



Frequently Asked Questions

What is SITE1212?

Located at the corner of the Art Academy of Cincinnati's main campus on 12th and Jackson Streets, SITE1212 is an endlessly versatile, stand-alone space designed for community event series, exhibitions, private events, and more. Standing at 6,000 square feet with a 334-person capacity, this space features stunning windows, operational garage doors, its own private entrance, catering space, two gender-neutral restrooms, and is fully ADA accessible.

Is it part of the Art Academy of Cincinnati?

Yes! The space functions auxiliary to the Art Academy of Cincinnati, but it operates as its own separate entity for private events such as weddings, meetings, luncheons, or happy hours. The space is frequently used to host university-sponsored events such as career fairs, post-graduation celebration, awards ceremonies, end-of-year reviews, and the famous Beaux Arts Ball.

What types of events can be hosted in the space?

We host a range of events in the space including art installations and exhibitions, artist talks, weddings and receptions, business or council meetings, luncheons, happy hours, and various community or private events. SITE1212 offers a customizable and transformative location for an endless variety of events.

How much does it cost to rent out the space?

Standard prices range between \$1,800 for shorter events to \$5,450 for larger all-day events. However, there are a lot of nuances to these prices and in some cases discounted rates may be offered. To learn more or to get a quote, please reach out to us at SITE1212@artacademy.edu. If you want to get a head start on booking your next event, go ahead and fill out our information form [here](#).

What's included in the cost of the rental?

The cost of the rental only includes the rental for the SITE1212 space. Additional fees may include requests for security guards, tables, linen rentals, lighting package, bar service, stage riser rental, sound equipment, and day-of on-site coordinator, to name a few. This does not include set-up or clean-up costs, which are the full responsibility of the lessee for their event. Costs vary based on what's needed for your event. Again, the best way to receive an accurate quote is to reach out at SITE1212@artacademy.edu or fill out our information form [here](#).

Can I request a tour of the space beforehand?

Absolutely. Our on-site event coordinator is happy to offer tours and information sessions for potential renters of SITE1212. To schedule, please reach out at SITE1212@artacademy.edu.

What if I don't have the details of my event finalized?

That's a completely understandable concern when planning an event, especially one with a lot of moving parts. We can happily quote a price for an event with the most current information available and add onto that as the date of the event moves closer. All events must be finalized no later than one week prior to an event. Last minute changes may result in additional fees.

How can I put in a request to rent the space?

To put in a request to rent SITE1212, simply fill out the information form [here](#). Again, details can be altered as we move along in the event process. The form should just be filled out with the most up-to-date information you have at the time of requesting the space. A \$500 non-refundable booking fee for SITE1212 is required in order to hold the date of your event.

Can I serve food and alcohol at my event?

Of course! What's an event without something to eat and drink? All food or drink must be approved by the on-site coordinator prior to the event. We do have preferred vendors for food and drink that we can provide you, but any food and drink from a licensed caterer will be acceptable. The same applies serving alcoholic beverages. However, if you would like to sell alcohol at the event, please refer to the [City of Cincinnati's website for Special Permits](#).

What if an exhibit is ongoing in the space during my event?

As we are an arts college, there may be times artwork is on display and cannot be moved or deinstalled for an event. However, just because an exhibit is in the space does not mean we cannot accommodate your request. Depending on the size of an event and approval of both parties, we may still be able to approve your request. If any exhibit is ongoing during the time you would like to host an event, we will let you know that as soon as possible. Exhibiting artists are always made aware that an outside may take place while their work is on display. We will work with all parties to ensure a clear solution is provided for all parties involved.

Are there any additional fees for event cancellation or not clearing out the space following an event?

All facilities are required to be kept in a clean, safe, orderly and sanitary condition at all times. In the event a space is not properly cleaned up after an event or is damaged in any way, additional fees may incur. This will be outlined in your contract and may vary based on the type of event. Additionally, a \$500 non-refundable deposit is required to rent SITE1212. The total quoted fee may only be refunded if a written notice of cancellation is received up to and including 15 days prior to the first event date. For any cancellation less than 15 days, only 50% of the fee will be refunded.