



Booking Guidelines

The multi-purpose Sharonville Convention Center is owned by the City of Sharonville and managed by the City of Sharonville. The Center has been part of Northern Lights District since 1994 when the original facility opened. The first expansion was added in 2012, followed by a second expansion in 2024 to meet the demands of the growing convention and event market in northern Hamilton County.

1. Purpose

The Sharonville Convention Center's objective is to attract and produce events with significant economic impact for the City of Sharonville and to facilitate local events promoting civic and community pride, within a sound financial context. This policy establishes criteria for evaluating and booking events in accordance with this objective.

2. Booking Control

The Sharonville Convention Center and the City of Sharonville exercise booking control of the facility

3. Event Booking Criteria

The SCC reserves final discretion to accept, modify, refuse or terminate bookings in accordance with this policy. The SCC may also solicit, develop or promote any event consistent with SCC objectives and the interests of the City of Sharonville. The SCC may consider the following factors in evaluating potential bookings:

- Projected economic benefit to the City of Sharonville
- Seasonal factors and repeat booking potential
- Client's performance with respect to prior events at the Center and/or similar facilities
- Projected direct revenue to the Center
- Value of the event to the community

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- Groups with 200+ peak hotel nights may book outside 12 months of proposed event date.
- Inside a 12-month window is considered a free sell, with no required hotel room nights to lease space, though preference is always given to events with hotel room nights in addition to projected rental, food/beverage and audio visual spend.

For SCC to provide the best possible offer/proposal for a potential event, the following information is needed.

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- Total number of hotel room nights including peak.
- Expected event attendance
- Food and Beverage needs.
- AV needs.
- Days and timeframes needed for the event, including set up and tear down times.

Without the above information SCC Sales Team cannot properly evaluate a potential event for the best possible offer. SCC takes into consideration the overall spend for each event when creating a proposal – without this information SCC will quote retail pricing.

SCC is open to discussion on any proposal that requires special discounted pricing, in such a case SCC would collaborate with CVB and hotels to see if we can negotiate a better package for the client based on what all parties can provide (rebates, subsidies, incentives, etc.).



2025/2026 SCC Rental Rates:

<u>Main Level</u>	<u>Daily Rate</u>	<u>Lower Level</u>	<u>Daily Rate</u>
201	\$1,000	101	\$1,000
202	\$1,000	102	\$1,000
203	\$1,000	103	\$1,000
204	\$1,000	104	\$1,000
201-204	\$4,000	105	\$1,000
		101-105	\$5,000
Northern Lights Ballroom A	\$4,000	106	\$1,000
Northern Lights Ballroom B	\$4,000	107	\$1,000
Northern Lights Ballroom (Combined)	\$8,000	108	\$1,000
		107-108	\$1,000
		109	\$1,000
Todd Portune Hall (West)	\$8,000	110	\$1,000
Todd Portune Hall (East)	\$7,000	109-110	\$2,000
Todd Portune Hall (Combined)	\$15,000	111	\$3,000
		109-111	\$5,000

All Room Rental Rates include a twelve-hour lease period.
Time needed outside of the twelve-hour lease period will require an
additional charge pro-rated per one hour increments.