

# CONNOR BAYOU WOODLAND CABIN

## Facility Information, Rules and Regulations

**IMPORTANT:** it is your responsibility to inform your guests about the rules and ensure their compliance. All or part of your deposit may be forfeited for non-compliance of rules.

### **ARRIVAL**

Parks staff will open the parking lot, open the cabin and meet you at the ***RENTAL PERIOD ARRIVAL TIME WRITTEN ON YOUR RESERVATION FORM***. If your arrival time will be different than the time listed on your form, you must notify the Parks Office at least 2 business days in advance.

The staff member will expect a few minutes of your time to review the basic rules and will be available to answer any questions. ***WE STRONGLY RECOMMEND THAT SOMEONE (OTHER THAN THE BRIDE, GROOM OR GUEST OF HONOR) BE DESIGNATED TO ENSURE ALL RULES ARE FOLLOWED BY GUESTS.***

REMINDER: Set-up/decorating time and clean-up time must be done during the rental time listed on your reservation form.

### **SET UP**

Decorations may not be attached to the interior or exterior of the cabin with duct tape, tacks, nails or by any means that would damage surfaces. Painters tape and/or other methods that leave no trace when removed are OK.

### **CLOSING/EVENT END**

The Woodland Cabin will close at the ***RENTAL PERIOD DEPARTURE TIME LISTED ON YOUR RESERVATION FORM (NO LATER THAN 9:30 PM)***.

Serving of alcohol must cease ½ hour before the end of an event.

All belongings must be removed by that time. Please check that all doors and windows are locked. Instructions for locking the cabin are posted by the kitchen door.

Please clean-up after your reservation and return the tables and chairs to their original set-up. Put trash in the trash cans, clean up spills, wipe down tables and wash the kitchen counter top.

## **ALCOHOL**

Please respect this park setting. Your reservation area is defined (see reservation area map) and all alcohol consumption must stay in this area. Please be aware that your event will be monitored by staff as needed. Rule infractions will be enforced by civil infractions being issued by staff or Sheriff Deputy and could also result in a portion or the total amount of your security deposit being withheld if warranted.

- Beer and wine only.
- If your event does not include a bartending service (less than 50 guests) beer and wine are allowed in cans, bottles or boxes only. No kegs.
- If your event includes a bartender service (50 guests or more), no additional alcohol of any kind may be brought in by guests.
- Drinking is allowed in the house, on the deck and in the grass area only. It is not allowed in the parking lots, on the trails or on the fishing deck. **No alcohol is allowed outside of the reservation area (see map).**
- Serving of alcohol must cease ½ hour before the end of an event.
- All applicable State and local laws and ordinances are in effect.

## **OTHER INFORMATION**

### **REFUNDABLE DEPOSIT**

Your deposit for general damage and security (\$250) as well as for alcohol (\$250) are fully refundable except for problems related to rule violations and/or damage to the facility. After your event an assessment will be made by staff as to the appropriate amount to be refunded.

### **RENTAL AREA**

The rental area includes the cabin, the serving shelter, the lawn area out to the asphalt path and other spaces as indicated on the 'reservation area map'. All rental activities (including any alcohol consumption) must be confined to this area. Please be aware that all area outside the reservation area is open to the public and reservation holders are not allowed to ask park visitors to move out of these areas.

### **CABIN DOOR CODE**

You will be assigned a unique cabin door code especially for your group. This will allow you to lock the cabin if you should leave the building unattended for any reason. Please make

sure you do not leave the building unlocked. Also, do not leave valuables and other items unattended outside.

## **SEATING**

Tables and chairs for up to 50 people are provided. Approximately 25 people can fit comfortably in the main room while others can be accommodated in the side room and finished basement. Tables and chairs may be moved onto the deck and porch but must be put inside before leaving. Chairs may be moved from level to level, but tables must remain on the same level they started from.

## **PARKING**

Your reservation includes 25 designated parking spaces in the parking lot near the cabin. Please note the main parking lot is open to the general public as well as your guests. If all lot spaces become full, please have your guests park on the north side of the park road, pulled off the road as much as possible.

## **DOGS**

***PLEASE NOTE: DOGS ARE NOT ALLOWED AS PART OF YOUR RESERVATION***, with the exception of assistance dogs. Dogs are allowed **on trails only** and must be leashed at all times. See the parks web site for more information regarding dogs.

## **SMOKING**

No smoking is allowed in the cabin, on porches, on the deck, or within 25 feet of any door. Please be aware that there are no exceptions to this rule and it will be vigorously enforced.

## **NOISE**

Amplified music may be used as long as it cannot be heard outside of the rental area. Please be respectful of other park users and park neighbors.

## **PARK HOURS**

Connor Bayou Park hours are 7:00 am – 10:00 pm from March 1 through October 15. The park closes at 8:00 p.m. from October 16 until the last day of February. Gates will be left open until the departure time on your reservation form.

## **NO PARKS STAFF?**

If you have arrived at the appropriate arrival time and there is no park staff within 15 minutes, please call 1-800-249-0911. Let them know what Ottawa County Park you are at, and they will dispatch park staff.

*PLEASE REMEMBER -- THE PARKING LOT AND CABIN WILL NOT BE AVAILABLE UNTIL YOUR SCHEDULED ARRIVAL TIME.*

## **RULES AND REGULATIONS**

A copy of the Ottawa County Parks Rules and Regulations is posted in the park.

## **TENTS, MOONWALKS, DUNK TANKS AND OTHER AMUSEMENTS**

There is a fee to bring in a tent, moonwalk, dunk tank or other amusements and these items must be approved *in advance* by the park office.

Confetti and other decorations or games which leave litter (including sidewalk chalk) are not allowed.

## **OPEN FLAMES**

CANDLES, OPEN FLAMES AND FIRES ARE NOT ALLOWED. ***NO EXCEPTIONS.***

## **EMERGENCIES**

Call 911. Connor Bayou Address is **12945 North Cedar**, and is posted in the kitchen.

## **COMMENTS/FEEDBACK**

The Ottawa County parks department is very interested in comments and feedback. Please contact us after your event and let us know what you think. The office phone is 616 738-4810. Parks staff is available Monday through Friday 8 am to p.m. A message can be left anytime. Emails can be sent to [ocparks@miottawa.org](mailto:ocparks@miottawa.org)