



At The Center,
We strive to offer a one stop setting for your next event.

We are able to accommodate any event from 25-300 people.
Our team is dedicated to ensuring your event runs smoothly from start to
finish.



Final Price Includes:
Total Cost of Food Package
Total Cost of Beverage Package
Room Rental Fee
Any Additional Add Ons

20% Fee - Includes Service Charge, Gratuity and Tax
(includes event coordination, cleaning, set up, table cloths, napkins, etc.)

The Center
Events & Catering

General Information

Cancellation Policy

All payments made toward your event are non-refundable.
Any cancellation should be in writing to your event coordinator.

Please Note: Events are confirmed with a deposit.

Payment Options

You are welcome to pay for your event with cash, credit card, check or cashier's check.

Final Payments are due prior to your event.

Deposit

To reserve your event date, a non-refundable deposit equal to the room rental fee is required. This deposit guarantees your selected date and space and ensures it is held exclusively for your event. Dates cannot be held without a deposit.

Your deposit will be credited toward your final event balance.

Smoking & Vaping

The Center is a non-smoking facility.
There are designated smoking areas outside the venue.

Outside Food and Beverage

No Outside Food and Beverage is Permitted on site at The Center

Security

All events at The Center over 75ppl serving alcohol are required to have a Stow Police Officer at a fee of \$180

Desserts

Clients are permitted to bring their own desserts. Please notify your coordinator if this is something you would like to do for your event

General Information

Decorations

All decorations must be approved by The Center.
No tape, nails, or staples allowed on walls or anywhere in facility.
No Confetti is permitted
If you are having flowers, balloons, etc delivered please coordinate with us prior to your event.
Clients may use any in house decorations at no charge.

Set Up / Tear Down / Meeting

Set-up and tear-down timing will vary based on The Center's event schedule during the week of your event. Final details regarding access times will be discussed during your planning meeting.

Your event includes up to six (6) hours of event time. Any additional time needed before or after the scheduled event window—including early access for setup or extended time for teardown—may incur an additional fee, based on availability and staffing requirements.

A final planning meeting will take place no later than two (2) weeks prior to your event.

For safety and operational reasons, only The Center staff are permitted in the kitchen and bar areas at any time.

Things we will discuss at our meeting:

- Final Count for your event
- Timeline of events
- Coordination of any drop offs / deliveries
- Any final menu changes
- List of outside vendors we should expect (DJ, Florist, Decorator, A/V)
- Access to building for set up
- Access to building to pick up items after event