



# MEADOWBROOK PARK

5430 W. Tiffin St. – 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 5th of the Rental Agreement. 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.

**All beer is to be dispensed by the glass, bottle, or can (no quarts).** (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, a case of beer will be reduced by 1 for every 1/5 of liquor or 2 bottles of wine brought into the facility.

There is to be no alcohol brought to the premises by guests. The personnel dispensing the alcohol will be required by the Lessor to verify the age and condition of the person being served.

### Limit:

84 cases of 24 12 oz cans = 600 guests

42 cases of 24 12 oz cans = 300 guests

1/5 of liquor, 2 bottles of wine or champagne = 1 case deduction

72 30 packs of 12 oz cans = 600 guests

36 30 packs of 12 oz cans = 300 guests

Owned and Operated by Hopewell Township

Email: [pkmgr@bright.net](mailto:pkmgr@bright.net) Website: [mbpark.org](http://mbpark.org)

Office Phone: (419) 937-2242 Pool/Maintenance Phone: (419) 937-2512

Fax: (419) 937-2297



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## Normal Guest Seating for a Wedding:

18 Double Tables = 360

11 Single Tables = 110

Total = 470

Double tables are 16 feet long and have 20 chairs.

Single tables are 8 feet long and have the window bench and 6 chairs.

All long tables are 30 inches in width and 29 inches high. The double tables are two 8-foot tables end to end.

There are 42 round 60" diameter tables available.

There is 15 feet between each arch except the ones closest to the stage, they are 9 feet.

The Ballroom main dome inside the arches is 80 feet from the arch by the kitchen to the stage.  
The main dome is 60 feet wide from arch to arch.

There is an 18' x 8' electric movie screen on the stage with a rear projection system that can also be used with the sound system.