

1st STOP CHECKLIST: BALLROOM/PARTY HALL

REQUIREMENTS & REGULATIONS

- [] As a business owner in Ohio, you should be aware of Ohio's consumer laws. Please read the attached information about consumer laws from the Ohio Attorney General's Office. If you have questions, contact the **Ohio Attorney General's Office** at (877)-244-0515 or (614) 466-4320. Information is also on-line at www.ohioattorneygeneral.gov.
** Remember to check local government agencies**
- [] The rental of the ballroom or party hall is **not taxable**. ** Remember to check local government agencies**
- [] If food will be served, you must have a **food service operation license**. Contact **your local health department** for license and inspection information. ** Remember to check local government agencies**
- [] If alcoholic beverages will be served, you must have the appropriate permits. Contact the **Ohio Department of Liquor Control** at (614) 644-2360 for more information. Information is also on-line at www.liquorcontrol.ohio.gov. ** Remember to check local government agencies**
- [] Sales tax must be charged on **food and beverages prepared and consumed** on the premises. You need a **VENDOR'S LICENSE**. Contact **YOUR COUNTY AUDITOR** or the **OHIO DEPARTMENT OF TAXATION**. ** Remember to check local government agencies**
- [] If you have questions about sales tax, contact the **OHIO DEPARTMENT OF TAXATION** at (888) 405-4039 for **Business Tax Assistance**; 888-405-4089 for **Tax Registration**; or (800) 282-1782 for the **Forms Request Line**. Information is also on-line at <http://tax.ohio.gov>. ** Remember to check local government agencies**
- [] If you will feature recorded or live **music**, you must have permission from the owner of the copyrighted material. You can do this by contacting **ASCAP** or **BMI**. For more information, contact **ASCAP** at (212) 621-6000 (www.ascap.com) or **BMI** at (212) 220-3000 at (www.bmi.com). ** Remember to check local government agencies**

For more help, contact your local Small Business Development Center (SBDC).

www.ohiosbdc.ohio.gov

REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.