



## **Beulah Park Facility Policies**

### **General Information**

Beulah Park would like to thank you for considering our facility for your function. If there is anything we did not cover in this information guide or in person, please do not hesitate to ask.

### **Deposits**

Deposits are required to guarantee any function space. This will ensure that the room cannot be scheduled for another event. Your Event Manager will brief you on the details. A deposit of \$500 is required to secure your function date and space. No refunds will be issued on the deposit if the event is cancelled within 30 days of notice. Half of the total invoice for the event is required 3 weeks prior to the event, the balance to be paid at completion of the event unless other arrangements have been discussed and confirmed.

If direct billing cannot be arranged, we will collect for all charges in advance of the function date.

### **Menus**

We would be happy to suggest alternatives to our printed menus. Our chef will suggest ideas to meet your vision or bring him your favorite family recipe to personalize your event. On all catering, there will be the customary service charge of 22% (which includes 6.75% state sales tax) based on all food and beverage charges. For your convenience, Beulah Park is able to store flowers, cakes, etc. on premises in walk-in refrigerators.

### **Guarantees**

All meal functions are produced with guarantee numbers, by the function planner. The number guaranteed will be charged in full, even if fewer guests attend. This number must be provided at least 5 business days prior to the event. If we are unable to receive the guarantee, the venue will use the expected number on the banquet event order.

### **Security**

Beulah Park Premier Event Center has every intention to assure the security of you and your guests' belongings in the function areas. However, the facility will not assume responsibility for the damage or loss of any merchandise or articles left on premises, prior to, during, or following your meeting or banquet. We will be happy to assist in hiring a company to oversee your items on special functions. Please note that there is a security guard on duty at all times monitoring the compound for your convenience.

## **Audio Visual**

Beulah Park does offer basic amenities for groups to enjoy free of charge. These include, but do not guarantee, a projector and screen, limited internet access, cork and dry erase boards with easels, podiums and basic sound systems upon request. A full karaoke system with speakers is available for a small additional fee.

## **Music/ Entertainment**

Outside vendors for live music, DJ's and other forms of entertainment are welcome. The vendor MUST contact the event coordinator at least 3 days prior to the event to arrange set-up, electrical requirements and other key event points.

## **Banquet/Meeting Rooms/Signage**

To better care for the facility, Beulah Park requests that nothing be affixed to walls, floors or ceilings with nails, staples, tape or any substance, unless prior approval has been arranged through our offices. All signage must be discussed with our staff about appropriate placement.

## **Shipping and Receiving**

Small packages can be shipped to Beulah Park, three days prior to your function. Please arrange details with your Event Planner. For your convenience, Beulah Park is able to store flowers, cakes, etc. on premises in walk in refrigerators.

## **Please address the packages:**

Attn: (Name of your Event Planner)  
Beulah Park  
3664 Grant Avenue  
Grove City, Ohio 43123