

Mill Race Banquet Center Policies



Reservations

Persons reserving a banquet center must be at least 18 years or older. Person making reservation assumes responsibility for their group and condition of the room after the group has left the premises. The banquet center is reserved for the exclusive use of the reserving group.

A room rental fee is required at the time of reservation. Final menu selections, room set-up requirements and a guaranteed number of guests are required 10 days prior to an event, at which time catering charges with applicable sales tax are due.

Cancellations & Refunds

Full refunds will be issued only if the cancellation is made at least 180 days prior to the reservation date. Cancellations for reservations less than 180- days prior to the reservation date will be issued a 50% refund. Any cancellations for reservations less than 60 days prior to the reservation date will not receive a refund.

Menus & Beverages

Due to existing licensing restrictions, guests may not provide their own food or beverages. Food and beverages must be provided by Great Parks' Catering service. All alcohol must be purchased from Great Parks and consumed on premises. Any outside open alcohol will be confiscated and disposed of by park staff. Alcohol service will stop being served 30 minutes prior to the end of a scheduled event.

Decorations

Table centerpieces with enclosed candles are permitted. Helium balloons are not permitted due to ceiling fans. Decorations affixed to walls, glitter and confetti decorations are not permitted. All decorations must be removed immediately following the event.

Room Setup & Access

The room will be set up to guest specifications prior to the start of the event and cannot be re-set during the event. Deliveries and additional preparation can be made up to two hours before the scheduled event start time.

Check-out & Cleanup

A Great Parks' staff member will set up tables and chairs before the event and be responsible for post-event cleanup.

Motor Vehicle Permits

Purchase of a Group Motor Vehicle Permit is required at time of room reservation, which covers park entry for all invited guests and vendors.

Smoking Policy/Park District Bylaws

All public indoor spaces are non-smoking. All Great Parks' bylaws and regulations apply to the area. Great Parks' Rangers may terminate, upon cause, any occupancy at any time with out a refund.

Emergency

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

Questions

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