

6930 Sylvania Avenue Sylvania, Ohio 43560

## 419/882-8313

419/885-4237 Fax 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 results 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.

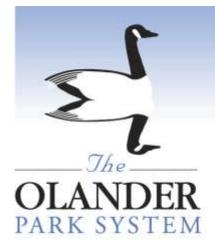
**A Certificate of Insurance** is **required** for **all** NCH rentals. If the NCH has not received your Certificate of Insurance one month prior to your scheduled rental, the NCH reserves the right to cancel your reservation.

**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.

Initial



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Erika Buri Executive Director **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.

Signature Date