



### **How to I arrange to see the venue?**

The venue is shown by appointment, which can be arranged by calling 330-759-1674 or emailing [events@metroplexexpo.com](mailto:events@metroplexexpo.com). Appointment days are currently limited to Wednesdays and Thursdays between 9am and 4pm. We do not make appointments during an event as to not interfere with their time in the space.

### **What do I need to do to reserve my date?**

You can call, email, or fill out an online estimate request to get our current room rates and package inclusions. We require a minimum 20% security deposit and a completed Rental Agreement to reserve the space for your event. Reservations are given to the first person to complete these requirements for the requested date.

### **How long do I have the venue for?**

Event packages range from 6 hours-14 hours of usage, depending on the party size. Time allotted includes any time that you need to set up, time for your event and time to tear down. The venue can open as early as 8:00am the day of your event for setup and the event must end by midnight. If you need the space the day before, it is considered part of your time usage. Any hours needed beyond your package will be an additional charge of \$40.00 per hour.

### **Can I make payments?**

You can choose to pay your balance in one lump sum or you can make payments on your account via cash, check, money order or cashier's check at anytime Monday through Friday from 9:00am – 4:00pm by stopping into the corporate office located at 1607 Motor Inn Dr, Girard, OH 44420. If you choose to pay by credit card, you will incur an additional 4% fee. The balance on your account must be paid in full 30 days prior to your event.

### **Do you allow outside caterers?**

Currently all licensed caterers are welcome to use the facility. We do need to see the caterer's proof of insurance 10 days prior to your event. Caterers are provided with all of the necessary dishware for dinner service and a fully functional prep kitchen.

### **Do you provide beverages?**

We do not currently have any beverage services available for banquets. You can certainly bring in any alcoholic and non-alcoholic beverages that you like or contract this service from your caterer. Barware is also not included as we recommend using sturdy plastic in the bar. We can provide you with the best source(s) to purchase from.

### **Can I sell alcohol?**

If you are serving alcohol and charging admission, or if you are having a cash bar, you must obtain a liquor permit from the OH Dept of Commerce. They require the application to be submitted at least 30 days prior to your event. We have the forms in house and can walk you through the process.

### **Do I need insurance?**

We do require you to carry a \$1,000,000 special event liability policy for the date of your event. If you are serving alcohol then you must also take out a liquor liability policy. A copy of the policy is due 10 days prior to your event. We can provide you with the best source(s) to purchase from.

### **What is special event insurance?**

Special event insurance is one day coverage designated to provide broad protection for situations in which an event holder must defend itself against property damage or bodily injury suits from third parties. This also gives protection to the venue by listing them as an additional insured.

### **Do I have to clean up?**

Caterers are responsible for cleaning the kitchen, dishes, and the removal of kitchen trash. We will take care of general pre and post event cleanup of the facility. Any excessive cleaning needed, such as professional carpet cleaning, will be charged against your security deposit. If you are using our tables and chairs and linens, we will tear those down following your event.