

## Lessee's Responsibilities

- **Provide food or caterer**
- **Provide own alcohol** - According to state law there is NO SELLING of alcohol without appropriate liquor permits. 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.
- No tape on the floor
- No tacks, or removable hooks on the walls
- No confetti, sand or glitter
- No duct 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) - Floors/rugs left in unsatisfactory conditions result in \$75-\$150 fee.
  - Large amounts of garbage on floors must be swept up after event.
  - There are six garbage cans to empty in the dumpster in the 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.
- There is a thermostat located in both rooms. Cooling temperatures set no lower than 65 degrees and heat no higher than 70 degrees.
- No tables are to be moved, added 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 not able to start with take down 30 minutes prior to the end of your rental time, there will be an additional charge of \$15 per 15 minutes which will be deducted from your security deposit.

**A walk-through will be available upon request before the Rental begins**