

# Gardenview Room Policies



## RESERVATIONS

Persons reserving the Gardenview Room must be at least 18 years or older. Person making the reservation assumes responsibility for their group and the condition of the room after the group has left. Meeting rooms are reserved for the exclusive use of the reserving group. Meeting room may not be opened to the public, and collections of fees are prohibited.

## REFUNDS & RESCHEDULING

Refunds will be issued only if the cancellation is made at least 30 days prior to the reservation date. Reservations may be rescheduled with 30 days or more notice. Refunds will not be issued due to inclement weather.

## CHECK-IN & SETUP

The reserving guest will be met at Cotswold Visitor Center. Tables and chairs are provided. Room air conditioning thermostat is pre-set at 75°F and cannot be adjusted.

## CHECK-OUT & CLEAN-UP

The reserving guest will be held responsible for any damage to area and for cleanup. All garbage must be placed in provided receptacles and all decorations removed. Person reserving the meeting room will be invoiced for any damages or excessive litter.

## DELIVERIES & DECORATIONS

Deliveries must be made during period of occupancy with a member of reserving group present. Interior decorations are limited to table tops only. Open flames are not permitted, so candles must be enclosed. All signs are prohibited in Great Parks of Hamilton County, including at park or visitor center entrances. Great Parks' staff will direct guests to the room. Helium balloons, confetti and glitter are not permitted in the Gardenview Room.

## TIPPING

Great Parks of Hamilton County is a government agency; staff and volunteers cannot accept tips or gratuities of any kind.

## ALCOHOL

Alcohol is not permitted at Glenwood Gardens.

## SOUND

Noise or amplified sound must not disturb or interfere with any other activity outside the reserved area.

## SMOKING POLICY/BY-LAWS

All public indoor spaces are non-smoking. No smoking is permitted in Highfield Discovery Garden. All Great Parks' by-laws and regulations apply to the area. Great Parks Rangers may terminate, upon just cause, any occupancy at any time without a refund.

## MOTOR VEHICLE PERMITS

Rental fee includes park entry for all invited guests.

## EMERGENCY

For emergency assistance, call 911. For non-emergency assistance, call the rangers at 513-825-2280.

## QUESTIONS

For assistance, call Great Parks at 513-521-7275.