

# MEADOWBROOK PARK

(Form-1)

5430 W. Tiffin Street - P. O. Box 309

Bascom, Ohio 44809

## *Dear Prospective Lessee:*

Thank, you for your interest in the Meadowbrook Ballroom for your wedding reception. Your interest indicates that you value the ambiance and beauty of the Ballroom. The Ballroom at Meadowbrook Park is a Historic, one of a kind building that is over 75 years old. It is made of wood and cannot be replaced at any cost. Hopewell Township and many interested citizens have worked very hard over the last decade to both restore and improve the Ballroom so that it can continue to function in the coming years. You, as a potential Lessee of this priceless artifact must understand that **YOU** must take every precaution to see that it is not abused while you use it to create your own special memories.

Meadowbrook park management, as the caretaker of this facility, must do everything in its power to insure that the Ballroom is protected, from abuse by those who lease it. As part of the lease process, Meadowbrook Park must have an understanding of who is leasing the ballroom and that those people who are granted the privilege to lease the Ballroom are aware of **their** responsibility to protect it from abuse and will help Meadowbrook Park continue to preserve the Ballroom.

You as the potential lessee must plan carefully to avoid the problems that have created this extra step in the leasing process. Meadowbrook management requests that you fill out a reference form and submit it with your non-refundable deposit, before you will be allowed to enter into a lease for the Ballroom.

You are hereby reminded that Meadowbrook Park and Hopewell Township reserves the right to refuse to lease the Ballroom to anyone for any reason they deem appropriate.

There are several things that you must consider as a potential lessee. The Ballroom has a capacity of 640 people. This means that you must limit your guests to no more than 600. There are **NO exceptions** to this number. You must insure that there will be NO drop-in guests to exceed that number.

There is also a limit on the amount of alcohol that can be brought to the-facility. It is limited to the equivalent of twelve (12) 16-gallon kegs of beer. There can be no carry in. You must arrange for the alcohol to be delivered to the Ballroom and have it picked up. There are to be NO Pitchers used during the event, all beer is to be dispensed by the glass, can or bottle.

The caterer must be an approved Caterer and have a current license on file with Meadowbrook Park. If a family member is doing the catering, they must obtain a temporary license from the Seneca County Health Department and provide a copy to the park 30 days prior to the event. The license must then be posted in the Ballroom kitchen during the event.

If you feel that you can abide by these regulations, you may submit your references for approval to the Meadowbrook Park management along with a check for the deposit.

If you are rejected your check will be refunded. If selected you and the families listed on the reference form should come to the Ballroom to sign the contract. Your check will serve, as your bond for your selected date and any change in date or cancellation, once approved, will result in forfeiture of the deposit.

## *Meadowbrook Park Management*

Owned and Operated by Hopewell Township

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