



THE CITY OF
COLUMBUS
RECREATION AND PARKS

Lashutka

Event Center



3329 Riverside Drive
Columbus, OH 43221

*This address is for ADA parking and temporary drop off only

***Facility Parking - Enter park at intersection of Riverside Drive & Nottingham Road**

614-645-3337
www.Columbus.Gov/CRPDrentals

Fees and Amenities

Rental Fees

Morning – 8am-12pm - \$320

Afternoon – 1pm-5pm - \$320

Evening – 6pm-11pm - \$400

The entire time block must be rented.

If multiple time blocks are rented, the hour between blocks will be included at no additional charge.

Alcohol Service Agreement if signed and paid more than 15 calendar days prior to event date - **\$175***

Alcohol Service Agreement if signed and paid 15 calendar days or less prior to event date - **\$275***

****Please see “Alcohol Service Agreement” for additional requirements regarding alcohol use***

All Fees Are Subject to Change Without Notice

Lashutka Event Center Amenities

Central Heat and Air Conditioning

Handicap Accessibility

50 Person Capacity

Kitchen

Microwave

Sink

Counter Space

Full Size Refrigerator with Top Freezer

Large Outdoor Patio

What does CRPD provide?

Tables – Six **(6)** 8' x 2.5' Banquet Tables & Ten **(10)** 5' Round Tables

Chairs – 50

Advanced set-up of tables and chairs, complete attached diagram

Trash bags and trash cans

Toiletries

Cleaning supplies – We ask that you place trash in provided receptacles and staff will remove trash from the building and handle all major cleaning duties

On-site attendant for the duration of your rental

Event Center Cancellation Policy

Any cancellation requested 30 calendar days or more prior to the event date will result in a cancellation fee equal to 50% of the total permit fee. Any cancellation requested less than 30 calendar days prior to the event date will result in a cancellation fee of 100% of the total permit fee. Alcohol Service Agreement fees are non-refundable. All cancellations must be requested Monday through Friday, excluding all City Holidays, between the hours of 8:00am and 4:00pm.

Changes, including requests for additional time, may not be considered less than 15 calendar days prior to the event.

New rental requests and requests for additional time in association with an existing rental made less than 15 calendar days prior to the event are not guaranteed to be accommodated.

If you have any questions or concerns about the rules, cancellation policy, or require any additional information in regards to your rental, please contact the Permit and Rental Services Section (614-645-3337) prior to your scheduled event (Monday through Friday 8:00AM to 4:00PM).

***This Policy is Subject to Change Without Notice*

What to Expect and FAQs

Below is information on what you can expect on the day of your event, as well as, some frequently asked questions.

How do I get to the Lashutka Event Center?

Enter Griggs Reservoir Park at the intersection of Riverside Dr. and Nottingham Rd. Turn left on the park road at the bottom of the hill and parking is about .4 mile on your left hand side, just past the facility. Steps leading to the facility are right at this parking lot area. ADA parking and temporary drop-off may take place at 3329 Riverside Dr. which is the small parking lot directly off Riverside Dr.

When may I access the facility?

The facility will be opened at the start of your permitted time. If your permit starts at 1p, the facility will be unlocked starting at 1:00 p.m.

When do I have to leave the facility?

You must be out of the facility by the end of your permitted time. If your permit ends at 11p, you must be cleaned up and out of the facility by 11p.m.

What comes with the facility rental?

We supply tables, chairs, toiletries, trash cans/bags, kitchen area, restrooms.

What is the kitchen area equipped with?

This kitchen is equipped with a full sized fridge with freezer, microwave, sink, and plenty of counter space.

Will the facility be setup upon our arrival?

Yes, included in the information packet is a blank diagram of the facility. We ask that you sketch in how you would like the tables & chairs setup, return this to us, and we will have the facility setup according to that diagram, prior to your arrival. If a diagram is failed to be sent, we will set the facility up according to the number of people listed on your permit and the type of event.

What am I responsible for cleaning up?

You are responsible for removing your personal belongings and anything you want to keep that you brought. Our staff will be responsible for taking out the trash, breaking down tables & chairs, and all general cleaning of the facility.

Can tables and chairs go outside?

No. All of the tables and chairs that come with the facility rental must remain indoors. However, you may rent tables and chairs through a 3rd party vendor to setup outdoors.

Will there be a staff member on site for our event?

Yes, our facility attendants will be on site for the entirety of the event. They are responsible for setting up the facility, opening the doors, maintaining toiletries and trash levels during the event, cleanup and tear down, and helping the group any way they can.

Can we have alcohol?

Yes, you may have alcohol as long as an Alcohol Service Agreement is purchased and completed through our office. You then must hire a bartender from our list of Approved Beverage Contractors to serve the alcohol. Alcohol may not be present or served without the presence of an Approved Beverage Contractor.

What to Expect and FAQs (continued)

Can alcohol leave the building?

Please see (G) under general conditions listed in the Alcohol Service Agreement

Where can I find the list of Approved Beverage Contractors?

You can request this list at any time through our office. This list changes regularly, so we recommend you obtain a list when you are ready to search for a vendor so you can be sure you have the most up to date list.

How late can alcohol be served?

"Last call" is made one (1) hour prior to your ending time and all alcohol must cease to be served thirty (30) minutes prior to your ending time, though we recommend it cease earlier to allow for time to cleanup.

Do we have to use an approved caterer?

No, your food can be catered by anyone of your choosing. Only the alcohol vendor must be chosen from our list.

What are the rules and regulations of the facility?

Please see our rental rules page within the facility information packet.

Do we have to share the facility with any other groups?

No, the building will be closed to the general public for your private event.

Can I use the "Bridal Suite" that is on site?

Since there is no wedding site at this location, you may have access to and use the bridal suite during your event.

Can I use the "Meeting Room" that is on site?

This room will only be made accessible for corporate or business type meetings. If you would like access to this room, please coordinate this with our office.

What if I need more time or am running late at the end of the event?

Due to the possibility of reservations taking place after yours, we cannot allow for more time at the end of your event. If you think you will need more time for event, please plan ahead of time and contact our office to see if we will be able to accommodate.

Can I have candles?

Yes, as long as the candles are self-contained and are not easily tipped, they will be allowed.

Does the building have Wi-Fi?

Unfortunately, we are unable to offer Wi-Fi at this time

Do you provide any sound or AV equipment?

Unfortunately, we do not. You may bring in any equipment you may need for your event.

Can we set up tents outside of the facility?

You may setup 10x10 popup tents but they cannot be staked into the ground. They must be secured with water barrels, sand bags, or cinder blocks. With prior approval, you may setup a larger tent. However, any tent that is larger than 400 square feet must obtain further permitting through the office of Building and Zoning Services.

Rental Rules

- Your rental is for the time and specific location stated on your permit. Groups will not be permitted to enter the facility until the scheduled start time and must vacate the facility by the time the permit expires (this includes any time needed for decoration removal and trash pick-up). If you need additional time for decorating, set up, or deliveries, you must schedule and pay for this time when making your reservation.
- Unless an Alcohol Service Agreement is obtained from the Permit and Rental Services section prior to your event, alcoholic beverages are not permitted in Recreation and Parks facilities. Those who fail to comply with all alcohol policies will be removed from the premises by the Columbus Police Department without a refund.
- Do not park any vehicles on the grass or outside of the designated parking areas. If you or members of your group have special needs, you should inform our office prior to your event to ensure that the facility of your choice can effectively accommodate you.
- The maximum occupancy of the Lashutka Event Center is 50. You may not exceed maximum occupancy. Failure to comply may result in forfeiture of your permit/rental.
- In regards to decorations: no confetti, piñatas, glitter, or similar materials may be used for decorations or thrown in or around the facilities. Smoke machines, bubble machines, fog machines, and similar devices are not permitted inside the facility. No staples, tacks, or other damaging materials can be used in the facilities. No tape can be used on the floor or walls.
- No fireworks, sparklers, Japanese lanterns, or similar items are permitted to be used inside OR outside of rental facilities.
- Music must be kept at a reasonable volume at all times; if sounds can be heard outside of the building, it is too loud. City code states that music should not disturb other guests in the park, facility, or adjacent areas.
- Inflatable devices, trampolines, slides, dunking tanks, and/or other similar devices are not permitted under any circumstance.
- No animals are permitted in the enclosed shelterhouses with the exception of service animals (i.e. guide dog).
- The rental permit is granted on the condition that if the facility is needed for Recreation and Parks Department emergency usage, Grantee agrees to forego use of facility with a full refund.

Rental Rules (continued)

- The Permit Holder agrees that they will not discriminate against any participants because of race, religion, sex, sexual orientation, national origin, ancestry, age, handicap, or veteran status.
- Permit Holder must be 21 years of age or older and is responsible for the group's conduct and usage of the facility. It is the permit holder's responsibility to supervise all guests, including children and minors. Permit holder cannot sublet the facility/rental under any circumstances. Any group who abuses the facility or violates rules and regulations will be asked to leave and charges for damages will be assessed. Any abuse of CRPD staff is grounds for permit/rental forfeiture. If any group or individual is asked to leave the premises, they must do so promptly and forgo any refund.
- The Permit Holder hereby agrees that the use of such Recreation and Parks Department facilities and equipment shall be upon conditions listed above and at the exclusive risk of applicant and his/her guests and agents. The Permit Holder further agrees to indemnify and save harmless the City of Columbus from any and all claims, suits, loss, damage or injury to persons or property of any kind or nature whatsoever occurring to the Permit Holder and his/her guests or agents as a result of the use of, or activities engaged in the facilities, or use of equipment. Permit Holder hereby agrees to indemnify and hold harmless the City of Columbus if they violate the law.
- Columbus Recreation and Parks reserves the right to restrict any activity that is determined by the department to be detrimental to the facility, park, or neighboring properties.

If there are any questions and/or concerns regarding any rule, regulation, and/or policy, please contact the Permit and Rental Services Section (614-645-3337) prior to the scheduled event. The Permit and Rental Services Section is open from 8 a.m. to 4 p.m., Monday through Friday, and is located at 1111 E. Broad St., Columbus, OH 43205.



Lashutka Event Center

3479 Riverside Drive

*Please complete and return: Fax:(614) 645-0686 or
Email: crpdrentalconfirmation@columbus.gov

Name: _____ Date of Event: _____
Event Type: _____ Time of Event: _____ to _____
of Guests: _____ (Maximum Occupancy: 50)
Alcohol Being Served: YES _____ NO _____ If Yes, Approved Beverage Contractor: _____

of Tables for Seating: _____ # of Chairs Per Table: _____
Head Table: 0 _____ 1 _____ 2 _____ # of Chairs at Head Table: _____
Buffet/Food Tables: 0 _____ 1 _____ 2 _____ 3 _____
Gift Table: YES _____ NO _____ Cake Table: YES _____ NO _____
Bar Table: 0 _____ 1 _____ 2 _____

Additional Tables (for example; DJ, Sign-In, Beverage, Hors D'oeuvre, etc.)

*Table Sizes:

8' x 2.5' Banquet Style (6 Available)
5' Round Table (10 Available)

*If you want to provide an example of how you would like your tables setup, please sketch in on the diagram below.
We will do our best to accommodate but may need to adjust accordingly to allow for maximum efficiency. If no sketch is submitted, we will setup the facility according to event type and the information provided above.

Additional Helpful Information:

