

Metroparks of the Toledo Area Manor House Rental and Park Use Rules and Regulations

Wildwood is a nature preserve and the Manor House is an historical building. In order to protect these valuable places, while offering the public the unique opportunity to use them for their special occasions, the following rules and regulations have been established. As described below, use of the Manor House will require a signed rental agreement. By making a reservation, you agree to abide by the rules and regulations set forth below as well as all rules and regulations of the park district, so please carefully review them. Thank you for choosing Metroparks for your event.

Contact Information - We would be happy to answer any questions. Please call the appropriate number below:

Facilities Coordinator			419-407-9784
Day of Rental	30 minutes prior	Manor House	419-407-9784

Age — You must be 21 or older to rent a Metroparks facility.

Alcohol — Alcohol is permitted inside the Manor House within your rental space. Alcohol is prohibited outdoors. Alcohol service must end one hour prior to the conclusion of your reservation. The Reservation Holder agrees to hold harmless and indemnify the Metroparks for all claims or liability, which may arise at the rental facility in accordance with the Indemnification Provision set forth herein.

Amenities –Included in the rental fee, the Manor House offers the use of a coffee pot, the Lower Level kitchen, ice machine, and carts. Other items belonging to the Manor House are not available for use.

The Lower Level kitchen contains a refrigerator, sink, and microwave oven. The Reservation Holder is responsible for leaving the kitchen as it was found.

Due to the historical nature of the Manor House, Manor House furnishings and artifacts are not to be used for placement of food, beverages, or other items by the Reservation Holder, caterer, florist, or guests.

Arrival time – It is important that arrival times for caterers, florists, etc., as well as guests, be coordinated in advance. A Manor House staff member will be present to greet you at the pre-arranged time.

Capacities – Room capacities are set by the Fire Marshal and may not be exceeded. Please contact the Facilities Coordinator at 419-407-9784 for details.

Catering — Reservation Holders may select their own caterer or bring their own prepared food. Food preparation is not permitted in the Manor House, as there is limited kitchen access. Food and food service items may not be placed on Manor House furnishings and artifacts. All catering equipment/food items must be removed by the pre-arranged departure time.

Damages— A Manor House staff member will conduct a walk through with the Reservation Holder at the time of arrival and departure. The repair/replacement cost for any damage that occurs during the rental will be charged to the Reservation Holder.

Decorations —Permitted decorations may only be placed on the tables provided for your rental. Decorations on any other surface are prohibited.

Permitted Items: Flowers, battery operated imitation candles

Prohibited Items (indoors and outdoors): Glitter, confetti, candles. Also prohibited: the release of balloons, rice, birdseed, flower petals, birds, animals or insects, including butterflies.

The Reservation Holder is responsible for removal of all decorations, removal of any items of property brought into the facility, and deposit of trash in the appropriate receptacles by the pre-arranged departure time.

Departure time – Your event must end one hour prior to the pre-arranged departure time. Everyone and everything must be out of the house by the departure time and clean up must be complete. The Reservation Holder will be charged an additional twenty-five dollars for every fifteen minutes past their departure time.

Enforcement of Policies – The Reservation Holder is responsible for their guests’ and contract service providers’ actions and enforcement of Manor House and Metropark policies.

Food and Drinks – Food and drinks are permitted only within your rental space.

Fundraising Events - Non-profit and commercial organizations may hold fundraising events in the Manor House. Money for raffles, admissions, registration, merchandise sales, etc. can only be exchanged inside the Manor House. All organizations renting space in the Manor House are subject to the requirements promulgated by the State of Ohio and set forth Metroparks policies.

Indemnification - To the fullest extent permitted by law, the Reservation Holder shall indemnify defend and hold harmless Metroparks its officers, employees, or any of them, from and against claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of the acts or omissions of the Reservation Holder, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of property including loss of use resulting there from, but only to the extent caused in whole or in part by the acts or omissions of the Reservation Holder, his/her agents, guests, or anyone directly or indirectly invited by them or anyone for whose acts they may be liable, regardless of whether or not such claim damage, loss or expense is caused in part by a party indemnified hereunder. Such obligations shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph.

Music — Music must conclude one hour prior to the pre-arranged departure time. In consideration of guests attending other Manor House events, we ask that music be kept at an acceptable level, as determined by Manor House Staff.

Parking — The Metroparks is not permitted to reserve parking spaces for you or your guests. If necessary, Reservation Holders and their guests may be dropped off at the front door of the Manor House. The driver must then move the vehicle to a designated public parking space within the park. Failure to do so may result in a parking citation.

Family members, friends, or individuals hired by the Reservation Holder are not permitted to provide “valet parking.”

Payment and cancellation policy — Payment is expected in full at the time the reservation is made. In the event of cancellation, refunds are issued as follows. If the cancellation notice is received up to 90 days prior to the rental a refund of 75% will be issued. If the cancellation notice is received 60 to 89 days prior to the rental a refund of 50% will be issued. If the cancellation notice is received 30 to 59 days prior to the rental a refund of 25% will be issued. If the cancellation notice is received less than 30 days no refund will be issued.

Personal Property — Park Staff will dispose of items left at any Metroparks facility after the pre-arranged departure time. Metroparks is not responsible for lost, stolen or misplaced property/items, such as flowers, decorations, dinnerware, and umbrellas.

Photography – The Manor House does not provide photographers, but you are welcome to take your own photos or bring your own photographer. We can only guarantee photo opportunities within your rental space.

Piano – The Yamaha Grand Piano in the Living Room is available for your use. It may not, however, be moved, closed, or used improperly, including placing objects on top of it.

Recitals - The maximum capacity of the Living Room is 80 people, including student performers. This may require the issuance of a certain number of tickets per student, and is the responsibility of the Reservation Holder. Recital fee does not include a rehearsal.

Rental Agreement – A Rental Agreement will be generated when Manor House facilities are reserved. At least one month prior to the rental, the Reservation Holder must meet with a staff member to select the set up, review the rules and regulations, and sign the Rental Agreement.

It is understood that the facility is reserved only for the individual or group listed on the Rental Agreement. The Rental Agreement is not transferable.

Safety – In the event of severe weather, the Manor House staff member assigned to your rental will direct you to the nearest shelter.

Hallways and doorways must be kept clear and accessible.

Security — If you require security personnel for your function, please contact the Metroparks Ranger Department at 419-407-9744.

Set-up/clean-up — Due to the historical nature of the Manor House, Metroparks staff will handle all indoor table and chair arrangements. Reservation Holders may select a set-up option from the Manor House set up book.

Displays, equipment, exhibitions, furniture, or accessories at the Manor House are not to be moved or rearranged.

The Reservation Holder is responsible for all clean up and must leave the facility in the condition in which it was found. Trash bags are provided.

Signage — Small signs that do not obstruct motorist or pedestrian sight lines may be put in the ground to direct invited guests to the Manor House. All signs must be removed at the conclusion of the rental.

No Smoking — According to state law, smoking is not permitted in any building or enclosed structure owned and operated by the Metroparks, including the Manor House. Smoking is also not permitted in any area 25' or less from an entrance or exit of such building or enclosed structure.

Soliciting — Soliciting is not permitted in or near the Manor House.

Tents – Tents are not permitted at the Manor House.

Termination of Rental Agreement - It is understood by the Reservation Holder that the Metroparks shall have the right to terminate any Rental Agreement without notice in the event of non-compliance with these Manor House Rental and Park Use Rules and Regulations.

Tours – In order to provide the best possible experience for our visitors, all house tours are now guided. Should you desire a house tour for your guests, it must be scheduled six weeks in advance of your rental to ensure adequate Manor House staffing.

Vehicles — Vehicles left overnight at any Metroparks facility require a signed Release of Liability. All vehicles without a Release of Liability form will be towed at the owner's expense. Please call the Ranger on duty to obtain a Release of Liability form. In case of emergency - dial 911.

Weather Emergency — In the event of a Level 3 Snow Emergency in Lucas County, all Metroparks will close to visitors. Reservations scheduled to take place that day will be cancelled and full refunds will be issued. In the event that a severe thunderstorm warning or tornado warning is issued on the day of your event and interrupts your event, a full refund may be obtained by calling 419—407—9784.

Metroparks Rangers will enforce all of the rules and regulations set forth herein and all Metroparks rules and regulations.

In case of emergency – dial 911

Thank you for choosing the Manor House for your event!

Metroparks of the Toledo Area Manor House Rental Agreement

I have read the rules and regulations for Manor House rentals and agree to follow them. I accept financial responsibility for any damages caused by my guests, my employees, or myself during this rental.

Name: _____ Date: _____ Receipt: _____

Room Rented: _____ Purpose: _____

Signature _____ Date: _____

Witness _____ Date: _____