

# MEADOWBROOK PARK

(FORM 3)

5430 W. Tiffin Street - P. O. Box 309  
Bascom, Ohio 44809

## Ballroom Wedding Reception Advisements

Please be advised that the following details of your wedding reception are to be returned to this office 30 days prior to the reception date or your date will be cancelled, as per sections 3, 4 and 5i of the Rental Agreement.

Due to increased monitoring by state agencies, we wish to remind you that the provisions of the contract concerning alcohol and crowd size must be adhered to. It is your responsibility to enforce the stipulations in the written contract.

The crowd size for a wedding reception is limited to 600 guests according to the fire code for the size and exits available at the Ballroom. This does not include the wedding party, stage entertainment, or kitchen staff. Please be advised that if more than 600 guests enter the building, the event may be suspended until such time as the number of guests falls within the allowable limit of 600. If the crowd appears to be above 600 people, the district fire chief may post fire safety personnel to insure crowd limits are within an acceptable limit.

Due to past experiences with excessive alcohol use, the limit of the amount of alcohol being served at the reception will be monitored more closely. **In addition to the keg/alcohol limit, which is outlined in Section 13 of the Rental Agreement there are to be no pitchers used and all beer is to be dispensed by the glass.** No more than 2 kegs may be tapped at one time. The number of kegs brought to the premises must be reduced by one for every 5 ounces of wine served to the 600 guests. (These alcohol limits are based on the fact that one 12 ounce beer has as much alcohol, as 1.5 ounce shot of hard liquor or a 5 ounce glass of wine) If a device such as a fountain or Daiquiri machine is used, the number of kegs brought to the Ballroom must be reduced by one (1) for every fifty (50) 5 ounce glasses served. These machines typically hold 50 drinks with each batch. Thus every time a new batch is added to the machine, the number of total kegs available for use is to be reduced by one (1). Be advised that one (1) keg of beer for these purposes is defined as a 16-gallon keg and all alcohol considerations are figured on the basis of how much alcohol is in 16 gallons of beer (2048 ounces) per 50 adult guests. One (1) keg is equal to 7 cases of 12-ounce cans or bottles of "beer.

**There is to be no alcohol brought to the premises by guests.** The personnel dispensing the alcohol are required by the Lessor to verify the age and condition of the person being served. It is the responsibility of the Lessee to insure that this requirement is strictly adhered to.

Owned and Operated by Hopewell Township  
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