

BALLROOM/PARTY HALL

Checklist

- 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**.
- The rental of the ballroom or party hall is **not taxable**.
- If food will be served, you must have a **food service operation license**. Contact **your local health department** for license and inspection information.
- 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**.
- 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**.
- 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>**.
- 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)**.

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*For more help, contact your local Small Business Development Center (SBDC) at www.ohiosbdc.net
Also, remember to check Federal, State and local government agencies. This checklist is about state requirements.
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