

The  
**BACKSTAGE**  
Event Center



**NICHOLSON'S**  
CINCINNATI'S FIRST & FINEST GASTROPUB

# BACKSTAGE EVENT CENTER

Thank you for considering The Backstage Event Center, in the heart of Downtown Cincinnati's Theater District. The Backstage Event Center is located on the second floor above Nicholson's and The Horse & Barrel Bourbon House. We are directly across the street from the Aronoff Center and within walking distance of all Downtown hotels and popular city attractions.

We have specifically designed our space to provide you and your guests with a one-of-a-kind experience for your wedding reception, rehearsal dinner, business meeting, holiday party or special event.

This second level space features exposed brick, hardwood floors throughout, an art-deco glass elevator, private restrooms and is fully-equipped for any of your audio visual needs.

The Horse & Barrel Bourbon House is located on the first floor. It features a retractable glass panel wall, full sized bar, exposed brick walls, hardwood floors, and lots of charm for your next cocktail party or private dinner.

Tavern Restaurant Group has over 25 years of experience hosting private events. We pride ourselves on understanding how important your event is for you and your guests. Our team is committed to success.

We appreciate your interest in our unique downtown location. We would like to personally invite you to visit the Backstage Event Center and the Horse & Barrel Bourbon House. We look forward to coordinating your event down to the finest detail to provide a wonderful, memorable experience.

**Kelly Schneider**  
*Sales & Event Manager*  
625 Walnut Street  
Cincinnati, OH 45202  
(513) 564 – 9111 *Office*  
(513) 550 – 1869 *Mobile*  
[KSchneider@DineTRG.com](mailto:KSchneider@DineTRG.com)

# BACKSTAGE EVENT CENTER

## Continental Breakfast

**\$9.95 per person**

assorted danish & pastries, bagels with cream cheese, whipped butter, yogurt & granola with fresh berries, fresh-cut fruit or fruit basket

### Included

coffee, teas, water, fresh orange juice

### Enhancements

bloody mary	<b>\$7.95 each</b>
mimosa	<b>\$6.95 each</b>
12oz bottled water	<b>\$1.75 each</b>



# BACKSTAGE EVENT CENTER

## Breakfast Buffet

**\$18.95 per person**

farm fresh scrambled eggs  
*or*  
quiche lorraine (spinach, bacon & swiss cheese)

smoked maple bacon  
sausage links  
home fries  
french toast casserole  
assorted pastries and muffins  
fresh cut fruit  
vanilla yogurt  
fresh strawberries & seasonal berries  
house made granola

### Included

coffee, teas, water, fresh orange juice

### Enhancements

spiced maple sausage patties	<b>\$2.25 per person</b>
bloody mary	<b>\$7.95 each</b>
mimosa	<b>\$6.95 each</b>
12oz bottled water	<b>\$1.75 each</b>



# BACKSTAGE EVENT CENTER

## Farm Fresh Breakfast

**\$11.95 per person**  
*(served family-style)*

### Mains

(select one)

scrambled eggs  
quiche lorraine  
breakfast burrito

### Meats

(select one)

bacon  
sausage links  
ham

### Sides

(select two)

biscuits & gravy  
yogurt and granola  
roasted potato home fries  
french toast casserole  
fruit cup

### Included

coffee, teas, water, fresh orange juice

### Enhancements

bloody mary	<b>\$7.95 each</b>
mimosa	<b>\$6.95 each</b>
12oz bottled water	<b>\$1.75 each</b>



# BACKSTAGE EVENT CENTER

## Executive Break Options

### Mid-Morning Refreshments

**\$6.95 per person**

(select two)

whole fruit	cookies
popcorn	trail mix
potato chips	candy bars
pretzels	granola bars
brownies	mixed nuts

### Mid-Afternoon Refreshments

**\$7.95 per person**

(select two)

vegetable shooters	candy bars
cheese board	brownies
potato chips	cookies
pretzels	tortilla chips & salsa

### All Day Beverage Service

**\$5 per person**

coffee  
tea  
bottled water  
assorted soda

# BACKSTAGE EVENT CENTER

## Appetizer Platters

~Priced for 25 ~

### Cocktail Shrimp

house-made cocktail sauce,  
lemon wedges

**\$95**

### Spanakopita

Greek pastry, chopped spinach, feta,  
onions, baked in a filo crust

**\$90**

### Charcuterie Tower

salami, prosciutto, capicola,  
olives, assorted crackers

**\$95**

### Caprese Skewer

mozzarella, tomato, basil,  
extra virgin olive oil

**\$75**

### Fresh Fruit Platter

assorted seasonal fruit,  
creamy fruit dip

**\$85**

### Brie en Croute w/Raspberry

brie cheese, chopped almonds & raspberry  
preserves in a flaky puff pastry

**\$150**

### Cheese Platter

assortment of domestic cheeses  
& crackers

**\$90**

### Bruschetta

cranberry-apple chutney &  
goat cheese

**\$70**

### Fresh Vegetable Platter

assortment of crisp vegetables,  
ranch for dipping

**\$85**

### Belhaven Beer Cheese

crumbled bangers,  
pub crisps & soft pretzels

**\$85**

# BACKSTAGE EVENT CENTER

## Appetizer Platters

~Priced for 25 ~

### **Spinach & Artichoke Dip**

diced tomatoes & pub crisps

**\$90**

### **Mini Crab Cake**

Malt vinegar aioli & arugula

**\$99**

### **Mac & Gruyere Cheese**

cavatappi, white cheddar, gruyere  
cheese, cheddar crumb topping

**\$90**

### **Mini Meatballs & Marinara**

house-made, topped with  
parmesan and basil

**\$90**

### **Sliced Ham Slider**

caramelized onions, brioche bun,  
pub mustard, Swiss cheese

**\$2.75 each**

### **Pulled Pork Sliders**

Maker's Mark bbq, creamy  
coleslaw, brioche bun

**\$2.75 each**

### **Petite Quiche**

assortment of three-cheese,  
florentine, classic French,  
mushroom

**\$90**

### **Vegetable Egg Roll**

plum sauce

**\$90**

### **Buffalo Chicken Bites**

blue cheese dressing

**\$90**

### **BBQ Chicken Bites**

house-made Maker's Mark bbq

**\$90**



# BACKSTAGE EVENT CENTER

## **Soup & Salad Buffet**

**\$12.95 per person**

### **Soup**

(select two)

tomato basil  
white chicken chili  
leek & blue cheese

### **Salads**

(select two)

#### **Wedge Salad**

baby iceberg, bacon, pickled red onion,  
granny smith apples, blue cheese dressing

#### **Caesar Salad**

shaved parmesan cheese, garlic croutons,  
house-made caesar dressing

#### **House Salad**

tomato, cucumbers, carrots, shredded cheddar  
(honey balsamic, creamy dill, house-made honey mustard dressing)

### **Salad Additions**

grilled chicken	<b>\$4.95</b>
pan-seared salmon	<b>\$8.95</b>
2 crab cakes per person	<b>\$9.95</b>

BACKSTAGE EVENT CENTER  
**“Build Your Own”  
Soup & Sandwich Board**

**\$17.95 per person**

**Soup**

(select one)

tomato basil  
white chicken chili  
leek & blue cheese

**Breads**

marble rye  
sourdough  
wheat berry

**Meats**

shaved roast beef  
honey ham  
smoked turkey

**Included Additions**

assortment of cheese  
lettuce  
tomato  
onion  
pub mustard  
mayonnaise  
gourmet potato chips  
assortment of jumbo cookies

# BACKSTAGE EVENT CENTER

## Lunch Buffet

**\$18.95 per person**

### Entrees (select two)

#### **Oven-Roasted Chicken Breast**

white wine lemon sauce

#### **Shrimp & Cavatappi Pasta**

tomatoes, basil, white wine garlic sauce, fresh mozzarella pearls

#### **Center Cut Pork Loin\***

slow-roasted,  
cranberry-apple chutney

#### **Pot Roast**

slow-roasted in house,  
root vegetables

#### **BBQ Grilled Chicken**

Maker's Mark bbq sauce

#### **Fried Haddock**

hand-breaded haddock

### Sides (select two)

mashed yukon gold potatoes  
mac & gruyere cheese  
corn & pepper sauté  
house-made crisps

oven-roasted seasonal vegetables  
green beans w/parmesan & tomato  
mixed green salad  
caesar salad

*\*consuming raw or undercooked meat,  
seafood, shellfish, or eggs may pose an increased  
risk of foodborne illness*

# BACKSTAGE EVENT CENTER

## Plated Dinners

(includes a mixed green salad, fresh bread & butter)

**\$22.95 per person**

**Oven-Roasted Chicken Breast**

Maker's Mark bbq

**Boneless Pork Loin**

cranberry-apple chutney

**Fish & Chips**

hand-breaded haddock, slaw,  
tarter sauce, duck fat fries

**\$29.95 per person**

**Flat Iron Steak\*\***

red wine bordelaise, garlic butter

**Pan Seared Fillet of Salmon\***

lemon garlic butter

**Oven-Roasted Airline Chicken**

white wine lemon sauce

**\$36.95 per person**

**Fillet of Salmon\***

pesto crusted salmon

**Filet Mignon\*\***

red wine bordelaise

**Oven-Roasted Airline Chicken**

white wine lemon sauce

**Choose two sides to complement your entrée selection**

mashed yukon gold potatoes, green beans, asparagus  
sweet potato mash, broccolini (seasonal)

***Please provide the quantities of each entree selection two weeks prior to the event and color coded place cards the evening of the event.***

*\*consuming raw or undercooked meat,  
seafood, shellfish, or eggs may pose an increased  
risk of foodborne illness*

*\*\*all steaks are cooked to medium*

# BACKSTAGE EVENT CENTER

## “Duet” Plated Dinner

(includes a mixed green salad, fresh bread & butter)

**\$29.95 per person**

*two smaller portioned entrees paired together  
with mashed yukon gold potatoes and green beans*

### Entrees

(select two)

#### Oven-Roasted Airline Chicken

white wine lemon cream sauce

#### Pan Seared Fillet of Salmon\*

lemon garlic butter

#### Flat Iron Steak\*\*

red wine bordelaise

#### Filet Mignon\*\*

red wine bordelaise

*add \$4*



*\*consuming raw or undercooked meat,  
seafood, shellfish, or eggs may pose an increased  
risk of foodborne illness*

*\*\*all steaks are cooked to medium*

# BACKSTAGE EVENT CENTER

## Dinner Buffet or Family Style

(includes a mixed green salad, fresh bread & butter)

**\$29.95 per person**

*Family-style will be placed at your table  
in serving bowls like a family gathering*

### Entrees

(select two)

#### Oven-Roasted Airline Chicken

white wine lemon sauce or  
Maker's Mark bbq

#### Shrimp & Cavatappi Pasta

tomatoes, basil, mozzarella pearls,  
white wine garlic sauce

#### Flat Iron Steak\*\*

red wine bordelaise, garlic butter

#### Pan Seared Fillet of Salmon\*

lemon garlic butter

#### Center Cut Pork Loin\*

slow-roasted, cranberry apple chutney

#### Pot Roast

slow-roasted in house

#### Filet Mignon\*\*

red wine bordelaise  
*add \$6*

### Sides

(select two)

mashed yukon gold potatoes  
mac & gruyere cheese  
herb-roasted potatoes  
oven-roasted brussel spouts

seasonal succotash  
oven-roasted asparagus  
oven-roasted seasonal vegetables  
green beans w/parmesan & tomato

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or eggs may pose an increased risk of foodborne illness*

*\*\*all steaks are cooked to medium*

# BACKSTAGE EVENT CENTER

## The Whole Hog

*A Nicholson's Favorite*  
Gastropub-style pig roast

**\$45 per person**  
*(minimum of 25 guests)*

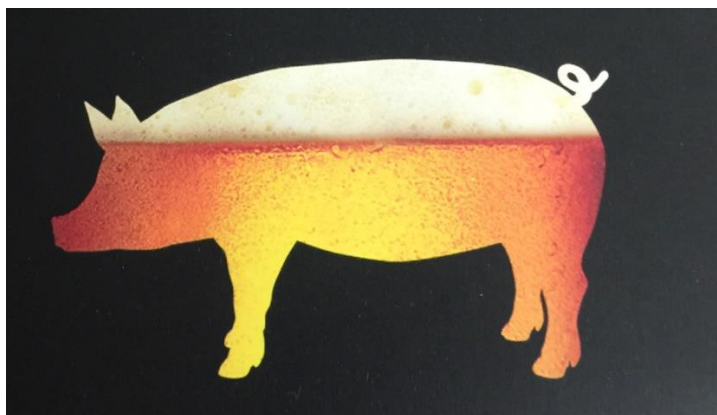
This family-style favorite is great for all ages.

### **Includes**

slow-roasted pig stuffed with fresh seasonal ingredients  
pickled vegetable tray  
mac & gruyere cheese  
mashed potatoes with herbed butter  
sautéed seasonal mixed vegetables  
green beans  
fresh baked bread & butter

**Our culinary team will work with you to  
build a customized pig roast menu.**

*~additional charges may apply~*



# BACKSTAGE EVENT CENTER

## Desserts

### **Assorted Mini Dessert Tray**

\$130

salted caramel brownie

assorted cheesecake

50 pieces

### **Apple Crisp or Sticky Toffee Pudding**

\$3.50 per person

### **Vanilla Cheesecake**

\$3.95 per person

raspberry, caramel or chocolate sauce

topped with whipped cream

### **Jumbo Cookies**

\$2.75 per cookie

### **Graeter's Ice Cream**

\$5.95 two scoops

black raspberry chip

### **Schneider's Sweet Shop Homemade Ice Cream**

\$5.95 two scoops

seasonal options





# BACKSTAGE EVENT CENTER

## Bar Options

### Silver Level

**\$6.50 per drink**

Smirnoff Vodka,  
Jim Beam Bourbon  
Beefeater Gin  
Cruzan Light Rum  
Dewar's Scotch  
Sauza Silver Tequila

### Gold Level

**\$8 per drink**

Grey Goose Vodka  
Maker's Mark Bourbon  
Bombay Sapphire Gin  
Captain Morgan Rum  
Johnny Walker Red Scotch  
1800 Silver Tequila

### Red Wine

*by the glass/bottle*

Meiomi Belle Glos - Pinot Noir \$9.50/\$38

Parducci - Merlot \$7.50/\$30

Conundrum - Red Blend \$10/\$40

Chateau Ste Michelle - Cabernet Sauvignon \$10/\$40

### White Wine

*by the glass/bottle*

J Lohr Bay Mist - Riesling \$6/\$24

Sartori Di Verona - Pinot Grigio \$7/\$28

Villa Maria Private Bin - Sauvignon Blanc \$9/\$36

Chateau Ste Michelle "Indian Wells" - Chardonnay \$10/\$40

### Beer

**\$2.95 each**

Budweiser  
Bud Light  
Miller Light  
Michelob Ultra

**\$4.95 each**

Sierra Nevada  
Newcaste  
Amstel Light  
Corona

**\$5.95 each**

Bell's Two Hearted  
Crabbie's  
Rhinegeist Rotating  
Madtree Psychopathy

# BACKSTAGE EVENT CENTER

## Bar Packages

### Package Options

<b>Time Frame</b>	<b>Beer &amp; Wine</b>	<b>Silver Level</b>	<b>Gold Level</b>
2 hour	\$25 per person	\$30 per person	\$35 per person
3 hour	\$30 per person	\$35 per person	\$40 per person
4 hour	\$35 per person	\$40 per person	\$45 per person
5 hour	\$40 per person	\$45 per person	\$50 per person

### Beer & Wine

Budweiser	Sierra Nevada	Bell's Two Hearted
Bud Light	Newcastle	Crabbie's
Miller Light	Amstel Light	Rhinegeist Rotating
Michelob Ultra	Corona	Madtree Psychopathy

### Red Wine

Meiomi Belle Glos - Pinot Noir  
Parducci - Merlot  
Conundrum - Red Blend  
Chateau Ste Michelle - Cabernet Sauvignon

### White Wine

J Lohr Bay Mist - Riesling  
Sartori di Verona - Pinot Grigio  
Villa Maria Private Bin - Sauvignon Blanc  
Chateau Ste Michelle "Indian Wells" - Chardonnay

### Silver Level Package

*All Beer & Wine plus the following liquors*

Smirnoff Vodka	Jim Beam Bourbon	Beefeater Gin
Cruzan Light Rum	Dewar's Scotch	Sauza Silver Tequila

### Gold Level Package

*All Beer & Wine, Silver Package, plus the following liquors*

Grey Goose Vodka	Maker's Mark Bourbon	Bombay Sapphire Gin
Captain Morgan Rum	Johnny Walker Red	1800 Silver Tequila

# BACKSTAGE EVENT CENTER

## Services & Fees

### Standard Services

*(included)*

farm tables and chairs

black napkins

china, silverware, glassware

crystal votive center piece

### Additional Services

*(additional charges apply)*

farm table linen: \$10 per table

4 foot round tables, seats 6: \$10 per table

6 foot round tables, seats 10: \$10 per table

outside desserts (provided by a bakery only): \$1 per person

bourbon/scotch tasting: \$75 per host + cost of bourbon/scotch

champagne toast: \$4 per person

valet parking Friday & Saturday starting at 6:00 pm: \$12 per car

valet parking Sunday-Thursday starting at 6:00 pm: \$12 per car (25 car minimum)

### Audio/Visual

mounted LCD projector, 85" projection screen & speakers: \$50

easel: \$15

podium: \$25

wireless microphone: \$50

### Deposit/Cancellation

The Backstage Event Center requires a non-refundable deposit of \$200. This will be deducted from the final bill.

The following cancellation fees apply:

90-60 days prior to event = Full Venue Fee

59-14 days prior to event = Full Venue Fee + Food and Beverage Minimum

Less than 13 days prior to event = 100% of estimated event revenue

### Payment

A payment of the venue fee and the food and beverage minimum is required 7 days prior to event. Food and beverage minimum does not include tax and fees added to the final bill. Balance of food and beverage, any overages in final guest count or any additional charges will be due at the conclusion of the event. A 20% gratuity, 3% service fee & 7% Ohio state tax will be automatically added to the final bill. This fee represents a service charge for service staff employees, service bartenders and event coordinator. Payments may be made by: American Express, Discover, Master Card, Visa, money orders, certified checks or cash.

# BACKSTAGE EVENT CENTER

## Minimums & Venue Fees

### **The Front “Terrace Room”**

*Accommodates 110 seated, 64 with dance floor, 150 cocktail/reception style*

#### **Monday - Friday 8am-4pm**

\$100 venue fee + \$500 food & beverage minimum

#### **Saturday & Sunday 8am-4pm**

\$250 venue fee + \$1000 food & beverage minimum

#### **Sunday - Thursday Evening 4pm-11pm**

\$250 venue fee + \$1000 food & beverage minimum

#### **Friday Evening 4pm-1am**

\$500 venue fee + \$2000 food & beverage minimum

#### **Saturday Evening 4pm-1am**

\$500 venue fee + \$4000 food & beverage minimum

***Venue fees include 5 hour room rental, each additional hour \$125***

### **The Adjacent “Cedar Room”**

*Accommodates 220 seated, 120 with dance floor, 300 cocktail/reception style*

This newly-renovated additional space can be added to the Terrace Room doubling the accommodations; includes back patio with fountain.

**Venue fee is doubled to include the Cedar Room**

### **Horse & Barrel Bourbon House**

*Accommodates 45 seated, 65 cocktail/reception style*

#### **Tuesday - Friday 8am-3pm**

\$100 venue fee, \$500 food & beverage minimum

#### **Sunday & Monday 8am-11pm**

\$250 venue fee, \$750 food & beverage minimum

***Venue fees include 5 hour room rental, each additional hour \$125***

Pricing for Tuesday through Saturday evenings is available upon request

### **Entire Building Buy-Out**

Nicholson’s, Horse & Barrel and Backstage Event Center

**Contact sales & event manager for details**

# BACKSTAGE EVENT CENTER

## Driving Directions

### **From the Greater Cincinnati Airport**

Take I-275 East to I-75 North. Cross the bridge into Ohio and take the 5<sup>th</sup> Street Downtown exit. Follow 5<sup>th</sup> Street to Vine Street and turn left onto Vine, then right onto 7<sup>th</sup> Street and, finally, a right onto Walnut. Our location will be on Walnut Street between 6<sup>th</sup> and 7<sup>th</sup> Street directly across from the Aronoff.

### **Traveling I-75 South From North of Cincinnati**

Take the 7<sup>th</sup> Street exit. Follow 7<sup>th</sup> Street to Walnut Street and take a right. Our location will be on Walnut Street between 6<sup>th</sup> and 7<sup>th</sup> Street directly across from the Aronoff.

### **Traveling I-75/I-71 North From Kentucky**

Take I-75 North. Cross the bridge into Ohio and take the 5<sup>th</sup> Street Downtown exit. Follow 5<sup>th</sup> Street to Vine Street and turn left onto Vine, then right onto 7<sup>th</sup> Street and finally a right onto Walnut. Our location will be on Walnut Street between 6<sup>th</sup> and 7<sup>th</sup> Street directly across from the Aronoff.

### **Traveling I-71 South From North of Cincinnati**

Take the Gilbert Avenue exit. Follow Gilbert Avenue into Downtown Cincinnati passing the Horseshoe Casino. Gilbert Avenue will eventually become 8<sup>th</sup> Street. Take 8<sup>th</sup> Street to Walnut Street and take a left onto Walnut. Our location will be on Walnut Street between 6<sup>th</sup> and 7<sup>th</sup> Street directly across from the Aronoff.

### **From Batavia, Taking I-275 into Kentucky**

Take I-471 North across the Bridge into Ohio and take the 6<sup>th</sup> Street exit into Downtown Cincinnati. Follow 6<sup>th</sup> Street to Main Street and turn right onto Main. Then turn left onto 8<sup>th</sup> Street, left onto Walnut Street. Our location will be on Walnut Street between 6<sup>th</sup> and 7<sup>th</sup> Street directly across from the Aronoff.

### **Traveling SR-50 West (Columbia Parkway) from East Cincinnati**

Take the 6<sup>th</sup> Street exit into Downtown Cincinnati. Follow 6<sup>th</sup> Street to Main Street and turn onto Main. Then, turn left onto 8<sup>th</sup> Street, left onto Walnut Street. Our location will be on Walnut Street between 6<sup>th</sup> and 7<sup>th</sup> Street directly across from the Aronoff.

### **Traveling I-471 North from Kentucky**

Take I-471 North across the Bridge into Ohio and take the 6<sup>th</sup> Street exit into Downtown Cincinnati. Follow 6<sup>th</sup> Street to Main Street and turn right onto Main. Then turn left onto 8<sup>th</sup> Street, left onto Walnut Street. Our location will be on Walnut Street between 6<sup>th</sup> and 7<sup>th</sup> Street, directly across from the Aronoff.

# BACKSTAGE EVENT CENTER Downtown Parking Lots & Map

(Parking averages \$10 per car)

## **ABM Parking lots**

Corner 7<sup>th</sup> & Main

Corner 8<sup>th</sup> & Walnut

## **Olympic Parking Garage**

(Look for closing times)

7<sup>th</sup> Street between Walnut & Main

## **All Pro Parking Lot**

Corner of 7<sup>th</sup> Street & Vine Street

## **501 Parking Garage**

Corner of 5<sup>th</sup> and Walnut Street

## **601 Parking Garage**

Vine Street between 6<sup>th</sup> & 7<sup>th</sup> Street

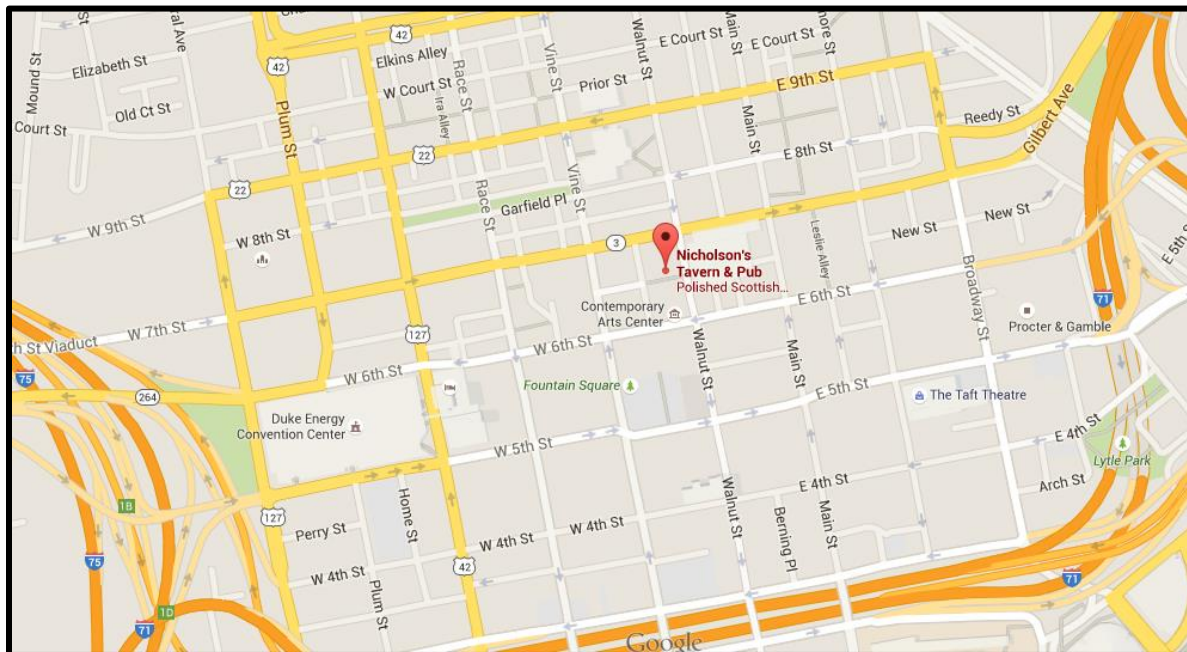
## **Fountain Square Parking Garage**

Walnut Street between 5<sup>th</sup> & 4<sup>th</sup> Street

## **Valet Parking Service Provided By Star Parking**

625 Walnut Street, Cincinnati, Ohio 45202 513-564-9111

[www.nicholsonspub.com](http://www.nicholsonspub.com)



# BACKSTAGE EVENT CENTER

## Preferred Vendors

We offer a complete private event-planning experience. This includes access to an array of audio/video and floral options. Our Event Coordinator will work with you and our vendors below to ensure every detail exceeds your expectations. We do not require you to use our vendors.

### Audio/Video Services



[www.prestigeav.com](http://www.prestigeav.com)

### Floral Services

Jeanne Hyde

*A Garden View Florals*

Custom Fresh, Dried, Silk  
Arrangments, Planters & Special Request  
513-675-7465

[agardenviewflorals@fuse.net](mailto:agardenviewflorals@fuse.net)

### Photographer

Chris Birkmeyer



[www.twinspirephotography.com](http://www.twinspirephotography.com)

# BACKSTAGE EVENT CENTER

## Preferred Vendors

### Music

Floyd and the Walkmen

513-600-5141

<http://www.floydandthewalkmen.com>

### Exclusive Lighting Vendor

Innovative Lighting

Innovative Thinking in Wedding & Party Lighting

513-659-9293

[WWW.Innovativelightingservices.com](http://WWW.Innovativelightingservices.com)

### DJ

Queen City DJs

513-659-9293

[WWW.queencitydjs.com](http://WWW.queencitydjs.com)





# BACKSTAGE EVENT CENTER

## Frequently Asked Questions

**When are final counts and details due?** All final numbers and details must be finalized 2 weeks prior to your event date.

**What is the charge for kid's meals?** Ages 10 and under for buffet \$10.95. We offer kids' menu items. Details available upon request.

**What gluten-free items do you offer?** We do offer gluten-friendly items. Details available upon request.

**Are you able to accommodate special dietary needs, vegetarian selection, vegan selections?** Our culinary team will work with you to build a customized menu.

**Will the Sales Manager be working our event?** If the Sales Manager is unavailable, one of our Event Coordinators will be on-site.

**Do you offer high chairs or booster seats?** Yes.

**Do you have a changing table?** Yes, changing tables are located in the ladies' restroom.

**Is a deposit required to reserve the Event Center?** Yes, a \$200 non-refundable deposit is required with the signing of the contract. The \$200 deposit will be deducted from the total bill the night of your event.

**Can we decorate the Event Center?** Yes, decorations are allowed in the Event Center. We do not allow loose confetti or glitter. Items are not allowed to be tacked, nailed, or stapled into any part of the Event Center.

**How much time is allowed for decorating and set-up?** One hour before the event start time, unless other arrangements are made.

**Can we bring in items for early storage?** You may bring or ship items to the Event Center. We will store your items in a locked room, up to 3 days before your event.

**Can we bring our own food or beverage into the Event Center?** No outside beverage is permitted. You may bring in a cake or dessert from a bakery only. Backstage Event Center charges a \$1 per person fee, if you choose to bring in your dessert from a bakery.