

The Weaver House



Ottawa County Parks & Recreation Commission

15400 Polk Street | West Olive, MI 49460

Located at Pine Bend Park, the Weaver House is one of Ottawa County Parks' premium rental facilities. Rental fees must be paid at the time of booking, including refundable security deposits. If the facility is in satisfactory condition after your reservation and rules are followed, your security deposit will be refunded within 7-10 business days to the credit card that was used to make payment.

To change the time of your event, you must notify the Parks Office at least two weeks prior to your event. If your reservation time is exceeded on the day of your event, a portion of your deposit will be withheld.

Photos of sample set-ups are available online at www.flickr.com/photos/ottawacountyparksfacilities/albums

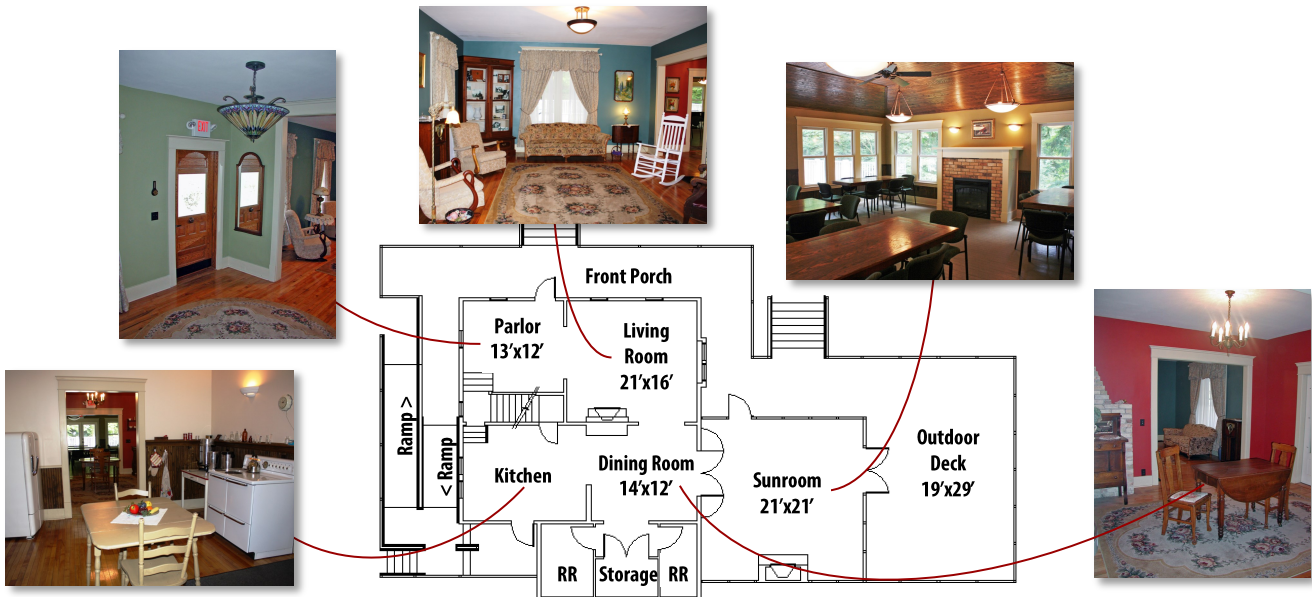
Rental Fees

	Resident	Non-Resident
Monday-Thursday 9 am-9:30 pm	\$22/hr*	\$27/hr*
Friday-Sunday + Holidays 10 am-9:30 pm	\$49/hr*	\$54/hr*

*\$250 refundable security deposit required | Minimum of 4 hours
Monday-Thursday/6 hours Friday-Sunday + Holidays

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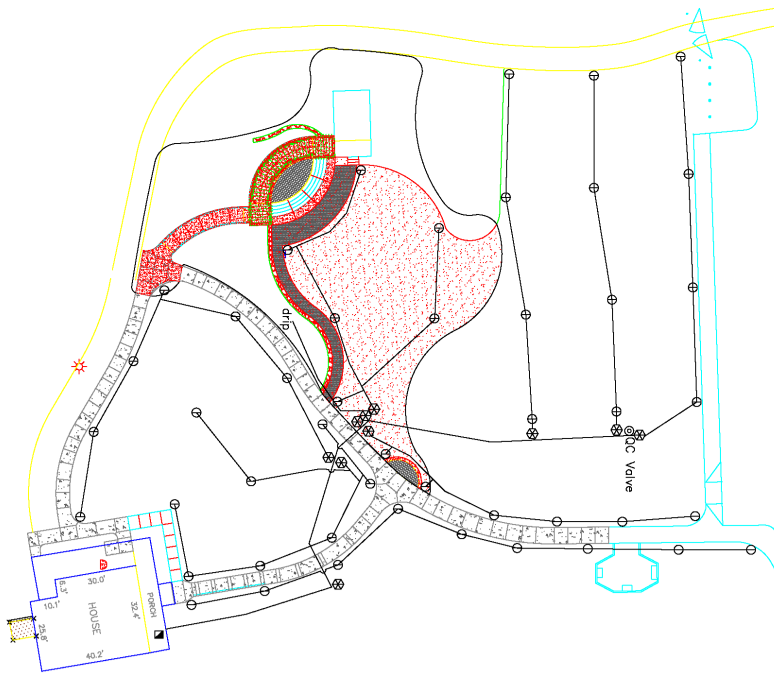


Weaver House Main Floor Plan

Phone: (616) 738-4810

Email: OCParks@miOttawa.org

Web: www.miOttawa.org/Parks



Tents and Outdoor Seating

Approval is required to have a tent. Call the Parks Office if you plan to have a tent and have not yet received approval. A pre-approved vendor must be used to set up any tent larger than 12x12'.

Pre-Approved Tent Vendors:

A&B Rental	(616) 669-3270
Alpine Rental (Ask for Corey)	(616) 454-7712
B-n-T Tent Rental	(616) 647-9617
Tent Chik	(616) 638-4643
West Michigan Tent Rental	(616) 477-4139

Tents are allowed in designated area only, between the white picket fence and the Garden Trellis area (see diagram on left showing irrigation lines to avoid). Small pop-up tents, no larger than 12x12' may be set up independently by guests. No stakes are allowed in the ground, and no lashing is allowed to any deck, posts, or trees. Ground weights may be used to secure small tents. Tents are not allowed on the deck.

Parking

If needed, guests can park alongside the road leading to the facility. Guests should never drive through or park in a grassy area, unless it has been designated by the Parks Department as a parking area. Discuss overflow parking options with the Guest Services Supervisor. Sidewalks and driveways must not be blocked at any time.

Amplified Sound and Music

During your rental time period, the renter, guests, or contracted DJ may use a sound amplification device, such as a PA system or stereo speakers, for the purpose of playing music or making announcements related to your event. *The volume must be kept low enough as to not bother or disturb park visitors or neighbors that are outside of the rental area.* The parks staff person on duty that day will have sole discretion to determine if the volume is too high. They will take into account proximity of other park visitors, park neighbors, or other park facilities. Failure to turn down the sound amplification device when requested by park staff could result in an immediate shut-down of the event and forfeiture of the security deposit.

Capacity

The Weaver House accommodates 50 people total; however, that includes seating people in multiple rooms. The Sunroom is set up for 35 people. The storage area for additional tables and chairs is located between the two restrooms. Outdoor events may have a maximum of 150 people.

Tables and Chairs

Tables and chairs may be used indoors and on the deck only. They are not allowed in grass/dirt areas. 50 chairs are available for use. Tables include:

- Eight 6-ft rectangular tables
- Two 3-ft rectangular tables

Catering

We do not limit catering but ask that caterers follow these guidelines:

- Outdoor BBQs must have drip-catcher trays, and grease/bones must be properly discarded (no dumping in any indoor or outdoor park areas).
- Caterers should dispose of all trash off-site. No dumpster is available on-site for this purpose.
- Grills are allowed on hard surfaces only. Any grease spills are the responsibility of the caterer to clean up or reservation holder's deposit may be affected.
- After meal preparation and serving is finished, caterers should wipe down all counters, tables, and cook surfaces. Floors in the prep area must be swept. Food trash may be disposed of in an on-site dumpster.

Decorations

Set-up, decorating, and clean-up must be done within your rental time period. All decorations must remain within your rental area.

What is NOT allowed:

- No flames/fire, including candles, tiki torches, sparklers, lanterns, firecrackers/fireworks.
- Anything that could cause damage or leave evidence after the event, including but not limited to:
 - Sidewalk chalk or paint
 - Objects/lanterns released into air/water
 - Sprinkled decorations of any kind, including confetti, glitter, birdseed, rice, or artificial flower petals
 - Tacks, staples, nails, screws, or anything that would damage structures or trees
 - Ground cover or any material that could suffocate grass
 - Adhesives, including masking tape, scotch tape, duct tape, glue, or hot glue
 - Free-floating balloons. Balloons must be securely tied to weights and must be properly disposed of after the event.
 - Zip ties
 - Piñatas are not allowed without special prior approval.

Outdoor amusements, such as bouncy houses, dunk tanks, or similar items, require a separate fee and liability insurance coverage. Contact the Parks Office for more information. Prior approval is needed with at least 30 days' notice.

What IS allowed:

- LED or battery-powered candles
- Bubbles in spill-proof containers
- Real flower petals
- Potted plants and flower arrangements
- Draped decorations, such as tulle or garland
- Sterno heating cans for buffet-style trays
- Free-standing decorations
- 3M Command™ strips or hooks
- Painter's tape

All decorations, including any portable furniture/structures, such as trellises, podiums, etc., must be

contained within your rental area, must be completely removable, and must not damage park property or trees in any way.

Aisle runners and portable dance floors are allowed but must be removed immediately following the reservation time period and may not be left overnight.

Wire stake signs are allowed at the entrance to the facility to indicate your event during your reservation time only. Signs and balloons may not be stapled, nailed, tied, or taped to light poles or park signs. It is the responsibility of the reservation holder to remove all signs at the end of the event.

Dogs, Horses, and Other Pets

No animals are allowed inside any rental facilities, with the exception of registered service animals for those with disabilities, following leash laws. Companion pets are not allowed. Leashed dogs are allowed in outdoor areas. Horses and/or carriages are not allowed unless prior permission has been granted by the Parks Office. Please allow at least two weeks for your request to be processed.

Drones

During the time period of the facility rental, the renter, guests, or contractor may use a remote-controlled drone, quadcopter, or similar device to take photographs or video of the event. No more than one device may be in the air at a given time. The device must remain in the airspace directly over the rental area at all times. If the rental area is not clearly defined, it should be assumed to be no more than 50 feet from the building or area you are renting. It is the responsibility of the renter to ask a park staff person if you need clarification on the rental area boundaries. If the device is seen flying over other areas of the park, the operator may be issued a civil infraction with a fine, and the rental agreement holder may be banned from renting park facilities for a period of three years. The operator must be in full compliance with all current FAA regulations and local and state laws or ordinances.

Alcohol

Alcohol is allowed **by permit only** at the Woodland Cabin. *The presence of alcohol at an event without a special permit will result in forfeiture of your security deposit, possible citations, or event closure.*

Special Permit Fees:

\$50 permit fee + \$250 refundable alcohol deposit

Permit Requirements:

- Signed indemnification agreement
- If event includes 50 or fewer total people (including minors/non-drinkers), proof of liability insurance is required that names Ottawa County as additional insured and follows requirements on indemnification agreement.
- If event includes 50+ total people (including minors/non-drinkers), you must hire a County-approved bartender. Notify the Parks Office of the approved bartender you plan to use.

County-Approved Bartenders:

Bars By Butch	(616) 485-2011
Distinctive Catering	(616) 538-4384
Mugs Party Store	(616) 850-0520
Naber & Girls	(616) 594-6618

For events with an alcohol permit:

- Only beer and wine are allowed, including champagne and hard cider. No hard liquor. Kegs are not allowed for events unless you are hiring a County-approved bartender.
- No cash bars or events requiring admission fees.
- Alcohol must remain inside your designated reservation area; alcohol isn't allowed in parking lots or public park areas.
- Guests may not bring alcohol. All alcohol must be provided by the host or bartender.
- Serving of alcohol must cease 30 minutes prior to the end of the event. All consumption must cease at the end of the event.
- It is the host's responsibility to monitor guest consumption. Follow applicable laws, and do not allow anyone to drive if they are intoxicated.

Outdoor Electrical Outlets

Electrical outlets are provided on the Garden Trellis, in the Cottage, and on the deck. Extension cords are not provided.

Trees, Bugs, and Wildlife

Ottawa County's parks are home to many species of plants and animals. We hold them all in the highest regard and ask that you do the same. Do not hang anything from trees, including hammocks, ropes, swings, etc. Do not break branches off trees or carve in the wood. Do not pick wildflowers, capture or attempt to harm any animals or amphibians. These actions are considered vandalism and may result in fines.

We do not allow foggers or pesticides in any Ottawa County Parks. Personal insect repellent is allowed. Organic yard spray is allowed. Mosquito Squad is an approved service and can be reached at (616) 994-8220. You must notify the Parks Office if you intend to hire this service.

Next Steps: After You Make a Reservation

- Please contact the Guest Services Supervisor at (616) 368-7587 to schedule a time to tour the facility if you have not already done so. Please arrange for anyone who is helping plan the event to attend the tour with you. Tours should be arranged at least one month prior to your event date. Tours are given Monday-Friday during business hours when the facility is not in use.
- Review the sample layout photos available on Flickr.com (*see page 1 for web address*).
- If you would like alcohol or a tent at your event, follow the steps listed in this packet.
- If you think that you will need additional time for your event, contact the Parks Office at least two weeks prior to your event to make arrangements.

Smoking

No smoking or vaping of any substance is allowed in or within 25' of any building or structure.



On the Day of Your Event

- Park staff will meet you at your scheduled arrival time. If you do not arrive on time, a *portion of your deposit may be withheld.*
- The rental building will remain locked until your scheduled arrival time.
- Upon arrival, please allow 15 minutes to review event details with Parks staff. They will leave a phone number to use if you need facility assistance during your event.
- DO NOT leave the facility unattended at any time during your reservation. *Leaving the building unlocked and unattended could result in a portion of your deposit being withheld.*
- All set-up and clean-up must be done within your designated reservation time.
- You are responsible for clean-up as follows:
 - Wipe down all countertops and tables.
 - Sweep/vacuum floors as needed.
 - Tie up bagged trash and place it outside the back door of the facility.
- Parks staff will return about 30 minutes prior to your event's designated end time. If you need to leave earlier than anticipated, call the phone number that you were given.
- The facility is locked no later than 9:30 p.m. Park gates close and lock at 10:00 pm.

Frequently Asked Questions

Can I view the rental facility?

Yes! We encourage you and anyone helping to plan your event to tour the facility at least one month prior to your event. Our facilities are frequently rented, so be sure to give plenty of notice before scheduling your tour appointment. Contact the Guest Services Supervisor at (616) 368-7587 or email ocparks@miottawa.org.

Can I hold a date temporarily?

No. All reservations require payment in full of the reservation fee and security deposit.

How can I check availability or reserve a facility?

Go to www.miottawa.org, select the *Parks & Recreation* tab, then select *Online Reservations*. Select the facility you are interested in, then choose the month you'd like to view. To reserve, follow the prompts.

How do I add time to my reservation?

To add hours, you must contact the Parks Office at least two weeks before your reservation. There is a charge per additional hour. Facilities are available Monday through Thursday from 9 am - 9:30 pm and Friday through Sunday from 10 am - 9:30 pm. Earlier arrival times may be possible with special permission. Contact the Parks Office at least two weeks prior to your reservation.

Can I arrive early to set up or take photos?

You must plan set-up and activities within your paid reservation time. This also applies to any vendor you are using.

Can I use my own vendors?

Tent vendors and bartenders must be selected from our approved lists given in this packet. You may choose any caterer, florist, decorator, party planner, DJ, etc. that you would like.

What is included in the kitchen?

The kitchen has a stove, oven, sink, microwave, refrigerator/freezer, and percolator-style coffee pot. We also supply trash liners, spray cleaner, and paper towels. No utensils, tableware, or other kitchen items are available.

Is there Wi-Fi?

None of the Parks have Wi-Fi; however a portable Wi-Fi unit is available to rent for \$25 per day. The Wi-Fi unit accommodates up to three devices at one time. Call the Parks Office for details.

Who sets up?

The tables and chairs are always set up for 35 in the Sunroom. After your arrival, if you would like tables and chairs moved around, you may do so yourself. You will have access to additional tables and chairs during your event, if needed. Please remember that the tables and chairs in the facility may not be used in lawn or gravel areas.

Who does the tear-down and clean-up?

You are responsible for removal and clean-up of all decorations. We ask that you wipe down all tables and countertops, sweep, and vacuum floors as needed, paying special attention to any spills on tables, counters, or floors. All bagged trash should be taken to the area outside the back door.