

**MEADOWBROOK PARK
HISTORIC REDWOOD BALLROOM
WEDDING RECEPTION CHECK LIST**

**Form 4
P 1 of 2**

Contract # _____

Reception Date _____

The following items on this checklist are to be completed and returned to Meadowbrook Park no later than 30 days prior to the scheduled event:

The Lessee is responsible for notifying the Caterer of their responsibility to place on file with the Management of Meadowbrook Park a current copy of their Food Service Operation License.

Please list your Caterer on this form and certify to the fact that you did notify your caterer to send a copy of their license to Meadowbrook Park. This form must be on file 30 days prior to the reception.

Caterer:

Name as it appears on the License	Category
Address	City, State, Zip
Expiration date of License	License #

In accordance with Section 5 paragraph b of the Contract, the following information is requested regarding alcohol consumption for the event.

Beer:	
Distributor _____	Phone # _____
Amount of Cases ordered _____ (case = 24 – 12-ounce bottles or cans)	
Wine:	
Distributor _____	Phone # _____
Total number of bottles ordered _____	Size of bottles _____
Hard Liquor:	
Distributor _____	Phone # _____
Total Number of bottles ordered _____	Size of bottles _____

There can be no additional alcohol brought onto the premises by the lessee or any of the lessees' invited guests.

It is the Lessee's responsibility to certify that the persons dispensing/serving alcoholic beverages are at least 21 years of age and have been instructed not to serve any one under age or any one who appears to be inebriated.

Lessee initial's _____

Please list your Entertainment on this form and certify to the fact that you did notify them as to paragraph n of the contract. This form must be on file 30 days prior to the reception.

n. Lessee agrees to be responsible for obtaining all permits, licenses and other legal necessities, and to pay all costs arising from use of patented, trademarked, licensed, franchised, or copyrighted music, materials, devices, or dramatic rights upon the premises during the term of this rental agreement and further agrees to hold harmless The Board of Township Trustees of Hopewell Township, Seneca County, Ohio and Meadowbrook Park, its trustees, officials, employees, agents and assigns from any claims or costs which (including legal costs) which may arise from the use of same.

Entertainment:

Name as it appears on the Entertainer's Contract

Legal Name of Person Providing Entertainment

Address

City, State, Zip

Phone Number

Decorator:

Name of Business and Location

Contact Person

Phone Number

Cake Provider if different from Caterer:

Name of Business and Location

Contact Person

Phone Number

Lessee initial's _____

Park Management

Date Received