



Rules & Regulations for  
The Wedding Setting  
at Withrow Nature Preserve  
If you have any questions please call (513) 521-7275.  
04/13/2009

**Reservation Responsibilities**

A Wedding Setting reservation must be confirmed and paid at least 30 days in advance of a Wedding ceremony. Payments must be received by stated due date on contract or reservations are subject to cancellation. Visa, MasterCard, American Express, checks (\$30.00 fee will be charged to all returned checks) or cash are accepted forms of payment. The person making this reservation assumes personal financial responsibility for any damage to the landscape, building, gazebo and amphitheatre. Failure to comply with your contract with the Hamilton County Park District will necessitate a minimum of a \$100.00 fine.

**Wedding Setting Scheduling and Use**

Please remember, when calculating event times to include decorating, flowers and deliveries and tear down. The Park District does not have a piano or organ available. There are electrical outlets at the amphitheater. Please remember this is a Hamilton County Park District Nature Preserve. The Lodge is a non-smoking building.

**Park Hours of Operations**

Withrow Nature Preserve is open to the public daily, all year, from dawn to dusk; however, the outdoor Wedding Setting may be used for a reserved period of 3 hours for Wedding events only (between 10-2 and/or 4-8.) During your reservation period, a Park Volunteer on duty will place a "Wedding in Progress" sign outside in two locations to discourage visitors from wandering into the wedding area. The park itself will not be closed during the wedding. The Wedding Setting is not available for weddings November through April.

**Wedding Setting Viewings**

The outside property is available to view from dawn until dusk daily. Please be courteous if there is a wedding ceremony in progress 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.

**Rehearsal Ceremonies**

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 first come, first serve. 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.

**Cancellation & Refunds**

Cancellation notice must be made in writing; your event cannot be cancelled until received. A 50% refund will be made for a wedding if the cancellation is made 120 days (4 months) before the reserved date. Refunds will not be given for cancellations after that time.

**Parking**

All vehicles entering the Hamilton County Park District must display a current motor vehicle permit. A \$45 group motor vehicle permit may be purchased for your event that will cover the entire groups vehicles and is noted on the reservation contract. Vehicles are not permitted to park behind the lodge or in area's marked as a fire lane.

**Decorations**

String or wire only may be used to attach decorations at the amphitheater. Decorations may not be stapled, nailed, taped, tacked, glued or in any damaging way be affixed to any part of the amphitheater, gazebo or any of the fixtures therein. All decorations must be removed following the event. Confetti and artificial petals are prohibited and use of confetti will necessitate a \$100.00 fine. The Nature Preserve and Park District recommends birdseed and helium balloons are not permitted to be released within the Preserve. The wedding party is responsible for providing a runner or carpet leading to the wedding platform and flowers or other décor for the area.

**Attendant**

A Park District Volunteer will be present at all times during the reservation period. Volunteers are representatives of the Park District. They will be as helpful as possible without interfering with the actual wedding. Please note that neither the Volunteer on duty nor a Park Ranger will patrol the wedding area, but a Ranger may stop by. Please be advised that neither the Hamilton County Park District nor the Park District Volunteer on duty will be held responsible for any personal items.

**Clean Up**

All flowers and decorations must be removed, and all litter both inside the building and outdoors, must be picked up and discarded in the provided trash receptacles. The Park District Volunteer will remind you prior to the end of your reservation period. Failure to comply will result in a \$100 charge. If additional time is needed to clean up you'll be billed an additional \$75 per hour charge.

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

\_\_\_\_\_  
CLIENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EVENT DATE

\_\_\_\_\_  
CONTRACT NUMBER