



*Henry Clay*

## EVENT PLANNING GUIDE



# WELCOME TO THE HENRY CLAY

Listed on the Top Ten Wedding Venues in the US by Martha Stewart in 2010, The Henry Clay offers two beautiful and unique 1920's style ballrooms that exude timeless elegance creating the perfect romantic backdrop for your wedding day! If availability allows, you can pick your favorite ballroom or use one ballroom for the ceremony and the other for the reception.

## 2<sup>ND</sup> FLOOR

The Grand Ballroom is the largest ballroom in Louisville with a stationary stage. The room features time period box seating and 27-foot-tall ceilings lined with the original 1924 chandeliers. The Grand Ballroom is located on the second floor of the Henry Clay and includes the South Room which features mirrored columns, gorgeous hand carved crown molding, decorative wood features and luscious red carpeted floors. Another elegant feature of the 2nd floor is the Atrium overlooking the baby grand piano in the Grand Lobby. The Atrium showcases original 1924 stained-glass ceiling tiles, wrought iron handrails, original granite floors and is outlined in beautifully ornamented columns. The 2nd floor offers two sets of restrooms and can host intimate weddings and receptions while hosting large parties of up to approximately 500 guests. The Grand Ballroom has featured artists such as Aretha Franklin, Hall & Oats, Allison Kraus, Heuy Lewis and the News, and even notable people like Muhammad Ali and Senator Obama!

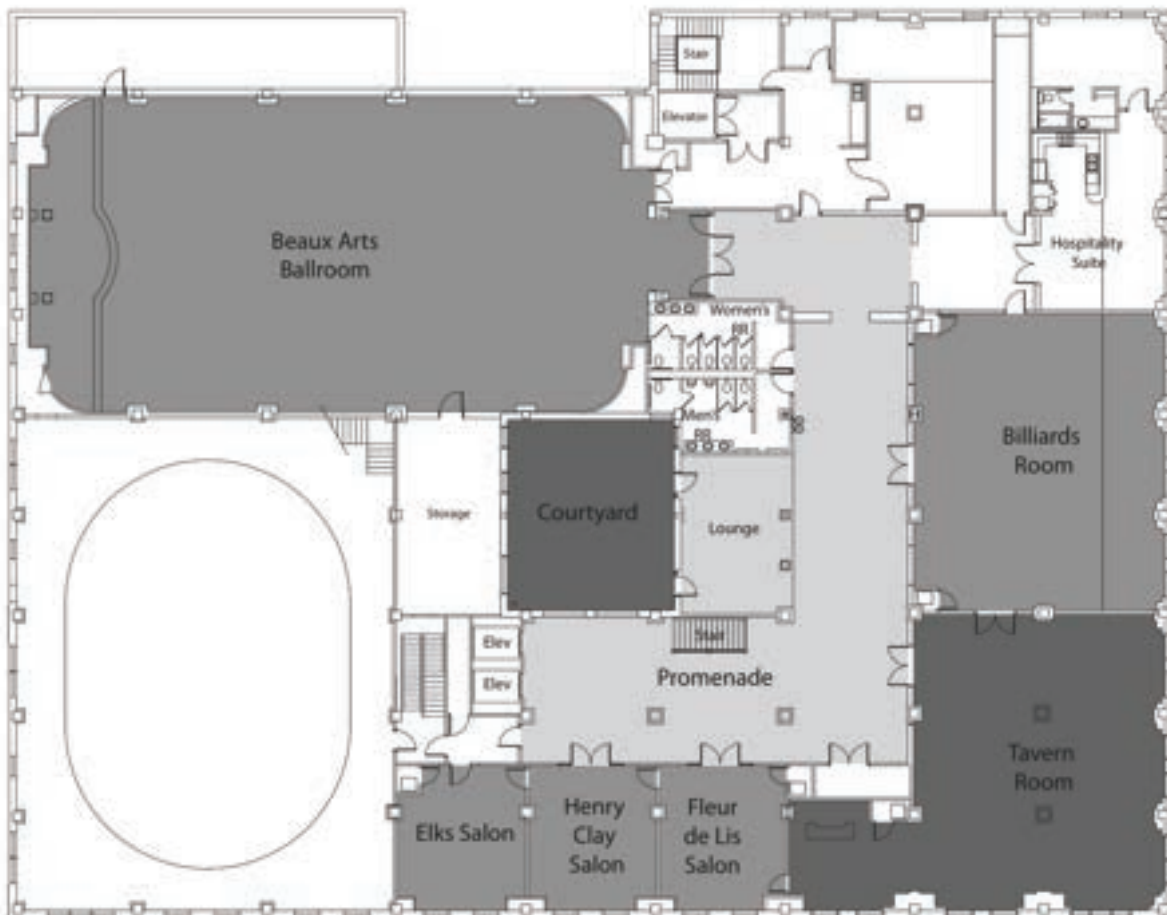


## 4<sup>TH</sup> FLOOR

The Beaux Arts Ballroom is our second Ballroom located on the 4th Floor. Slightly smaller than the Grand Ballroom, The Beaux Arts ("Bow Arts") evokes timeless elegance in its grand size and architectural character. Brocade style panels, decorative trim, original stained-glass windows, and ceiling tiles, two colossal white columns and sweeping corners all embody romance and intimate stately elegance. 4th floor rentals include the Billiards Room, the Tavern Room, and the outdoor Courtyard exclusive to your party. These rooms can serve as areas for a cocktail hour, a small ceremony, or space for bars, food stations and even photo booths. Exclusive to the Beaux Arts and 4th Floor Rentals is access to our Bridal Suite. Available 10am morning of the wedding, our Bridal Suite includes: a full kitchen, laundry machines, a bathroom with Hollywood beauty lighting, lounging and preparation areas! These amenities are housed in a private area across the hall from the Ballroom for all bride and bridal party preparations. The room is lined with large windows overlooking downtown Louisville, filling the space with ample natural light.

## INTERACTIVE FLOOR PLANS

Create your event using our interactive floor plans on Social Tables.  
<https://connect.socialtables.com/microsite/2014>



### ALL RENTALS INCLUDE:

- Gold Chiavari chairs with ivory cushions and 60" round banquet tables (within our inventory.)
- Complimentary Wi-Fi is available.
- An onsite facilities representative present during the event.

### PREFERRED CATERERS:

#### 8UP CATERING [On-Site]

Contact Number: 502.319.7188

Email: [8upcatering@firsthospitality.com](mailto:8upcatering@firsthospitality.com)

Website: [www.8uplouisville.com](http://www.8uplouisville.com)

#### SILVER SPOON [On-Site]

Contact Number: 502.584.4379

Email: [dina@tsspoon.com](mailto:dina@tsspoon.com)

Website: [www.thesilverspooncaterers.com](http://www.thesilverspooncaterers.com)

#### CRUSHED ICE

Contact Number: 502.589.4700

Email: [info@crushedicecatering.com](mailto:info@crushedicecatering.com)

Website: [www.crushedicecatering.com](http://www.crushedicecatering.com)

#### WILTSHIRE PANTRY

Contact Number: 502.581.8560

Email: [wiltshirepantry@gmail.com](mailto:wiltshirepantry@gmail.com)

Website: [www.wiltshirepantry.com](http://www.wiltshirepantry.com)

*We look forward to serving you,*

*Team HC*



# ACCESSIBILITY

## ADA COMPLIANT

Henry Clay (HC) is committed to accommodating the needs of individuals with disabilities. In accordance with the Americans with Disabilities Act (ADA), HC is responsible to accommodate access of permanent facility constructs, and the lessee is responsible to accommodate access of temporary constructs as required. If new standards are established, HC is committed to implementing changes and facility upgrades within the timeline directed by the ADA.

## RESTROOMS

- 1st Floor Lobby- Public Restrooms available
- 2nd Floor- 2 Sets of Private Restrooms for Lessee use only
- 4th Floor- Set of Private Restrooms for Lessee use only

## PARKING



There is a **Surface Lot** (highlighted in green) located directly across from The Henry Clay on Third and Chestnut Streets. For information, please contact Riverside Parking at (502) 582-1105 or (502) 551-8362.

The **Clay Commons Parking Garage** (highlighted in pink) is located directly behind The Henry Clay with access from 350 West Chestnut Street.

Event parking in the garage can be coordinated with PARC. (502) 574-4541.

Metered **Street Parking** is an option in close proximity of The Henry Clay. If you would like to bag the meters in front of the building for an event, please call (502) 574-4217.

- The Henry Clay does not own any parking but there are many options in the very near proximity.
- Riverside Authority (surface lot directly across the street for the HC entrance) and can be reserved exclusively for your event. If you are interested in more information and rates, please call Don at 502-582-1105.
- Parking is also available behind The Henry Clay in the Clay Commons public automated garage located at 324 West Chestnut. Arrangements to pay for guest parking may be made through, PARC Special Events parking representative, Peggy Baas: 502.574.4541.  
<https://louisvilleky.gov/government/parking-authority-parc/clay-commons-garage>
- Street parking is available surrounding the property and is based upon availability.

## ACCESSIBILITY

### VALET PARKING

- Client must notify the HC of their intent to use valet services within 14 days of the event.
- All valet providers must have proper insurance (General Liability and Garage Keeper's coverage in the amount of \$1,000,000.00) and must name CITY Destinations, LLC, System Parking, Inc., Riverside Parking, and PARC as additional insured and complete any additional paperwork required by any parties involved.

## ADDITIONAL SERVICES

The lessee will pay HC any fee which may be due for additional services, accommodation or materials or loaned by HC.

### THE FOLLOWING SERVICES ARE AVAILABLE:

- 8UP Restaurant and Catering (Connected to The Henry Clay)
- Hotel Room Blocks at the Hilton Garden Inn, 502-584-5175 (Connected to The Henry Clay)
- Audio Visual Available-C&H Audio Visual Services <https://chavs.net/>
- Bagging Meters- <https://louisvilleky.gov/government/parking-authority-parc/services/request-meter-bagging>

## AIR CONDITIONING AND HEATING

Meeting rooms, ballrooms, and exhibit hall are individually climate controlled and can be adjusted at any time during the event. Client should contact the onsite facilities representative to make any modifications during the event.

# AUDIO/VISUAL

C&H Audio is the preferred audio-visual team for HC. Their professional audio-visual team of experienced staff is extremely familiar with the property and have a wide array of items in their inventory. C&H has everything you may need for all your conference, wedding, social event, or small meeting audio-visual needs.









C & H Audio Visual Services, Inc.  
 4850 Crittenden Dr. Bldg. 3 Ste. F, Louisville, KY 40209

Office: (502) 637-4595  
 Fax: (502) 637-4596  
 Email: info@chavs.net

# BOARDROOMS

HC has two boardrooms (The Henry Clay Salon and the Fleur De Lis Salon) located on the 4th Floor. Both boardrooms offer a private, pre-furnished space. This area can be used for meeting rooms, hospitality suites, office space or utilized for show management.

# CAPACITY CHART

									
		THEATER	BANQUET ROUNDS	CLASSROOM	RECEPTION	CRESCENT ROUNDS	CONFERENCE	HOLLOW SQUARE	U-SHAPE
<b>2ND FLOOR</b>									
GRAND BALLROOM	6,500 SQ.FT.	792	500	300	1000	300	150	150	180
SOUTH ROOM	3,500 SQ.FT.	240	290	100	300	145	30	30	30
CONFESSONAL SALON	240 SQ.FT.	27	20	10	24	14	6	6	6
<b>4TH FLOOR</b>									
BEAUX ARTS BALLROOM	5,155 SQ.FT.	450	337	170	405	140	100	100	116
TAVERN ROOM	2,235 SQ.FT.	125	180	80	225	62	30	30	25
BILLIARDS ROOM	1,875 SQ.FT.	170	160	70	170	70	30	30	35
HENRY CLAY SALON	475 SQ.FT.	30	40	24	40	30	15	15	15
FLEUR DE LIS SALON	475 SQ.FT.	30	40	24	40	30	15	15	15
ELKS SALON	400 SQ.FT.	25	30	20	30	20	10	10	10
HOSPITALITY SUITE	1,000 SQ.FT.				100				
COURTYARD (OUTDOORS)	750 SQ.FT.	83	62	31	75	44	18	18	18

## CATERER RESPONSIBILITY

- Directly work with clients on floorplans and menus for all food, beverage, and bars.
- Responsible for setting up the tables and chairs for the event and break them down immediately following the event end time.
- Catering team should be stack chairs neatly and tables should be folded up and stacked together. This includes the event spaces and prep areas. Tables and chairs should also be grouped together in one area of the room and not scattered all around the venue spaces.
- Caterers are responsible for cleaning and clearing all sink and food prep areas. Do not dump any items down the sink or drains that do not belong. Nothing is to be left in the sinks or trash receptacles upon departure.
- Removal of all food, beverage and trash from venue spaces and prep areas.
- Wipe down all tables and counter spaces used during the event and prep areas.
- Return any furniture that was moved for the event to the original locations.
- Remove all trash immediately following the event and place in garbage receptacles outside at the back of the building. In the event that the orange trash receptacles are full, check the green dumpsters and dispose of the trash there. If the green ones are full, the caterer will have to take the trash offsite.
- Broom clean and mop all prep areas.
- Caterer will be required to provide any necessary service items (cloths, dishes, glassware, and cooking equipment) or any items above what we have in our table and chairs inventory.
- Caterer is responsible to supplying the HC with the final floor plans, catering and liquor license and a copy of insurance at least 14 days prior to the event.
- Caterer must abide by all responsibilities outlined in the Catering Contract Agreement.
- Caterers must set up tables and chairs no earlier than 3 hours prior to the event without prior written authorization for HC.
- Caterer must breakdown and load-out immediately following the event end time and are not permitted to leave anything onsite for any reason without prior written authorization for HC on file.



## CLIENT EVENT CHECKLIST

Please use this timeline to help with the planning, coordination, and implementation of your upcoming event.

### 1 MONTH PRIOR

- Certificate of Liability Insurance is due
- Final Balance is due in full
- Provide event timeline and contacts list to HC
- Review and approve final versions of floor plans and guest counts with your caterer

### 2 WEEKS PRIOR

- Finalize audio visual and internet needs
- Email a list of vendor's contact info and delivery & pickup, as well as load-in/out schedule.
- Finalize and email your floorplans listing the tables and chair count for each room
- Notify HC of any special parking, security, or vendor arrangements by email
- Caterer must provide final floorplan and include specifics about setup and breakdown times

### 1 WEEK PRIOR & ON-SITE

- Any updates to the details or the event or the timeline, must be submitted via email to the Director of Events (or Event Service Coordinator) and must be approved in advance by The Henry Clay.

## COAT/LUGGAGE CHECK

Coat Racks can be provided for events upon requests at no additional cost (within our inventory.)

## COMMUNICATIONS/TECHNOLOGY

HC provides clients with complimentary access to highspeed Wi-Fi. Contact the on-site representative for the login information on the day of.

## DAMAGES

Client is responsible for any damage that occurs to the property during the duration of the event. A credit card must be on file and will only be charged after the event if damage has occurred and client will be notified. A minimum fine of \$500 will be charged to the card that is on file unless the damage exceeds that amount.

## EVENT MANAGEMENT

- A dedicated HC Event Manager “EM” will be present during all onsite events.
- Clients will be provided with the EMs contact information prior to the event and act as the point person for venue issues during the event.
- EMs will check restrooms, assist with lights, locking doors and handle issues as they occur.
- Oversee the vendor loadout process to ensure a timely load out takes place.
- Responsible for unlocking doors at the beginning of the event and locking up doors at the end of the night.
- Oversee that the caterer has completed their duties and all areas that are un-catered areas are cleared out by client unless given prior authorization in writing.
- Clients and vendors are advised to call or go to the front desk of the Hilton Garden Inn (502) if the doors are locked, and the EM is not scheduled at that time.

## FREIGHT ELEVATORS

Inside clearance is 71”w x 96”h x 90”d.

Door height clearance is 84”.

Load limit is 3000 lbs.

## INSURANCE REQUIREMENTS

- All renters of our facilities are required to furnish a Certificate of Liability Insurance naming the appropriate rental entities (see below) as additional insured for the rental event.
- Individual renters should add The Henry Clay as an additional insured with Liability Insurance for a minimum of \$300,000.
- Rentals associated with an organization or business are required to add The Henry Clay as an additional insured with Liability Insurance for a minimum amount of \$1,000,000.
- Name to include on the certificate - The Henry Clay: City Destinations, LLC and The Henry Clay/Off Broadway Lofts, LLC
- The mailing address for all entities is 604 South 3rd Street, Louisville, KY 40202.

## LOAD IN/LOADING ZONE

- Load in time for events is 4 hours prior to event start time
- All vendors must have approval to load in outside of these permitted schedules

The Loading Zone can be accessed by entering the rear of Henry Clay at 350 West Chestnut Street, Louisville, KY 40202. The Henry Clay will be immediately to the left when turning into that address (The Hilton Garden Inn will be on your right.) There is a set of doors at the back entrance that has a picture of a vintage muscleman with flowers and butterflies (please see picture below.) Those doors will allow you to access the freight elevator.



- All vendors must provide appropriate equipment and supplies needed to load-in and out of the building. Including but is not limited to carts, dollies, ramps, etc.
- Vendors must turn off flashers in the loading dock and are only allotted a maximum time of 30 minutes and only during active loading in or out is taking place. Vendors must be respectful that the loading zone is used by multiple businesses and is NOT a designated parking spot for vendors through the entire evening.
- Caterers are permitted only 1 vehicle to be parked in the designated load-in area (to the far left) during the event. All other vehicles associate with the event are only permitted in the load in area during loading and unloading.
- If doors are locked upon vendor arrival, please call the HC Event Manager, or go to the Front Desk of the Hilton Garden Inn hotel that is located right behind The Henry Clay.
- It is the responsibility of all vendors to secure parking during the event. There are multiple garages and surface lots within close proximity that can be utilized but are not owned or operated by The Henry Clay.

## NOISE GUIDELINES

- The Henry Clay may host multiple events concurrently.
- Due to the nature of the buildings and spaces, client agrees to let the Henry Clay monitor and control all sound levels, especially if they disturb other building occupants.

## PETS/ANIMALS

With the exception of service animals, animals are not permitted inside the facility without approval in advance. Approval is dependent on whether an animal is a relative part of a function or exhibit. Contact the assigned Event Manager for details.

## PYROTECHNICS

The use of pyrotechnics within HC is strictly prohibited due to fire alarm system. Use of any pyrotechnics, fog machines or anything else that could rise to the ceiling and interfere with the smoke detectors lasers are prohibited.

## REHEARSALS

- Rehearsals for ceremonies are based on availability and are scheduled Monday – Friday.
- There is a \$150.00 rehearsal fee per hour for any rehearsal scheduled between 9:00am and 4:00pm. There is a \$250 rehearsal fee per hour for rehearsals scheduled for 5:00pm or later.
- Rehearsals are not guaranteed until 7 days prior to the event date. In the event that a rehearsal should be canceled on behalf of the Henry Clay, a refund for the rehearsal fee will be issued if an alternative rehearsal time is unable to be scheduled.

## SERVICE ANIMALS

HC defines service animal as defined by the ADA – a dog that is individually trained to do work or perform tasks for a person with a disability. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In this case, the individual must maintain control of the animal through voice, signal, or other effective controls.

## SMOKING POLICY

Smoking is prohibited in all indoor areas and within 25 ft. of any entrance. Smoking is permitted in designated smoking areas only.

## TRASH DISPOSAL/RECYCLING

- Trash during the event is the responsibility of the caterer of the event for all areas that are part of the event (ceremony, reception, cocktail hour, meeting spaces, function rooms, etc.)
- The client is responsible to dispose of any trash in any area that is not part of the event (Bridal, Groomsmen and Hospitality Suites or any areas that are used as a private staff office or storage spaces).
- Trash receptacles are located at the rear of the Henry Clay Building and are lined up along the back wall.
- The trash bins are bright orange, and all trash must be placed inside the receptacles, not on the ground outside of them.
- In the event that all trash receptacles are full, the caterer has agreed (in their contract) to take additional garbage offsite with them immediately following the event.
- All trash must be leave the premises immediately following the event. No exceptions!



THANK YOU  
FOR BECOMING  
A PART OF OUR HISTORY!

