

## **Ariel-Foundation Park**

### **Event Venue Rental Policies**

***All venue and picnic pavilion reservations must read and accept the following policies with a signed statement.***

Reservations are not official until signatures and/or email policy acceptance is on file and a 50% deposit has been made.

AF Park Staff will handle set up and removal of all tables and chairs rented through the Reservation Specialist at each event. All tables and chairs must remain within the rented venue and cannot be relocated.

#### **Event/Rental Cancellations:**

Temporary holds may be placed. All holds will be automatically released back into reservation system after 7 days.

All event reservations are given a Reservation Deadline Date, which is 30 days prior to the actual event. The Reservation Specialist will follow up with the guest at this time and balance due must be paid in full no later than the 30-days prior date.

Cancellations made by 4:00 P.M. on or before the Reservation Deadline Date (30 days prior to the event) will receive a refund of all deposits/payments made, less a \$50 service fee.

Reservations canceled after 4:00 PM on the Reservation Deadline Date (30 days prior) and beyond will receive a 50% refund of all deposits/payments made.

Any cancellation within 72 hours of scheduled event day will not receive a refund.

#### **Damages:**

The cost of repairing damage to the facility may be withheld from your refundable damage deposit. In the event of damages to the facility or its contents in an amount greater than the damage deposit, the entity and/or individual signing/initialing below shall be responsible for the actual damages occurred.

#### **Parking:**

Parking is allowed in marked spaces only. The Guest will be responsible for notifying the participants of the parking availability and traffic control if required.

#### **Permitted Activities on the Premises:**

Groups and individuals desiring to use the facility must understand and agree to keep their events within the decorum of the facility. It is expected and required that those attending events at the facility do not engage in excessive use of alcohol, noise, or behavior inconsistent with the facility. During a

scheduled event, a member of the Foundation Park Conservancy, Inc., will be in attendance and act as the Park Staff Member in charge. Should activity occur, which, in the sole discretion of the appointed park staff, is inappropriate for the facility, the event will be terminated immediately and the ability to use the facility will cease. For questions, concerns, and individual policies, please contact Angela Wild, Reservation Specialist/Park Staff. She may be reached at (740) 501-9293.

**Prohibited Activities:**

The use of tobacco or possession and unauthorized use of a controlled substance is prohibited anywhere on the Ariel-Foundation Park premises.

Attaching items, such as decorations, signs, etc. to the walls, ceilings or windows of any rented facility is prohibited without prior approval of the Reservation Specialist.

Rice, glitter, and confetti are also prohibited in all venues, inside and out.

No open flame of any kind is permitted in any venue or picnic pavilion, including the Schnormeier Event Center. This includes unity candles, candles for table decor, etc. Sparklers are not allowed indoors or within the Schnormeier Event Center, and must be properly disposed of if used outdoors.

Balloon releases and lantern releases are prohibited.

No grills, propane tanks, generators, etc. are permitted within any facility. Guests utilizing such items must be at least 10ft from any rented building, including the SEC.

**Alcohol Policy for Private Events at Schnormeier Event Center and Community Foundation Pavilion ONLY:**

Alcohol may be served (park provides bartender) in the Schnormeier Event Center and the Community Foundation Pavilion for an additional fee of \$75, plus alcohol costs, and only in accordance with this policy by licensed servers approved and provided by the Foundation Park Conservancy Board of Directors. Servers have the right to request a picture ID from anyone. All guests are required to provide a valid ID to be served. No one under the age of 21 will be served alcohol. Any guest providing alcohol to a minor (under the age 21) will be required to leave the grounds immediately.

Alcohol service at your event in these venues must be handled with our Food and Beverage Manager, Jeff Boucher. This includes the purchase of event alcohol in these specific venues and park staff servers at the event. He may be reached at 740-501-5325.

Beverages containing alcohol must not leave the immediate premises of the designated areas of Ariel-Foundation Park upon which alcohol is permitted. Times for serving alcohol must be specified for each private event. Alcohol service shall be concluded at least 30 minutes prior to the ending time for the private event. No alcohol shall be self-served by a guest of a private event. No individual guest may bring the guest's own alcohol for consumption onto Ariel-Foundation Park property. If alcohol is self-served at a private event or brought to the event by an individual, the alcohol shall be removed from the area. The Reservation Specialist, Park Staff, approved caterer, or server may deny service to any guest deemed to be intoxicated. Any guest acting inappropriately or disrespectful in the opinion of the Reservation Specialist or Park Staff will be required to leave the grounds immediately. Alcohol service at a private event may be discontinued at the discretion of the Reservation Specialist/Park Staff at any time.

**Alcohol Policy for Private Events at B&O Depot and Urton Clock House ONLY:**

Alcohol may be brought to and self-served at the B&O Depot, CA&C Depot, and Urton Clock House only, for a fee of \$50, and only on the date and time specified in reservation details. Guests can bring own wine and beer only, in its' original, sealed container. A server may "recork" in accordance with Ohio law. Individual guest or someone appointed by renter may serve the alcohol. It may not be sold under any circumstances.

Beverages containing alcohol must not leave the immediate premises of the designated areas of Ariel-Foundation Park upon which alcohol is permitted. Times for serving alcohol must be specified for each private event. Alcohol service shall be concluded at least 30 minutes prior to the ending time for the private event. No alcohol shall be self-served by a guest of a private event. No individual guest may bring the guest's own alcohol for consumption onto Ariel-Foundation Park property. If alcohol is self-served at a private event or brought to the event by an individual, the alcohol shall be removed from the area. The Reservation Specialist, Park Staff, approved caterer, or server may deny service to any guest deemed to be intoxicated. Any guest acting inappropriately or disrespectful in the opinion of the Reservation Specialist or Park Staff will be required to leave the grounds immediately. Alcohol service at a private event may be discontinued at the discretion of the Reservation Specialist/Park Staff at any time.

Please note:

In addition to the foregoing, guests must follow all laws relevant to the use of alcohol while on Ariel-Foundation Park property and upon leaving all events held at Ariel-Foundation Park.

No alcohol is allowed at any time in any picnic pavilion at Ariel-Foundation Park. Anyone found with alcohol at any picnic pavilion will receive one warning to remove the alcohol. If guest does not comply, the police department will be notified immediately for open container violations!

If anyone is found with alcohol at our venue rentals for an event that did not go through the proper channels as described above, they will receive one warning to remove the alcohol. If they do not comply, the police department will be notified immediately for open container violations!

**Food Policies for All Venues and Picnic Pavilions:**

Picnic Pavilions, as well as most indoor venues, have certain electrical capabilities. Large roasters, crock pots, etc, often pull too much electricity and trip the breakers within the facility. We ask that you refrain from using these larger items, as it is not always possible to have breakers reset by our staff or guest during an event. For specifics re electrical limitations in all rentable spaces, please contact the Reservation Specialist at 740-501-9293.

There is no additional fee to have food at your event, provided you are not selling the food.

If you are selling food at your event, the food should be prepared in a licensed kitchen (most churches have licensed kitchens). If you are looking for a licensed caterer, restaurant or food truck, the Knox County Health Department has a list of all current, in good standing, licensed entities in Knox County.

If you are selling food at your event, Foundation Park Conservancy will receive 15% of all sales. Event venue renters not selling food may utilize caterers, bring own food, food trucks, etc. to provide for their guests. Food trucks are only permitted at specific venues and only with prior approval from Food and Beverage Manager, Jeff Boucher. If you have any questions regarding the food policies throughout the park, please contact Jeff Boucher at 740-501-5325.

**Additional Requirements by the Guest:**

The Guest shall provide its own contingency plan of action should an emergency occur. There should be a designated person to call the emergency agencies, and the designated person shall familiarize the group of the policies of the Park contained herein as well as the location of safety notices, bathrooms, and exits.

**Indemnification:**

The undersigned, on behalf of themselves, his/her cooperation/entity, agrees to indemnify, save, and hold harmless, the City of Mount Vernon, Foundation Park Conservancy, their officers, employees, and agents from any judgment, award, settlement, loss, damage, expense, court costs, or attorney's fees, which may arise through the use of the undersigned premises or areas including the parking lots.

**Authority:**

The undersigned represents that he/she has the authority to act on behalf of themselves, or the corporation/entity using this facility. Further, the undersigned agrees that any individuals who would use the premises will be advised of the conditions contained herein.

All communication concerning the use of the facility should be handled through the park Reservation Specialist. The Reservation Specialist may be reached at (740) 501-9293 weekdays between 9:00 A.M. and 5:00 P.M.; excluding federal holidays.

Please refer to Venue Reservation Confirmation for guest specific details regarding times, fees, alcohol, etc. in all venue rentals, as policies may vary. All venue reservation confirmations require a guest signature and or email acceptance response, which verifies that guest has read and understands all rental policies and is a binding agreement to the terms.

**Park Rules/Park Visitor Information**

**Park Hours**

Ariel-Foundation Park is officially open April 1 through November 15. Some areas of the park are accessible to pedestrians year-round. Daily hours of operation are 7 a.m. to 11 p.m. All events must end at 10 P.M. to allow time for staff clean up. There are no admissions or parking fees for general visitors. The Rastin Observation Tower, park museum, picnic pavilions, trails and other park features are free and open to the public. The Rastin Observation Tower will be open during winter months, weather permitting.

**Parking**

Park in designated areas only. During the winter, the park's internal roads and parking lots are closed to vehicles. Our main parking lots at the William A. Stroud Visitor Center, Schnormeier Event Center, and Urton Clock House will remain open.

**Accessibility**

The William A. Stroud Welcome Center (CA&C Railroad Depot), Schnormeier Event Center, Community Foundation Pavillion, Urton Clock House, restrooms, and picnic pavilions are all handicap accessible.

**Pets**

Friendly pets are allowed in the park if kept on a leash. Pet owners are responsible for cleaning up after their pets. Pets are not allowed in the Schnormeier Event Center or any other indoor venue during concerts/events.

**Fishing**

Fishing is allowed in the stocked West, Central and East lakes only. A current Ohio fishing license is required for those 16 and older, and all standard ODNR rules and regulations apply. Please refer to the ODNR website for a full list.

**Boating**

Boating is permitted in the three main lakes only, with the following restrictions: crafts must be hand launched, no gasoline engines, no sailboats (catamarans are allowed). All State of Ohio, Division of Watercraft laws must be observed.

**Swimming**

Swimming and wading are NOT permitted in the park's lakes or reflecting pools.

**Camping**

There is no camping allowed in the park. Special circumstances may be considered but will go through a consideration process with the City of Mount Vernon and the Foundation Park Conservancy board. Call 740-398-6603 for more info.

**Alcoholic Beverages**

Public consumption of alcoholic beverages is NOT permitted within Ariel-Foundation Park. (Call 740-501-9293 to inquire about licensed alcoholic beverage service at special events sponsored by the Foundation Park Conservancy, or for private events in one of the park's rental venues.)

**For Your Safety**

Do not climb on the park's steel sculptures or building ruins.

**Please Keep Our Park Clean**

Place all trash in the trash receptacles provided. Leave pavillions and picnic tables clean for the next visitor. If you have questions, please call the Mount Vernon City Parks Department at 740-393-9577.

**Lanterns/Balloons**

Sky lanterns are illegal in the state of Ohio. Balloon releases, while not yet illegal, are not allowed at the park. They are hazardous to area wildlife and create litter. If you are having a memorial event at the park, consider an environmentally friendly alternative such as a tree planting or other lasting dedication. Contact the park office for details at 740-501-9293.

***All venue and picnic pavilion reservations must read and accept the following policies with a signed statement.***