

# *The Overlook at Meehan*

## *Terms & Conditions*

### **Venue Hours of Operation**

The Overlook at Meehan is open all year round, Monday-Sunday, 8:00 am - 12:00 am for bookings and closed on all major holidays.

### **Capacity**

Indoors: 120 guests, seated. Standing room only, 250 guests. Outdoor Deck: 56 guests, seated.

### **Deposit to Secure the Reservation of Your Date**

We cannot reserve any date until the **NON-REFUNDABLE 50% deposit has been received and contract is signed**. This payment will be applied to your final bill.

### **Cancellation Policy (Current Federal or State Guidelines will apply)**

Client must provide a 90 day cancellation notice in order to receive a credit for a future date.

### **Fee Schedule**

<b>Rental Rates</b>	<b>Monday-Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday (9am-3pm)</b>	<b>Sunday</b>
<b>North Providence Resident</b>	<b>\$600 6 hours</b>	<b>\$1,200 8 hours</b>	<b>\$1,600 8 hours</b>	<b>\$700 6 hours</b>	<b>\$1,400 8 hours</b>
<b>with Ceremony</b>	<b>\$1,000</b>	<b>\$1,600</b>	<b>\$2,000</b>	<b>\$1,100</b>	<b>\$1,800</b>
<b>Non-Resident</b>	<b>\$700 6 hours</b>	<b>\$1,400 8 hours</b>	<b>\$1,800 8 hours</b>	<b>\$800 6 hours</b>	<b>\$1,600 8 hours</b>
<b>With Ceremony</b>	<b>\$1,100</b>	<b>\$1,800</b>	<b>\$2,200</b>	<b>\$1,200</b>	<b>\$2,000</b>
<b>\$100/hour for any additional hour</b>					
<b>Payments are Check or Money Order only to: Town of North Providence</b>					

### **Wedding Ceremony**

There is a \$400 fee for an outdoor ceremony (rain or shine). Fee includes the use of the Amphi-Theatre, Gazebo, white garden chairs, and a rehearsal (within the week of the reserved date). In case of rain, ceremony will be moved inside and will take place in front of the fireplace. Artificial materials are not allowed to be thrown outdoors.

## **Food and Beverage Regulation**

Clients are allowed to bring in their own already prepared food as well as non-alcoholic beverages. Kitchen appliances may be used for heating and cooling. Cooking on the premises is only allowed for the licensed and insured caterer. Client is able to choose the caterer/vendor of their choice, as long as the proper up-to-date license and insurance is submitted and approved prior to event.

**There is a \$100 additional fee (non-refundable/non-transferrable) for use of the property dumpster.** However, fee can be avoided by trash being removed off-site by either host/caterer.

## **Alcohol Regulation**

The sale, service, and consumption of alcoholic beverages is strictly regulated by the Rhode Island State Liquor Control Board. The Overlook at Meehan requires *ALL alcohol must be brought in and served, by a "Class P or Class F/F-1" licensed, insured, and certified caterer or company.* By law, events with alcohol are limited to 5 hours of serving time. All liquor consumption must cease 30 minutes before the event ends.

Any individual that fails to comply with these regulations may result in being removed from the premises by the North Providence Police Department.

## **Video Surveillance**

The Overlook at Meehan and all areas of Governor Notte Park, exterior/interior, are monitored by the North Providence Police Department thru video surveillance.

## **Contracted Vendors**

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 unless written consent of client.

The client shall be held responsible for damage caused to park property by a contracted vendor or performer. Any items brought in, from a vendor, must be taken off-site at the end of the event.

Each vendors' names must be listed on the contract before final payment. **Vendors must add "Town of North Providence, 2000 Smith St North Providence, RI 02911" as an additional insurer.**

## **Liability and Damage Policy**

Client shall defend, indemnify, and hold harmless the Town of North Providence, its employees from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of Clients use of Premises.

## **Rental Items**

Any rental items brought in or picked up by any vendor, must be coordinated with the Overlook at Meehan Manager. Items may not be dropped off or picked up without the proper scheduled time.

## Appointment Schedule & Rental Time Frame

The rental includes two site visits. Each appointment is made at a compromised date and time scheduled with at least 24 hours' notice. **The Final Payment will be due 1 month prior to the event date.**

Rental Time Frame includes set-up thru clean-up. Additional hours are an option for evening events if there is no event prior. Any event with a Time Frame going until 12 a.m. midnight, **MUST** be done with clean-up and exited by 12 a.m., no exceptions.

## Decorations, Displays, Entertainment and Audio/Visual

All displays and decorations are subject to approval by The Overlook at Meehan Manager. Items and tools used for decorations must be brought in by the client. Fireplace is for decorative purposes only.

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.

String lights, drapery, lanterns, greenery vines, balloon banners, balloons without confetti, backdrops etc. are allowed. String, rope, zip ties, command strips, free weights, etc. are allowed to be used for decorations. Candles that are battery operated only are allowed. Placing items such as signage or balloons from street to venue is acceptable.

The following is **NOT** allowed: tacks, pins, nails, tape, staples, glue, etc. to anything for any reason. Any type of confetti, confetti in balloons, glitter, table scatter, feathers, micro materials etc. is **NOT** allowed. Venue chairs, tables, and light fixtures are **NOT** to be used as a tool for putting up or taking down decorations.

Any damage done to the facility will result in proper compensation by client or vendor.

All audio and visual must be brought in. There is no Wi-Fi access on the grounds so a mobile hotspot will have to be used.

## 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 and outdoor covered deck area. Smoking is permitted only in designated outdoor areas.

## Dimensions/Table Size Variations

**Room:** 50'L x 40'W x 8'H to beam. Back walls are 14'W x 8'H.

**Fireplace:** 8'L x 8'W. Opening 6'L x 3.5'W. Mantle 7.5'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)

## Rental includes the use of any of the following:

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| (10) 72" round tables: seats 10-12 | (12) 60" round tables: seats 8-10 |
| (10) 6' rectangle tables           | (10) 8' rectangle tables          |
| (5) 30" hi-top tables              | (2) 30" round tables              |
| (1) 42" round table                | (1) 5' half-moon table            |
- 120 ivory cushioned folding chairs (inside & deck only)

## ***Vendors List***

### **Food**

Asia Grille  
Bagel Express  
Cherish Solutions  
Confectionary Designs  
Culinary Affair  
Dave's Marketplace  
Distinguished  
Famiglia E Amici  
Luigis  
Madrid  
Paradise/Sri Sai Krupa  
PV Donuts  
Rasoi  
Riccardis  
Salted Slate  
Sophia's Tuscan  
Swades  
Tova's  
Udder Delights

### **Liquor**

At Your Service  
Bartending by Dennis  
Bartending of New England  
Behind Bars  
Cork & Coaster  
E-Z Bar  
Leena's  
Tom Bianda Bartending

### **Food & Liquor**

Bar 101  
B&M  
Catering Gourmet  
Chelo's  
Cozy  
Easy Entertaining  
Emery's  
Fireworks  
Party with Primo  
Pauly Penta's  
Pranzi  
Ralph's  
Trombetti's  
Uncle Tony's  
Yawgoo Bakes  
Young's  
**DJ**  
DJ Luke  
DJ Mambo  
DJ Montoya  
DJ Music Machine  
DJ Pauly  
DJ Raj  
DJ Riggs  
Conte Sound Productions  
Global Entertainment  
South Coast  
Wrik Entertainment

### **Photography/Video**

Artistic Wedding Group  
Daylight  
Montage  
Thomas Alan

### **Photo booth**

Mirror Me  
Stop Go Snap

### **Officiant**

Gabriella Contillo  
Keith Plante  
Norm Demers  
Robert Peretti

### **Rental**

Peak  
Quality Rental  
Uniquely Chic Vintage

### **Planner/Decorator**

Beginning to End Events  
Enchanted Events  
Fabulosity  
Kristin Nicole  
Party Town  
Remembering Maggy

### **Florists**

Cherry Hill  
Li Rog  
Michaels  
Towne House