

# 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 events.

### 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.

### 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. Decorations may not be stapled, nailed, taped, tacked, glued or in any damaging way be affixed to any part of the lodge, garden benches, 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.

### VENDORS, RENTAL EQUIPMENT, AMPLIFIED SOUND

The following must be pre-approved by Great Parks at least **15 business days prior to event date, some permissions are restricted by specific rental area**: inflatables, bounce houses, carnival games, game trucks, live animals/petting zoos, entertainers, etc. (NOTE: WATER ATTRACTIONS ARE NOT PERMITTED); food trucks; on-site catering; DJs/live music; Portable restrooms; equipment deliveries; event tents, etc.

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. NOTE: Electricity is not available at picnic shelters. Click [HERE](#) for the **Permission for Vendor/Rental Equipment/Amplified Sound Form**.

### MUSIC & SOUND

Noise or amplified sound (any sound which can be heard more than 20 feet from its source) is prohibited without prior approval, and must not disturb or interfere with any other activity outside the reserved area.

For approval of amplified sound consisting of **speakers, microphones, amplifiers, etc.**, email a detailed request to [information@greatparks.org](mailto:information@greatparks.org) for review. Electricity is not available in all areas.

For approval of **DJs, Live Music, etc.**, refer to the policies for VENDOR, RENTAL EQUIPMENT, AMPLIFIED SOUND.

### CHECK-IN & SETUP

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.

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.

### MOTOR VEHICLE PERMITS

Reservation fees include park entry for invited guests.

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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.