

## 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) Poles: 10"L/W x 9' H (Front) / 6'H (Back)

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

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

- |                                    |                        |
|------------------------------------|------------------------|
| (12) 60" round tables: seats 8-10  | (5) 30" hi-top tables  |
| (10) 72" round tables: seats 10-12 | (2) 30" round tables   |
| (10) 8' rectangle tables           | (1) 5' half-moon table |
| (10) 6' rectangle tables           | (1) 42" round table    |

120 ivory cushioned folding chairs (inside & deck only)