RESERVATIONS
Persons reserving Withrow Nature Preserve/Highwood Lodge must be at least 18 years or older, assume responsibility for their group and condition of the facilities after group has left the premises. Facilities are reserved for the exclusive use of the reserving group. Facilities may not be opened to the public and collections of fees are prohibited.

REFUNDS & RESCHEDULING
Refunds will be issued only if the cancellation is made at least 30 days prior to the reservation date. Reservations may be rescheduled with 30 days or more notice. Refunds will not be issued due to inclement weather.

PARK HOURS OF OPERATIONS
Withrow Nature Preserve is open daily year-round dawn to dusk. The garden amphitheater may be used for a period of four hours for ceremonies from 10 a.m.–2 p.m. and/or 4–8 p.m. A “Wedding in Progress” sign will be posted to discourage visitors from the wedding area. Withrow Nature Preserve will not be closed during the wedding.

SCHEDULING & USE
Event schedule includes deliveries, decorating, event, and clean-up time. There are electrical outlets at the amphitheater. Music or amplified sound must not disturb or interfere with any other activity outside the reserved area.

OPEN HOUSES
The outside property is available to view from dawn to dusk daily. Open Houses are held the second Saturday of each month from 8 – 9:30 a.m.

REHEARSAL CEREMONIES
Rehearsal reservations may be made no later than 30 days in advance of the preferred date. Exterior only rehearsals are permitted on a first-come, first-served basis. Paid reservations have priority at the wedding venue.

ALCOHOLIC BEVERAGES
Beer, liquor and wine are permitted by reserving groups within reserved area only. If alcohol is being served, the guest must comply with applicable liquor laws. If alcohol is being sold, in any manner, the guest is to contact the State for applicable liquor permit requirements. If a permit is required, the guest must provide Great Parks of Hamilton County in advance of the reservation with a copy of the permit and proof of liquor liability insurance listing Great Parks of Hamilton County as an additional insured.

ATTENDANT
A Great Parks representative will be present during wedding ceremonies. Great Parks of Hamilton County and/or the representative on duty will not be held responsible for any personal items during events.

DELIVERIES & DECORATIONS
Deliveries must be made during period of occupancy with a member of reserving group present. String or wire only may be used to attach decorations at the amphitheater. Decorations may not be stapled, nailed, taped, tacked, glued or in any damaging way be affixed to any part of the lodge, amphitheater, gazebo or any of the fixtures therein. All decorations must be removed following the event. Confetti and artificial petals are prohibited. Birdseed is a recommended alternative. Helium balloons are not permitted to be released within the nature preserve.

HIGHWOOD LODGE CHECK-IN
A key lock box is located at a main entry door. An access code is provided on the reservation confirmation. Press each number button in sequence; press down on the upper slide button; remove the face of the lock box. Repeat the sequence to place the face back into position, inserting the lower edge first and upper edge second. A $25 fee will be charged for each missing key or lock box component.

WEDDING SETUP
The reserving party is responsible for Highwood Lodge wedding set up: tables and chairs are provided. The Great Parks representative will place and remove the white bench covers, weather permitting.

CHECK-OUT & CLEAN-UP
The reserving party will held responsible for clean-up and any damage to area. All garbage must be placed in provided receptacles and all decorations taken down. The reserving party will be invoiced for any damages or excessive litter.

MOTOR VEHICLE PERMITS
Reservation fees include park entry for all invited guests. Vehicles are not permitted to park behind the lodge or in areas marked as a fire lane.

SMOKING POLICY/PARK DISTRICT BY-LAWS
All public indoor spaces are “non-smoking.” All Great Parks’ by-laws and regulations apply to the area. Park Rangers may terminate, upon just cause, any occupancy at any time without a refund.

EMERGENCY
In case of emergency, dial 911. For non-emergency Ranger response, call 513-825-2280.

QUESTIONS
If you have any questions, call Great Parks at 513-521-7275 for assistance.