



# Mandel Community Room **Event Planning Guide**



## Invitation from the CEO

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We are pleased to invite you to consider hosting your next meeting or event with us!

The Centers for Families and Children has a beautiful asset located at our headquarters that we are excited to share with organizations throughout Greater Cleveland: our beautiful Mandel Community Room.

Located in Midtown just minutes from downtown Cleveland, our inviting meeting and event space is ideal for hosting guests. Our amenities include a convenient adjacent parking lot, landscaped private entrance and foyer, modern-industrial room filled with windows, state of the art technology and The Centers own event team for helping to ensure your event is a success.

We'll also take the opportunity to get to know you better and tell you about The Centers' important work in the community. Once you experience our hospitality and attention to detail, you'll understand why our client-centered approach is making all of the difference in Northeast Ohio.

Thank you for your partnership and supporting the mission of The Centers. I look forward to welcoming you here soon!



Elizabeth Newman  
**President & CEO**

A handwritten signature in blue ink that reads "Elizabeth Newman".

We look forward to working with you in support of your event planning needs. Please contact:

**Jo Orlowski, Manager of Executive Administration**  
**Phone: 216.325.9278**  
**E-mail: [Jo.Orlowski@thecentersohio.org](mailto:Jo.Orlowski@thecentersohio.org)**



# Mandel Community Room

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## What We Offer

- A convenient downtown location
- Accommodations for up to 150 round banquet seating
- Facility rental representative
- Spacious reception area
- Outdoor landscaped pavilion
- Enclosed coat room
- State of the art Information Technology (IT) that includes wireless internet, laptop, LCD projector, projection screen, sound system, microphones (lavalier and hand held), TV/DVD, interactive touch-screen display
- Stage and podium, Flip chart easels
- Technical support
- On-site security
- Friendly and easy reservation scheduling
- Please inquire about our beverage service (for an additional charge)
- Convenient parking

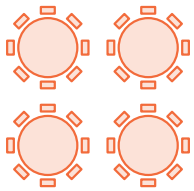


# Mandel Community Room

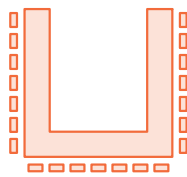
## Room Set-Up Options

Number Available	Available Tables Table Type
18	60" Round Tables
10	72" Rectangular Tables
16	96" Rectangular Tables
10	36" Bistro Tables

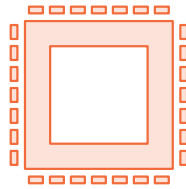
**Round**  
Max - 150



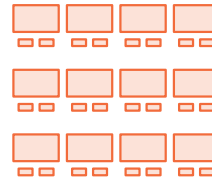
**U-Shaped**  
Max - 30



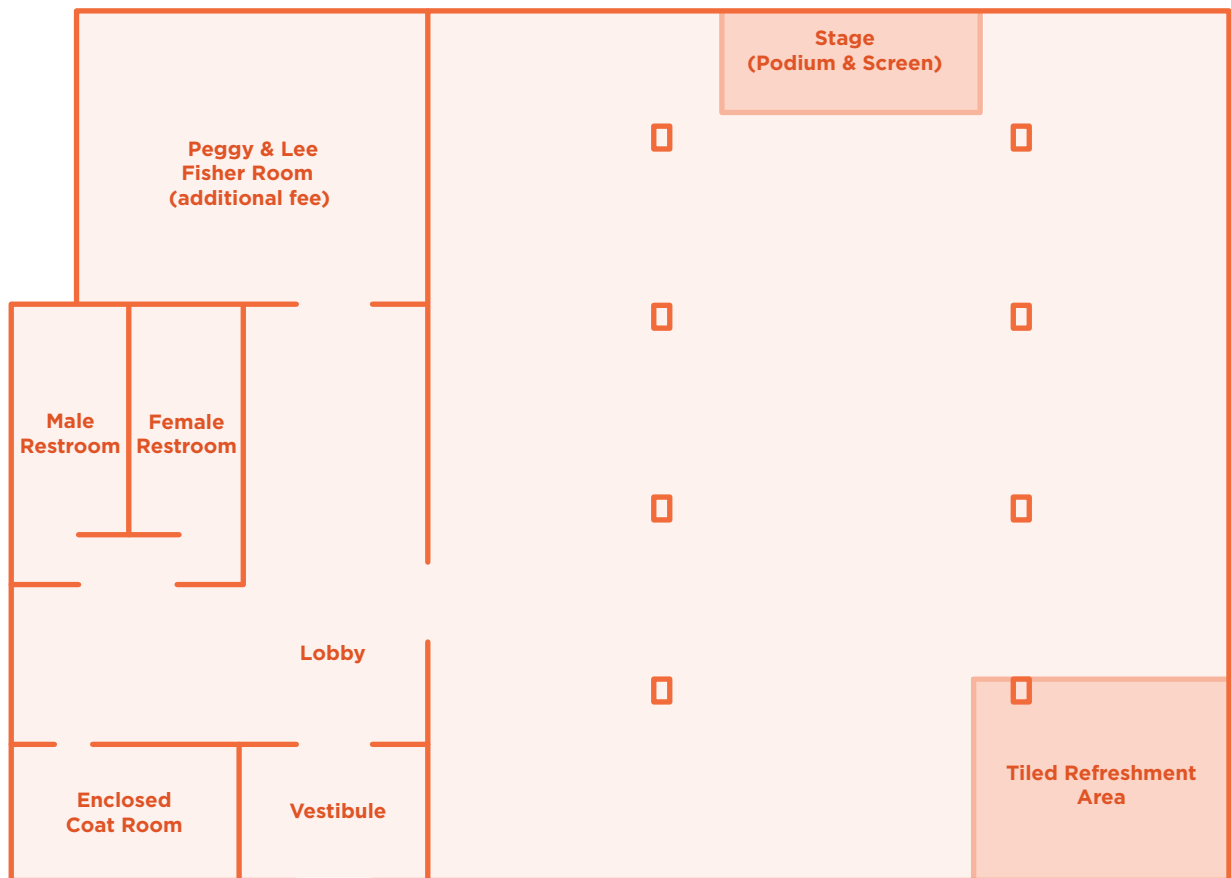
**Square**  
Max - 40



**Classroom**  
Max - 100



**Theater**  
Max - 225



Parking

Courtyard



# Mandel Community Room FAQ

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## **Who is my contact for my event needs?**

The Centers provides a Facility Rental Representative as your primary contact for all events booked in the Mandel Community Room. The Facility Rental Representative will assist you in the planning and implementation of your event. Your representative will arrange all internal contact with IT and Facilities to ensure your event runs smoothly.

## **What is included in the rental fee?**

The rental fee includes set up, breakdown, trash, cleanup, administrative support, parking, security, and IT support.

## **Will there be additional charges after the event is over?**

You may incur additional costs for stains, clean up and damage. You will be charged the cost of the cleanup, repair or replacement plus 15%.

## **Do we need to use The Centers' caterer?**

No, you may use a caterer of your choosing. Your Facility Rental Representative can assist in providing recommendations as needed.

## **May I bring in a laptop and set up my own presentation?**

For security purposes, we prefer you use The Centers laptop and bring in a USB drive. An IT Team member will be there to meet your IT needs before the event. The Centers also provides your choice of lavalier or handheld microphones as well as a state of the art projector and sound system.

## **Is Wi-Fi access available?**

Yes, Wi-Fi access is available at no additional fee. We will have the access code available to you the day of your event.

## **Will parking be available for my guests?**

Yes. Your guests may park in The Centers main parking lot. There is also street parking available on Prospect and E. 46th St. Extra spaces across the street on Euclid may also be reserved for groups of 50 or more.

## **What is the capacity of the Mandel Room and the Fisher Room?**

The Mandel Community Room can accommodate 150 guests at round tables with 8 chairs per table, or 225 guests, theater style.

## **What if I have an IT problem or Facility concern during my event?**

Contact information is posted outside each Mandel Room door and also inside the podium on the stage. A staff member will be available to address your concern.

## **Is there signage and supplies available for my event?**

We encourage space users to bring their own signage. We do have easels available but markers and flip charts are not provided.



# Mandel Community Room Policies

- A 50% deposit of the total costs is required along with a signed Facility Use Agreement.
- The Centers require that all space users provide a certificate of insurance for \$1M naming the Centers as an additional insured.
- Cancellation, less than 30 days prior to your event date, will incur a loss of your deposit.
- The Centers will need a designated point of contact for your event.
- Space users shall not under any circumstance hold an event in the Mandel Room that would jeopardize The Centers non-profit status.
- Rentals are not available for personal events such as, but not limited to, weddings, birthdays or anniversaries.
- Illegal activity is prohibited.
- The Centers is a smoke and weapon free environment.
- Access is restricted to designated areas

## **Mandel Community Room Rates** *(up to 225 participants)*

**Private sector:** \$ 900.00      **501 c (3) organization:** \$ 700.00

## **Peggy and Lee Fisher Conference Room** *(up to 20 participants)*

**Private sector:** \$ 300.00      **501 c (3) organization:** \$ 200.00

*\* Rental fees are subject to change based on event needs*

### **Prices above Include**

- Setup/Breakdown
- Trash/cleanup
- Security
- Administrative Support
- Parking
- IT Support

### **Other Charges**

Stains spill cleanup	\$ Cost + 15%
Damage	\$ Cost + 15%

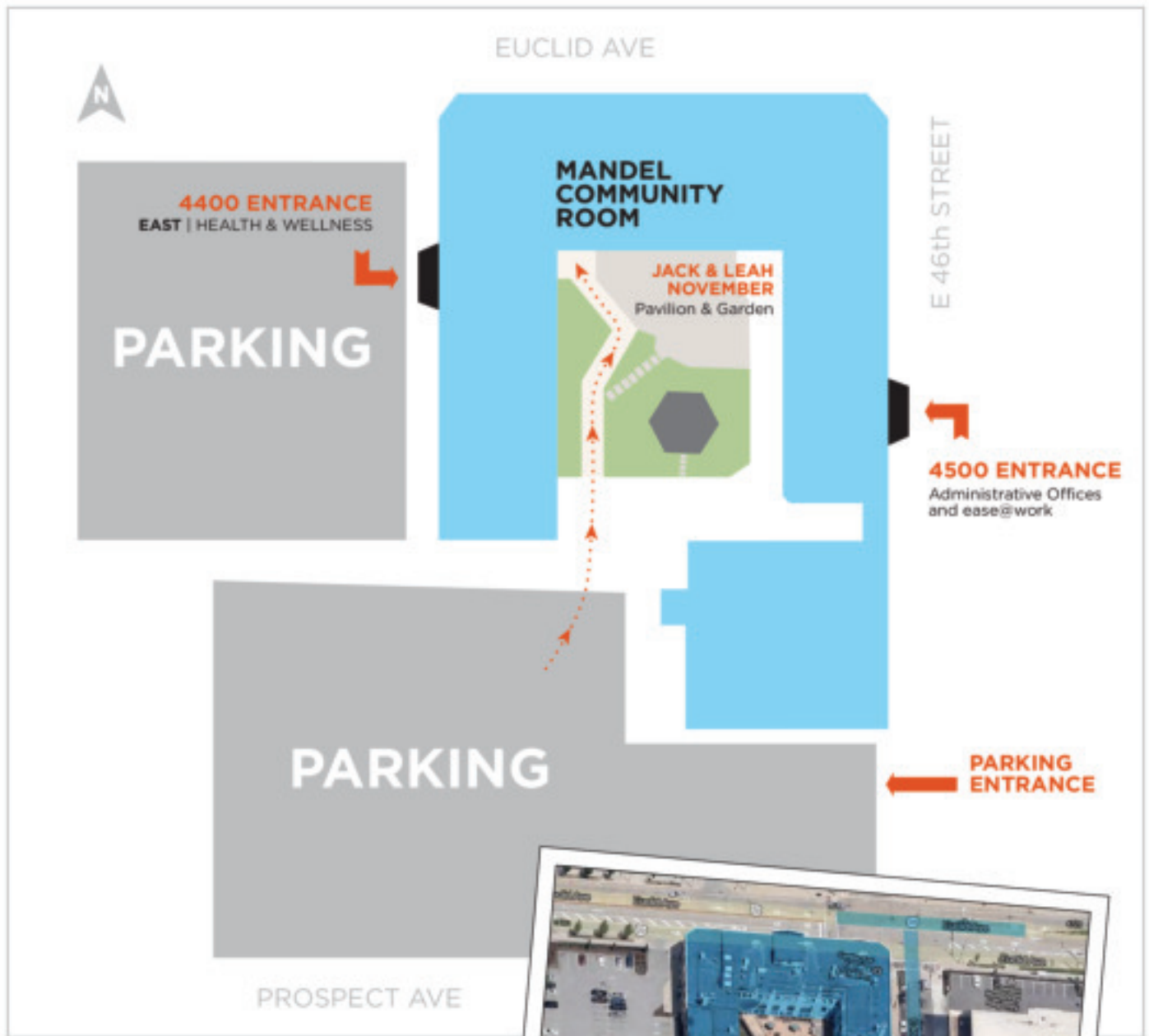
The use of items that will cause a safety issue or excessive clean up shall not be used such as, but not limited too; open flames, glitter, confetti, bird seed and rice.

**To schedule your event or for additional information please contact:**

Jo Orłowski, Manager of Executive Administration  
Phone: 216.325.9278  
E-mail: [Jo.Orłowski@thecentersohio.org](mailto:Jo.Orłowski@thecentersohio.org)



Parking & Directions to  
**THE CENTERS FOR FAMILIES AND CHILDREN'S**  
Nancy Lyon Porter Building and the Mandel Community Room



**THE CENTERS  
FOR FAMILIES AND CHILDREN**  
*Go Further.*



# Sample Insurance Policy

<b>ACORD CERTIFICATE OF LIABILITY INSURANCE</b>		Clear	Save	DATE (MMDDYYYY)
PRODUCER <b>CONTACT NAME &amp; PHONE NUMBER</b>	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED <b>NAME AND ADDRESS OF LICENSEE</b>	<b>INSURERS AFFORDING COVERAGE</b>			<b>NAIC #</b>
	INSURER A:	XXX INSURANCE		
	INSURER B:	XXX INSURANCE CO.		
	INSURER C:	A+ RATED INSURANCE CARRIERS		
	INSURER D:	LEASEE INSURANCE REQUIREMENTS		
	INSURER E:	LISTED BELOW		

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR (ADD'L LTR) INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO. ACCT. <input type="checkbox"/> LOC.				EACH OCCURRENCE \$ 1 MIL. DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 1 MIL. MED EXP (Any one person) \$ 1 MIL. PERSONAL & ADV INJURY \$ 1 MIL. GENERAL AGGREGATE \$ 1 MIL. PRODUCTS - COMP/PROP AGG \$ 1 MIL.
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HOLED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMB'D SINGLE LIMIT (EA accident) \$ 1 MIL. BODILY INJURY (Per person) \$ 1 MIL. BODILY INJURY (Per accident) \$ 1 MIL. PROPERTY DAMAGE (Per accident) \$ 1 MIL.
	<b>DAMAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ 1 MIL. AGGREGATE \$ 1 MIL.
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS / OTHER \$ E.L. EACH ACCIDENT \$ 1 MIL. E.L. DISEASE - EA EMPLOYEE \$ 1 MIL. DISEASE - POLICY LIMIT \$ 1 MIL.
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 ADDITIONAL VERBIAGE: Additional insured for liability coverage, except for premium payment obligations, shall include the Cuyahoga County Convention Facilities Development Corporation (COCFDC), Cleveland Convention Center, Global Center for Health Innovation, SMG, and Cuyahoga County and their respective officers, directors, agents and employees.  
 This insurance is primary to any other valid or collectible insurance or self-insurance whether or not such other insurance or self-insurance is primary, contributory or excess.  
 OTHER INFORMATION NEEDED: EVENT NAME AND DATES (MOVE-IN, SHOW DAY(S), MOVE-OUT).

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE







**THE CENTERS**  
FOR FAMILIES AND CHILDREN



**TheCentersOhio.org**

Jo Orlowski, Manager of Executive Administration  
Phone: 216.325.9278  
E-mail: [Jo.Orlowski@thecentersohio.org](mailto:Jo.Orlowski@thecentersohio.org)

### **Our Mission**

To improve the lives of those we serve through integrated behavioral health, primary care, early learning, and workforce services.

### **Our Vision**

Through innovation and leadership we strengthen the community by providing individuals and families with life-changing solutions to lead healthier and more successful lives.

### **Thank you to our generous donors:**

the Mandel Family and the Fisher Family for making these beautiful community meeting spaces possible.