

## FORT MEIGS, PERRYSBURG, OH

# Rental Basics

## Food and Beverages/Parking

*The following services and amenities are available for almost any size function. Special arrangements can be accommodated upon request. The experienced staff of the Ohio Historical Society's Facilities Use Office also is available to design an event uniquely suited to fit the specific needs of your organization.*

### External Caterers

The Ohio Historical Society would prefer clients to work with one of our approved caterers. Please refer to our preferred caterer's list. A 10% fee on food and beverage including alcoholic beverage costs will be assessed for any caterer listed on our preferred caterer's list. A 15% fee on food and beverage including alcoholic beverage costs will be assessed for any caterer not on our preferred caterer's list and must be approved by the

Facilities Use Office or Fort Meigs Site Manager before servicing on site. The Historical Society reserves the right to approve all vendors and caterers serving on premises.

### Alcohol

All alcohol served on the premises must be provided by a vendor on our preferred caterer's list. All alcohol served must be approved by the Ohio Historical Society's Facility Use Office or Fort Meigs Site Manager.

### Parking

There is no charge for parking in the lots provided by Fort Meigs. Parking is limited; therefore it may be necessary to prepare a parking plan to accommodate the needs of your event. The parking plan must be approved by the Fort Meigs Site Manager 30 days prior to the event. It is the facilities user's responsibility to ensure that guests follow the parking plan.

## Frequently Asked Questions



**Q:** Are tables and chairs included with the rental of your spaces?

**A:** Yes. Six-foot rectangular tables and plastic chairs are included in the cost of renting the indoor rooms. These tables and chairs are for indoor use only. Any additional equipment is the rental party's responsibility.

**Q:** Are linens included with the rental price?

**A:** No. Fort Meigs has nice tables and counter spaces that can be used uncovered. Any linen service can be provided through our recommended vendors.

**Q:** Can my guests visit the fort and museum during my event?

**A:** Yes. Entrance into the fort and museum during open hours can be included in your rental agreement contracted at a reduced price. Presentations or tours of the museum or fort by historical interpreters dressed in historic

clothing can be arranged at an additional cost for after hour events. These programs are based upon the availability of the historical interpreter. Call the site manager for details.

**Q:** Can I set up a tent for my outdoor party?

**A:** Yes. Tents for outdoor rentals can be set up one day prior to the event with prior appointment and must be removed no later than 24 hours after the end of the event. Tent rentals are the responsibility of the rental party. A preferred list is available for recommended vendors.

**Q:** Do you have space for outdoor weddings and reception?

**A:** Yes. Special wedding packages are available for outdoor wedding and reception options. Fort Meigs has a wedding preferred list of experienced caterers who are experts in weddings and receptions at our site.



*Events by the*  
OHIO HISTORICAL SOCIETY

### Events by OHS

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### Fort Meigs

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