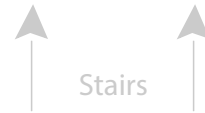


Otsego Park Thompson Stone Hall

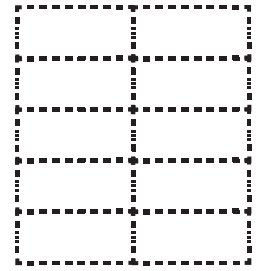
20000 West River Rd.
Bowling Green Ohio 43402

Capacity
120 people



There are 24
tables and 120
chairs

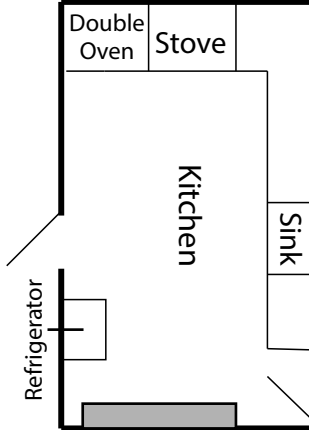
Tables 6' x 2.5'



These represent tables that are to scale. Cut out and arrange to determine event floor plan.

- x Electrical Outlets
- Heaters
- Windows
- I 1 foot

Dumpster



Passthrough window

Back Porch

Main Hall

Chairs & Tables Storage
Coat Rack

Bathrooms

60 Feet

32 Feet

The standard distance between tables is 3.5ft



wcparks.org

Otsego Park, Thompson Stone Hall Rental Information

Rental Basics Information

- Monthly Open View: 1st Wednesday of the month, 7:00 – 8:00 pm
- Site Occupancy: 120 people
- 24 tables (6' x 2.5') and 120 chairs are available. Four chairs fit comfortably per table side.
- There is not a bridal room. Only the great room and deck are included in the rental, not the lobby or any other space.
- Reservations must be made by the 20th of the previous month (e.g., rentals for May reservations close on April 20th).
- Only one reservation is allowed per day. Extra days needed for set-up or clean-up must each be reserved individually.
- Holds cannot be placed. Only full payment will reserve your rental date.

Time

- Rental hours are 9:00 am – 10:00 pm
- **Must meet park officer at your designated event start time. Please be on time or it could delay the rental process.**
- Building and restrooms are open to the public from 8:00 am until 30 minutes past sunset.
- Going over your time results in a \$75 fee for each ½ hour your rental goes over the agreed upon departure time.
- It is possible to purchase one hour of additional rental time for \$50 for the end of your event when you make your initial reservation.

Food, Drink, & Decor

- The serving kitchen has a pass-through window, microwave, two-bin sink, and refrigerator. There is not an oven, stove, or coffee maker .
- Choose your own caterers and vendors. The Wood County Park District does not make recommendations.
- **Alcohol Permit:** request must be made at least 45 days in advance, \$75 Alcohol Permit fee, \$150 refundable damage deposit (total of \$225 up front). Cannot sell alcohol at your event! Alcohol is only permitted in the great room and on the deck. Alcohol can only be stored inside the Hankison Great Room.
- Decorating: No tape, glue, staples, command strips, nails , or helium balloons allowed, also do not distribute glitter (or use glitter decorations), confetti, confetti canons, flower petals (real or artificial) , birdseed, rice, straw, or leaves inside or outside.

Event Conclusion

- Clean-up: Bring your own cleaning supplies. Only trash bags are provided. Wipe, stack, and return tables and chairs to the storage closet.
- **You must call a park officer at your designated end time (unless otherwise arranged).**
- If there is no damage, your deposit will be returned in a check from the Wood County Auditor. Please note: this can take three weeks.
- Cars can be left for health and safety reasons only, and only with prior permission and knowledge of the Park Police Officers.
- For special requests and accommodations, a Special Use Permit must be filed at least 2 weeks prior to an event.

To make a reservation and learn current pricing, visit www.wcparks.org, or call (419) 353-1897.