



## Directions

Voice of America Park  
(formerly Ronald Reagan Voice of Freedom Park)  
7850 VOA Park Drive  
West Chester, OH 45069  
(513) 867-5835

Located near I-75 in West Chester Township, Butler County, Ohio.

### **From the Hamilton area....**

Follow SR 129 east to I-75. Take ramp onto I-75 south and follow to the Tylersville Road exit. Turn left off of the exit ramp onto Tylersville Road and follow that to Cox Road. Turn left onto Cox Road and follow Cox Road north to VOA Park Drive. Turn right onto VOA Park Drive, the park entrance will be on your left.

### **From the Warren County area...**

Follow Tylersville Road west to Cox Road. Turn right onto Cox Road and follow Cox Road north to VOA Park Drive. Turn right onto VOA Park Drive, the park entrance will be on your left.

### **From the Dayton area...**

Follow I-75 south to the Tylersville Road exit. Turn left off of the exit ramp onto Tylersville Road and follow that to Cox Road. Turn left onto Cox Road and follow Cox Road north to VOA Park Drive. Turn right onto VOA Park Drive, the park entrance will be on your left.

### **From the Cincinnati area...**

Follow I-75 north to the Tylersville Road exit. Turn right off of the exit ramp onto Tylersville Road and follow that to Cox Road. Turn left onto Cox Road and follow Cox Road north to VOA Park Drive. Turn right onto VOA Park Drive, the park entrance will be on your left.



## Facility Description

### THE RONALD REAGAN LODGE

#### THE LAKEVIEW ROOM

The Ronald Reagan Lodge at Voice of America Park is an ideal setting for weddings, receptions, dinners, dances, luncheons, parties and business meetings. The Lakeview Room seats up to 200 people and overlooks the scenic 35-acre lake. Guest are welcomed into its beautifully appointed room trimmed in warm earth-toned wood and carpet. The Lakeview Room offers wall-to-wall carpeting, access to the patio, dance floor, access to a catering kitchen, wireless internet access and audio-visual capabilities and equipment.

#### TROPHY ROOM

The Trophy Room at Voice of America Park is adjacent to the Lakeview Room and offers a rustic and comfortable setting for smaller wedding receptions, dinners, dances, luncheons, parties and business meetings. The room seats up to 48 people and can also be used for corporate meetings and presentations. The room has a gas-burning fireplace, wireless internet access and audio-visual capabilities and equipment.

\*The Lakeview and Trophy Rooms can be combined to provide seating for approximately 250 people.

#### GAZEBO

The Gazebo at Voice of America Park is located on the waterfront and offers visitors a beautiful setting for an outdoor wedding ceremony, dinners, luncheons, parties and more. The 1100 square foot lake-side gazebo will seat up to 64 people, has electric outlets and grill located nearby. Picnic tables can be removed for a fee (see Rental Fees).

**FOR MORE INFORMATION OR TO RESERVE THESE FACILITIES CALL METROPARKS AT (513) 867-5835.  
For facility tours or to meet with facility staff, contact Gina Diehl or Gina Vergara, Facility/Event Co-  
Managers at the park at 513-755-4402 or e-mail to reaganlodge@butlercountyohio.org.  
www.butlercountymetroparks.org**



## Rental Fees

### THE RONALD REAGAN LODGE

#### THE LAKEVIEW ROOM

	<b>In-County Residents</b>	<b>Out-of-County Residents</b>
Monday through Thursday (2-4 Hours)	\$300.00/Day	\$330.00/Day
Monday through Thursday (4-8 Hours)	\$550.00/Day	\$605.00/Day
Friday, Saturday, Sunday	\$850.00/Day	\$925.00/Day

#### THE TROPHY ROOM

	<b>In-County Residents</b>	<b>Out-of-County Residents</b>
Monday through Thursday (2-4 Hours)	\$175.00/Day	\$195.00/Day
Monday through Thursday (4-8 Hours)	\$250.00/Day	\$275.00/Day
Friday, Saturday, Sunday	\$350.00/Day	\$375.00/Day

#### THE GAZEBO

	<b>In-County Residents</b>	<b>Out-of-County Residents</b>
Daily	\$125.00/Day	\$135.00/Day
Removal of Tables (Gazebo or Patio)	\$ 75.00	\$ 75.00

A 20% discount is offered to non-profit organizations. A 10% discount is offered for multi-use (2 or more facilities).

A 50% deposit is required to reserve your event date. (Dates can be held for no more than 10 days without a deposit.) The balance is due in full 30 days prior to the use of the facility. See your lease agreement for further details.

Cancellations must be made in writing 180 days in advance of date reserved in order to receive a refund, less service charge of 10% of full rental price. See lease agreement for full cancellation policy.

#### Rehearsal Policy:

Day of Week	Time Limit	Rental Times	Lakeview Room*	Trophy Room*	Gazebo*
Wednesday	2 hours	4:00-6:00 PM	\$150.00	\$90.00	No Charge***
Thursday	2 hours	4:00-6:00 PM	\$150.00	\$90.00	No Charge***
Friday	2 hours	4:00-6:00 PM	\$300.00**	\$180.00	\$125.00 <sup>1</sup>

\* Any facility may be reserved any night for the full rental price for a rehearsal that includes the rehearsal dinner.

\*\* Lakeview Room cannot be confirmed for a Friday night rehearsal until Monday prior to event. Visitors may reserve the Lakeview Room in advance for the full rental price on Fridays.

\*\*\* Gazebo can be used free of charge for short rehearsals on Wednesday thru Fridays if not already reserved. Cannot be confirmed until the Monday prior to event. No table removal.

<sup>1</sup> Reservation for full rental price to guarantee Friday night rehearsals. Full price rental can be used longer than 4:00 to 6:00 p.m. for Gazebo only.

#### Early Set-up Policy:

Set-up Day/Time	Facility	Set-Up Fee	Regulations
Day of Event (7 AM to 10 AM)	Lakeview & Trophy	\$75 per hour	cannot confirm until Monday prior to event
Day before event (2 to 6 PM only)	Lakeview & Trophy	\$75 per hour	cannot confirm until Monday prior to event

**Motor Vehicle Permits** are required in all MetroParks of Butler County park areas. \$5/daily, \$7/annual sticker, or \$10/annual transferable hangtag. Group rates are available with the rental of these facilities:

Lakeview Room—\$100, Trophy Room—\$25, and Gazebo—\$25.

Prices are based on occupancy and are combined when renting more than one facility or room. Discounts may apply if multiple facilities or rooms are reserved but not filled to capacity<sup>2</sup>.

**Payment Options:** MetroParks gladly accepts cash, checks, money orders, and major credit cards. Personal checks can be accepted up to two weeks prior to reservation date. MetroParks charges a \$35 service fee for any returned checks.

**FOR MORE INFORMATION OR RESERVATIONS CALL METROPARKS AT (513) 867-5835**  
[www.metroparksofbutlercounty.org](http://www.metroparksofbutlercounty.org)

<sup>2</sup>The Executive Director and/or his/her designee are authorized to establish these discounts



## Pre-Qualified Caterers

A Taste of Class Catering  
3415 Glenmore Avenue  
Cincinnati, OH 45211  
Telephone: (513) 481-3663  
Fax: (513) 481-9110  
E-Mail: caterer@isoc.net  
Website: www.atasteofclass.com

A Touch of Elegance  
5959 Kellogg Avenue  
Cincinnati, OH 45228  
Telephone: (513) 231-2312  
Fax: (513) 231-1666

All Things Catered  
346 North Third Street  
Hamilton, OH 45011  
Telephone: (513) 894-1400  
Fax: (513) 894-0556  
E-mail: deemey-ers@allthingscatered.com

Anand India Restaurant  
10890 Reading Road  
Cincinnati, OH 45241  
Telephone: (513) 554-4040  
Fax: (513) 554-4041

Apple Spice Junction  
4701 Creek Road, Suite 220  
Cincinnati, OH 45242  
Telephone: (513) 554-0900  
Fax: (513) 554-0901  
Website: www.applespice.com

Avenue Café  
1079 Reading Road  
Mason, OH 45040  
Telephone: (513) 459-4700  
Fax: (513) 770-0042  
Website: www.themasonavenue.com

Be Creative Catering  
1928 Petersburg Road  
Hebron, KY 41048  
Telephone: (859) 586-4201  
Fax: (859) 586-4208  
E-Mail: tfaris@fuse.net  
Website: www.becreativecatering.com

Brown Dog Café  
5893 Pfeiffer Road  
Blue Ash, OH 45242  
Telephone: (513) 794-1610

Fax: (513) 794-1613  
Butcher Bill's Meat & Deli  
5608 Tylersville Road  
Mason, OH 45040  
Telephone: (513) 459-8663  
Fax: (513) 459-8667  
E-Mail: butcherbill@fuse.net  
Carillon Catering-Miami University  
701 E. Spring Street  
Oxford, OH 45056  
Telephone: (513) 529-5945

Chef's Choice Catering  
11350 Grooms Road  
Cincinnati, OH 45242  
Telephone: (513) 489-6006  
Fax: (513) 489-3571  
E-Mail: debbie.richter@stores.kroger.com

Cincinnati Catering  
1320 Ethan Avenue  
Cincinnati, OH 45225  
Telephone: (513) 541-2626  
Fax: (513) 853-3513  
E-Mail: sales@cincinnati catering.com  
Website: www.cincinnati catering.com

City BBQ Catering  
3804 Paxton Avenue  
Cincinnati, OH 45209  
Telephone: (513) 490-2506  
E-Mail: swohio@citybbq.com

Comfort Catering  
Lehrs Meats  
740 Main Street  
Milford, OH 45150  
Contact: David Graham  
Telephone: (513) 831-3411  
Fax: (513) 248-3682  
E-Mail: dgraham3@cinci.rr.com  
Website: www.lehrsmeats.com

Destinys Catering & Banquets  
5595 Beckett Ridge Blvd., Suite B  
West Chester, OH 45069  
Telephone: (513) 858-2122

E & L Catering  
Meals on the Go  
2534 Cincinnati-Brookville Road  
Hamilton, OH 45014  
Telephone: (513) 738-0777  
Fax: (513) 738-0779  
E-Mail: elmealstogo@gmail.com

Elegant Fare  
2575 Commerce Blvd.  
Cincinnati, OH 45241  
Telephone: (513) 552-1340  
Fax: (513) 552-1343  
E-Mail: alisbin@elegantfare.com

Funky's Catering  
1761-A Tennessee Avenue  
Cincinnati, OH 45229  
Telephone: (513) 841-9999  
Fax: (513) 841-9888

Garnish Catering  
9648 Kenwood Road  
Cincinnati, OH 45242  
Telephone: (513) 791-2433  
E-Mail: kim@garnish-catering.com

Hilvers Catering, Inc.  
2724 Colerain Avenue  
Cincinnati, OH 45225-2297  
Telephone: (513) 681-2135  
Fax: (513) 681-8644  
E-Mail: hilvers@one.net

Holzman Meats, Inc.  
10815 Montgomery Road  
Cincinnati, OH 45242  
Telephone: (513) 489-1411

It's more than just Tea  
@The Corwin Peddler  
69 Maple Street  
Waynesville, OH 45068  
Telephone: (513) 897-3536  
E-mail: info@thecorwinpeddler.com

**More Caterers listed on next page...**

**PLEASE NOTE:** All alcoholic beverages and soft drinks must be purchased from MetroParks of Butler County. See next page for beverage package pricing.



## Pre-Qualified Caterers—Continued

Jack's Catering  
6335 Mary Ingles Highway  
Melbourne, KY 41059  
Telephone: (859) 441-4122  
Fax: (859) 441-4122  
Website: www.jackscatering.com

Jasmine Catering  
2130 N. Liberty-Keuter Road  
Lebanon, OH 45036  
Telephone: (513) 933-9949

Jeannette's Delicacies  
202 North Third Street  
Hamilton, OH 45011  
Telephone: 513-309-7973  
E-Mail: jeannettescater@aol.com

Lazy Gourmet Catering  
9719 Montgomery Road  
Cincinnati, OH 45242  
Telephone: (513) 552-1340  
Fax: (513) 552-1343  
E-Mail: alisbin@elegantfare.com  
Website: www.lazygourmet.com

Lucky Dog Catering  
7029 Yankee Road  
Liberty Twp., OH 45044  
Telephone: (513) 779-5825

Luigi's Olde World Market  
9480 Cincinnati-Columbus Road  
Cincinnati, OH 45241  
Telephone: (513) 777-1989

Montgomery Inn Catering  
11314 Tamarco Drive  
Cincinnati, OH 45242  
Telephone: (513) 852-6733  
Fax: (513) 852-6734  
E-Mail: catering@montgomeryinn.com  
Website: www.montgomeryinn.com

Nelsons of Southwest Ohio  
9025 Princeton Glendale Road  
Hamilton, OH 45011  
Telephone: (513) 874-6040  
Fax: (513) 874-6047  
E-mail: info@nelsonsusa.com

New Krishna Indian Cuisine  
11974 Lebanon Road, Suite 100  
Cincinnati, OH 45241  
Telephone: (513) 769-6266  
Fax: (513) 769-6644

Ohio Lunch  
332 High Street  
Hamilton, OH 45011  
Telephone: (513) 892-9556  
Contact: Becky Poe

Panera Bread (Delivery Only)  
7725 Voice of America Drive  
West Chester, OH 45069  
Telephone: (513) 779-5511

Raffel's Catering, Inc.  
10160 Reading Road  
Evendale, OH 45241  
Telephone: (513) 563-9996  
Fax: (513) 563-9411  
E-Mail: Anita@raffelscatering.com

Rohan India  
339 Foxfire Drive  
Oxford, OH 45056  
Telephone: (513) 523-4444

Savannah Center  
5533 Chappell Crossing Boulevard  
West Chester, OH 45069  
Telephone: (513) 860-4142  
Fax: (513) 860-4143  
Catering Contact: Brittany Oakley  
E-Mail: boakley@savannahcenter.com

Shoelaces Catering LLC  
10700 St. Rt. 73 South  
New Vienna, OH 45159  
Telephone: (937) 987-0888  
Fax: (937) 987-9523  
Catering Contact: Natalie Geer  
E-Mail: nataliegeer@verizon.net

Taz Restaurant  
8950 Governor Way  
Cincinnati, OH 45249  
Telephone: (513) 774-7600  
Fax: (513) 774-0051  
Catering Contact: Taz Awad  
E-Mail: taz@tazrestaurant.com

Thyme Savor, Inc.  
325 Dayton Street  
Hamilton, OH 45011  
Telephone: (513) 895-2433  
Fax: (513) 895-4252  
E-Mail: susan@thymesavor.com

Village Pantry Catering  
453 Wards Corner Road  
Loveland, OH 45140  
Telephone: (513) 965-0511  
Fax: (513) 965-0392  
E-Mail: joywrsvp@yahoo.com

Vonderhaar's Catering, Inc.  
19 W. Pleasant Street  
Cincinnati, OH 45215  
Telephone: (513) 554-1969  
Fax: (513) 554-0255  
E-Mail: Vonderhaar1@fuse.net

White House Inn  
4940 Muhlhauer Road  
Hamilton, OH 45011  
Telephone: (513) 860-1110  
Fax: (513) 860-9050  
E-Mail: twhinn@fuse.net

Wingate by Wyndham  
7700 Tylers Place Boulevard  
West Chester, OH 45069  
Telephone: (513) 777-1101  
Fax: (513) 777-6369  
Contact: Cathy Kinney  
E-mail: ckinney@meridanconference.com

**PLEASE NOTE:** All alcoholic beverages and soft drinks must be purchased from MetroParks of Butler County. See next page for beverage package pricing.

# Ronald Reagan Lodge Beverage Menu

**Soft Drink Package** **\$3.00 per person**

Unlimited for four (4) hours:  
Soft drinks, Lemonade, Iced Tea  
Includes disposable glassware (clear plastic), and cocktail napkins

\$3.35 per person w/chips and pretzels  
Coffee Service an additional \$1.00 per person

For each additional hour (over 4 hours) add \$1.00 per person  
**\*\*2-3 Room Hosts required at additional charge (see ala carte fees)**

**Beer & Soft Drink Package** **\$9.00 per person**

Unlimited Soft Drinks for four (4) hours:  
Soft drinks, Lemonade, Iced Tea  
Unlimited Bottled Beer for three and a half (3 ½) hours:  
Quality brands of regular, light & non-alcoholic beers  
Includes disposable glassware (clear plastic), and cocktail napkins

\$9.35 per person w/chips and pretzels  
Coffee Service an additional \$1.00 per person

For each additional hour (over 4 hours) add \$2.00 per person  
**\*\*2-3 Room Hosts required at additional charge (see ala carte fees)**

**Beer, Wine & Soft Drink Package** **\$10.00 per person**

Unlimited Soft Drinks for four (4) hours:  
Soft drinks, Lemonade, Iced Tea  
Unlimited Bottled Beer for three and a half (3 ½) hours:  
Quality brands of regular, light & non-alcoholic beers  
Unlimited Wine for three and a half (3 ½) hours:  
Chardonnay, Merlot, White Zinfandel and Pinot Grigio  
Includes disposable glassware (clear plastic), and cocktail napkins

\$10.35 per person w/chips and pretzels  
Coffee service an additional \$1.00 per person

For each additional hour (over 4 hours) add \$2.00 per person  
**\*\*2-3 Room Hosts required at additional charge (see ala carte fees)**

**Beer, Wine, Liquor & Soft Drink Package** **\$15.00 per person**

Unlimited Soft Drinks for four (4) hours:  
Soft drinks, Lemonade, Iced Tea  
Unlimited Bottled Beer for three and a half (3 ½) hours:  
Quality brands of regular, light & non-alcoholic beers  
Unlimited Wine for three and a half (3 ½) hours:  
Chardonnay, Merlot, White Zinfandel and Pinot Grigio  
Unlimited Mixed Drinks for three and a half (3 ½) hours:  
Quality brands of gin, bourbon, whiskey, scotch, vodka, etc.  
Also included: grapefruit, tomato, cranberry, and orange juices, club soda, tonic water, sweet and sour mix, lemons, limes, cherries, olives, disposable glassware (clear plastic), and cocktail napkins

\$15.35 per person w/chips and pretzels  
Coffee service an additional \$1.00 per person

For each additional hours (over 4 hours) add \$3.00 per person  
**\*\*2-3 Room Hosts required at additional charge (see ala carte fees)**

**Liquor & Soft Drink Package** **\$12.00 per person**

Unlimited Soft Drinks for four (4) hours:  
Soft drinks, Lemonade, Iced Tea  
Unlimited Mixed Drinks for three and a half (3 ½) hours:  
Quality brands of gin, bourbon, whiskey, scotch, vodka, etc.  
Also included: grapefruit, tomato, cranberry, and orange juices, club soda, tonic water, sweet and sour mix, lemons, limes, cherries, olives, disposable glassware (clear plastic), and cocktail napkins

\$12.35 per person w/chips and pretzels  
Coffee service an additional \$1.00 per person

For each additional hours (over 4 hours) add \$3.00 per person  
**\*\*2-3 Room Hosts required at additional charge (see ala carte fees)**

**Ala Carte Beverages (prices include tax)**

Water	20 oz bottle	\$ 1.50
Soft drinks	12 oz fountain	\$ 1.00
Soft drinks	20 oz bottle	\$ 1.50
Beer Domestic	12 oz bottle	\$ 3.00
Beer Imported	12 oz bottle	\$ 4.00
Mixed Drinks	9 oz glass	\$ 4.00
Wine	Domestic 9 oz glass	\$ 4.00
Wine	Domestic 750 ml bottle	\$15.00
Champagne	Domestic 750 ml bottle	\$16.00
Sparkling Juice	750 ml bottle	\$ 5.00
Coffee	Cup	\$ 1.00
<b>**Room Host Fee</b>		<b>\$75.00 each</b>

**General Information**

The Ronald Reagan Lodge at Voice of America Park is a licensed premise with the State of Ohio. According to state law, all alcoholic beverages consumed on the premise must be purchased from MetroParks of Butler County. Alcoholic beverages may not be brought into or removed from the premise. The premise is defined as the interior of the Lakeview and Trophy Rooms, the Outdoor Patio, and Gazebo. It is the client's responsibility to inform their guests of the rules and regulations. Lodge staff reserves the right to control any and all alcohol consumption.

Room Hosts have the right to refuse serving someone that may be intoxicated. No one under the age of 21 will be served alcoholic beverages. Guests under the age of 21 will be charged the soft drink package price. Proper identification will be required. Alcoholic beverage services will terminate one-half (½) hour before the end of your event. Alcoholic beverages will not be served past 11:30 p.m. No tipping is permitted. Beverage Package payments are due two weeks prior to your event. Payment is made to MetroParks of Butler County, Voice of America Park, 7850 VOA Park Drive, West Chester, OH 45069. Lodge staff reserves the right to charge for additional guests. Special beverage orders must be requested at least 30 days prior to your event.

Beverage Payment Options: MetroParks gladly accepts cash, checks, money orders, and major credit cards. Personal checks can be accepted up to two weeks prior to event date. MetroParks charges a \$35 service fee for any returned checks. Approved 10/13/09 BPC

**\*Beverage prices are subject to change with a 60 day notice.** Approved 5-12-09 BPC



## Usage Policy RONALD REAGAN LODGE

1. Reservations for the Lakeview Room, Trophy Room or Gazebo at Voice of America Park must be made through MetroParks of Butler County at 2051 Timberman Road, Hamilton, Ohio, (513) 867-5835, Monday through Friday 8:30 a.m. to 5:00 p.m. A "hold" on an event date does not confirm the reservation. A hold will be released after 10 days unless a lease agreement is pending. The reservation is considered binding when MetroParks has issued a lease agreement and the Lessee(s) has paid a 50% deposit.
2. All renters are expected to abide by the rules and regulations set forth in this Usage Policy and to assume responsibility for the appearance and condition of the rented facility.
3. MetroParks of Butler County reserves the right to grant or refuse rental to anyone or to terminate rentals at its discretion.
4. Use of the facility is only for the date and time period stated on the Lease Agreement. Rental hours are between 10:00 a.m. and Midnight. Events must be kept to a four to five-hour time period unless pre-authorized by Park Management. Additional fees may apply for extended hours. All set up and take down must be completed on the day of your event and take-down must be completed by Midnight. Set-up, deliveries and decorating times must be coordinated with the Facility Coordinators. The Lessee(s) is responsible for meeting with MetroParks staff concerning set up requirements, furniture, and equipment needs no later than 14 days prior to the event. A final guest count is needed at that time. Rooms will be set up to Lessee(s) requirements prior to the start of the event and cannot be re-set during the event. If reserving the Gazebo only, rental is from 8 a.m. until dusk (or park closure time).
5. All facilities are **SMOKE FREE**. Please—no smoking within 50 feet of any entrance or exit door.
6. **Food Service**—Only Pre-Qualified Caterers may supply food at events held in the Lakeview and/or Trophy Rooms. A list will be provided with the lease agreement. Pre-Qualified Caterers are fully licensed and meet all requirements for insurance, health codes, and security. If the Lessee(s) prefers to use a caterer that is not on the list, the caterer must contact MetroParks for a catering packet to be considered for approval. Lessee(s) must inform MetroParks of their selected caterer no later than 14 days prior to the event. Persons renting the Gazebo only, are not required to have a caterer.
7. **Alcoholic Beverages\***—The Ronald Reagan Lodge is a licensed premise with the State of Ohio. According to state law, all alcoholic beverages consumed on the premises must be purchased from MetroParks of Butler County. Alcoholic beverages may not be brought into or removed from the premises. The premises are defined as the interior of the Lodge which includes the Lakeview and Trophy Rooms, Outdoor Patio and Gazebo. It is the Lessee(s) responsibility to inform their guests of the rules and regulations. MetroParks staff and Park Rangers reserve the right to control any and all alcohol consumption. All alcoholic beverage service will end 30 minutes prior to the end of the event. Alcoholic beverages will not be served past 11:30 p.m. It is MetroParks' policy not to serve shots or double shot drinks. All beverages must be paid for prior to your event or at the time of service. Amounts owed for beverages cannot be invoiced after an event has occurred.

8. **Soft Drinks\***—All soft drinks consumed in the Lakeview and Trophy Rooms must be purchased from MetroParks of Butler County.

\* All beverage orders must be placed through the Ronald Reagan Lodge staff at Voice of America Park by calling 513-755-4402. All beverage orders must be paid in full 14 days prior to the date of your event. Beverage prices are subject to change with a 60 day notice.

9. No firearms are permitted on the premises or in any building in the Park unless carried by a law enforcement officer.

10. The individual signing the lease agreement must be 21 years of age or older and is responsible for organizations/groups conduct, and respect for the facility.

11. The individual signing the lease agreement agrees to be fully responsible for all damages, expenses, and losses, including theft and property loss caused by any person who attends, participates in, or provides goods and services connected with the use of the facility and all tangible property. Any such costs will be assessed and charged to the Lessee(s).

12. Lessee(s) may not attach any fixtures, change, alter or make additions to the walls, doors, windows, floors or ceilings of the rented facility. Decorations are limited to tables only in order to protect walls and other surfaces. No confetti, rice, glitter, punch-outs, etc. are permitted. Open flames are not permitted. Candles may be used if they are enclosed within a holder made of non-flammable materials. No smoke effects, fog machines, explosives, or pyrotechnics are allowed in the facility.

13. MetroParks of Butler County personnel and volunteers are not responsible for any materials or equipment brought to or used at or for the Lessee's function. All such items must be removed immediately following the renter's function.

14. Lessee(s) caterer must leave facility clean and free of trash and hazardous materials. Any area not left in proper order and repair will be cleaned and repaired by the park district as necessary and the Lessee agrees to be billed and shall be liable for any and all costs.

15. MetroParks of Butler County staff will have access to any rented space during the rental period provided the activities of MetroParks personnel do not unreasonably interfere with the authorized activities of the renters.

16. Rangers of MetroParks of Butler County and other law enforcement officers patrol this site regularly.

17. The Lessee(s) will not use the MetroParks of Butler County or the Voice of America Park name on any materials in a manner that infers that the Park District is a sponsor/co-sponsor or in any way affiliated with the renter's group. MetroParks of Butler County or the Voice of America Park name may be used only for reference of event location unless a sponsorship or co-sponsorship agreement has been approved by the Park District Director.

18. A MetroParks employee or representative will unlock/lock the facility at the time requested by the person responsible for the use of the facility. The person responsible for the use of the facility must be present at all times; the facility will not be unlocked until that person arrives.

19. Motor Vehicle Permits are required in all MetroParks of Butler County park areas. Group rates are available for the Lessee(s) and the members of their party. (Please see Rental Fees for group rates.)

Approved 9-9-08 BPC