

Lessee's Responsibilities

- ▶ Provide food or caterer
- ▶ Provide own alcohol -- According to state law there is NO SELLING of alcohol without appropriate liquor permit. The most commonly used liquor permits are F1 – Beer sales only, or F2 – Beer and any intoxicating liquor by glass or container. See the link for more information on Ohio Liquor Permits <http://com.ohio.gov/liqr/permitClasses.aspx>
- ▶ Keep tables, chairs, and any other items away from walls and mirrors
- ▶ Garbage on the floor is to be swept up after the event
- ▶ No tape on floor
- ▶ No tacks on walls
- ▶ No confetti, sand, or glitter
- ▶ No duck tape anywhere

- ▶ Ceiling decorations are allowed with string / ribbon. No sharp objects or heavy decorations.
- ▶ Lessee's Clean-Up Includes:
 - ✓ Spills on chairs and floors (Mop available. Faucet for water is located in the kitchen under the sink)
 - ✓ There are six garbage cans to empty in the dumpster in parking lot
 - ✓ Two coolers to use, cleaned out, and left open to dry
 - ✓ Parking lot checked over for garbage, cigarette butts, food, etc.
- ▶ Absolutely no tampering with the outside lighted sign near Tremainsville Rd. Tampering includes fastening, by tape or other means, a temporary sign over the permanent signs. This is to avoid possible damage to these expensive signs. Also, this could result in a City of Toledo sign code violation for which the Lessee will be held responsible.
- ▶ Thermostat located in both rooms. Cooling temperature set no lower than 63 degrees and heat no higher than 70 degrees.
- ▶ No tables are to be moved or taken down during or after your entire event
- ▶ Please remove all items from tables at the end of your event first so we are ready for take down.
 - If we are unable to take down at the end of your event, one hour prior, there will be an additional charge.
- ▶ If security is required at your event, it is the responsibility of the Lessee. If Tremainsville Hall arranges security for your event, the cost will be an additional expense to the Lessee.

A Walk-Through will be given before the Rental Begins