

**The Meehan Overlook at Notte Park
EVENT RENTAL CONTRACT**

Name: _____

Phone Number: _____

Time of Event (start and end time) : _____

Date of Event: _____

Guest Count: _____

Caterer or Vendor on site:** _____

*** all Vendors must be licensed and insured*

PAYMENT SCHEDULE (Review Room Fee Details with Representative)

Initial Deposit (50% of room fee)

Date _____ Amount \$ _____

Full Payment (Due no later than 14 days prior to event)

Date _____ Amount \$ _____

Checks, cash and most credit cards accepted.

A 3% administrative fee will be accessed to all credit card payments over \$1,000.

IN WITNESS WHEREOF, the undersigned have hereunto set their hand and seal this date of _____ for the reservation of The Meehan Overlook at Notte Park and agree to the terms and conditions as set forth in this Banquet Event Contract.

Signature (Lessee)

Date

Signature (North Providence Employee)

Date

Events at The Meehan Overlook at Notte Park
BANQUET EVENT CONTRACT

Deposit to Secure the Reservation of Your Date

A 50% deposit of room fee is required to secure a reservation for any event. This payment will be applied to your final bill. Please refer to our Rental Fees provided below.

We cannot reserve any date until the deposit has been received.

Cancellation Policy

Once the contract is validated, it is understood that if the client should cancel for any reason, on, or before the date of the function, the entire deposit is non-refundable and non-transferable.

Space Use and Capacity

The Meehan Overlook at Notte Park space can be used for social, corporate and wedding ceremony and reception events. Rental rates will include Tables, Basic Metal Chairs, and use of the grounds. Additional rentals and upgrades are available through Pranzi Catering and Events. The space can accommodate 120 seated guests (guests seated at 60" rounds) or 260 for a standing reception. *Space capacity is based off of general setup, events with more elaborate setups may limit the number of guest capacity.*

Corporate and Social Event Scheduling and Rental Fees

Corporate and Social events scheduled Monday - Thursday will be subject to a 4 hour maximum. Daytime Corporate and Social events may be scheduled between 7:00 AM – 3:00 PM. Evening Corporate and Social events may be scheduled between 4:00 PM - 11:30 PM.

Corporate and Social events scheduled during the day Friday - Sunday must end by 3:00 PM, with a 4 hour maximum. Evening Corporate and Social events scheduled from Friday – Sunday may be scheduled between 4:00 PM - 11:30 PM with a 6 hour maximum.

Timing of events must be approved by a representative per the contract details listed below. The Overlook at Notte Park Rental will include Tables, Basic Metal Chairs, and use of the grounds.

CATEGORY	TIME PERIOD	RENTAL FEES
North Providence Resident	Monday-Thursday Evening	\$500
Non-Resident	Monday-Thursday Evening	\$750
North Providence Resident	Friday, Saturday or Sunday	\$1000 \$100/ additional hour
Non-Resident	Friday, Saturday or Sunday	\$1200 \$100/additional hour

Wedding Ceremony Scheduling and Rental Fees

Those couples who chose to have their ceremony on site, will have an extra \$200 fee. This includes the maintenance of the grounds and the staff supervisor. If couples wish to rent seating for their ceremony, Pranzi Catering & Events can provide rentals.

Weddings scheduled at Notte Park must begin after 4:00 PM and end by 11:30 PM, a 5 hour maximum. If the wedding ceremony is taking place on site the maximum is 5.5 hours.

Food and Beverage Regulation

Food and Beverage must be supplied by a licensed and insured catering company. In the event that there is any food or beverage remaining from your party, it cannot be taken out of the function room by any guest.

The sale and service of alcoholic beverages is strictly regulated by the Rhode Island State Liquor Control Board. We reserve the right to limit and control the amount of alcoholic beverages consumed by your guests. No alcohol may be purchased for, or served to any guest under the age of 21 CARD. The Meehan Overlook at Notte Park and Pranzi Catering & Events practice responsible alcohol service and will refuse service to any guest or patron deemed to be intoxicated. Events served with alcohol are limited to 4.5 hours of bar time. All liquor consumption will cease approximately 30 minutes before the event ends.

Liability and Damage Policy

If the volume from entertainment of public address systems disturbs other guests or the surrounding community, The Meehan Overlook at Notte Park Site Supervisor scheduled for your event (included in Rental Fees) reserves the right to request the party to lessen the volume. The client assumes all responsibility and shall indemnify and hold The Meehan Overlook at Notte Park harmless from and against any and all physical damage to non-Park property, and for any personal injury to guests and employees of the space caused by acts, conduct or omissions of the client and their guests.

Contracted Vendors and Performers

Clients are responsible to ensure that all contracted vendors and performers act in accordance with all local and State Laws, regulations and ordinances. The client shall be held responsible for damage caused to Park property by a contracted vendor or performer. The Meehan Overlook at Notte Park shall not honor any demands or arrangements made for, or by, a third party contract.

Smoking Policy

By Rhode Island State Law, The Meehan Overlook at Notte Park is a non-smoking facility. Smoking is prohibited in all areas inside the space. Smoking is permitted only in designated outdoor areas.

Decorations, Displays, Entertainment and Audio/Visual

All displays and decorations are subject to approval by a representative. Nothing may be tacked, pinned, taped, etc. to walls. The Overlook at Notte Park Rental will include tables, basic metal chairs, and use of the ground. Upgraded specialty linens and rentals are also available at

an additional fee. Audio/visual aids are available for rental. We require advance notice for the quotation of pricing and for the guarantee of availability.