



# Pattison Lodge & Gazebo

2228 US Hwy 50, Batavia, Ohio 45103

Office 513-732-2977

Office Hours: Monday-Friday 8:00 a.m. to 4:30 p.m.

Thank you for choosing Clermont County Park District for your event.

## Rates

The rates below include the lodge, gazebo and the fee for the cleaning staff after your rental. The only type of cleaning you are required to do is to remove any decorations you bring in, to clear the tables, to bundle the trash, and return all tables and chairs to original setup. Our cleaning staff will dispose of the trash for you.

There is an additional fee if paying by credit card or debit card.

Saturday:	\$650.00	Friday / Sunday:	\$550.00
Monday - Thursday:	\$200.00		

## Rental Time

The building is not available until 10 a.m. the day of your rental. The lodge may be rented the day before if additional time is required. Nothing may be left in the lodge overnight. Everything must be removed and the lodge vacated by 1 a.m. Any items left in the lodge after 1 a.m. will be disposed of by the cleaning personnel.

## Amenities

The lodge has 204 chairs, 25 (3'x6') tables, 3 (3'x8') tables and 8 (5') round tables. Do not stand on chairs or tables. There are 30 additional chairs available for rent at \$1.00 per chair. Fire code capacity is 250. A refrigerator, microwave, and restaurant style coffee maker are provided, but there is no stove. Two large plastic half barrels are available for ice. The PA system is available for a rental fee of \$25.00. The gazebo is 12' x 20', and has seating space for 10 to 15 people. The lodge is wheelchair accessible. The parking lot contains 80 parking spaces.

Chairs may be set up by the gazebo on the concrete area. The concrete area in front of the lodge can accommodate up to 200 chairs. Chairs from inside the lodge may be used, but they must be returned to the inside at the end of the rental. Carts or dollies are permitted on paved concrete areas only, **not on lawn area.**

The lessee may serve alcoholic beverages inside the lodge only. You must abide by all federal, state, and local rules regarding the serving of alcohol. Alcohol sales are prohibited.

Trash cans are available within the park; please do not litter the outdoor areas. Park personnel will empty the cans.

## Decorations

You may use string, twist ties, wire ties or zip ties to hang decorations. These items work well and are easy to clean-up. When decorating you may use garland or tulle, streamers and crepe paper inside the lodge. But please do not use streamers or crepe paper at the gazebo as these items tend to dye or stain the wood.

**THE FOLLOWING ITEMS ARE PROHIBITED: nails, staples, velcro, tacks, putty, tape, sidewalk chalk, silly string spray etc., rice, bird seed, sparklers, table confetti, glitter, rose petals, silk petals,**

**doves, or any other item to be thrown or released.** Bubbles may be used. Balloons can be weighted down at tables. Candles must be in containers. During the winter months, firewood is provided for use in the fireplace. The lodge is a non-smoking facility. Guests who wish to smoke, may do so on the front and back porch, (where ash trays are located). Grills are permitted in specified areas only and cannot be used on the front or back porch. Any special needs item (tent, outside game setup, etc.) should be placed in a designated area. Signs, etc. are not to be attached to park entry signs or placed in the landscaping. All decorations must be removed at the end of your rental. Any rental equipment that you had delivered at the Pattison Lodge has to be picked up when your rental is over. Nothing can be left overnight. **There will be a charge for damage and any additional clean up for required removal of decorations, etc.** If you have any questions concerning decorations or need to see the lodge prior to your rental call 732-2977.

## **Gazebo Wedding Rehearsals**

Rehearsals may be held Monday through Thursday prior to your date at no cost provided they do not interfere with scheduled park events or rentals. The rehearsal is for the gazebo only. Rehearsals are not scheduled for inside the lodge. Please contact the office to schedule your rehearsal.

## **Contract**

Fill in all blanks and make any changes as needed. Sign and date the contract. Return the white copy with a check or money order (money order is required for any rental less than 30 days from date of contract). **No cash will be accepted.** Make checks payable to Clermont County Park District and return to the address on the contract. Payment and signed copy are to be returned within 14 days of the receipt of the contract. If paying by credit card you will need to contact our office at 513-732-2977 with your information to process the payment. Once this is paid you will need to sign, date the contract, and mail it back to us in order for your rental to be confirmed. (**See paying by credit card information sheet**)

The lodge and gazebo must be reserved by an adult 18 years or older. The contract is non-transferable and must be in your possession at the time of the rental. Minors must be accompanied by an adult. The lodge and gazebo are for the lessee's exclusive use; however, the surrounding grounds will remain open to the public.

## **Key / Damage Deposit**

A key/damage deposit in the amount of \$200.00 is due the day you pick up the key. This deposit needs to be in the form of a personal check, money order, or a cashier's check (**No cash or credit cards**). On the next business day following your rental, we will send your key/damage deposit back to you. If a problem is reported with your rental or we do not receive the key back, we will discuss this matter with you prior to depositing the key and damage deposit.

The lessee is liable for all damage to plants, trees, park grounds, and property resulting from the lessee's use of the park. All charges will be billed to the lessee. All other park rules must be observed. For a copy of the park rules or for specific questions please call the main office.

## **Contact Information (during your rental - outside of office hours)**

If you have any problems during your rental with the lodge, gazebo, grounds, air conditioning, heating, electric, etc, please contact the operations staff member on call at the following cellular phone number: 513-403-0528.