

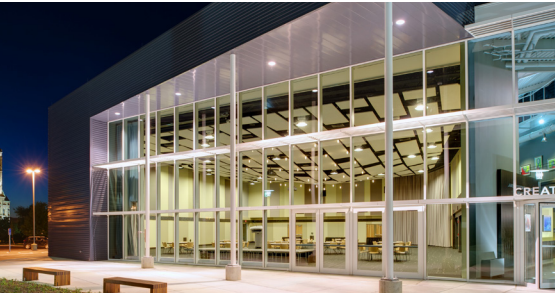


HOLLENBECK BAYLEY CREATIVE ARTS AND CONFERENCE CENTER

# CONFERENCE SERVICES







The Hollenbeck Bayley Creative Arts and Conference Center was recently completed in the Summer of 2011. The conference center's entire first floor is dedicated to hosting meetings, conferences, trade shows and special events such as weddings, annual meetings and recognition dinners. The conference center's grand hall is the perfect location for large events with seating for up to 500.

## STANDARD RATES

### NICHOLAS B. AND THALIA C. PAVLATOS GRAND HALL

Please call 937.328.6066 for pricing.

### MEETING ROOMS | THREE TOTAL

Full Day: \$120

Half Day: \$80

**Multiple Day Discount:** 15% (two or more days)



## BAR GUIDE

### BEER

Budweiser  
Budlight  
Michelob Ultra  
Mother Stewart's Seasonal  
Rhinegeist Truth  
Stella Artois  
White Claw

### WINE

#### RED WINE

Cabernet Sauvignon  
Red Blend

#### WHITE WINE

Chardonnay  
Moscato  
Pinot Grigio

### NON-ALCOHOLIC BEVERAGES

Coca Cola  
Diet Cokes  
Sprite  
Club Soda  
Tonic Water  
Water

### LIQUOR

#### HOUSE

Amaretto  
Bacardi  
Beefeater  
Canadian Club  
Captain Morgan  
Jim Beam  
J&B  
Jose Cuervo  
Smirnoff

#### PREMIUM

Absolut Vodka  
Bombay Sapphire  
Crown Royal  
Crown Royal Apple  
Jack Daniels  
Highland Park  
Oban  
Tito's Vodka

**BARTENDER FEES:** \$20 per bartender, per hour with two hour minimum.

**GRATUITY & TAXES:** Host bar prices do not include sales tax or an 18% gratuity.

**All events with Bar Services require a Police Officer to be on site during service hours, at a cost of \$30 per hour.**





# FREQUENTLY ASKED QUESTIONS

## Can we use candles?

Yes! Clark State carries a Fire Permit, and candles are allowed. We request that open flames are not used on the tables. (stand-alone candles, not contained within a vessel)

## Do you provide linens for the tables?

No, we do not provide linens for the tables. We provide skirting for the buffet, drink and head tables. Color choices are black, white and gray.

## Are we allowed to bring in our own food?

Unfortunately, no. Clark State holds a Food Service License, which only permits us to allow Licensed Caterers to bring in and serve food.

## Can I request certain beer or alcohol for my event?

Absolutely! We're happy to provide you with whatever you would like served at your event. Please have your selections made three weeks before your event to allow for ordering and delivery.

## Can we use our friend who is a Police Officer for our event?

No. Clark State independently contracts with the Springfield Police Department. Only those officers approved by the Springfield Police Department for this service may be used.

## Do you provide the catering?

No. Clark State does not have a full kitchen or a catering staff to provide catering services. These services should be provided by a Licensed Caterer. We provide a list of Approved Caterers.

## Can we use a caterer that is not on the Approved Caterer List?

Sure! If you have a business in mind that isn't on our Approved Catering List, provide us with their contact information, and we'll get in touch with them. They will need a Food Service License, Liability Insurance and a contract with Clark State to be able to serve food on campus.

## Can we bring in balloons?

Unfortunately, no. The ceilings in our lobby are very high, and the Grand Hall ceiling contains theatrical lights and equipment.

## Can we hang things on the walls?

No. We do not allow anything to be taped, hung, stapled or nailed to our walls. If you'd like to display something, please let us know and we'll do our best to find a solution.

## Do we have to clean up after our event?

Yes and no. We ask that you take whatever you brought in with you after your event. We also ask that you, or your hired catering staff, clean off the tables of trash, debris, etc. You are not obligated to mop, sweep, wipe down tables, tear down tables or stack chairs.

## How big is your stage and dance floor?

Both the stage and dance floor can be built to any size up to 24' x 24'. (in 4' sections)

## Can an underage person consume alcohol at my event with a parent or guardians permission?

No. It is Clark State Policy, as well as Ohio State Law that no person under 21 years of age is served alcohol, under any circumstance.

### Questions? Give us a call!

937.328.6066

### More Information Found Online:

[meetings.clarkstate.edu](https://meetings.clarkstate.edu)

### We're Conveniently Located!

275 South Limestone Street  
Springfield | Ohio | 45505