

# Banquet Room Policies



## Reservations

Persons reserving a banquet room 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 room is reserved for the exclusive use of the reserving group.

A room rental fee is required at the time of reservation. Room setup requirements and a guaranteed number of guests are required 10 days prior to an event.

## Cancellations & Refunds

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.

## Menus & Beverages

Due to existing licensing restrictions, guests may not provide their own food or beverages. Food must be provided by a licensed catering service. All beverages including alcohol must be purchased from Great Parks and consumed on premises. Alcohol service will stop being served 30 minutes prior to the end of a scheduled event.

## Catering

Please notify Great Parks a minimum of 30 days prior to your event date of your chosen licensed and insured caterer. To notify us, please complete the Vendor Permission Form by clicking [HERE](#). Caterers will have access to a kitchen area for delivery and staging however, there is no cooking or equipment use permitted onsite.

## Vendors, Rental Equipment, Amplified Sound

The following must be pre-approved by Great Parks at least 15 business days prior to event date: DJs/live music; equipment deliveries; dance floors; etc. Deliveries must be made during period of occupancy with a member of reserving group present. All equipment must be removed from the premises before final departure. Click [HERE](#) for the Permission for Vendor/Rental Equipment/Amplified Sound Form.

## Decorations

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

## Room Setup

Tables, chairs and linens will be set up to guest specifications prior to the start of the event and cannot be re-set during the event.

## Check-out & Cleanup

Guest is responsible for removing all personal items, food and decor by designated departure time.

## 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 an emergency, dial 911. For non-emergency response by Rangers, call 513-521-3980 or 513-825-2280.

## Questions

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

# Banquet Room Event Timeline



## Reservation Period 4–10 p.m.

Upon arrival, tables, chairs, and linens in place by banquet room staff.

- 4 p.m.            Setup/decorate tables
- 5 p.m.            Beverage service opens
- 8:15 p.m.        Last call
- 8:30 p.m.        Alcohol service ends  
                          *(assuming alcohol was chosen with package)*
- 9 p.m.            All beverage service ends
- 10 p.m.           Clean-up and final guests depart

Beverage service may be adjusted to open/close sooner or later, guest must coordinate time-line with manager on site.