



Cuyahoga Valley National Park Association

Cuyahoga Valley National Park Association *Extraordinary Spaces Rental Guidelines*

Direct all inquires to:
Reservations Coordinator
Cuyahoga Valley National Park Association
1403 West Hines Hill Road
Peninsula, OH 44264
330-657-2909 ext. 119

The purpose of the Hines Hill Conference Center, Hines Hill Board Room, Stone Cottage, Ralph Regula Community Room at Boston Store, the Great Hall at Happy Days Lodge, the November Lodge at the Cuyahoga Valley Environmental Education Center and Howe Meadow is to provide user groups with a high quality day use facility within the beautiful setting of Cuyahoga Valley National Park.

Rental fee includes an appropriate number of on-site staff, use of facility and surrounding grounds, use of on-site tables and chairs (if a different size or style of table and/or chair is desired, they can be rented from an outside company at an additional cost to the renter), and an eight (8) hour reservation period (4 hours are given for wedding ceremony only and 10 hours are given for wedding ceremony plus reception).

To Reserve the Facilities:

After arranging your dates with the CVNPA Reservations Coordinator, you will receive a contract within one week. You have two weeks to return your signed contract with the full payment (for meetings) or security deposit (for weddings or special events). Failure to send in a contract and deposit within two weeks will result in cancellation of your reservation.

Availability and Accommodations:

Facilities are rented on a first come first serve basis and up to one year in advance. No lodging is available at these sites. We are happy to provide a list of nearby lodging facilities.

A rehearsal package might be available to contract in advance (no more than three months prior to your contracted event date) **depending on facility reservations and public events**. A four hour time period from 1:00-5:00 or 4:00-8:00 may be purchased on the day before the event. Additional hours may be booked on the day of the event, no earlier than 9:00AM.

Capacity:

Maximum capacity for each facility is as follows:

- Hines Hill Conference Center: 40
- Hines Hill Board Room: 14
- Stone Cottage: 12
- Ralph Regula Community Room at Boston Store: 40
- The Great Hall at Happy Lodge: 200 seated at tables (300 theater style)
- November Lodge: 100
- Howe Meadow: 500

Proof of Liability Insurance:

If you are an organization, CVNPA must have a copy of your organization's certificate of liability. Please have your insurance company forward a copy in the mail (CVNPA, Attn: Reservations Coordinator, 1403 West Hines Hill Road, Peninsula, OH 44264) or via fax: 330-657-2328.

Liability

The Guest Group will indemnify, hold harmless and if requested, defend the CVNP and CVNPA, its directors, employees, agents, and all persons affiliated with CVNP and CVNPA from any liabilities arising or resulting from the Guest Groups use of the facility.

Catering:

Cuyahoga Valley National Park Association understands that food service is an integral part of your event. We have a history with several catering groups who have worked in our facilities on many occasions and have been respectful of clients, property and staff. We are happy to supply you with their contact information upon request. If you choose to use a catering group who is not on our list of repeat caterers, they must supply us with a copy of their food service license, insurance documentation, and workman's comp insurance and an additional fee of \$200.00 will be assessed on your contract. We are happy to work with the following catering groups. These groups have worked on many occasions in the Park and have an understanding of facility layouts and accommodations.

Alcohol:

Although alcoholic beverages are not regularly permitted in this national park, responsible use will be permitted in these facilities **with signed permission from CVNPA and CVNP through an alcohol use permit**. This permit is \$150.00 in addition to your facility rental fee. If you are planning to serve alcohol at your event, please request a copy of this permit and a copy of our Alcohol Policy sheet. If an alcohol permit is granted, it covers only the rented facility and tented area. No alcohol is permitted outdoors or in public parking areas. Last call for bar service must be 45 minutes prior to the contracted event time.

Decorations:

When designing your event, please consider time allowance. **Decorations must be set-up and taken down within your contracted hours. If you wish to reserve additional hours for decorating and if the reserved event facility is available and hours are approved, an additional fee will be assessed.** Please, no nails, tape, staples or items that could potentially cause damage to our historical facilities. Candles must be enclosed in either hurricane glass globes or votive glass containers. All decorations and center pieces must be approved by the Events Manager prior to your event date. In order to protect and preserve our natural resources at Cuyahoga Valley National Park, no rice, bird seed, and confetti, streamers or helium balloons may be used at any time.

Equipment:

Each facility is equipped with enough tables and chairs to accommodate the facility capacity. CVNPA will set-up this equipment indoors at no additional fee. We do not move our furniture outdoors. If you opt to rent or bring in your own equipment, the guest group will be responsible for set-up and/or breakdown.

Rentals:

If using CVNPA catering, CVNPA will help determine rental needs, otherwise, the caterer of choice will handle all rentals, including ordering and set-up of rented equipment. Delivery and pick up of rental equipment must be coordinated with CVNPA Facilities and Events Manager prior to your event.

Environmental Ethics:

The facilities we provide are uniquely located in a national park with historic sites and artifacts. Please respect our natural resources by recycling when appropriate and caring for our public properties. If there are any damages to park facilities or property resulting from negligence on the part of you or your guests, CVNPA will deem you accountable and will charge you accordingly based on damages.

Invitations/Printed Materials:

To ensure the proper representation of the park and the park facilities, CVNPA requires approval of all printed materials. Please submit any printed materials to the Facilities and Events Manager for review and approval **before printing**.

Vendors:

Guest group should provide a list of their selected vendors with names and phone numbers to Events Coordinator 30 days prior to event. Please make sure your vendors are aware of contracted event times and schedule. If your vendors need more time than allowed, please adjust your schedule accordingly. If extra hours are accrued on the day/evening of your event, an additional fee will be assessed. If guests remain in the venue after the contracted time, additional fees will be assessed.

Music/Band:

Please have the event band/musicians contact the Events Coordinator prior to the event for a walk through of the facility to establish their set-up needs.

Please check with the Events Coordinator to establish your AV needs. All facilities EXCEPT Hines Hill Conference Center are equipped with a basic sound system. DJ/Band/Music must close 30 prior to contracted event end time.

Smoking:

The National Park Service prohibits smoking inside any of the facilities. Smoking is permitted outside of the facilities and smokers must use provided receptacles for ashes and cigarette butts.

Pets/Animals:

No animals are permitted inside National Park Service facilities. While outdoors, all pets must be on a leash at all times while in the National Park.

Open Flames/Fires:

Candles must be enclosed in either hurricane glass globes or votive glass containers. Fires are only permitted in fireplaces and to only be started and put out by CVNPA staff. Firewood will be provided. You may **not** bring additional firewood/kindling into the National Park due to a serious threat to park forests from wood that may be infested with the emerald ash borer beetle.

Additional Policies:

National Park Service policies prohibit the possession and use of weapons and drugs.

Emergency Procedures:

There are phones located in each facility. In case of emergency, dial the National Park Service Communication Center at: **1-800-433-1986 ext. 0**. Be sure to identify yourself and your location.

Please contact us if you have any further questions.

January 2010