



## Frequently Asked Questions: The Wedding Setting at Withrow Nature Preserve

Updated 10/15/10

1. *When is The Wedding Setting available?*  
The Wedding Setting is available for weddings May through October. The Wedding Setting and Highwood Lodge may be used from 10:00 a.m. until 2:00 p.m. and/or 4:00 p.m. until 8:00 p.m. for a three hour pre-determined wedding ceremony. A wedding reservation may be made up to 30 days in advance to the event date. Failure to comply with your contract with the Hamilton County Park District will necessitate a minimum of a \$100.00 fine.
2. *If we book The Wedding Setting, will we be the only people allowed at Withrow Nature Preserve?*  
Withrow Nature Preserve is open to the public daily, all year, from dawn to dusk. During your reservation period, "Wedding in Progress" signs will be placed outside in two locations to discourage visitors from wandering into the Wedding Setting area. The park itself however cannot be closed during the wedding.
3. *What is the street address of The Wedding Setting?*  
7075 Five Mile Road Cincinnati, OH. 45230
4. *What is the standard reservation period?*  
A reservation period consists of 3 hours.
5. *During the wedding, will there be anyone present to answer questions?*  
A Park District Volunteer will be present when the Wedding Setting is reserved. Volunteers have been trained to answer questions that you may have. Also, during your reserved time a Park Ranger may stop by the event.
6. *What is the maximum number of guests that The Wedding Setting can accommodate?*  
The outdoor Wedding Setting is limited to weddings up to 75 guests. With the use of rental chairs, provided by the reserving party and placed to each side of the wedding setting you may accommodate 20 additional guests.
7. *Are we allowed to decorate The Wedding Setting?*  
Yes, but only string or wire may be used to attach decorations at the Wedding Setting. Decorations may not be stapled, nailed, taped, tacked, glued or in any damaging way affixed to any part of the amphitheater, gazebo, or any of the fixtures therein. The wedding party is responsible for providing a runner or carpet leading to the wedding platform and all flowers decorating the area.
8. *Can we have music at the wedding?*  
Yes. A musician or small ensemble is recommended. There is an electrical outlet. Please remember that the area is a Nature Preserve.
9. *Can we have confetti?*  
Birdseed is permitted and recommended.  
Confetti and artificial flower petals are strictly prohibited, indoors or out. Use of confetti will necessitate a \$100.00 fine.
10. *May we have a wedding toast?*  
A Wine or Champaign toast is permitted by reserving party within reserved area only and may be served in form of a toast to the bridal party. The toast may be performed outside of Highwood Lodge on the front porch or rear terrace only. If alcohol is being served, the guest must comply with applicable liquor laws.



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11. *Do we have access to the upstairs?*

There are two rooms upstairs that may be used by the bridal party for pre-wedding preparations. No showering is available.

12. *What are the clean up procedures?*

All flowers and decorations must be removed. All litter inside building and outdoors, must be picked up and placed in sealed receptacle (provided by the Wedding Setting). No trash may be left inside the building. **All garbage must be placed inside the receptacles located at the rear of Highwood Lodge.** Failure to comply with your contract with the Hamilton County Park District will necessitate a \$100.00 fine. If additional time is needed to clean up you'll be billed an additional \$75 per hour.

13. *Where is the best place for pictures?*

Withrow Nature Preserve provides many locations for beautiful wedding pictures. Pictures may be taken at the Wedding Setting, nearby gazebo, the lawn areas or elsewhere within the public areas of the Preserve.

14. *Is smoking allowed in the Highwood Lodge?*

Highwood Lodge is a smoke free facility, therefore no smoking is allowed inside the building. Smoking is only permitted outside. Caution is encouraged and all litter, including cigarette butts must be disposed of in the appropriate receptacles.

15. *If we want a carpet runner for an aisle, how far is it from the porch door to the wedding setting?*

It is approximately 100 feet from the porch door to the Wedding Setting.

16. *Is there a small table for the guest book?*

A wooden podium is available to be used for the guest book. Please inquire with the Park District Volunteer present at your event.

17. *Are there covers for the benches?*

There are white bench covers for the Wedding Setting benches. They will be placed on the benches, weather permitting, by the volunteer on duty. The white bench covers will be removed after the wedding ceremony.

18. *Is the Highwood Lodge air-conditioned?*

Highwood Lodge is air-conditioned. Please remember the efficiency of the air conditioner is affected by the opening and closing of the doors.

19. *If we want a rehearsal, what do we do?*

To ensure a reserved rehearsal time period, a guest may reserve and pay for an available 3-hour period no later than 30 days in advance of the preferred date. Paid reservations have priority at the Wedding Setting. Rehearsal ceremonies unless reserved and paid for, are on a first come, first serve basis. It is recommended that groups intending on having a first come, first serve rehearsal, call the Guest Services office no more than one month in advance to the date to check if there is a paid reservation made.

20. *How will the guests know if they are at the correct location?*

On the day of your wedding, a sign will be placed at the entrance of Withrow Nature Preserve. The sign will read as follows:

Celebrating  
*Bride's Name & Groom's Name*  
Wedding



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The wedding party is not permitted to place balloons, signs or any other decorations by or at the entrance to Withrow Nature Preserve.

21. *What do we do if it is raining on our wedding day?*  
We recommend you plan accordingly while arranging your outdoor event. If it is raining around the time of your wedding, your ceremony may be held in the living room. No chairs or tables are available for use within the lodge.
22. *If my wedding is cancelled can I get a refund?*  
Cancellation notice must be made in writing; your event cannot be cancelled until received. Written notice received more than 180 days (6 months) prior to the event date; 100% refund minus \$25 cancellation fee. Within 180 days (6 months) a 50% refund minus \$25 cancellation fee is received if the cancellation is made up to 120 days (4 months) before the reserved date. Refunds will not be given for cancellations after that time.
23. *When can I view The Wedding Setting?*  
The outside property is available to view from dawn until dusk daily. Please be courteous if there is a wedding ceremony in process when visiting the site. The Park District does provide open viewing periods to view the bride and grooms changing rooms located on the interior of Highwood Lodge. A schedule of Highwood Lodge Open House viewing dates is available by calling Guest Services at 513-521-7275.
24. *Do our guests require Motor Vehicle Permits?*  
Motor Vehicle Permits (MVP) are required at Withrow Nature Preserve. A Group Permit may be purchased at the time of bookings. This Group Permit will cover all your guests' vehicles. Failure to purchase a group permit may result in guests having to purchase individual permits the day of event.
25. *What happens if something is damaged during our wedding?*  
The reserving party is responsible for the full cost of any damage caused by the bridal party or their guests.
26. *What happens if one of our guests is hurt while at Withrow Nature Preserve?*  
In the event that a guest is seriously injured, please call 911. The Volunteer will call the Rangers to assist with the situation. A First-Aid kit is available to help with minor cuts and scrapes.
27. *Whom should I contact with any other questions I may have?*  
Please contact the Guest Services or Volunteer Services departments of the Hamilton County Park District.

**Hamilton County Park District**

10245 Winton Road  
Cincinnati, OH 45231

Guest or Volunteer Services

513-521-7275