Mandel Community Room
Event Planning Guide
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

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
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

<table>
<thead>
<tr>
<th>Number Available</th>
<th>Available Tables</th>
<th>Table Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>60&quot; Round Tables</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>72&quot; Rectangular Tables</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>96&quot; Rectangular Tables</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>36&quot; Bistro Tables</td>
<td></td>
</tr>
</tbody>
</table>

- **Round** (Max - 150)
  - Available Tables: 60" Round Tables (18)
  - Available Tables: 72" Rectangular Tables (10)
  - Available Tables: 96" Rectangular Tables (16)
  - Available Tables: 36" Bistro Tables (10) (additional fee)

- **U-Shaped** (Max - 30)

- **Square** (Max - 40)

- **Classroom** (Max - 100)

- **Theater** (Max - 225)

- **Stage** (Podium & Screen)

- **Peggy & Lee Fisher Room** (additional fee)

- **Male Restroom**

- **Female Restroom**

- **Enclosed Coat Room**

- **Lobby**

- **Vestibule**

- **Tiled Refreshment Area**

- **Parking**

- **Courtyard**
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)*

<table>
<thead>
<tr>
<th></th>
<th>Private sector:</th>
<th>501 c (3) organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mandel Community Room Rates</strong> (up to 225 participants)</td>
<td>$ 900.00</td>
<td>$ 700.00</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Private sector:</th>
<th>501 c (3) organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Peggy and Lee Fisher Conference Room</strong> (up to 20 participants)</td>
<td>$ 300.00</td>
<td>$ 200.00</td>
</tr>
</tbody>
</table>

* 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 Orlowski, Manager of Executive Administration
Phone: 216.325.9278
E-mail: Jo.Orlowski@thecentersohio.org
### Sample Insurance Policy

**ACORD Certificate of Liability Insurance**

<table>
<thead>
<tr>
<th>Producer Contact Name &amp; Phone Number</th>
<th>Insurers Affording Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insured Name and Address of Licensee</td>
<td>NAIC #</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Policy Number</th>
<th>Policy Effective Date</th>
<th>Policy Expiration Date</th>
<th>Limits</th>
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</thead>
<tbody>
<tr>
<td>General Liability</td>
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<td></td>
</tr>
<tr>
<td>Commercial General Liability</td>
<td>X</td>
<td>Each Occurrence</td>
<td>$1 M ilet</td>
<td></td>
</tr>
<tr>
<td>Claims Made</td>
<td>X</td>
<td>Each Occurrence</td>
<td>$1 M ilet</td>
<td></td>
</tr>
<tr>
<td>Occur</td>
<td>X</td>
<td>Each Occurrence</td>
<td>$1 M ilet</td>
<td></td>
</tr>
<tr>
<td>Duty</td>
<td>X</td>
<td>Each Occurrence</td>
<td>$1 M ilet</td>
<td></td>
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<tr>
<td>Aggregate</td>
<td>$1 M ilet</td>
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<tr>
<td>Products - Combined Add.</td>
<td>$1 M ilet</td>
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</tbody>
</table>

**Automobile Liability**

- Any Auto
- All Owned Autos
- Sched Autos
- Hired Autos
- Non-Owned Autos

<table>
<thead>
<tr>
<th>Limit</th>
<th>$1 M ilet</th>
</tr>
</thead>
</table>

**Damage Liability**

- Any Auto
- Other Than Auto Only

**Workers Compensation and Employers Liability**

- WC Statute
- E.L. Each Accident
- E.L. Disease - EA Employees
- E.L. Disease - Policy Limit

**Description of Operations/Locations/Vehicles/Exclusions**

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 Days, Move-Out).

**Certificate Holder Cancellation**

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

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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.