

Glenwood Gardens Highfield Discovery Garden Party 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. 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.

Please be aware that the facility and surrounding areas are used throughout the year for Great Parks programs and special events. We cannot guarantee use of the picnic tables, shelters or lawn area for your party group.

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.

CHECK-IN & SETUP

Tables and chairs will be pre-set. Upon arrival check-in at the Service Counter to obtain (20) admission wristbands for your party; each guest, children and adults, must have a wristband to enter/exit the Gardenview Party Room and Highfield Discovery Garden. Multiple parties are scheduled each day; it is important that your group arrives and leaves on time. Reservations will begin and end at times noted on the contract.

CHECK-OUT & CLEAN-UP

The reserving guest will be held responsible for any damage to the area. All garbage must be placed in provided receptacles and all decorations removed. Person reserving the facility will be invoiced for any damages or excessive litter.

DECORATIONS

Interior decorations are limited to table tops only. Open flames are not permitted, so candles must be enclosed. All signs are prohibited in Great Parks of Hamilton County, including at park or visitor center entrances. Great Parks' staff will direct guests to the room. Helium balloons, confetti and glitter are not permitted.

TIPPING

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

ALCOHOL

Beer 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.

SMOKING POLICY / BY-LAWS

All public indoor spaces and Highfield Discovery Garden are non-smoking. All Great Parks' by-laws and regulations apply to the area. Great Parks' 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.