



Banquet/Meeting Center Rules & Regulations

Updated December 2011

- 1. MENUS & BEVERAGES:** **Mill Race Banquet Center** / this celebration and meeting facility provides full service catering which includes all necessary staff and personnel, room setup and clean up, and your food and beverage selections.

Stonewood and Sweetwine Banquet Centers / these celebration and meeting facility Rental Fee includes linen covered tables & chair setup, clean up and beverage attendant.

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 ½ 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 facility manager. Any special arrangements should be made in advance with your facility manager.
- 3. ROOM CAPACITIES & USAGE:** Room capacity is 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 135; Sweetwine Banquet Center 150. Wedding ceremonies may possibly be accommodated at the Banquet Centers; a consultation with the facility manager is necessary to determine the feasibility of your plans at your chosen facility.
- 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, glitter, rice and birdseed are not permitted.
- 5. AREA USE, RESPONSIBILITY & SMOKING POLICY:** Ohio law prohibits smoking in all public areas. Your reservation is for an area or room as designated by the contract. Individuals whose names 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.
- 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. Written notice received more than 180 days prior to the event date; 100% refund of deposit minus \$25 cancellation fee. Written notice received less than 180 days prior to the event date; refunds are issued only when the date cancelled is reserved by another paid party minus \$25 cancellation fee. Cancellations received less than ten days prior to the event will not receive a refund of the deposit or catering fees.