The Overlook at Meehan
Terms & Conditions

Venue Hours of Operation: 2 Governor Notte Parkway (Building #3), North Providence, RI 02904

The Overlook at Meehan is open all year round for events, Monday-Sunday, 9:00 a.m. - 12:00 a.m. and closed on all major holidays. All venue visits and payments are by appointment only. (401) 719-1633

Capacity

Indoors: 120 seated. 250 standing. Outdoor Deck: (Covered) 50 seated, (Uncovered) 60 seated.

Fee Schedule: Check or Money Order payable to Town of North Providence

Rental Rates	Mon-Thurs 6 hours	Friday 8 hours	Saturday 8 hours	Sunday a.m. (9 a.m. - 3 p.m.)	Sunday p.m. 8 hours
North Providence Resident	$800	$1,400	$1,800	$800	$1,600
Outdoor Ceremony Included	$1,200	$1,800	$2,200	$1,200	$2,000
Non-Resident	$900	$1,600	$2,000	$900	$1.800
Outdoor Ceremony Included	$1,300	$2,000	$2,400	$1,300	$2,200
$100/Additional Hour: Must connect with Rental Time Frame					

Wedding Ceremony

There is a $400 fee for an outdoor ceremony (rain or shine). Fee includes the use of the Stage, 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. Fake flowers, rice, confetti, anything micro etc. is **NOT** allowed to be thrown outdoors.

Deposit to Secure the Reservation of Your Date & Final Payment

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. **The Final Payment will be due 1 month prior to the event date.**

Cancellation Policy (Current Federal or State Guidelines will apply)

Deposit is non-refundable. Client must provide a 90-day cancellation notice in order to receive a credit towards a future event. This credit has no expiration. However, this amount will be applied to the up to date rental rate.

Tables, Chairs & Dimensions

Tables and chairs are included with the rental up to 120 guests. 120 guests and above additional tables and chairs must be rented. Linens, chinaware, glasses, etc. are **brought in** by host/vendors.

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

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)

Food and Beverage Regulation

Clients are allowed to bring in their own already prepared food as well as non-alcoholic beverages. Flame warmers may be used to heat food trays. 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 $50 additional fee for every 0-50 guests for use of the property dumpster (non-refundable/ non-transferrable). However, fee can be avoided by the caterer or host removing trash off-site.

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, served, and taken out 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.

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/used, from a vendor, *must* be cleaned up and taken off-site at the end of the event.**

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

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.

Rental Time Frame & Appointment Schedule

Rental Time Frame is 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. Noise tolerance indoors is 11:00 pm, for outdoors, 10:00 pm. Each appointment is made at a compromised date and time scheduled with at least 24 hours' notice. Appointments will be canceled and rescheduled after a 15-minute grace period. The rental includes two site visits.

Decorations, Displays, Entertainment and Audio/Visual (Decorator Vendor Must Read Requirements)

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/vendor. 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. Placing items such as signage or balloons from the street to the venue is acceptable.

String lights, drapery, lanterns, greenery vines, balloon banners, balloons without confetti, backdrops etc. are allowed. String, rope, zip ties, free weights, etc. are allowed to be used for decorations. Candles that are battery operated only are allowed. Fire lit candles are **NOT** allowed. Sparkler send-offs are allowed outdoors, away from the building or trees, with a bucket of water for disposal.

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. Smoke/fog, etc. machines are **NOT** allowed.

All audio and visual must be brought in. **There is no Wi-Fi access on the grounds**. A mobile hotspot or downloaded playlist will have to be used.

Parking Lot

Parking is free with ample spaces. A vehicle may be left overnight with notice to the manager for pick up.

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.

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

Video Surveillance

All areas of Governor Notte Park, exterior/interior, are monitored by the North Providence Police Department thru video surveillance.

Meehan Rentals:

White Garden Chairs (Indoors/Deck)	$5/chair
60” round table (Deck)	$15/table
Love Sign	$100
Lights across beams (3)	$150
Color Up-lights:	(6) $200 (8) $250 (10) $300 (12) $350
Outdoor Deck Heater (50,000 btu)	$80/Heater with 1 Propane Tank
Outdoor Deck Heater (150,000 btu)	$180/Heater with 1 Propane Tank
Propane Tank	$20/Tank

*Outdoor heater(s) are mandatory for nights 55°F and lower, whether brought in or rented. If no heaters are present, vendors have the right to shut down. Outside seated guests will have to exit the event due to indoor capacity regulation.

Corn Hole Set	$40

Vendors List ****Suggestion Only, License & Insurance needed for Food & Alcohol Vendors***

Food

Bagel Express

Dave's Marketplace

Distinguished

Luigis

Paradise/Sri Sai Krupa

PV Donuts

Rasoi

Riccardis

Tova's

Udder Delights

Alcohol

Above and Beyond

At Your Service

Bartending by Dennis

Bartending of New England

Behind Bars

Cork & Coaster

Crazy Hours

E-Z Bar

Pour Decisions

RI School of Mixology

Sippin Pretty

Tom Bianda Bartending

Food & Alcohol

401 Gourmet

B&M

Catering Gourmet

Chelo's

Easy Entertaining

Emery's

Fireworks

Party with Primo

Pauly Penta's

Pranzi

Ralph's

Social

Uncle Tony's

Yawgoo Bakes

Young's

DJ

DJ Luke

DJ Mambo

DJ Montoya

DJ Music Machine

DJ Pauly

DJ Raj

Conte Sound Productions

Global Entertainment

South Coast

Wrik Entertainment

Photography/Video

Artistic Wedding Group

Honey.bee.photos

James Anthony

Special Occasion

Photo booth

360 PVD Photo

Stop Go Snap

Officiant

Keith Plante

Norm Demers

Robert Peretti

Rental

Peak

Quality Rental

Planner/Decorator

Beginning to End Events

Enchanted Events

Fabulosity

Genesis Creation Decor

Keyla's Events

Kristin Nicole

Party Town

Vogue Finishes

Florists

Cherry Hill

Michaels

Towne House

Hotels

Bally's

Hampton Inn

Home2 Suites

Marriot Residence Inn