



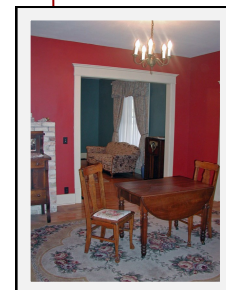
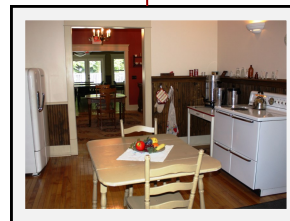
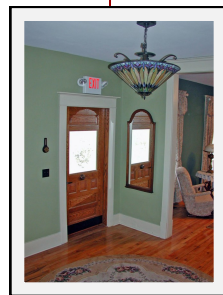
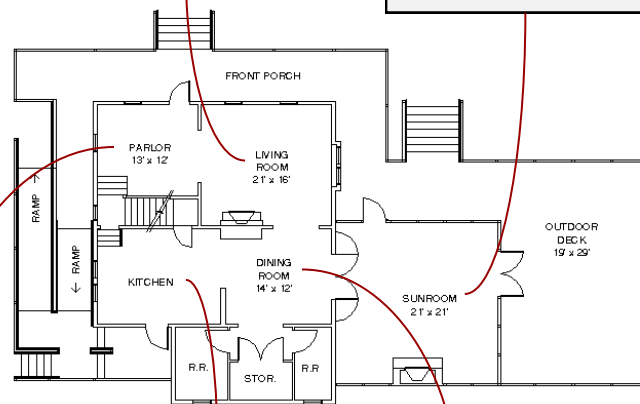
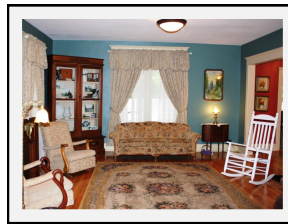
Welcome to the Weaver House!

This packet provides an overview of the amenities and rules for this facility. Please carefully read the information enclosed. If you have a party decorator or wedding planner, please be sure he/she receives a copy of this information.

Floor Plan and Capacity

The Weaver House will accommodate up to 35 people in the Sunroom, or up to 50 throughout the house. If you are only reserving the house, all decorations and activities must stay within the house, deck, and porch. If more than 50 people will be attending your event, consider reserving the outdoor area and including a tent. Outdoor events may have a **maximum of 150** people.

The Sunroom is set up for 35 people with tables and chairs. A total of 50 chairs and 8 rectangular tables are available, with the remaining tables and chairs in the storage area between the restrooms. Tables and chairs may be moved as desired within the house or on the porch and deck. **Tables and chairs from the House may not be used on the lawn or Garden area.** Please return tables and chairs to their original location at the end of your reservation.



Pine Bend Park Weaver House
Facility Information, Rules and Regulations



Ottawa County Parks & Recreation Commission

Phone: (616) 738-4810

Email: OCParks@miOttawa.org

Web: www.miOttawa.org/Parks

Rental Times and Fees

Monday - Thursday*

	County Resident	Non-Resident
9:00 a.m. - 3:00 p.m.	\$ 80	\$ 120
5:00 - 9:30 p.m.	\$ 150	\$ 200

Friday through Sunday, Holidays*

10 a.m. - 9:30 p.m. for a 6-hour period**

House Only	\$ 150	\$ 200
House & Outdoor Area	\$ 300	\$ 400

* Refundable security deposit of \$250 is required for all reservations.

** Additional hours are \$25/hour.

Alcohol service fees are listed on page 3. Security deposits (and alcohol security deposits, if applicable) are fully refundable if there are no damages to the facility or rule violations. After the event, an assessment will be made as to the amount to be refunded. Refunds are typically issued 2-3 weeks after the event.

Outdoor amusements require a separate fee and liability insurance coverage. This would include bouncy houses, dunk tanks, or similar items. Contact the Parks Office for more information.

Showings

Showings require advance appointments. To schedule a time to see the house, please call the Guest Services Supervisor at (616) 368-7587.

On the Day of Your Event

Park staff will meet you at your arrival time and will require about five minutes of your time. If you do not arrive at your designated time, a portion of your deposit may be withheld. **All set-up and clean-up must be completed within your reservation period.** If you need to change your time, please contact the Parks Office two or more business days before your event.

The Weaver House **will close at the departure time given**, no later than 9:30 p.m. All belongings must be removed by that time. **Do not leave the building open and unattended for any reason.**

The reservation holder is ultimately responsible for the conduct of guests. **If the reservation holder is the person of honor (e.g. bride or groom), consider appointing another responsible adult who would help run the entire event and serve as the contact person for park staff.** This person should meet park staff at arrival time, be present during the entire event, and be willing to enforce rules.



Before your reservation time period ends, all decorations and personal belongings must be completely removed. All tables and chairs must be returned to their original location. Place all trash in bins, wipe up any spills, and sweep up any messes. If no park staff are on hand when you are ready to leave, turn off all lights, lock all doors, and exit through the front door.

The parking lot is also open to the public. Parking availability is first-come, first-served. The small parking area near the house is for loading and unloading only. To access this area, use the driveway closest to the main entrance. Once loading/unloading has completed, *vehicles must return to the main parking area.*

Decorations

Set-up, decorating, and clean-up time must be included within your rental time period. Decorations must remain within rental areas.

No lit candles, sparklers, lanterns with real flames, fireworks, or firecrackers are allowed. Decorations that could cause damage or leave evidence behind are not allowed. This includes, but is not limited to:

- Sidewalk chalk or paint
- Vehicle decorations that can fall off while driving, such as crepe paper
- Floating lanterns or anything released into the water or air
- Sprinkled decorations of any kind, such as confetti, birdseed, rice (but real flower petals are permitted during wedding ceremonies)
- Piñatas not allowed without prior approval

Decorations must be completely removable and must not damage park property or trees. Nails, thumb tacks, pins, screws, or similar items are not allowed. However, Command™ strips and similar products are allowed, as long as they are completely removed after the event. Decorations that are able to be draped or tied are recommended.

Alcohol Service Information (Beer and Wine Only)

Park rules prohibit alcohol at Pine Bend Park without a special permit. *The presence of alcohol at an event without a special permit will result in forfeiture of your security deposit and possible event closure.* Events will be monitored by park staff as needed. Violations of alcohol policies will be enforced by civil infractions issued by staff or Sheriff's Deputy.

The following items are required for alcohol to be permitted at any event:

- Signed indemnification agreement
- \$250 alcohol security deposit plus non-refundable \$50 alcohol permit fee
- Licensed and approved bartender service (if over 50 people)
OR (if less than 50 people,)
- Proof of liability insurance naming County of Ottawa as additional insured

If your reservation includes an alcohol permit:

- All alcohol must remain inside the rental area and may not be taken past the white picket fence. No alcohol is allowed in the parking lot.
- Beer and wine only, no liquor.
- No cash bars or "pay for admission" events.
- Events of 50 or more people require a bartending service. All alcohol must be provided by the service; no guest-provided alcohol is allowed.
- Events of less than 50 people do not require a bartending service and may bring beer and wine in cans, bottles, or boxes only. No kegs allowed.
- All applicable State and local laws and ordinances are in effect.
- Serving of alcohol must cease 30 minutes prior to the end of the event.
- All alcohol consumption must cease at the end of the reservation period.

Rental Area

Please remember that the park is open to public use. All decorations, ceremonies, and activities must be kept inside the rental area.

If you have only reserved the House:

- All decorations and activities must remain in the House, porch, and/or deck areas.
- If you have an alcohol permit, alcohol must not be taken outside the House.

If you have rented the House and Outdoor area:

- All decorations and activities must stay within the area outlined by the House, white fence, and Garden area.
- Alcohol, when permitted, must stay within the rental area. It is not allowed in the parking lot.
- Never park on or drive across lawns for any reason.
- If you plan to have outdoor furniture, you will need to rent or bring your own. Chairs and tables from the House may only be used on the patio, deck, or porch.
- No foggers or pesticides may be used in the park. Personal insect repellent is recommended.
- Amplified music may be used as long as it is only heard by event guests.
- No animals are allowed in the rental area. Service dogs for those with disabilities are permitted, following leash laws.
- Smoking is not allowed within 25 feet of the House or Cottage.
- Horses and/or carriages are not allowed in Pine Bend Park, except by special arrangement and prior approval from park staff.
- If you are including a tent, the tent may be placed between the Trellis and parking area. Tents may be set up before your arrival time, as early as 8:00 a.m. the day of your reservation. Tents must be removed prior to 8:00 a.m. the next day. **Please discuss tent plans when placing your reservation.** The diagram below shows irrigation lines that must be avoided when staking a tent. The maximum tent size allowed is 40 x 80'.

