



**COLUMBUS RECREATION AND PARKS
PERMIT AND RENTAL SERVICES SECTION
RENTAL RULES; WHETSTONE WEDDING SITES**

Permit Holder and guests are subject to the regulations set forth in Chapter 919 of Columbus City Code. Permit holder and guests are also subject to Recreation and Parks Administrative Rules, in addition to the following conditions:

- 1) Please be advised that the park is open to the public at all times and you are renting only the specified site area. Your permit is issued only for the time and site stated. The enclosed shelterhouse, if available, can be rented as a rain/weather back-up site. Since the weather is unpredictable, this is highly recommended. If you rent the shelterhouse as a back-up site, and it does not rain, there are no refunds. The enclosed shelterhouse rents for \$80.00 per hour, with three (3) time blocks to choose from; 8a-12p, 1p-5p, 6p-11p. If you wish to reserve the shelterhouse, call 645-3337.
- 2) The wedding sites available are A, B, and C: **Site A:** Wedding Mall (East of Large Fountain) – 50 chairs are provided for this site. **Site B:** Wedding Mall (Wooden Trellis Area) – 50 chairs are provided for this site. **Site C:** Large Brick Gazebo – 20 chairs are provided for this site. The chairs inside of the shelterhouse are not to be removed from the facility and may not be used as additional seating for your outdoor wedding. If you need additional seating, it is your responsibility to contact a chair rental company and/or provide the seating yourself.
- 3) Rehearsals must be scheduled with the Permit and Rental Services Section (645-3337) at least fifteen (15) days in advance of the wedding. Only one (1) thirty-minute (30 min.) rehearsal per wedding is permitted. Rehearsal times are only available Monday through Thursday. If your requested rehearsal time is already taken, you will be required to pick another time.
- 4) No refunds will be issued due to unfavorable weather conditions.
- 5) You must adhere to your scheduled hours. Do not arrive early and do not stay late. Groups are not permitted to enter rental area(s) until the scheduled start time stated on the permit and must vacate the rental area(s) by the time stated on the permit. The bridal changing room and shelterhouse restrooms may be used only for your paid permit time. All special preparations, including set-up and tear-down, must be handled within these hours (i.e. if you arrange for rental chairs or any special setup, they must be removed before the time your permit expires). This includes any personal directional signage or markers you place in the park.
- 6) If you do not have the enclosed shelterhouse rented for back-up, please do not use the doors that lead directly into the main room of the facility, to avoid conflicts with shelterhouse rentals. Secondary doors are available for access to the bridal changing room and restrooms. Restrooms will be shared by shelterhouse groups and wedding site groups. See on-site attendant for clarification.
- 7) If you are going to have special preparation for your wedding (i.e. piano, rental chairs, etc.), please inform the Permit and Rental Services Section of your plans at least fifteen (15) days before your event.

- 8) No vehicles are allowed in the Rose Garden (cars, equipment rental vehicles, limos, horse and carriage, etc.). Vehicles are only permitted on the service road to the shelter house for loading and unloading. At all other times, vehicles must remain in the lower parking lot, west of the shelter house. All vehicles must stay on roadways at all times. Do not park any vehicles in the grass or along park roadways (*Columbus City Code, Chapter 919.23*). All vehicles must be in designated parking spaces. This includes vehicles driven by wedding guests, caterers and rental companies. Rental/delivery vehicles are not permitted to drive to the wedding sites at any location (see on site staff for delivery restrictions, drop off locations). Items and rental equipment must be carted or carried to your designated location. Chairs and/or other equipment may not be placed on areas that could prove damaging to park property (i.e. flower beds). If you or members of your group have special needs, please discuss these needs with our customer service staff to ensure that the facility and/or wedding site of your choice can accommodate you.
- 9) No alcoholic beverages are permitted in the park at any time. Alcoholic beverages are permitted inside of designated shelterhouses only when the group has obtained an "Alcohol Service Agreement" from the CRPD; Permit Office.
- 10) No confetti, glitter, or similar materials may be used for decorations or thrown in or around the rental site. Decorations may not be tied, stapled, or taped to any natural feature in the park (includes trees, bushes, flowers, flower beds, etc.) Aisle runners may not be used at any wedding site. Permit holder is responsible for removal and proper disposal of all decorations by the time the permit expires. Please use birdseed in place of rice and biodegradable balloons (these items are less harmful to wildlife).
- 11) Music must be kept at a reasonable volume level at all times. City Code states that music should not disturb other guests in the park or adjacent areas.
- 12) 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.
- 13) Permit Holder must be 21 years or older and will be held responsible for the groups' 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 groups who abuse the facility or violate 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.
- 14) 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 and 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.
- 15) 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 you have any questions and/or concerns regarding any rule, regulation, and/or policy, you should contact the Permit and Rental Services Section (614-645-3337) prior to your scheduled event. The Permit and Rental Services Section is open from 8am to 4pm, Monday through Friday, and is located at 1111 E. Broad St., Columbus, OH 43205.