

General Information

Menu Selection

Your menu selection and final contract should be finalized no later than 30 days prior to your scheduled event. Please be advised that any additional requests or adjustments will be considered to ensure the success of your event. We do not allow any food or beverage to be brought into the facility, with the exception of the wedding cake.

Guarantee

The **Bridge View** and **City View** rooms have minimum attendance requirements. Please inquire with your sales representative for details. If attendance falls below the minimum requirement, a service fee will be assessed. A final guest guarantee is due one week prior to the scheduled event. **The Outdoor Patio** adjacent to the City View Room can be rented for an additional fee. Please inquire with your sales representative.

Prices

Prices quoted do not include the 20% service charge or applicable Ohio State sales tax. **Prices are subject to change without notice.**

Deposits and Payments

A deposit is required to secure a date and must be accompanied with a **Confirmation and Deposit** form. Any events that are scheduled on Friday or Saturday evenings require additional deposits. The balance of the account is due at the time of the guarantee. **Final payments must be made by check or money order. Windows On The River does not accept credit cards for payment.**

Cancellation Policy

ALL DEPOSITS ARE NON-REFUNDABLE, unless we are able to re-book the space with the minimum attendance required.

Parking

Special parking arrangements must be made through Ampco System Parking no later than one month prior to the schedule event. Valet parking is available.

Audio Visual

All audiovisual equipment must be ordered with a minimum of 72 hours.

Electrical Services

For those events having above normal electrical requirements, a separate schedule is available. Please inquire with the General Manager for pricing information.

Security

Security is required and can be arranged through Windows On The River at an additional cost.

Liability

Windows On The River is not responsible for damage or loss of any merchandise, equipment, clothing or other valuables left at any event.

Wedding Packages

Please inquire with your sales representative for current wedding package information.