Woodland Mound Party Room Policies

RESERVATIONS
Person reserving must be at least 18 years or older, assumes responsibility for their group and condition of the area after group has left the premises. One adult per 6 children must supervise their group while inside the party room and surrounding areas. Reserved area is for the exclusive use of the reserving group. Areas may not be opened to the public and collection of fees is prohibited. Reservations must be made at least 14 days in advance.

Please be aware that the facility and surrounding areas are used throughout the year for Great Parks programs and special events. Exclusive use of nearby picnic tables, shelters, playgrounds, lawn area or Seasongood Nature Center cannot be guaranteed.

REFUNDS & RESCHEDULING
Refunds will be issued only if the cancellation is made at least 14 days prior to the reservation date. Reservations may be rescheduled with 14 days or more notice, subject to the availability of open dates. Refunds will not be issued due to inclement weather.

CHECK-IN & SETUP
You may have access to the party room no earlier than 15 minutes prior to the party starting time. More than one party is scheduled per day for the area, so it is important that your group arrives and leaves on time. Parties will begin and end at times noted on the contract.

CHECK-OUT & CLEAN-UP
The reserving party will be held responsible for cleanup and any damages to area. All garbage must be placed in provided receptacles and all decorations removed. Contract holder will be invoiced for any damages or excessive litter.

TIPPING
Great Parks of Hamilton County is a government agency; staff and volunteers cannot accept tips or gratuities of any kind.

ALCOHOLIC BEVERAGES
Alcohol is not permitted.

DELIVERIES & DECORATIONS
Decorations are limited to table tops. Open flames are not permitted, so candles must be enclosed. No tape or pushpins are permitted to be used to affix anything to the interior or exterior walls of the building. Helium balloons, confetti and glitter are prohibited. Table tops are in various conditions, table cloths are recommended. Deliveries must be made during period of occupancy with a member of reserving group present. All equipment, containers, etc. must be removed from the premises before final departure. All signs are prohibited in Great Parks of Hamilton County, including at park and building entrances.

SOUND & ATTRACTIONS
Noise or amplified sound must not disturb or interfere with any other activity outside the reserved area.

SMOKING POLICY / 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.

MOTOR VEHICLE PERMITS
Reservation fees include park entry for invited guests.

EMERGENCIES
For emergency assistance, call 911. For non-emergency assistance, call the rangers at 513-825-2280.

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

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