

The Overlook at Meehan **BANQUET EVENT CONTRACT**

Venue Hours of Operation

The Overlook at Meehan is open all year round, Monday-Sunday, from 7:00 am - 12:00 am by Appointment or Event only and will be closed all major Holidays.

Space Use and Capacity

The Overlook at Meehan can accommodate a maximum capacity of 120 seated guests, 250 standing. The option to rent a Tent, Tables, and Chairs from a vendor is available for your event up to 250 guests. Tent Rentals receive a discount from The Overlook at Meehan Rental Rate.

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. *We cannot reserve any date until the deposit has been received with the exception of mailed deposits. Mailed deposits get 5 days to be delivered. If not delivered, payment must be made in person within that week or date will become available.*

Cancellation Policy

Once the contract is validated, it is understood that if the client should cancel for any reason, within **2 months** to the event, then the entire deposit is non-refundable and non-transferable. If cancelled after **2 months** to the event, then a credit will be issued for a future date.

| Rental Rates | Monday-Thursday | Friday | Saturday | Sunday |
|---|--------------------------------|----------------------------------|----------------------------------|--------------------------------|
| Resident | \$600 6 hours | \$900 6 hours | \$1,200 6 hours | \$600 6 hours |
| Non-Resident | \$900 6 hours | \$1,200 6 hours | \$1,500 6 hours | \$900 6 hours |
| \$100/hour for any additional hour | | | | |

Wedding Ceremony

There is a \$300.00 fee for an on-site ceremony which includes the use of the Amphitheatre, as well as the Beach Front. Along with, the maintenance of the grounds, use of the facility, and a one hour rehearsal. Rehearsals will take place within the week of the event. Rehearsal time will be decided two weeks prior to event date. Events have precedence over rehearsals.

Food and Beverage Regulation

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. ***All alcohol must be brought in and served, by a "Class P" licensed, insured, and certified caterer or company.*** No alcohol may be purchased for, or served to any guest under the age of 21. Any guests in question of age will be carded. The Overlook at Meehan requires that all liquor regulations are adhered to by a licensed caterer. Events served with alcohol are limited to 4.5 hours of bar time. All liquor consumption will cease 30 minutes before the event ends.

Food that is already cooked & ready to eat may be brought in, along with bottled/package water, soda, soft drinks. ***No raw foods, opened containers/packages, or alcohol may be brought in by any individual, client or guest. Once caterer or vendor is decided, client must submit copies of their license/certification, insurance, & if applicable, permits.***

There is a \$100 additional fee (non-refundable/non-transferrable) for use of the property dumpster. However, you have the option to remove your own trash, off-site, with no additional fee. Trash Fee must be determined at the time of the final payment.

Under our "As Is" Policy, caterer/client is responsible for the clean-up of kitchen and appliances. All trash must be removed and taken off site. ***NO trash is to be left or dumped on property or grounds.***

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 Overlook at Meehan shall not honor any demands or arrangements made for, or by, a third party contract.

The client shall be held responsible for damage caused to Park property by a contracted vendor or performer. Clients will be charged accordingly for any items from a vendor that will use The Overlook at Meehan utilities such as electricity, water, and sewer. Any items brought in, or rented from a vendor, must be fully removed and taken off-site at the end of the event.

Any vendors' paperwork that is not submitted **2 weeks prior** to event will result in vendor NOT having access for client's event. All food and alcohol vendors' names must be listed on contract.

Liability and Damage Policy

If the volume from entertainment of public address systems disturbs other guests or the surrounding community, The Overlook at Meehan Site Supervisor scheduled for your event reserves the right to request the party to lessen the volume. The client assumes all responsibility and shall indemnify and hold The Overlook at Meehan 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.

Appointment Schedule

The Overlook at Meehan provides the following (4) appointments to each client: (1) Tour, (2) Deposit, (3) Vendors, and (4) Final Payment with Room Setup. The Tour, Deposit, and Vendors appointments are made at a compromised date and time scheduled within 24 hours.

The Final Payment will be due 2 weeks prior to the event date. Payment received after the 2 weeks will result in **reduced time to client's event or cancellation and no refund.**

Any additional appointments will be \$50/hour. Appointments must be made within a week advance. No one will have access to the venue unless an appointment has been made. Any client that has a Date Reserved **may NOT enter into another client's event.** By doing so, will result in **time reduced from your event or cancellation with no refund.**

Decorations, Displays, Entertainment and Audio/Visual

All displays and decorations are subject to approval by a representative. Items and tools used for decorations must be brought in by client/caterer. Chairs and Tables are NOT to be used as a tool for use of decorations. Nothing may be tacked, pinned, taped, stapled, etc. to anything for any reason. Any damage done to the facility will result in proper compensation by client.

Items such as rope, string, zip tie, etc., free standing backdrops, balloons, candles with real flame; having at least one inch of glass above flame are all acceptable. Any spilled candle wax must be removed. Placing items such as signage or balloons from street to venue is acceptable as long as items are removed before exiting. Any type of confetti, glitter, or table scatter is **NOT** allowed.

Decorating and setting up for your event will begin at the start time of your reservation. Client/caterer is NOT allowed to drop off items or do any type of setup until their reserved time. All decorations and items must be removed before exiting or client will be charged accordingly with a littering fine.

Dimensions

Room: 50'L x 40'W x 8'H. Back walls are 14'W x 8'H. Mantle is 7'L

Amphitheatre: 25' L x 18' W x 14' H (Front) / 10' (Back)

Deck: 80' L x 10' W (overhang) / 60'L x 10'W (extension)

Max Capacity: 120 guests can be seated at 12 tables of 10 (60" rounds) or 10 tables of 12 (72" rounds) with a small dance floor. For 100 guests there is a medium dance floor and 80 guests a large dancefloor.

Rental includes the use of any of the following: 72" round tables, 60" round tables, 36" round table, 30" round tables, 6' rectangle tables, 8' rectangle tables, 4' tables, and 120 cushioned metal chairs. The outdoor Deck can seat 56 guests with a maximum of (7- 60" round tables of 8). If there are other tables, (ex: bar, hi-top tables, etc.) the deck can seat 32 guests with a maximum of (4- 60" round tables of 8). Max capacity with tables and chairs indoors is 120. The Deck can hold 56 guests or 32 guests if other tables are added.

Smoking Policy

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

The Overlook at Meehan
EVENT RENTAL CONTRACT

Name: _____ Phone Number: _____

Address: _____

Proof of residency (North Providence only) _____

Date of Event: _____

Type of Event: _____ Ceremony: _____ \$300.00

Time of Event (setup to breakdown): _____

Guest Count: _____

Caterer or Vendor on site**: _____

*** All Vendors must be licensed and insured. All Alcohol Vendors must be "Class P" licensed and insured.*

I have read and understand the details and procedures of the **Banquet Rental Contract**

(Signature of LESSEE) _____

PAYMENT SCHEDULE (Review Room Fee Details with Representative)

(Check or money order is acceptable) Check made payable to: **Town of North Providence**

Trash Removal: Client: _____ Caterer: _____ **Meehan: _____ \$100.00 Fee**

Initial Deposit (50% of room fee)

Date _____ Amount \$ _____

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

Date _____ Amount \$ _____

Signature (Lessee)

Date

Signature (North Providence Employee)

Date

Vendors List

Food

Asia Grille
Bagel Express
Carina & Dolce
Cherish Solutions
Chikondi Café
Confectionary Designs
Culinary Affair
Distinguished
Famiglia E Amici
Luigis
Paradise/Sri Sai Krupa
PV Donuts
Riccardis
Salted Slate
Swades
Sweet Streams
Tova's
Udder Delights

Liquor

Bartending by Dennis
Bartending of New England
Seed and Sip (Bar)
Tom Bianda Bartending

Food & Liquor

Abbey
B&M
Catering Gourmet
Cozy
Custom
Decadent
Easy Entertaining
Emery's
Fireworks
Paquettes
Pauly Pentas
Pranzi
Ralph's
Ristorante Pizzico
Uncle Tony's
Yawgoo Bakes
Young's
DJ
DJ Anglace (Good Vibes)
Arpeggio
Eduardo Alves Events
DJ Luke
DJ Mambo
DJ Montoya
DJ Music Machine
DJ Pauly

Global Entertainment

Wrik Entertainment

Photography/Video

Artistic Wedding Group
Daylight
Montage
Professional Audio Technology
Red Tree Fotos
Thomas Alan

Photo booth

Mirror Me
Picture It
Stop Go Snap

Officiant

Norm Demers
Robert Peretti

Rental

Chase Canopy
Newport Tent Company
Peak
Pranzi
Quality Rental
Uniquely Chic Vintage