

**CFAES**



*The Ohio State University*  
**WOOSTER CAMPUS  
CONFERENCE CENTER**  
*and*  
**SECRET ARBORETUM**



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



# WELCOME

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Thank you for considering **THE OHIO STATE UNIVERSITY WOOSTER CAMPUS CONFERENCE CENTER AND SECRET ARBORETUM** to host your event! When you book with us, our event team will work with you on every detail in order to make sure your event is a memorable one.

Our venues include **ten uniquely designed and appointed meeting rooms**, an **executive conference room**, a **5,000 square-foot ballroom**, a **1,000-seat auditorium**, over **9,400 square-feet of exhibitor space**, **two historic homes**, perfect for events in a relaxed environment, and a **200-year-old research arboretum**. From meetings to marriages, one of our venues is your ideal choice in northeastern Ohio.

Let's meet!

**Debbie Shaffer**

*Director of Sales and Operations*

The Ohio State University Wooster Campus  
Conference Center and Secret Arboretum

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Wooster, OH 44691

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## **MENUS, EVENT POLICIES, AND STANDARDS AT A GLANCE**

**FOR ADDITIONAL POLICIES, PLEASE SEE YOUR SIGNED SERVICE AGREEMENT**

### **EVENT PAYMENT POLICY**

In order to book and confirm your event, a deposit of 50% of the estimated event charges is due at the time of signing your service agreement. Please note that The Ohio State University Wooster Campus Conference Center will not hold a reservation without the signed agreement and a deposit. Your remaining balance is to be paid no less than 5 full business days before the scheduled event. Any overpayments will be refunded after the event(s) date.

In the circumstance that you will need to cancel your event, written notice must be given to your sales professional. Any cancellation received before the event will result in a fee based on the number of calendar days before the event:

- a. 90 or more days will result in a fee equal to 25% of estimated event charges.
- b. 89–60 days will result in a fee equal to 50% of the estimated event charges.
- c. 59–30 days will result in a fee equal to 75% of the estimated event charges.
- d. 29 or less days will result in a fee equal to 100% of the estimated event charges.

### **SERVICE WARE**

China and silver flatware are our standard for dining. Luncheon, dinner, buffet, coffee, and break services will have glassware. Bar service will be served in clear disposable glasses. The fee for this service will be \$3.00 per guest for dinner or luncheon service and \$1.50 for any break service.

### **SALES TAX AND ADMINISTRATION FEE**

All services will be subject to a 20% service charge and 6.5% sales tax.



## OUR VENUE PRICING

Use of built-in A/V equipment is included in the room rental fee.  
IT staffing fees may apply based on your A/V needs.

	WEEKDAY	WEEKEND
<b>Fisher Auditorium</b>		
Fisher Auditorium*	\$1,500	\$2,000
North Exhibit Hall	\$500	\$750
South Exhibit Hall	\$500	\$750
Fisher Conference Room	\$100	\$200
Fisher Kitchen	\$200	\$200
Full Fisher Auditorium Rental	\$2,500	\$3,500
<b>Shisler Conference Center</b>		
Ballroom*	\$1,500	\$3,000
Andersons Room	\$50	\$100
Basford Room	\$50	\$100
Buehler Room	\$50	\$100
Continental Room	\$50	\$100
Frick Room	\$100	\$200
Garrett Room	\$50	\$100
Seaman Room	\$50	\$100
Smucker Room	\$100	\$200
Will-Burt Room	\$50	\$100
Yenne Room	\$100	\$200
Rubbermaid Courtyard	\$250	\$350
Full Shisler Conference Center Rental	\$2,500	\$4,500
<b>Historic Homes</b>		
Thorne House Common Area	\$100	\$200
Thorne House Guest Rooms (Ohio State use only)	\$100	\$150
Stone House Common Area	\$100	\$200
Stone House Guest Rooms (Ohio State use only)	\$100	\$150
<b>Open Air Pavilions</b>		
Skip Nault Pavilion	\$75	\$100
Taylor Pavilion	\$75	\$100
<b>Secrest Arboretum</b>		
Miller Pavilion—4 hours	\$400	\$600
Additional Hours	\$120	\$200
Amphitheater—4 hours	\$600	\$800
Additional Hours	\$150	\$200
Secrest Welcome and Education Center Room 170	\$500	\$750
Secrest Welcome and Education Center Room 172 (Garden Access)	\$500	\$750
Secrest Welcome and Education Center Exhibit Space	\$500	\$750

**\*Ohio State  
Holiday  
Weekend  
Rentals**

**Ballroom:**  
Add \$2,000  
to weekend  
rate.

**Secrest  
Venues:**  
Add \$1,000  
to weekend  
rate.

Additional  
staffing and  
labor fees  
may apply  
for holiday  
weekends.



## EVENT CATERING GUIDELINES

Our sales team will work closely with you and the catering company of your choice to develop the perfect menu, unique to your event to set the stage for an event with seamless service and flawless execution!

- The menus listed on the next pages are our most popular items. However, we can assist you in customizing your meal to meet the needs of your unique event.
- The only location on campus where alcoholic beverages are permitted is the Shisler Conference Center. All alcohol must be provided by The Ohio State University Wooster Campus Conference Center.
- For the convenience of our clients, our meeting rooms can be equipped with a fully stocked mini-fridge featuring an array of bottled Coca-Cola products. These beverages will be charged based on consumption following the completion of your event.
- A \$500.00 fee will be assessed to any group who arranges their own catering services at Fisher Auditorium or Shisler Conference Center. **Clients and guests of clients are not permitted to bring in any food or beverages of their own to these spaces.**
- Special dietary needs and your final guest count should be communicated to your Sales Manager at the time of booking and **finalized no less than ten business days before your event.**
- All food and beverage items are subject to a 20% administration fee and applicable sales tax. Current sales tax within Wayne County is 6.5%.
- The administration fee covers the staffing needed to produce your event and is not paid to the staff. Additional staffing fees may be needed to cover your event needs.
- Food and beverages at the Secrest Welcome and Education Center must be provided by Buehler's Catering.
- Staff at The Ohio State University are not permitted to accept tips.
- Menu prices may change by caterer provider without prior notice.

### OUR CATERING PARTNERS

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**Buehler's Catering**

**Local Roots**

**Omaha Bob's**

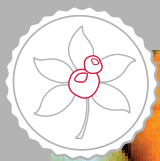
**Des Dutch Essenhaus**

**Old Carolina  
Barbecue Company**

**Panera Bread**

**Honeybaked Ham**

**TJ's Catering**



## BREAKFAST MENU SELECTIONS

### **OSyoU Good Morning**

*Provided by Buehler's Catering*

Assorted bagels with marmalade, jam, cream cheese, and butter.

**\$2.50 per person**

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### **Secret Sunrise**

*Provided by Buehler's Catering*

Breakfast bakeries to include assorted muffins, bagels, and danish, marmalade, jams, cream cheese, and butter.

**\$2.50 per person**

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### **The Rose Garden Breakfast**

*Provided by Buehler's Catering*

Seasonal fresh sliced fruit; breakfast bakeries to include assorted muffins, bagels, and danish, marmalade, jams, cream cheese, and butter.

**\$4.50 per person**

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### **The Amish Continental**

*Provided by Des Dutch Essenhaus*

—Minimum of 15 guests—

Sweet rolls and fruit.

**\$5.00 per person**

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### **Summer Healthy Start**

*Provided by Buehler's Catering*

April–September

Seasonal fresh sliced fruit; yogurt parfaits with fresh vanilla yogurt, berries and granola; hard cooked eggs, and string cheese.

**\$6.75 per person**

### **Winter Healthy Start**

*Provided by Buehler's Catering*

October–March

Fresh scones; steel cut oatmeal with cinnamon, blueberries, brown sugar, dark chocolate pieces and cream; hard-cooked eggs and string cheese.

**\$7.75 per person**

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### **The Amish Country Breakfast Buffet**

*Provided by Des Dutch Essenhaus*

—Minimum of 15 guests—

**Choice of one:** scrambled eggs, pancakes, French toast, corn mush, biscuits and sausage gravy.

**Choice of one:** ham, bacon, smoked sausage, or home fries.

**Choice of one:** fruit, yogurt, muffins, bagels, coffee cake, pecan rolls, or the famous maple cinnamon rolls.

**\$11 per person**

**Additional selections add \$2 each.**

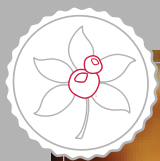
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### **The Donut Lover**

*Provided by Troyer's Bakery*

Assorted donuts and cream sticks.

**\$12 per dozen**



# LUNCH MENU SELECTIONS

## Back in the Box lunch or Out of the Box Buffet

*Provided by Buehler's Catering*

**Pre-selected sandwiches for the group to enjoy:** chicken salad croissant, tuna salad croissant, ham and swiss on pretzel bun, roast beef dijon on pretzel bun, turkey club hoagie, italian hoagie, roast beef dijon wrap, turkey club wrap, cobb salad wrap, vegetarian wrap.

**Pre-ordered salad (host to pick one for group to enjoy):** potato salad, cole slaw, broccoli salad, fresh fruit salad, or macaroni salad.

Chips, gourmet cookie, and a bottle of water.

**\$9**

## Mini Sandwich Platter

*Provided by Honeybaked Ham*

*—Minimum of 10 guests—*

Platter of turkey, roast beef, chicken salad and ham salad sandwiches cut in quarters with lettuce and tomato.

**Choice of one:** potato salad, bacon ranch potato salad, macaroni salad, pasta salad, broccoli bacon bliss, or mandarin pineapple dream.

Cookie platter for dessert.

**\$10.50**

## Sandwich and Salad Express

*Provided by Panera Catering*

*—Minimum of 10 guests—*

Assorted sandwiches, sliced baguette, salad (seasonal green, Greek, or Caesar), pickles, chips, condiments, and cookies.

**\$11**

**Add a seasonal house-made soup for \$4 per person.**

## The VIP Buffet

*Provided by Honeybaked Ham*

*—Minimum of 10 guests—*

Sliced ham and sliced turkey served with sliced cheeses, lettuce, tomatoes, condiments and fresh bread assortment.

**Choice of two:** potato salad, bacon ranch potato salad, macaroni salad, pasta salad, broccoli bacon bliss, or mandarin pineapple dream.

Cookie platter for dessert.

**\$12**

## Sesame Wok Express Hot Lunch Buffet

*Provided by Buehler's Catering*

**Choice of one:** General Tso's, sesame, or sweet and sour chicken.

**Choice of two:** steamed white rice, fried rice, vegetable spring rolls, vegetable lo mein, or pork dumplings.

Served with chopsticks, Asian to-go boxes, and fortune cookies.

**\$12**

## The Traditional Amish Hot Lunch Buffet

*Provided by Des Dutch Essenhaus*

*—Minimum of 15 guests—*

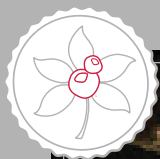
**Choice of one:** broasted chicken, roast turkey, roast beef, roast pork, baked ham or swiss steak.

**Choice of three:** mashed potatoes, scalloped potatoes, noodles, homemade bread dressing, creamed corn, green beans, peas, mixed vegetables, cole slaw, tossed salad, potato salad or macaroni salad.

**Dessert:** assorted seasonal pies, rhubarb crisp or apple crisp.

**\$16**

**Add \$3 per person for additional meat option.**



## DINNER MENU SELECTIONS

### **OHIO Italian House Buffet**

*Provided by Buehler's Catering*

Traditional Caesar salad, dinner rolls with butter, chicken parmesan, oven roasted rosemary potatoes, garlic green beans.

**\$15**

Add chocolate torte or cannoli torte for \$3 per person.

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### **Sesame Wok Dinner Buffet**

*Provided by Buehler's Catering*

Asian chicken with your favorite sauce (choice of two): General Tso's, sesame, or sweet and sour.

**Choice of two:** steamed white rice, vegetable spring rolls, vegetable lo mein, fried rice, or pork dumplings.

Served with chopsticks, Asian to-go boxes, and fortune cookies.

**\$15**

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### **The Trademark Plated**

*Provided by TJ's Catering*

*—Minimum of 50 guests—*

**Choice of one:** basil chicken, chicken champignon with fresh mushrooms, sautéed pork cutlets with marsala wine sauce, and stuffed shells with homemade marinara.

**Choice of three:** garlic whipped potatoes, roasted redskin potatoes, parsley redskin potatoes, three cheese au gratin potatoes, herbed linguini, wild rice pilaf, vegetable medley or penne pasta.

Includes homemade bread.

**\$17**

**Dessert not included.**

### **Secret Sunset Dinner Buffet**

*Provided by Buehler's Catering*

Tossed salad, dinner rolls with butter, stuffed chicken breasts with gravy, meatloaf, cheesy potato casserole, honey roasted glazed carrots.

**\$18**

**Dessert not included.**

Upgrade to pot roast or salmon for \$4 or prime rib for \$6.

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### **The Signature Plated**

*Provided by TJ's Catering*

*—Minimum of 50 guests—*

**Choice of one:** chicken picatta, bruschetta chicken, chicken penne alfredo with vegetables, Grecian grouper, or four cheese manicotti with marinara.

**Choice of three:** garlic whipped potatoes, roasted redskin potatoes, parsley redskin potatoes, three cheese au gratin potatoes, wild rice pilaf, vegetable medley, penne pasta or green beans.

Includes homemade bread.

**\$19**

**Dessert not included.**

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### **The Traditional Amish Hot Buffet**

*Provided by Des Dutch Essenhaus*

*—Minimum of 15 guests—*

**Choice of two:** broasted chicken, roast turkey, roast beef, roast pork, baked ham, or Swiss steak.

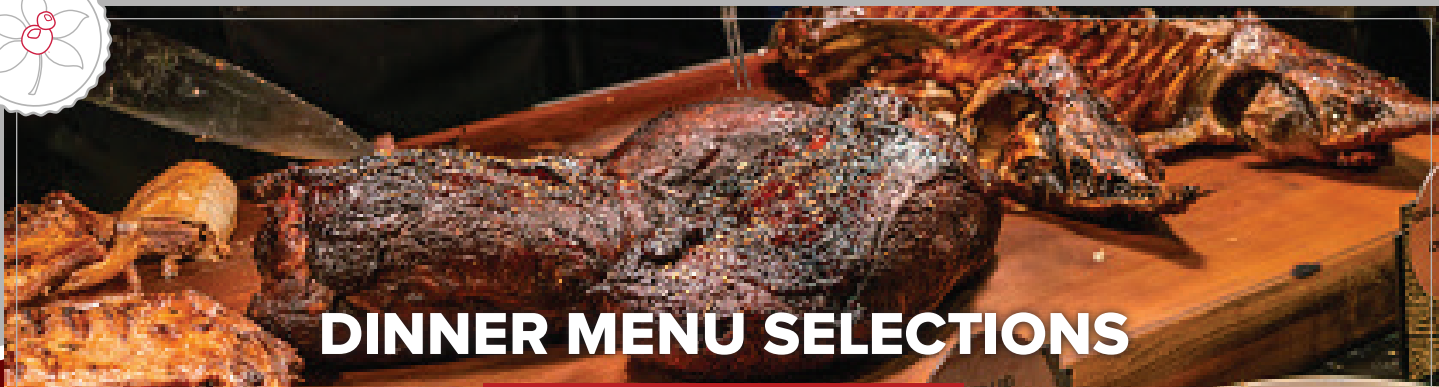
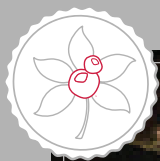
**Choice of three:** mashed potatoes, scalloped potatoes, noodles, homemade bread dressing, creamed corn, green beans, peas, mixed vegetables, cole slaw, tossed salad, potato salad or macaroni salad.

**Dessert:** assorted seasonal pies, rhubarb crisp or apple crisp

**\$19**

Add \$3 per person for additional meat option.





## DINNER MENU SELECTIONS

### **The Smokehouse Buffet**

*Provided by Buehler's Catering*

**Buffet includes:** ribs, deconstructed Mexican street corn, one smokehouse BBQ meat selection, two side selections, bun, and BBQ sauce.

**Smokehouse BBQ meat selection (choice of one):** pulled pork, chipped brisket, smoked sausage, pulled chicken, smoked chicken pieces.

**BBQ buffet side selections (choice of two):** smoked macaroni and cheese, smoked beans, smoked baked potato, coleslaw, smoked vegetables, potato salad, tossed salad.

**Dessert:** peach cobbler with vanilla ice cream.

**\$21**

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### **The Arden Shisler Dinner Buffet**

*Provided by Buehler's Catering*

**Entrée options:** meat lasagna, vegetable lasagna, rotini with red sauce and meatballs, pasta primavera, oven roasted pork tenderloin, oven-roasted turkey breast, ham loaf, meatloaf, eggplant rollatini, glazed ham, Swiss steak, baked cod, fried chicken, grilled lemon chicken, mushroom chicken, chicken cordon bleu.

Served with tossed salad with dinner rolls and butter.

**Choice of two:** cheesy potatoes, green beans (honey glazed, garlic, casserole or provencal), honey roasted carrots, homemade mac and cheese, smoked gouda redskin potatoes, au gratin or scalloped potatoes, twice-baked potatoes, grilled marinated vegetables, mashed potatoes, parsley noodles, oven-roasted rosemary potatoes, jojo's.

**Choice of one:** cannoli cake, French cream cheesecake, fruit crisp, black forest desserts, or tiramisu.

**Two Entrée Selections \$22**

**Three Entrée Selections \$25**

**Upgrade to prime rib or salmon: market price.**

### **The I Do BBQ**

*Provided by Old Carolina BBQ Company*

**Choice of three:** Hickory smoked, hand-pulled pork, sliced smoked turkey breast, Smokehouse pulled chicken, or sliced beef brisket.

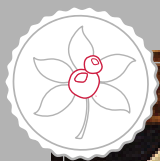
**Choice of two:** baked beans, country green beans, skin-on garlic mashed potatoes, hot apple sauce, or Brunswick stew.

**Choice of one:** sandwich buns, slider buns, or dinner rolls with butter.

Salad or coleslaw.

**\$28**

**Just \$1 more per person: cornbread, grilled vegetable pasta, macaroni and cheese, smoked chicken legs and thigh pieces, smoked boneless chicken breast.**



## RECEPTION MENU SELECTIONS

### Shisler Reception Starters Served Hot

*Provided by Buehler's Catering*

*—Price below is for 50 pieces—*

Bacon-wrapped water chestnuts **\$75**

Mini crab cakes **\$76**

Shitake mushrooms and vegetable pot stickers **\$60**

Stuffed mushrooms **\$45**

Teriyaki chicken and pineapple skewers **\$85**

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### Shisler Reception Starters Served Cold

*Provided by Buehler's Catering*

*—Price below is for 50 pieces—*

Deviled eggs **\$32**

Mini pinwheels **\$40**

Antipasto skewers **\$60**

Fresh fruit skewers **\$48**

Caprese skewers **\$74**

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### Buckeye Game Day Starters

*Provided by Buehler's Catering*

*—Price below is for 50 pieces—*

Breaded cheese ravioli **\$49**

Sauerkraut balls **\$24**

Cocktail meatballs **\$24**

Pretzel bites **\$48**

Potato skins **\$48**

Boneless chicken tenders (BBQ, bourbon, buffalo) **\$45**

Market deli wings (BBQ, bourbon, buffalo) **\$36**

### Reception Displays

*Provided by Buehler's Catering*

*—Priced per person—*

**Cheese and vegetable display**  
Served with dill dip and mustard dip. **\$5**

**Cocktail shrimp jumbo shrimp**  
Tail on with house-made cocktail sauce. **\$6**

**Mediterranean display**  
The perfect marinated mushrooms, tabouli, peppers, hummus, grape leaves, olives. **\$6**

**Bruschetta platter**  
Build your own, sliced Italian baguette with shaved parmesan. **\$3**

**Antipasto**  
Italian meats, cheeses, olives, marinated vegetables and bruschetta. **\$8**

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### Reception Stations

*Provided by Buehler's Catering*

*—Priced per person—*

**Griller**  
Hot dogs, hamburgers, buns, toppings and condiments **\$8**

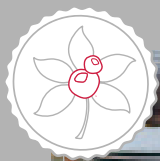
**Sliders**  
Pulled pork, cheeseburger, and meatball **\$7**

**Potato**  
Mashed or baked potatoes with all the toppings **\$6**

**Taco**  
Smokehouse, pulled pork, ground beef, or chicken with your classic toppings and soft shells **\$8**

**Mac and cheese**  
Our famous scratch recipe with tons of toppings to build your own masterpiece **\$8**

**Sushi**  
Assorted sushi with all the accompaniments **market price**



# DESSERT, À LA CARTE, AND BEVERAGE MENU SELECTIONS

## Dessert Selections

Cannoli cake, French cream cheesecake, fruit crisp, black forest desserts, tiramisu, pecan tarts, cheesecake pops, buckeyes, clothespin cookies, specialty celebration cake with your logo or inscription.

Can be added to any menu or a custom dessert reception can be created.

## A la Carte Afternoon Break Selections and Displays

*Provided by Buehler's Catering or  
Wooster Campus Conference Center*

Whole fresh fruit **\$2 per piece**

Cookies and brownies **\$3 per person**

Fruit display and vegetable display **\$6 per person**

Assorted bagged salty and sweet snacks **\$2 each**  
*billed on consumption*

String cheese **\$1 each**  
*billed on consumption*

Assorted granola bars **\$2 each**  
*billed on consumption*

## Chocolate Lovers Break

Forbidden brownies: rich and gooey layered brownies with salted caramel, chocolate chip cookies, chocolate pudding, assorted Hershey's miniatures, M&M's, Wooster's own Hartzler's chocolate milk.

**\$8 per person**

## The Healthy Break

Assorted vegetables with dill dip, hummus and pita chips, cheese and crackers, infused water (cucumber or orange)

**\$8 per person**

## The Ice Cream Cart

Assorted ice cream sandwiches, drumsticks, ice cream cups, popsicles.

**\$4.00**

**Billed on consumption—25 minimum**

## Sushi Break

Assorted Sushi

**Market Price**

## Beverage Selections

All beverages for any event must be provided by Wooster Campus Conference Center.

Coke, Diet Coke, Sprite, peach iced tea, bottled water, assorted juice **\$2**

Sparkling berry water, sparkling lime water, Dunkin' Donuts (original and French vanilla) iced coffee **\$5**

**Ice Cold Beverages Billed on Consumption**

## Coffee Service

Coffee, decaffeinated coffee, and hot tea service.

**\$3 per person**

**Served with hot chocolate October–March**

## Bulk beverages on consumption

Gold Peak unsweetened black tea, Gold Peak raspberry iced tea, Gold Peak sweetened green tea, lemonade, infused water with mint and berries, infused lemonade with mint and limes, infused water with oranges.

**\$10.00 per gallon**



## BAR SERVICE

The Shisler Conference Center has a liquor license, therefore **no outside beverages are permitted in the building**. All of our bar packages will require one bartender for each 100 guests at a fee of \$35 per hour, per bartender.

Bar packages can be arranged as follows:

- **Full Hosted Bar:** You will be billed on consumption at the end of the event for all guests' beverages.
- **Partial Hosted Bar:** You can pay for part and the guest can pay for part.
- **Guest Pay Bar:** A cash bar will be open for your guests.

### Please note the following:

- Specialty beverages not listed to the right may be purchased, however, you will be billed for all beverages requested, regardless of consumption.
- Client will not be able to take any unused bar beverages home.
- Shisler Center reserves the right to discontinue bar service at any time or may refuse service to guest(s) without client recourse.
- When alcohol is served for public events, a university police officer may be required at a rate of \$35 per hour (3-hour minimum).
- Alcohol is not permitted on the campus, you may not bring your own alcohol to any location on university property, including the historic homes.
- The only location on campus where alcohol is permitted is the Shisler Conference Center.

### Drink prices for hosted consumption or cash bars:

Mixed drinks **\$6**

House wines **\$4**

Local wine offerings **\$5**  
(served upon request)

Domestic Beers **\$3**

Premium Beers **\$4**

Cordials **\$6**

Bottled water, juice,  
and soft drinks **\$2**

### Liquors

Buckeye Vodka, bourbon,  
Bacardi Gold rum, Crown Royal  
whiskey, Chivas Regal scotch,  
gin, Cuervo Especial tequila

### Beer

Budweiser, Bud Light

### Premium beer

Corona, Yeungling, Dos Equis,  
Sam Adams

### House wine

Robert Mondavi (or comparable),  
Pino Grigio, Chardonnay,  
Cabernet, Merlot

### Local wine

Troutman Farmers Red,  
Troutman Farmers White,  
Troutman White Menagerie,  
Troutman Cabernet Franc

### Cordials

Amaretto, brandy, Schnapps,  
Kahlua, Baileys Irish Cream,  
Galliano



## FREQUENTLY ASKED QUESTIONS

**Q** **My event has audio visual needs; do you have staff that can assist with that?**

**A** The Ohio State University Wooster Campus Conference Center does not have IT staff in our building(s). We will provide A/V equipment but are not responsible for the proper operation of the equipment in conjunction of client laptop equipment. Should A/V be a crucial part of your meeting, we do recommend having an Ohio State IT professional at your meeting. With notice, we can make prior arrangements for an IT professional to be present for an additional fee of \$65.00 per hour.

Shisler, Fisher Auditorium, and Secrest Welcome and Education Center are equipped with state-of-the-art A/V, Solstice wireless connection, and ZOOM meeting technology in our ballroom and other spaces on campus. Miller Pavilion is equipped with a mounted rear projector. If you are at any historic home or Secrest location, you must make sure you provide a laptop for the event.

Due to the complexity of A/V equipment in the Arden Ballroom or Fisher Auditorium, a mandatory fee of \$65.00 per hour will be assessed for an Ohio State professional to operate and troubleshoot equipment during your event, while in use. A three (3) hour minimum will apply to any events on Saturday, Sunday, or university holidays.

**Q** **Can I use the space for setup and decorating the night before my event?**

**A** The Friday buy-out rate is \$3,000.00. The space can be used for rehearsal dinner if purchased.

**Q** **How much time do I have to clean up after my event?**

**A** The rental end time specified on your service agreement denotes the time you must vacate the building. We recommend ending your event 20–30 minutes before the rental end time to allow for vendors and guests to exit the building. All items you have brought into the building must be removed upon completion of your event.

**Q** **Do you have a designated smoking area?**

**A** Ohio State has adopted a tobacco free policy that supports a healthy environment for all members of the Buckeye Nation. Effective January 1, 2014, the use of all types of tobacco products is prohibited in all university buildings and on all university-owned properties, including parking lots, garages, and all outside areas.

**Q** **Are there any decorations or items you do not allow?**

**A** The throwing of rice, confetti, artificial flower petals, glitter, and popcorn, are not permitted on Ohio State grounds. In addition, sparklers, fireworks, and any other



## FREQUENTLY ASKED QUESTIONS (CONTINUED)

flammable items are not permitted. No materials may be hung without the prior consent of your Sales Manager and once approved, items must be hung using gaffers tape.

**Q** **Can I bring in my drone?**

**A** No. The College of Food, Agricultural, and Environmental Sciences Wooster campus is a no-fly zone by the Federal Aviation Administration. Use of drones on our campus will result in federal prosecution.

**Q** **Can I bring in my own caterer?**

**A** At the Shisler and Fisher buildings, we require that you work with a licensed and insured catering company. Any event at the Secrest Welcome and Education Center must use Buehler's Catering. Our skilled managers will work directly with the caterers to ensure your menu exceeds your expectations. Events in those spaces who work directly with a catering company will be subject to a \$500.00 fee. Pavilion events and events in the Historic Homes do not have catering restrictions.

**Q** **Do you have Wi-Fi throughout the buildings?**

**A** We have Wi-Fi throughout the Fisher Auditorium and Shisler Conference Center. Arboretum events and Stone House events will require client provided use of personal data and hotspots.

**Q** **What is the 20% Administration Fee?**

**A** Administration fee covers the staffing needed to produce your event and is not paid to the staff. Additional staffing fees may be needed to cover your event needs.

**Q** **Can the stage in the Ballroom be moved for my event?**

**A** With at least 24 hours' notice the stage in the Ballroom can be moved for an additional fee of \$200.00. If you would like the stage completely removed from the room, there is a fee of \$500.00.

**Q** **If I rent the Secrest Arboretum, will I be the only one able to access the space?**

**A** The Secrest Arboretum gardens are open to the general public year-round. While you have reserved the space for your function, we cannot guarantee that there will not be Arboretum visitors viewing the gardens during your event.



# WEDDINGS AT THE WOOSTER CAMPUS CONFERENCE CENTER BALLROOM

The cost for the ballroom on a Friday or Saturday evening is \$3,000.00\* and includes the following:

- Use of our 26"-72" round tables with cotton linen toppers (85"x85") in a variety of colors, and 300 cotton napkins in a variety of colors.
- Use of our ballroom chairs.
- Use of our six modern butcher block tables for buffets, bars, desserts, or appetizers.
- Use of our 8' by 24' stage for either a live band, DJ, or your head table.
- Access to the space as of 10:00 a.m. for setup (ask about our Friday evening option).
- A night's stay in our historic on campus Stone House for the **newlywed couple only**.
- Ability to work directly with the licensed catering company of your choice, with no additional fee.

### Searching for the perfect ceremony space?

Consider one of our beautiful outdoor spaces at The Secret Arboretum and The Amphitheater.

### Holiday Weekend Rentals

**Ballroom:** Add \$2,000.00 to weekend rate

**Secret Venues:** Add \$1,000.00 to weekend rate

*Additional staffing and labor fees may apply for holiday weekends.*



### AN EVENING IN A HISTORIC HOME

#### INCLUDED IN RENTAL

Included with your wedding rental cost is a night's

stay for you and your new spouse in our on campus historic Stone House. Built in the 1820's, this beautiful home is the perfect honeymoon suite after a gorgeous wedding on property. You'll be able to relax and unwind from the big day in the queen-sized bed. *(Subject to availability).*



### THORNE HOUSE

#### \$500.00 PER EVENING

Looking for a space for your bridesmaids or wedding party to gather?

Our brides have the unique opportunity to rent our other on-campus home, the Thorne House, for the day before and evening of your wedding. The original homestead of the Wooster campus director, the Thorne House features a dining room, kitchen, breakfast bar, three bedrooms with three queen-sized beds, and one room with a queen-sized pull-out bed, this space is perfect for everyone to come together for your special day *(Subject to availability).*



# THE OHIO STATE UNIVERSITY

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COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

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