

# Visitor Center Room Rental Policies



## RESERVATIONS

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

## 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 of Ohio 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 AREA 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

Decorations are limited to tabletops. 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.

## VENDORS, RENTAL EQUIPMENT, AMPLIFIED SOUND

The following must be pre-approved by Great Parks at least 15 business days prior to event date: 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. Click [HERE](#) for the Permission for Vendor/Rental Equipment/Amplified Sound Form.

## SOUND

Noise or amplified sound must not disturb or interfere with any other activity outside the reserved area. Great Parks' rangers may terminate, upon just cause, any occupancy at any time without a refund.

## CHECK-IN & SETUP

Check in at the information desk inside the visitor center. Contract holder is responsible for room setup; tables and chairs are provided. Rooms may or may not be clear of tables and chairs upon arrival. Allow time for rearrangement. Meeting rooms have air conditioning thermostat pre-set at 75 degrees Fahrenheit. Temperature cannot be adjusted.

## CHECK-OUT & CLEAN-UP

The reserving party will be held responsible for any damage to the area and for cleanup. All decorations must be removed and garbage must be placed in provided receptacles. The person reserving the room will be invoiced for any damages or excessive litter.

## MOTOR VEHICLE PERMITS

Reservation fees include park entry for invited guests.

# Visitor Center Room Rental Policies



## **SMOKING POLICY / PARK DISTRICT BY-LAWS**

All public indoor spaces 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.

## **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 an emergency, dial 911.

For non-emergency Ranger response, call 513-521-3980 or 513-825-2280.

## **QUESTIONS**

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