

# Withrow Nature Preserve

## Policies



### RESERVATIONS

Persons reserving Withrow Nature Preserve/Highwood Lodge must be at least 18 years or older and assumes 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. 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.

### 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.

### RESERVED CONDUCT & BYLAWS

All Great Parks' bylaws and regulations apply to reserved areas. Great Parks' Rangers may terminate occupancy or remove individuals from the area with no refund or credit at their sole discretion. Conduct that could endanger the welfare of others or infringe on other's enjoyment will not be tolerated.

### 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.

### ELECTRIC & ATTRACTIONS

Attractions or special equipment being provided by a vendor must be approved in advance. Please submit a [Permission for Vendor/ Rental Equipment/ Amplified Sound Form](#) a minimum of 15 business days prior to your reservation date. This form can be found at [greatparks.org/administration/documents](http://greatparks.org/administration/documents) under "Forms". Great Parks does not participate or take any responsibility in the setup or filling of any attraction. Some activities are strictly prohibited. Electricity is not available at picnic sites.

### CHECK-IN & SETUP

For Highwood Lodge only reservations, 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 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.

A Great Parks attendant will open the lodge for wedding reservations. The attendant will place and remove the white bench covers for wedding ceremonies, weather permitting.

Contract holder is responsible for lodge set up: tables and chairs are provided.

### 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.

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### **SMOKING POLICY**

All indoor spaces are non-smoking.

### **MISCELLANEOUS**

Participation in group gathering events or activities may result in injury or contracting illnesses including communicable diseases such as influenza, MRSA, Coronavirus etc. Reserving a rental space at any location within Great Parks of Hamilton County is at your own risk.

As a matter of courtesy, our guests are to exercise good sense and respect for others. Please remember that we enforce our policies to protect our guests and the parks.

### **EMERGENCY**

In case of emergency, dial 911. For non-emergency Ranger response, call 513-521-3980 or 513-825-2280.

### **QUESTIONS**

If you have any questions about the above guidelines, call Guest Relations at 513-521-7275 for assistance.