

Dorothy B. Oven Park

Rules and Regulations

Dorothy B. Oven Park is a public park and is open to the public Monday-Friday 7:00am-11:00pm. Since most of the events booked are private, staff is instructed to direct any visitors to areas of the park not in use. In order to maintain the House and Park in its pristine condition, all parties involved with events are to follow the rules listed below.

1. No smoking in the House and no parking on the grass or patios for any reason. Unloading may be done from the driveway and once unloaded, all vehicles should be parked in the parking lot.
2. The kitchen and all areas used by the rental party are to be cleaned at the conclusion of the function. This includes any service or preparatory areas.
3. Professional, licensed caterers are highly recommended to assist with your food service. They are expected to provide their own supplies such as garbage bags, detergents, paper towels, etc., needed to keep the House in good order. There are no serving or cooking pieces available at the Park.
4. Please pick-up any trash and leave the areas used by your group clean.
5. There is no ice maker on site, please bring ice in coolers. Since various liquids can be harmful to the foliage please do not dispose of liquids or ice in any flower beds, on the grass or in the vents in the carport.
6. Any items rented from a rental company are to be set up and removed by that company, the caterer, or the rental party. Park staff will not be responsible for this service. The chairs in the house are not to be taken outside.
7. Event times are set at the time the Park is reserved. These scheduled times include setup, time for your event and cleanup time. On occasion, we have two functions on the same day; when this occurs, the caterers and guests need to respect the following or previous party. Drop offs for the latter party will not be allowed until after the earlier party exits the premises. Likewise, the earlier party will not be permitted to leave any items such as rental materials in the house beyond the contracted time. There is a rental shed on the property to store items until they can be picked up. The rental party will be responsible for placing any rental items in the shed. Any items left, personal or rental will be held for no more than two weeks.
8. Rental tents may only be placed on the front patio (40' x 40') with prior approval and will not be allowed on the lawn areas. All tents must be erected during a prearranged time. Please have your tent company call the Park office (891-3915) to make these arrangements.
9. Linens required for the tables are not available at the Park and must be obtained from local rental companies. Refer to the second page for sizes.
10. The furniture and paintings in the Dorothy B. Oven House are rare and should be treated as such. The paintings and the furniture should not be moved, nor are they to be used as support for any decorations requiring tape or tacks. Likewise, the paneling is not to be marred with tape or tacks. The window treatments have pull down shades, which may be used if necessary. If there is a question regarding decorations, please contact us at 891-3915.
11. We prefer you use battery-powered candles to decorate. If you use regular candles, they must be contained or enclosed in a glass container. Tiki torches may be used outdoors, please check with staff for placement.
12. When alcohol is served at parties, it should only be served and never sold. It is the renters or caterer's responsibility to arrange for the bartenders. Please be sure no minors (by I.D. checks if necessary) are served and that consumption levels are not excessive.

13. Please use one of the following approved items for showering the couple leaving wedding celebrations: bubbles; freeze-dried flower petals; or butterflies to be released. **No bird seed, candy, confetti, glitter, sparklers, fresh or artificial flower petals.**
14. Our staff will always be on hand to assist, but their primary responsibility is to our facility and the Park. They should not be regarded as waiters, waitresses, bartenders, or kitchen help. All caterers should come with a full complement of staff.
15. Musicians will be asked to keep the volume of music at a reasonable level. This will be left to the discretion of the staff on duty. Amplified music will not be allowed on the back patio. All outdoor music must be turned off and bars closed by 10:00 pm.
16. There are 39 parking spaces available on the property. If additional parking is needed, please discuss this with staff as soon as possible.
17. The Archway and Gazebo located in the Park were donated and hold special significance; **PLEASE DO NOT MAR THESE STRUCTURES WITH STAPLES, TACKS OR NAILS.**
18. Outdoor bars and food tables may ONLY be placed on hard surface areas. This helps us keep the grass areas green and plush.
19. The park is constantly changing, new plants are being added, and new garden areas designed. The months of October - December traditionally have holiday lights installed. Please check with staff to see what is being planned in the Park near the time of your special event.
20. Measurements you may be interested in;
 - Mantel - 6'10" long, 10" deep
 - Front Brick Patio - square part 40' x 40'
 - Banister - Pole 4', from pole to landing 11'
 - Banquet tables - 29" high, 30" wide.
 - Gazebo - width of stars 1'; from floor to top of stars 9',
 from outside post to outside post at ramp 5'5",
 inside post openings at either side of ramp 7'3",
 from the second front door to the round part of the brick walkway -150 ft
 from the circle area to the gazebo -60 ft. the circle is an 8' diameter.
 - Fountain - From the front porch of the main house to the entrance of the fountain -171',
 the brick walkway to the fountain (as you make a right) -48'.

Please be aware that some of the tables listed below could be out of service at the time of your event, it would be best to call, the week of your event, to verify they are all in working order.

21. **Tables and chairs are available for indoor use only.** You must rent tables and chairs for outdoor use.

8 - 60" round tables	6 - 6' banquet tables	4 - 48" round tables
4 - 36" card tables	8 - 19" wide, 6' banquet tables	4 - 8' banquet tables
70 - upholstered chairs (grey)		

NOTE: **LINENS & ICE ARE NOT AVAILABLE AT OUR FACILITY
 DISHES, GLASSES, UTENSILS, NAPKINS, SERVING/COOKING PIECES ALSO NOT AVAILABLE**

 RENTER'S SIGNATURE

 Print Name

 Date