



Riverside & Lakeside Lodges Rules & Regulations

Have a safe and enjoyable day.

If you have any questions please call (513) 521-7275.

Updated 09/03/10

RESERVATIONS

Person reserving the lodge must be at least 18 years or older. Person signing the contract assumes responsibility for their group and condition of the lodge after the group has left. Payments must be received by stated due date 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 methods of payment. The Lodge is reserved for the exclusive use of the reserving group. Lodges may not be opened to the public and collection of fees is prohibited.

REFUNDS & RESCHEDULING

Reservation fees are refundable if reserving group gives written notice at least 30 days prior to reservation date or another group rebooks lodge. Reservations are not canceled until written notice is received. All refunds are subject to a \$25.00 processing fee. A group may reschedule their date at no charge with 30 days prior notice.

ALCOHOLIC BEVERAGES

Beer, Liquor and Wine are permitted by reserving groups within reserved area only. If alcohol is being served, the guest must comply with applicable liquor laws. If alcohol is being sold, in any manner, the guest is to contact the state for applicable liquor permit requirements. If a permit is required, the guest must provide HCPD in advance of the reservation with a copy of the permit and proof of liquor liability insurance naming HCPD as an additional insured.

DELIVERIES & DECORATIONS

Deliveries must be made during period of occupancy with a member of reserving group present. All equipment, containers, tents, etc. must be removed from the premises **before** final departure. Only tape may be used to affix decorations to shelters or tables, however, all tape must be removed at the end of the event. The Park District will post a sign at the Lodge indicating the group that is scheduled that day. All other signs are prohibited in the Hamilton County Park District including the entrances. **Helium balloons are prohibited at Lakeside Lodge due to potential damage to ceiling fans.**

SOUND & ATTRACTIONS

Noise or amplified sound must not disturb or interfere with any other activity outside the reserved area. Outdoor amplified sound is prohibited at the Riverside lodge. If you are planning to have attractions/special equipment at your event (moon bounce, dunking tank, pony rides) certain requirements must be met. Please call for more details. The Park District does not participate or take any responsibility in the set-up or filling of any attraction.

CONSERVATION, FIRES & FIREWOOD

Cutting or chopping of trees, limbs and vegetation, collection of natural materials, and molesting of wildlife is **strictly prohibited**. Fires are permitted in grills or fireplaces only. Please do not burn any garbage or any other materials that will emit excess sparks. Do not

leave fire unattended and make sure fire is completely out before leaving the area.

CHECK-IN & SET-UP

The reserving guest is provided with a Lock Box information sheet. The lock box information will provide information to open the lock box and access the keys to the building upon your designated arrival time. (If necessary, you may contact Guest Services at 521-7275, Monday - Friday, 8:00am to 4:30pm, or Ranger Headquarters at 521-3980, after 4:30pm & weekends for your code.) The reserving group is responsible for room set-up. Tables and Chairs are provided. Riverside lodge air conditioning thermostat is pre-set at 75°F. Temperature cannot be adjusted.

CHECK-OUT & CLEAN-UP

The reserving party will be held responsible for any damage to area and for clean up. All garbage must be placed in provided receptacles and all decorations taken down. Person/ Group reserving the lodge will be invoiced for any damages or excessive litter. Follow provided departure instructions for Lock Box.

MOTOR VEHICLE PERMITS

All vehicles entering the Hamilton County Park District must have a valid motor vehicle permit displayed. Daily and annual motor vehicle permits are available for attendees to purchase on the day of the event. Groups reserving a Picnic Area/Shelter or Lodges may pre-purchase annual or daily permits. Advance purchases must allow up to 2 weeks for preparation and delivery by mail to the contract holder. All permits must be distributed by the contract holder to attendees prior to the day of the event.

FISHING & SWIMMING

Fishing and swimming are prohibited at both lodges. You may fish at Lake Isabella in the lake only with a purchase of a fishing permit from the Boathouse.

SMOKING POLICY / PARK DISTRICT BY-LAWS

All public indoor spaces are "non-smoking." All Park District By-Laws and regulations apply to the area. Park Rangers may terminate, upon just cause, any occupancy at anytime without a refund.

EMERGENCY

In case of Emergency please dial 911. For non-emergency response by Rangers, call (513) 825-2280. If you have any questions after office hours, please call (513) 521-3980.

QUESTIONS

If you have any questions about the above guidelines for the Lodges, please call Guest Services at (513) 521-7275 and someone can assist you.