

**Medina County Park District's
Buffalo Creek Retreat
Information, Rules and Regulations**

The entire complex or the downstairs area can be rented up to two years in advance of your activity.

FEE SCHEDULE: (Rates are 50 percent less for government agencies, schools, churches, and not-for-profits.)

Entire Complex – Capacity: 240 -- There is no handicap access to the upstairs room at this time.

Fridays, Saturdays, Sundays, or Holidays:

Residents: \$1,400

Non-Residents: \$1,500

Weekdays – Monday through Thursday

Residents: \$850

Non-Residents: \$950

Refundable Maintenance Deposit of \$250 for all reservations

Amenities: *Downstairs* -- stove, refrigerator, sink, microwave, projector/large screen, sound system, coffee maker, dance floor, stage, and surrounding grounds that feature two ponds and outdoor decks

Upstairs -- gas fireplace, stove, refrigerator, sink, microwave, coffee maker, projection screen television, and outdoor deck

Downstairs Only – Capacity: 240

Fridays, Saturdays, Sundays, or Holidays:

Residents: \$1,300

Non-Residents: \$1,400

Weekdays – Monday through Thursday

Residents: \$500

Non-Residents: \$600

Refundable Maintenance Deposit of \$250 for all reservations

Amenities: Stove, refrigerator, sink, microwave, coffee maker, projector/large screen, sound system, dance floor, stage, and surrounding grounds that feature two ponds and outdoor decks

Upstairs Room Only – Capacity: 48 -- There is no handicap access to the upstairs room at this time.

The “Upstairs Room Only” option is restricted to weekday use (Monday – Thursday) only.

Year-Round Rates:

Residents: \$100 per day

Non-Residents: \$150 per day

Refundable Maintenance Deposit of \$50 for all reservations

Amenities: Gas fireplace, stove, refrigerator, sink, microwave, coffee maker, projection screen television, and outdoor deck

Fee Schedule (Continued):

For an additional \$100 per day, the patron may also reserve the complex the day prior to the event (typically reserved for decorating/set up).

For an additional \$200 per day, the patron may also reserve the complex the day after the event (typically reserved for clean-up activities).

Maintenance Deposit:

<u>Area</u>	<u>Deposit Required</u>
• Entire Complex	\$250
• Downstairs Only	\$250
• Upstairs Only	\$50

If the facility is left clean and undamaged, the maintenance deposit will be returned approximately two weeks following the event. The patron is responsible for any damage to Buffalo Creek Retreat's property by any guests. Should damage occur at a cost that exceeds the maintenance deposit, the patron will be billed accordingly.

Payment Schedule:

- At 13 to 24 months in advance – \$100 non-refundable down payment due
- At 12 to 4 months in advance – fifty percent of reservation fee due
- At 90 days before the reservation – balance of reservation fee and maintenance deposit due in full
- Upstairs room – must be paid in full at time of reservation

Payment must be made by check or cash as credit cards cannot be accepted. Please make the check payable to Medina County Park District, 6364 Deerview Lane, Medina, OH 44256.

Access:

Day of Event: 8 a.m. - 11:30 p.m. (gates will close automatically at 11:30 p.m.; at this time, the gate will open for exit but not for re-entry)

Day Prior to Event (if reserved): 8 a.m. – 10 p.m.

Day After Event (if reserved): 8 a.m. – 5 p.m.

Cancellation Policy:

- **No refund** will be issued if cancellation occurs less than 90 days prior to the reservation date.
- Prior to 90 days before the event, **a refund of all but \$100** will be issued **provided** the park district is able to re-rent the facility at the same price level. The fifty-percent down payment will be held until that determination has been made.

Responsibilities and Regulations:

Key Pick Up and Return

The key may be picked up on the business day prior to your event. The park district office is open Monday through Friday (closed holidays) from 8 a.m. to 4:30 p.m. At the conclusion of your event, the key may be left in the drop box provided next to the east door to the complex, or you may return the key in person to the park district office within two business days of your reservation. Please do not mail the key. If the key is lost, \$20 will be retained from the maintenance deposit for replacement.

Setup/Teardown

The patron is responsible for setup and teardown. The patron must leave the premises as they were in the original state. Cleanup is patron's responsibility. Cleaning products will be supplied. Kitchen area must be cleaned thoroughly along with tables, chairs, spills or other accidents, and all floors should be swept and vacuumed. Bring your own dish towels, rags and sponges. They are not supplied. Trash bags will be supplied; however, all trash must be deposited in the dumpster located next to the barn on the east side of the entry drive.

Kitchen/Food Service

MCPD does not provide catering. The kitchen is for warming purposes only. MCPD does not have a food preparation license. Each kitchen is equipped with a stove, refrigerator, microwave, and a sink for cleanup.

Sale of Food/Beverages/Other Items

The user may not sell items of any kind unless the patron has applied for and received a special-use permit from the park district. The patron is responsible for securing a food permit from the Medina County Health Department (330-723-9511) if food is to be sold.

Decorations

No tacks, tape, nails or staples are to be used to secure decorations. Stand-alone decorations are recommended. Open-flame candles are permitted for ceremonies only; for dinners/receptions, candles must be contained in enclosed candleholders.

Parking

Parking will be permitted in designated areas only.

No Smoking

This is a non-smoking facility – this means all areas inside the building.

Alcohol

Alcohol may be provided by the patron; however, the sale of alcoholic beverages is prohibited.

Security Required

Any user group of 50 or more planning to serve alcoholic beverages will be required to hire an off-duty, uniformed park district ranger to provide security during the event. Medina County Park District will schedule the officer. Patron agrees to pay the officer \$25 per hour (minimum of four hours) by separate cash payment directly to the officer by the conclusion of the event.

Tables and Chairs

Table and chair arrangement is the responsibility of the patron. After reception hall use, all chairs must be wiped off and returned to the storage racks. Tables may be left out. (Chairs in upstairs room should be wiped off.) Standing on the tables and/or chairs is not permitted. Tables and chairs must remain indoors. The patron is responsible for providing table linens if desired.

Upstairs room:	8 rectangular 6' tables, 2 rectangular 4' tables, and 48 chairs
Downstairs room:	6 rectangular 8' tables and 3 rectangular 6' tables
Reception hall:	42 round tables, 60" (5') diameter and 248 chairs

Securing the Building After Use

It is the patron's responsibility to secure the building before leaving. Please close and lock any windows and doors that were opened during the event and turn lights off before exiting the building.

Contacts

In the event that any problems/accidents should arise, contact:

MCPD office:	330-722-9364 during business hours (M - F, 8 a.m. - 4:30 p.m. except holidays)
Ranger contact:	330-725-6631 during non-business hours
Maintenance concerns after hours:	330-388-3739
Emergencies only:	911