



Banquet/Meeting Center Rules & Regulations

Please sign the white copy and return with your payment and signed contract.

Please keep yellow copy for your records.

Updated 1/10/06

- 1. MENUS & BEVERAGES:** Our banquet / meeting facilities provide full service catering which includes all necessary staff and personnel, room setup and clean up, and your food and beverage selections. As a licensed permit holder, Hamilton County Park District must uphold the Ohio State Liquor Laws. Consequently, all alcoholic beverages consumed on premises must be purchased from the Hamilton County Park District. No other alcohol is permitted into our banquet facilities. It is the client's responsibility to inform their guests of this. **LAST CALL WILL BE ANNOUNCED _ HOUR PRIOR TO THE END OF YOUR SCHEDULED EVENT.**
- 2. ROOM SET-UP & ACCESS:** Room will be setup to client's requirements prior to the start of the event and cannot be re-set during the event. Deliveries and additional preparation can be made not more than 2 hours prior to the scheduled start time of the event, and needs to be coordinated with your on-site manager. Any special arrangements should be made in advance with your on-site catering manager.
- 3. ROOM CAPACITIES & USAGE:** Room capacities are designed to allow for the greatest number of guests based on local fire code maximums as well as specific client requirements. (Business Meetings require lower capacities due to set-up.) The capacities are as follows: Mill Race Banquet Center/Upper Level 150; Lower Level 80; Stonewood Banquet Center 140; Sweetwine Banquet Center 150; The Hayloft Barn 100. **WITH THE EXCEPTION OF THE HAYLOFT BARN, WEDDING CEREMONIES MAY NOT BE ABLE TO BE ACCOMODATED AT THE BANQUET FACILITIES.**
- 4. DECORATIONS:** Table centerpieces and flame enclosing globe candles are permitted. Due to the natural woods and varied wall coverings in the facilities, decorations may not be affixed to the walls, building or fixtures. Helium balloons, confetti, rice and birdseed are not permitted.
- 5. AREA USE, RESPONSIBILITY & SMOKING POLICY:** All public indoor spaces are "non-smoking." Smoking will only be permitted outside on patio areas. Your reservation is for an area or room as designated by the contract. Individuals whose signatures appear on the contract assume financial responsibility for rental fees, food and beverages ordered, and any damages that may occur as a result of abuse. All Hamilton County Park District By-Laws and regulations apply to the area or room being rented. The Park District Rangers may terminate, with just cause, occupancy at any time with no refund.
- 6. PARKING:** All vehicles entering Hamilton County Park District property are required to have a valid Park District Motor Vehicle Permit, either an annual windshield sticker or an appropriate daily permit. A Group Motor Vehicle Permit may be purchased for your event which will cover your entire group and is noted on the reservation contract. (Please initial here: _____ if you decline to purchase the group permit for your event.) **THIS DOES NOT WAIVE THE MOTOR VEHICLE PERMIT REQUIREMENT.**
- 7. PAYMENT:** A deposit is required when reserving one of our Banquet / Meeting Centers. Final menu selections, room setup requirements and a guaranteed number of guests are required 10 days prior to your event, at which time catering charges with applicable sales tax are due. Payment may be made by cash, check, VISA, MasterCard or American Express. **(GRATUITIES ARE NOT ACCEPTED, THANK YOU)**
- 8. CANCELLATION & REFUND:** Cancellation notice must be made in writing. Refund requests will be honored when another party confirms a reservation on the date cancelled. Cancellations received less than 10 days prior to the scheduled event will not be eligible for a refund of the deposit or any catering payments and may be subject to additional catering penalties.

I HAVE READ AND UNDERSTAND ALL THE ABOVE RULES AND REGULATIONS PERTAINING TO MY EVENT.

CLIENT SIGNATURE: _____ DATE: _____

EVENT DATE _____ LOCATION: _____ PERMIT# _____