



Policies

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.

Discover More
Ask About Our Tours
and Tastings!

Final Price Includes:

- Total Cost of Food Package
- Total Cost of Beverage Package
- Room Rental Fee
- If applicable AV Fee

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. We'll inform you of your specific deposit amount.

Payment Options

You are welcome to pay for your event with cash, credit card, check or cashier's check. Final Payments are due 10 days prior to your event.

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 The Center over 50ppl 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

This will vary based on our event schedule the week of your event.

We will meet and discuss no later than 2 weeks prior to your event.

No one other than employees are allowed to enter the Kitchen or Bar Area.

Things we will discuss at our meeting:

- Final Count for you 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