

# FLORENCE NATURE PARK RULES/GUIDELINES & GENERAL INFORMATION

## GENERAL INFORMATION

- Fire extinguisher located under kitchen sink.
- Fire alarm located near front door by desk in sitting area.
- All functions must end by midnight, as well as vacating the park. **A \$25 fine will be imposed if renter has not vacated the park by midnight.**
- Renter must be 21 years of age or older.
- To use stereo located on the hearth of the fireplace, just plug in unit, and select either AM/FM stereo, CD or cassette.
- All additional tables and chairs supplied by renter (including rentals) must be picked up the same day. Tables and chairs in Gathering House **must** be kept inside. **No chairs or tables from the Gathering House will be permitted outside.**
- **No rental on holidays. Rentals for the Nature Park must be booked at least one week (seven days) prior to event.**
- Alcoholic beverages are permitted, but must be kept inside the building.
- **Do not leave building unattended. Renter is responsible to make sure all windows and doors are locked, and lights, fans, electronic equipment and appliances are turned off** before vacating the Gathering House. **Failure to secure the building will result in a \$25.00 fine.**
- **If renter happens to lock themselves out of building after a Public Services representative has already opened, a \$25 fine will be imposed for each additional call out to re-open the facility.**
- If there is a problem, change in time schedule for your event ( **please note that a 24 hour cancellation notice is required in order to receive a refund of your rental fee**), etc., please call: **(859) 647-5416 M-F, 8:30-5:00 p.m. If there is a problem after business hours, please contact the after-hours answering service at (513) 768-3473 and the answering service will contact a representative from the Public Services Department.** If a snow emergency is declared on day of rental, refund of rental fee and damage deposit will be considered if renter was unable to utilize facility. Same consideration will be given if snow emergency was declared in jurisdiction where renter resides.

## PAYMENT INFORMATION

- **Fee** of **\$150** is required for most occasions with exception to a wedding and reception. Standard rate for wedding and reception is **\$300**. A **refundable damage deposit** of **\$100** is also required.
- **Deposit** is required within **3 business** days of making the reservation. Renter will be notified upon initial booking that if payment is not made within required amount of time, their reservation will be terminated immediately. **Final** payment is due **one month** prior to date of reservation.
- The deposit will be returned by mail on the next business day after the event provided there is no damage, decorative accessories missing, or excessive clean up required.

## INSIDE RULES

- **No smoking** in the building. Ash cans are provided outside the building.
- No decorations attached to walls, ceiling, curtains, or columns. **Confetti or glitter may not be used.**
- If candles are used, they **must be** contained in a glass container.
- No fires in fireplace.
- DJ/Music must be inside the building.
- Renter must perform general cleaning. General cleaning includes removal of all trash, wiping all tabletops, chairs, and counters. All bags of trash must be disposed of in the large trash containers near the parking lot. **Do not put trash beside cans, outside the doors, or on the deck of the Gathering House.**
- Oven/stove top can only be used to warm food - **no cooking permitted.**
- All food and drinks must be removed from the refrigerator. Refrigerator must be cleaned of spills, etc.

## OUTSIDE RULES

- No walking on mulched areas.
- No parking or driving on grass.
- Only birdseed may be used at weddings.
- No tents permitted.