Welcome to the Woodland Cabin!

This packet provides an overview of the facility amenities and rules. Please carefully read the information enclosed.

Floor Plan
The Woodland Cabin at Connor Bayou was originally a home. The main floor includes a fully functional residential kitchen (kitchen wares not provided) and two accessible restrooms. The walk-out basement includes an additional restroom. The two small rooms in the upstairs mezzanine (not shown) were originally bedrooms.

Furnishings provided are as shown. You may move tables and chairs as desired within the cabin. Tables and chairs may not be taken on to the lawn area but may be used on the porches and deck, on the patio below the deck, and in the pavilion next to the cabin. All tables and chairs should be returned to their original rooms at the end of your rental.
Rental Times and Fees

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<tr>
<th></th>
<th>Monday - Thursday*</th>
<th>Friday - Sunday, Holidays*</th>
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<tbody>
<tr>
<td><strong>County resident</strong></td>
<td>$ 80</td>
<td>$ 150</td>
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<tr>
<td><strong>Non-resident</strong></td>
<td>$ 120</td>
<td>$ 200</td>
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<td>9:00 am - 3:00 pm</td>
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<td>5:00 - 9:30 pm</td>
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<td><strong>10 am - 9:30 pm for a 6-hour period</strong></td>
<td>$ 150</td>
<td>$ 300</td>
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<td>Cabin Only</td>
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<tr>
<td>Cabin &amp; Outdoor Area</td>
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*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.

Event Capacity

The Woodland Cabin will accommodate up to 25 people in one room, or up to 50 throughout the Cabin. If you are only reserving the Cabin, all decorations and activities must stay within the “Cabin Only” area shown on the map on page 4.

If you will have more than 50 people at your event, please also reserve the outdoor area and consider a tent rental. Outdoor events may have a maximum of 150 people.

Showings

Showings require advance appointments. To schedule a time to see the cabin, 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 Woodland Cabin will close at the departure time given, no later than 9:30 p.m. All belongings must be removed by that time.

The reservation holder is ultimately responsible for the conduct of guests. If the reservation holder is the person of honor, consider appointing another responsible adult who would help run the entire event and serve as the contact person for park staff. This will help your event be as stress free as possible.

Do not leave the building open and unattended for any reason. You will be given a unique four-digit door code, which you should share with any members of your party who may need to come and go during your reservation.

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 rooms. 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 kitchen door. Instructions for locking the kitchen door are posted inside the door.

Parking

25 designated parking spaces are included in the parking lot near the cabin. The main parking lot is also open to the general public. Parking availability is first-come, first-served.

If all lot spaces become full, please have guests park on the grass island inside the rental area lot. Overflow parking is also available on the north side of the park road, single file and pulled off the road as much as possible.

Never park on or drive across lawns for any reason. Talk with park staff about ways to load and unload.
Decorations
Set-up, decorating, and clean-up time must be included within the rental time listed on your confirmation form. Decorations may only be put up during your rental time period.

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

Decorations must be completely removable and must not damage park property or trees. Nails, thumb tacks, pins, screws, duct tape, 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 must remain within the rental areas and are not permitted in other parts of the park.

Outdoor Event Information
Please be respectful of this park setting. Inside the rental area, the following rules apply:
- **Rental area gate and building remain locked until your scheduled arrival time.** Early set-up is not available without prior approval.
- Chairs and tables from the cabin may only be used on the patio, deck or porch, not on the lawn. If you plan to have outdoor furniture, you will need to rent or bring your own.
- No foggers or pesticides may be used in the park. Personal insect repellant is recommended.
- Amplified music may be used as long as it is respectful of other park users and park neighbors. Consult with park staff for best placement and sound level.
- Horses and/or carriages are not allowed in Connor Bayou Park, except by special arrangement and prior approval from park staff.

Alcohol Service Information (Beer and Wine Only)
Park rules prohibit alcohol at Connor Bayou 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. 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 areas (more information below).

- **Smoking (including e-cigarettes) is not allowed within 25 feet of the Cabin.**
- No animals are allowed in the rental area or the cabin. Service dogs for people with disabilities are permitted, following leash laws.

If you have only reserved the Cabin *(not Outdoor area):*

- All decorations and activities must remain in the Cabin and covered shelter.
- If you have an alcohol permit, alcohol must stay within the area outlined in yellow.

If you have rented the Cabin and Outdoor area:

- All decorations and activities must stay within the area outlined in red below.
- Alcohol, when permitted, must stay within the rental area. It is not allowed in the parking lot.
- If you are using a tent, the tent may be set up as early as 8:00 a.m. the day of your reservation. Rental services may remove tents after your rental ends, but no later than 8:00 a.m. on the morning after your reservation. **Approval is required to use a tent in the park. Please mention this when placing your reservation.** Please discuss placement of tent with park staff prior to event date.
Special Tips for Weddings
When planning your big day, please keep in mind that Connor Bayou is a relatively small, quiet, natural public park. Be mindful of public use and weather. If you have a wedding planner or decorator, please make sure she or he gets a copy of this packet.

Often you, as the bride or groom, will be the person who places the reservation. Because you may be thinking of other details on your special day, we recommend that you designate another responsible adult to be the contact person for park staff. This person should meet staff at arrival time, be present during the entire event, and be willing to enforce the rules.

Sometimes wedding décor includes furniture, arches, or other large items. Keep in mind that these will need to be carried to their places. Vehicles are not allowed on the lawns or on any park paths. Allow enough time in your reservation to place and remove all items.

Please follow all rules regarding decorations, tents, and celebratory items. Do not plan to release anything in to the water or air during your celebration. Be respectful of other park users and keep your celebration inside the rental area. All other areas of the park are open to the public and should remain available for use by other park guests. If you plan to use another area of the park, follow the rules listed to the right.

We welcome your comments! Contact our Parks Office at (616) 738-4810 or email us at OCParks@miOttawa.org.

Outdoor Event/Wedding Rules
The following rules apply only to ceremonies or similar activities taking place outside the Connor Bayou Rental Area.

- Parks staff must be aware of your plans prior to your event.
- All outdoor areas are first-come, first served.
  - You may not rope off or “hold” space prior to your event. Do not ask other park users to leave an area.
  - You may not block any walkways, boardwalks, or stairs.
- All park rules and regulations are in effect.
- No amplified music or speaking is permitted in open park areas. Music may be played during your ceremony, but it must not disturb other park guests.
- Pesticides, bug bombs, and similar products are not allowed.
- Chairs and/or decorations may only be put up 30 minutes before the ceremony and must be removed immediately after the ceremony is finished.
- Not allowed: artificial flowers, birdseed, rice, confetti, candles, sparklers, lanterns with real flames, sidewalk chalk.
- Decorations that would cause damage to park property, trees, or buildings are not allowed.