHLUA, GRAND MARNIER, BAILEY'S IRISH CREAM, SAMBUCCA,  
AMARETTO DI SARONNO, WHIPPED CREAM, SHAVED CHOCOLATE,  
CINNAMON STICKS AND ROCK CANDY SUGAR STICKS

FIRST HOUR	\$8 PER PERSON
EACH ADDITIONAL HOUR	\$4 PER PERSON

## CONSUMPTION AND CASH BAR PRICING

PREMIUM BRAND COCKTAILS	\$6.50
STANDARD BRAND COCKTAILS	\$5.50
PREMIUM BEER	\$5.50
STANDARD BEER	\$4.25
HOUSE WINE	\$5.50
SOFT DRINKS	\$2.00
BOTTLED WATER	\$2.00

## UPGRADE WINE – PRICED PER BOTTLE

	<u>WHITE</u>
PINOT GRIGIO, DANZANTE	\$32.00
FAMSEL SAUVIGNON BLANC, TRINCHERO	\$32.00
WHITE RIESLING, J LOHR	\$30.00
NAPA CHARDONNAY EST, BERINGER LUX	\$46.00
	<u>RED</u>
PINOT NOIR, LATOUR	\$40.00
W/S SYRAH, COVEY RUN	\$35.00
MERLOT, CONCANNON	\$32.00
CABERNET SAUVIGNON, OBERON	\$54.00

*Please inquire for additional wine selections*

CASH AND CONSUMPTION BARS REQUIRE ONE BARTENDER PER EVERY 100 GUESTS,  
\$150 FOR UP TO FOUR-HOURS, AND \$35 FOR EACH ADDITIONAL HOUR.



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# TRAY PASSED HORS D' OEUVRES

## HOT

CREAMY TOMATO SOUP, MINIATURE GRILLED CHEESE ON SOURDOUGH  
TURKEY SAMOSAS SEASONED LIGHTLY WITH INDIAN SPICES  
MARINATED ARTICHOKE HEARTS, ROASTED RED PEPPER, AND WHIPPED BOURSIN CANAPÉ  
IN SPINACH PHYLLO  
TRUFFLED RISOTTO CAKE TOPPED WITH SUNDRIED TOMATO TAPENADE  
WHIPPED HERB CHEESE STUFFED CREMINI MUSHROOM  
CRAB STUFFED BABY BELLA MUSHROOM  
BUTTERNUT SQUASH AND ROASTED PARSNIP SHOT WITH TOASTED ALMOND GARNISH  
SMASHED POTATO WITH LEEK, BACON AND FRESH ROSEMARY TARTLET  
TORTILLA CRUSTED CHICKEN SKEWER WITH MOLE SAUCE  
PETITE MARYLAND CRAB CAKE WITH ROASTED SWEET PEPPER AIOLI  
WARM POLENTA CUPS WITH FONTINA AND TOMATO RELISH  
GRILLED CHICKEN AND SMOKED JARLSBERG QUESADILLA WITH CHIPOTLE SALSA  
CRISPY TURKEY POT STICKER WITH SWEET CHILI SAUCE  
ARGENTINE BEEF SKEWER WITH CHIMICHURRI SAUCE  
BRIE WITH RASPBERRY AND TOASTED ALMONDS IN PHYLLO  
SHRIMP AND ANDOUILLE SAUSAGE SATAY WITH DIJON CREAM  
CRISPY ASPARAGUS STRAWS WITH PROSCIUTTO AND FLAKY PHYLLO DOUGH  
TUNA TARTAR ON A SPICED FRIED WONTON SHELL  
ARTICHOKE AND PARMESAN PROFITEROLE

## COLD

COFFEE ENCRUSTED TENDERLOIN, YUCATAN TOMATO CHUTNEY  
PEPPER-SEARED AHI TUNA, ASIAN SEAWEED  
VIETNAMESE SPRING ROLL WITH SWEET GINGER SOY  
BRUSCHETTA WITH OLIVE TAPENADE  
GULF SHRIMP SALAD & ENGLISH CUCUMBERS WITH LEMON OIL  
GRILLED TENDERLOIN ON CROSTINI, STILTON AND CARAMELIZED ONION  
SCOTTISH SMOKED SALMON, CAPERBERRY WITH LIME INFUSED CREAM CHEESE  
SALMON TARTAR ON PUMPERNICKEL POINTS WITH CILANTRO CRÈME FRAICHE  
GRILLED SESAME SHRIMP SKEWER WITH BRAISED BOK CHOY  
BLT STUFFED CHERRY TOMATO  
SPECIAL LUMP CRAB AND CHOPPED ARTICHOKE CROSTINI WITH ROASTED PEPPERS  
TUNA AND SALMON CEVICHE WITH CILANTRO CRÈME FRAICHE  
SMOKED CHICKEN AND MANGO WITH WHIPPED AVOCADO MOUSSE  
CRUMBLED BLUE CHEESE AND DRIED CHERRIES IN ENDIVE WITH BALSAMIC CARAMEL  
WILD MUSHROOM HUMMUS ON HERB PITA ROUND DRIZZLED WITH TRUFFLE OIL  
GRILLED SHRIMP ON A TORTILLA CRISP WITH ROASTED SWEET CORN SALAD  
FRESH MOZZARELLA, ROMA TOMATO, AND HAWAIIAN BASIL ON A GARLIC TOASTED BAGUETTE  
AFRICAN PEPPADEW PEPPERS STUFFED WITH BLUE CHEESE AND ALLOUETTA HERB CHEESE  
ENGLISH CUCUMBER WITH BOURSIN AND ROASTED PEPPERS  
GOLDEN TOMATO GAZPACHO

CHOOSE ANY 3

\$10 PER PERSON FOR ONE HOUR

CHOOSE ANY 5

\$15 PER PERSON FOR ONE HOUR



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## STATIONARY HORS D' OEUVRES

### VICTORIAN CHEESE DISPLAY

AGED CHEDDAR IN GUINNESS, STILTON IN PORT WINE, DERBY SAGE, STRIPPED JACK,  
TOMATO BASIL INFUSED FETA  
SPICED NUTS, DRIED FRUITS, WATER CRACKERS, CHICAGO FLATBREADS, AND GRISSINI  
BREADSTICKS

### VEGETABLE DISPLAY

HOUSE MARINATED VEGETABLE DISPLAY OF ARTICHOKE HEARTS, ASPARAGUS SPEARS,  
MILD CHERRY PEPPERS,  
KALAMATA OLIVES, SUGAR SNAP PEAS, AND BABY CARROTS

### SEASONAL SLICED FRUIT DISPLAY

BEAUTIFULLY PRESENTED SEASONAL MELONS, GOLDEN PINEAPPLE,  
PLUMP STRAWBERRIES, KIWI, MANGO AND SEEDLESS RED FLAME GRAPES

### BRUSCETTA STATION

WILTED SPINACH AND ARTICHOKE CREAM SPREAD,  
FRESH ROMA TOMATO, MOZZARELLA AND BASIL,  
GIANT WHITE BEAN PUREE WITH TRUFFLE OIL AND PARMESAN,  
SUNDRIED TOMATO TAPANADE,  
SHREDDED PARMESAN AND HERB SEASONED OILS  
BAGUETTES, CHICAGO FLATBREADS, GRISSINI BREADSTICKS, AND ASSORTED TABLE  
CRACKERS

### MEDITERRANEAN STATION

ROASTED BABA GHANOUSH, FLUFFY TABBOULEH SALAD, AND HERB SPICED HUMMUS,  
SPANISH OLIVE BLEND WITH CANDIED LEMON ZEST AND PICKLED GINGER,  
MEDITERRANEAN STUFFED GRAPE LEAVES FILLED WITH  
CURRIED BASMATI RICE,  
AND GRILLED LEMON GARLIC CHICKEN WITH CRUSHED MINT TZATZIKI  
FLATBREADS, LAVASH AND ARTISAN LOAVES

ADD INTERNATIONAL CHEESES AND CURED MEATS  
\$5 PER PERSON

### SMOKED SALMON

CHILLED ALASKAN WHOLE SALMON DISPLAY  
CHOPPED EGG, CAPER BERRIES, MINCED RED ONION, DILL AIOLI AND LAVASH  
FLATBREADS, LAVASH AND ARTISAN LOAVES

ALL STATIONARY HORS D' OEUVRES \$12 PER PERSON FOR ONE HOUR



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## SERVED DINNER

### SALAD

ROMAINE, RADICCHIO AND WATERCRESS SALAD  
PARMESAN CHARDS, TOASTED PINE NUTS AND LEMON LEEK VINAIGRETTE

GRILLED PORTOBELLO MUSHROOM AND FRESH GREEN BEAN SALAD  
SWEET TEARDROP TOMATOES, SHREDDED ASIAGO CHEESE AND RICE WINE VINAIGRETTE

JULIENNE APPLE AND BELGIAN ENDIVE SALAD  
CAPERS, FLAT LEAF PARSLEY, TEAR DROP TOMATOES AND CREAMY GOAT CHEESE WITH  
BALSAMIC VINAIGRETTE

ROASTED BEET SALAD  
BUTTER LETTUCE, CANDIED WALNUTS, AMISH BLEU CHEESE CRUMBLES AND FRESH  
TARRAGON VINAIGRETTE

TRI-COLOR SALAD  
RADICCHIO, ARUGULA AND BELGIAN ENDIVE WITH SHREDDED MOZZARELLA CHEESE AND  
GRAPE TOMATOES  
WITH BASIL VINAIGRETTE

CAESAR SALAD  
CRISP ROMAINE HEARTS TOSSED WITH PARMESAN CHARDS, GARLIC CROUTONS AND  
CLASSIC CAESAR DRESSING

CAPRESE SALAD  
VINE RIPENED RED AND YELLOW TOMATOES, FRESH MOZZARELLA CHEESE AND BASIL WITH  
FIFTEEN YEAR AGED BALSAMIC VINEGAR, EXTRA VIRGIN OLIVE OIL AND CRACKED BLACK  
PEPPER

BABY SPINACH SALAD  
ORANGE SUPREMES, SLICED RED ONION, TEARDROP TOMATOES, HOME-STYLE CROUTONS  
AND  
CLOVER HONEY MUSTARD VINAIGRETTE

*(please select one from above)*



DINNER ENTREES

**ROASTED RACK OF BABY LAMB**

WHITE BEAN VEGETABLE RAGOUT  
FRESH MINT – TOMATO VINAIGRETTE

**MARINATED GRILLED CHICKEN BREAST**

SAFFRON RICE PILAF  
ROASTED TOMATOES, CREMINI MUSHROOMS, GREEN BEANS

**PAN SEARED CHICKEN WITH TOMATO PESTO CREAM SAUCE**

GOAT CHEESE SMASHED YUKON GOLDS  
ROASTED HARICOT VERT  
SUN DRIED TOMATOES AND SAUTÉED CREMINI MUSHROOMS

**ROASTED KING SALMON FILET**

TOMATO AND PEARL BARLEY STEW  
FRESH FRISEE AND LEMON ZESTED SALAD  
RICH ADOBO SAUCE

**MARYLAND CRAB CAKE**

SAFFRON ARTICHOKE RISOTTO  
JULIENNE OF ROOT VEGETABLES  
ROASTED TOMATOES, CREMINI MUSHROOMS, GREEN BEANS

**AGED BALSAMIC PORTOBELLO**

25 YEAR AGED BALSAMIC GRILLED PORTOBELLO MUSHROOM  
FIRE ROASTED TOMATOES WITH HERBED FETA

**JUMBO GORGONZOLA RAVIOLI**

WITH GRILLED MUSHROOM RATATOUILLE AND HAWAIIAN BASIL PESTO CREAM SAUCE

**\$37 PER PERSON FOR THREE COURSE DINNER**



**GRILLED FILET MIGNON**  
CREAM SMASHED YUKON GOLD POTATOES  
OVEN ROASTED ASPARAGUS SPEARS  
DARK MADEIRA DEMI GLACE

Add \$5 per Person

DUET OF:

**PETITE FILET AND GRILLED SALMON**  
SHITAKE MUSHROOM- CAPER-ARTICHOKE SAUCE  
POTATO ROSEMARY GALETTE AND ROASTED TOMATO, CREMINI MUSHROOM AND  
ASPARAGUS SPEARS

**PETITE FILET AND BREAST OF CHICKEN**  
RICH MUSHROOM DEMI GLACE  
SERVED WITH WARM ORZO PASTA SALAD WITH DICED ITALIAN VEGETABLES

ADD \$10 PER PERSON

*(Please select one from above)*



DESSERT

CHOCOLATE LAVA CAKE  
WHIPPED HEAVY CREAM AND HAWAIIAN FRUITS

STRAWBERRY STRUDEL TART  
MALTED ANGLAISE CREAM WITH DEHYDRATED APPLE AND DARK CARAMEL SAUCE

INDIVIDUAL PECAN TART  
BOURBON CRÈME ANGLAISE AND CARAMEL WHIPPED CREAM

INDIVIDUAL FLOURLESS CHOCOLATE CAKE  
MANGO SAUCE, SEASONAL FRUIT CONFETTI AND FRESH CHOPPED MINT

VANILLA PANNA COTTA  
ROASTED PISTACHIO, HOUSE MADE BURNT CARAMEL, AND FRESH RASPBERRIES  
WITH PECAN STUDED PRALINE

CRÈME BRULE  
SEASONAL FRESH BERRIES AND CHOCOLATE STRAWS

RASPBERRY LEMON TART  
RASPBERRY COOLIE SAUCE AND FRESH BERRIES

CHOCOLATE CHIP CHEESECAKE  
WITH CHOCOLATE MOUSE AND CREAMY GANACHE WITH STRAWBERRY COOLIE

ASSORTED FRESH BERRIES AND FRUITS (SEASONAL)  
SWEET MARSALA ZABAGLIONE AND MICRO MINT

*(Please select one from above)*

REGULAR COFFEE, DECAFFEINATED COFFEE AND ASSORTED TEAS, SERVED WITH  
SWEETENERS & HALF AND HALF



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## DINNER BUFFETS

### ITALIAN BUFFET

CHOPPED ROMAINE SALAD, BACON CRUMBLES, HARD BOILED EGG, ENGLISH CUCUMBER,  
AND RED WINE VINAIGRETTE  
FIRE ROASTED PEPPERS WITH CREAMY FRESH MOZZARELLA AND MARINATED OLIVES  
CHEESY PENNE BAKE WITH DICED TOMATOES, CHOPPED BASIL AND GARLIC  
PORCINI DUSTED CHICKEN BREAST  
SEASONED TUSCAN POTATOES  
VARIETY OF BREADS AND FOCCACIA  
CLASSIC TIRAMISU WITH RASPBERRY SAUCE AND ESPRESSO WHIPPY

### AMERICANA BUFFET

BABY ICEBERG LETTUCE WEDGES WITH THOUSAND ISLAND OR BLUE CHEESE DRESSING  
CARVED CHOICE SIRLOIN  
GRILLED CHICKEN WITH ROSEMARY AND GARLIC MARINADE  
MACARONI AND CHEESE  
SAGE AND MUSHROOM CORNBREAD STUFFING  
STRING BEAN, FRENCH ONION, AND MUSHROOM CASSEROLE  
BUTTERMILK BISCUITS  
ASSORTED FRUIT PIES

### CLASSIC BISTRO

MARINATED FRENCH GREEN BEANS WITH CRUMBLED GOAT CHEESE AND TOASTED PINE  
NUTS, CHAMPAGNE VINAIGRETTE  
ROASTED ATLANTIC SALMON LEMON BURRE BLANC  
SLOW BRAISED SHORT RIBS WITH MUSTARD AND CARAMELIZED SHALLOT GLAZE  
TRUFFLED POTATO BAKE  
BISTRO FRENCH FRIES WITH PARSLEY AND GARLIC DUST  
CRISPY FRENCH BAGUETTE  
SLICED FRUIT AND BERRIES WITH MINT GARNISH

### MEDITERRANEAN BUFFET

CHILLED TOMATO CUCUMBER FETA SALAD  
BROILED SPANISH TARRAGON CHICKEN  
CAVATAPPI WITH CARAMELIZED VEGETABLE RELISH AND TOASTED PINE NUTS  
MEDITERRANEAN COUSCOUS AND LENTIL SALAD  
GRILLED CIABATTA BREAD  
SLICED FRUIT AND STRAWBERRIES WITH BALSAMIC SYRUP

ALL BUFFETS \$35 PER PERSON

REGULAR COFFEE, DECAFFEINATED COFFEE AND ASSORTED TEAS, SERVED WITH  
SWEETENERS & HALF AND HALF

Dinner Buffets require a minimum of 30 guests.



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## RECEPTION STATIONS

### TASTE OF INDIA

SEARED DICED CHICKEN STEWED IN TIKKA MASALA AND HEAVY CREAM  
BASMATI RICE COOKED WITH LENTILS, CASHEW NUTS AND INDIAN SPICES  
CHICKPEAS WITH CARAMELIZED VIDALIA ONION, CHOPPED TOMATO, AND CILANTRO  
GRILLED SPICE NAAN  
RICH TOMATO YOGURT  
SPICED MANGO CHUTNEY

### ITALIAN INSPIRATION

ROMAN STYLE ARTICHOKE SALAD WITH SWEET ROASTED PEPPERS AND GRATED PARMESAN  
CRISP EGGPLANT PARMESAN WITH VINE-RIPENED TOMATOES  
CAVATAPPI WITH CARAMELIZED VEGETABLE BOLOGNESE AND TOASTED PINE NUTS  
BRAISED CHICKEN FRANCESE WITH LEMON, CAPERS, AND FRESH CHOPPED PARSLEY

### ASIAN FLAVORS

BRAISED BOK CHOY, NAPA CABBAGE, SHREDDED SWEET CARROT, ENGLISH CUCUMBER,  
CHOPPED GREEN ONION, AND SESAME VINAIGRETTE  
STIR FRIED DICED CHICKEN LETTUCE WRAPS  
WITH CARROTS, BEAN SPROUTS, CHOPPED PEANUTS AND THAI PEANUT SAUCE  
SHRIMP PAD THAI  
STIR FRIED JASMINE RICE WITH CRUNCHY VEGETABLES

### FLAVORS OF FLORENCE

RIGATONI  
SWEET SAUSAGE CRUMBLES, CARAMELIZED GARLIC, AND RAPINI  
CAVATAPPI  
OVEN FIRED VEGETABLES WITH BOLOGNESE SAUCE AND TOASTED PINE NUTS  
GRILLED CHICKEN TOSSED WITH PENNE PASTA WITH ROASTED TOMATO AND  
CARAMELIZED EGG PLANT  
GARLIC CHEESY BREAD

### CARVERY

SERVED WITH A SELECTION OF SAUCES AND MUSTARDS, ROLLS AND CONDIMENTS  
COMPLIMENTED BY SEASONAL GRILLED VEGETABLE AND ROASTED POTATOES  
**CHOOSE ONE**  
CHOICE TOP SIRLOIN OF BEEF  
OVEN ROASTED TURKEY BREAST  
JAMAICAN JERKED ROAST PORK LOIN



## RAJUN CAJUN

SAUTÉ OF DICED CHICKEN, ANDOUILLE SAUSAGE WHEELS AND GRILLED SPICY SHRIMP  
TOSSED WITH A CHOICE OF NEW ORLEANS STYLE JAMBALAYA OR ETOUFFEE SAUCE  
DIRTY RICE AND RED BEANS, CAJUN SEASONED COLE SLAW  
FRESH BAKED HONEY CORN MUFFINS AND SHIPPED SWEET BUTTER

## SATAY BAR

HOISIN GLAZED TUNA  
TAMARI SOY MARINATED AND GRILLED TOFU  
HONEY BEEF SKEWERS  
LEMONGRASS SCENTED SHRIMP  
SESAME GRILLED VEGETABLES  
DIPS:  
PEANUT SAUCE, SPICY TERIYAKI  
AND GINGER SESAME SOY SAUCE

## SALAD MARTINIS

FRESH BLACK BEAN AND BROWNE CORN SALSA TOPPED WITH CRISP COCONUT SHRIMP  
MESCLUN MIX TOPPED WITH FETA CHEESE CRUMBLE AND ARTICHOKE  
MINI PENNE, ROASTED YELLOW AND RED PEPPERS TOPPED WITH GRILLED CHICKEN  
PRESENTED WITH HERB VINAIGRETTE & HONEY BALSAMIC

## CALLE OCHO

ARROZ CON POLLO  
MARINATED CHUNKS OF CHICKEN BREAST BRAISED IN SAFFRON CREAM  
WITH ROASTED RED PEPPERS, TOMATOES, AND GREEN PEAS  
CLASSIC BLACK BEAN AND RICE CASSEROLE  
CUMIN SEAFOOD SALAD CUBAN STYLE  
WITH MARINATED WHITE FISH, SHRIMP, AND CALAMARI RIBBONS  
FRESH GOLDEN PINEAPPLE MACERATED IN DARK RUM AND FRESH MINT

*\$45.00 per person for any 3 stations for 1.5 hours*  
*\$60.00 per person for any 4 stations for 1.5 hours*



DESSERT STATION

SWEET TABLE

FRENCH PASTRIES  
CHEESECAKE  
FRUIT TARTS  
CREAM PUFFS AND TORTES  
LEMON SQUARES  
RASPBERRY BARS  
MINI CHOCOLATE CHUNK COOKIE  
SILVER SAMOVAR COFFEE AND TEA SERVICE  
\$9.50 per person

HEAVENLY CHEESECAKE BAR

NEW YORK CHEESE CAKE  
BOURBON PECAN CHEESE CAKE  
CAPPUCCINO WHITE CHOCOLATE CHEESE CAKE  
NEAPOLITAN CHEESE CAKE  
\$11.00 per person



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# EVENT GUIDELINES

## AUDIO VISUAL SERVICES

Cincinnati Museum Center has In House Audio Visual equipment available for rental. If you need equipment such as podium, microphone, flipchart, etc., please contact your event sales representative. Renting the Museum Center equipment includes the set up and teardown of the equipment, as well as one of our trained technicians showing you the proper operation of said equipment, if required. Audio Visual equipment which cannot be provided in-house can be arranged through an outside company either through your event sales representative or independently. If requested at least two weeks in advance, Museum Center Audio Visual staff can be dedicated to your event for an hourly fee.

You may also bring your own equipment to use. Be aware that if you provide your own equipment, Museum Center cannot be responsible for it.

**GRAND ROTUNDA:** Due to the unusual acoustics in the Rotunda area, Museum Center accepts no responsibility for the sound quality of systems brought in through outside sources.

## BANNERS AND SIGNAGE

Banners can be installed by the Museum Center Engineering Staff Prior to your event at the entrance of the Losantiville Café, Cincinnati Dining Room, Collett Gallery, Reakirt Auditorium or Newsreel Theater. It is possible to hang banners in the Rotunda, due to the difficulty of hanging banners in this area; you will be charged a higher rate for this service. In any case, Museum Center must be in receipt of your banner at least one week prior to your event. The location where your banner will be hung is subject to Museum Center approval. All signage should be light-weight material, suitable for hanging indoors, with roping and grommets. No signage may be hung outdoors, unless renting the entire facility. Pricing for Banner Hanging is as follows:

Grand Rotunda	
One to three banners	\$500
Private Dining Areas	
One to three banners	\$100
Four to six banners	\$200



Complex or custom designed displays will be charged on an hourly basis to cover lift, time and labor.

- Signage is hung and removed during regular business hours. Special requests may incur additional fees.
- It is the Client's responsibility to pick up signage within 3 business days after the event, or it may be discarded.
- No banners, posters or signs may be hung by anyone other than facility staff.

Signage is most commonly hung in the following locations dependant upon facility usage:

- Above the entrance to Losantiville Cafe – maximum dimensions are 151.5" wide by 50.5" high.
- Above the Concessions Area (Reakirt Auditorium) – maximum dimensions are 123"wide by 41"high.

## BARTENDER FEES

Cash and Consumption Bars require one bartender per every 75 guests up to 200 guests, then approximately one additional bartender for every 100 guests thereafter. \$150 for each bartender up to Four-hours and \$35 for each additional hour.

## COAT CHECK

At the clients' request, coat check will be provided in seasonal weather with one attendant per 150 guests, \$85 for up to four-hours, and \$35 for each additional hour.

## DANCE FLOORS

The Cincinnati Museum Center owns and maintains a dance floor which is available for rental on a first come first served basis. A total of forty nine 3' x 3' squares are available for \$19.25 each. Contact your event sales representative to determine availability for your event date.

### Dance Floor Pricing

12x12 - \$308.00

15x15 - \$481.25

18x18 - \$693.00

21x21 - \$943.25



## DECORATIONS

Decorations, posters, signs or displays brought into the Cincinnati Museum Center must be approved before the event. Items may not be attached to walls, windows, drapes and/or columns. The following machines are not permitted: Snow, Fog or Bubble. No open flame décor is permitted. Balloons are permitted only in certain areas with restrictions. Charges may apply if a lift is required to remove any balloons from the ceilings.

## STANDARD SET UP

### Continental Breakfast / Break out Session

One Registration / Display table, Buffet / Beverage tables, Theater – style seating.

### Served or Buffet Luncheon

One Registration / Display table, buffet Tables, 100% guest seating at five foot rounds draped with house linens (white or black square overlays) with eight to ten chairs at each table.

### Served or Buffet Dinner

One Registration/ Display table, buffet tables, 100% guest seating at five foot rounds draped with house linens (white or black 120” round linens) with eight to ten chairs at each table.

### Cocktail or Hors D Oeuvres Reception

One registration / display table, buffet / beverage tables, cocktail seating varied based on menu requirements.

## EQUIPMENT

While the Cincinnati Museum Center maintains an inventory of equipment, this inventory may be limited depending on the number of guests or the type of events at a given time. While many of your catered event table / Chair needs are covered in your food cost – additional charges will apply to requests not included in your event’s Standard Set up.

4’ x 8’ Section of Stage	\$55
3’ square section of installed Dance Floor	\$19.25
60” Round with a square overlay	\$20
60” Round with 120” Round	\$25
6’ -8’ Display Table – Draped	\$25
6’ -8’ Display Table – Draped & Skirted	\$35
House Chair	\$1
Chiavari Chair	\$5



## EVENT PROMOTION AND ADVERTISING

All advertisements, invitations, flyers, posters and promotions associated with your event should use the following name and address below. Please do not publish the Cincinnati Museum Center phone number for any reason.

Cincinnati Museum Center  
1301 Western Avenue  
Cincinnati OH 45203  
[www.cincymuseum.org](http://www.cincymuseum.org)

The Cincinnati Museum Center Logo or photography may be requested for use with consent from our marketing department, contact your event sales representative for more information.

## FOOD AND BEVERAGE

DECO is the exclusive caterer, who holds the liquor license and board of health permits within the Cincinnati Museum Center. No outside food, beverage or alcohol may be brought into the facility.

## HOLIDAYS

Any event occurring on a holiday will be charged an additional 10% service charge.

## LINEN

DECO will provide Black or White table cloths and napkins for all tables. Specialty items such as chair covers with sashes, slip covers, overlays, spandex and custom colors are available for an additional charge.

## LOAD-IN AND LOAD-OUT

Due to public safety concerns, no hand carried materials may be brought through the front doors during Museum Center public hours. Parking in the front of the building for offloading is restricted so that your vehicle cannot block any buses or the fire lane. No delivery carts are permitted through the front doors at any time. All vendors with carts and/or including: displays, exhibits, decoration, equipment and entertainment must enter and check in at the Cincinnati Museum Center South Dock entrance at the rear of the building. Contact your Event Sales Representative for detailed information.



## PACKAGES AND PACKAGE HANDLING

Parcels or packages may be delivered up to three days prior to your event – with prior knowledge and approval of your event sales representative. Outgoing packages must have pre-arranged shipping charges through a carrier. Incoming packages must include the following:

Attention: Your Sales Representative  
Cincinnati Museum Center at Union Terminal  
1301 Western Ave  
Cincinnati OH 45203  
Client name and date of event

## PARKING

Parking on site is \$5/car before 4:30 PM – and \$3/car after 4:30 PM – this fee may be paid by your guests upon arrival – or hosted by the client. Valet Parking is available upon request for an additional cost with adequate notice.

## PUBLIC SAFETY

Cincinnati Museum Center maintains 24-hour security for monitoring our building perimeters, parking areas and pedestrian traffic in interior public areas. In addition there are security cameras located in the parking lots and throughout the facility.

**Additional Event Security:** If you wish to hire additional security for your event, please check with your event sales representative at least two weeks before your event. Museum Center's public safety department will hire additional security through its own department or the Cincinnati Police Department. There is an hourly charge for additional security. Based on the nature of your event, your event sales representative may require additional security to be hired.

**Contracted Non-Museum Center Security:** If you are using additional security not hired through Museum Center, you will need to notify your event sales representative of the name of the company as well as contact name and phone number. All outside security not hired through Museum Center will need to meet with our Public Safety Department and Provide a Certificate of Insurance in the amount of \$1 Million dollars.



## SMOKING

The Cincinnati Museum Center is a smoke free facility as mandated by state law. Designated outdoor areas are available.

## STORAGE

The Cincinnati Museum Center has limited storage facilities and does not provide storage prior to, or following an event for decorations, flowers, auction items, equipment or materials brought in by you, your subcontractors or your guests. Items the client wishes to keep must be removed from the premises immediately following the event. The Museum Center will not be held responsible for items left once the Client departs. Should you require storage prior to, or following your event, your event coordinator can supply room rental charges.

## NON- EXCLUSIVE USE

Unless you have rented the entire facility, it is likely that Museum Center will have other events booked at the same time as your event. Cincinnati Museum Center has the right to rent to any person, firm or entity regardless of the nature of the use of the other space.

