



*The*  
**OLANDER**  
PARK SYSTEM

6930 Sylvania Avenue  
Sylvania, Ohio 43560

**419/882-8313**

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info@olanderpark.com

Connie Feldstein  
*Commissioner*

Harold C. McElmurry  
*Commissioner*

John C. Zeitler  
*Commissioner*

Erika Buri  
*Executive Director*

## **Priority Information**

**You as the CONTRACT HOLDER must be the last person to exit** the Nederhouser Community Hall (NCH) and **must sign** a release form before you leave. **Regardless of how late you rent the NCH on your contract, when you leave the party is over.** If you rent the hall until 10 p.m., but **YOU LEAVE** at 9 p.m., the party **ENDS** at 9 p.m. Failure to sign the release form and be the last person to leave the NCH will result in a forfeiture of your security deposit.

**Alcohol service ends 30 minutes prior to the conclusion of your party.** If your party lasts until 10 p.m., alcohol service must end at 9:30 p.m. Alcohol is allowed in the NCH and adjacent deck, nowhere else in Olander Park.

**Music**, whether it is a live band, disc jockey, or private sound system, **must be inside** the NCH. **No music of any kind is allowed on the NCH deck.** Speakers may be placed outside the west NCH doors for your deck guests, but volume must be kept at a reasonable level. **Music must conclude 45 minutes** prior to the end of your party.

**The NCH is now air-conditioned.**

**Rental Tables & Chairs** are **NOT permitted** in the NCH. The NCH has five 8'x 2-1/2'x 27" rectangle tables and sixteen 71" diameter round tables and metal folding chairs for up to 160 people.

**A Certificate of Insurance** is **required** for **all** NCH rentals. If the NCH has not received your Certificate of Insurance one month prior to your scheduled rental, the NCH reserves the right to cancel your reservation.

**Candles** must be in an enclosed candleholder. **No open flames** are allowed in the NCH.

**Rental Hours** must be **finalized one month prior** to the date of your rental for park system personnel scheduling purposes. Rentals include a nine-hour, non-consecutive block of time. **All rentals must conclude Sunday through Wednesday by 10 p.m. and Thursday through Saturday by 11 p.m.**

**Additional Rental Hours** over and above the nine-hour rental block are \$60 per additional hour and **must be reserved at least one month prior** to your event. **No additional time can be purchased later than the scheduled closing hours of Sunday through Wednesday at 10 p.m. and Thursday through Saturday at 11 p.m.**

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Initial

*Remember That When It Comes To Parks in the Sylvania Area, We're TOPS!*



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**NCH Cancellation Policy** states that you must notify the NCH in **writing at least 90 days prior** to your reservation to receive a full refund. The person who originally rented the NCH must sign the cancellation letter. **If you cancel within the 90-day period** and the NCH can reserve another renter, you will receive a full refund. **If you cancel within the 90-day period** and the NCH **cannot** reserve another renter, you **forfeit** all moneys paid with the exception of the \$100 security deposit.

**NCH Set-up Sheet** must be received **at least one month prior** to your event. If you do not include a set-up sheet, the NCH will be set up for the maximum capacity of 160 people. NCH staff will set up the hall prior to and clean up after your party. **You must take down all decorations and empty all refuse into the NCH trash cans.**

**All Glitter & Confetti Tabletop Decorations**, regardless of size and theme, are **prohibited due to the great difficulty in cleaning these items from the floor**. Any use of these decorations results in the forfeiture of your security deposit.

**NCH Kitchen** is for **warming purposes only as the NCH does not have a food preparation license**. The kitchen is complete with an oven, stove, microwave, two refrigerator freezers, and five sinks. Two four-foot charcoal grills are just outside the kitchen door. **You must provide the charcoal and clean the grills when finished.**

**A NCH Staff Member** is on-site during your entire event in the NCH office. **This employee has the final authority to enforce these and all other regulations of the NCH and The Olander Park System at your function.**

**I have read all of the regulations and agree to them.**

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**Signature**

**Date**

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