

Dorothy B. Oven Park

RULES AND REGULATIONS

Oven Park is a public park open to the public Monday-Sunday 7:00am-11:00pm. During rentals, staff is instructed to direct any visitors to areas of the park not in use. In order to maintain the House and Park in its pristine condition, all parties involved with events are to follow the rules listed below. **Please provide a copy to your decorator & caterer.**

1. Refund Policy: Deposit is refundable after your activity provided there is no damage to the property, and you adhere to the rental time on your contract. Refund checks arrive via mail within 4-6 weeks after rental date, credit card refunds within 4 days. Cancellation notice must be received 90 days prior to the event for a full refund, notices received less than 90 days will forfeit the deposit, any cancellation received 2 weeks or less from the event will result in a forfeit of all deposits and fees. All notices of cancellation must be in writing.
2. Open flames are not allowed in the park (including but not limited to candles, fire-pits, grills, etc.) Battery-powered candles permissible.
3. No smoking or vaping in the House, front porch or near entry doors.
4. No parking on the grass or patios. Unloading may be done from the driveway. There are 39 parking spaces available on the property. If additional parking is needed, please discuss this with staff at time of contracting. Parking is not permitted along the drive.
5. The kitchen, rental rooms and grounds used by the rental party are to be cleaned at the conclusion of the function. This includes any service or preparatory areas.
6. Professional, licensed caterers are highly recommended to assist with your food service. They are expected to provide their own supplies such as garbage bags, detergents, paper towels, etc., needed to keep the House in good order. There are no serving or cooking pieces available at the Park.
7. There is no ice maker on site, please bring ice in coolers. Do not dispose of liquids or ice in any flower beds, on the grass or in the vents in the carport.
8. Rental items are to be set up and removed by that company, assigned vendor, or the rental party. Park staff will not be responsible for this service. The tables & chairs in the house are not available for outside use and must be secured from an outside vendor/rental company.
9. Outdoor bars and food tables may only be placed on hard surface areas. This helps us keep the grass areas green and plush.
10. **Event times are set at the time the Park is reserved. These scheduled times include setup, event hours and cleanup time.** Typically, we have two functions on the same day or the next morning; when this occurs, renter, caterers, & guests are to respect the other party. Early drop offs or later pick-ups will not be allowed, including outside rental items (tables/chairs/decor) beyond the contracted time.
11. Rental tents may only be placed on the front patio (40' x 40') with prior approval and will not be allowed on the lawn areas. All tents must be erected during a prearranged time. Please have your tent company call the Park office (850-891-3915) to make these arrangements.
12. Alcohol Disclaimer: When alcohol is offered, it should only be served and never sold. It is the renter's responsibility to arrange for bartenders (this can be through your caterer). It is also the renter's responsibility that consumption levels are not excessive and that no minors are served (by ID Checks if necessary.)

RENTER'S SIGNATURE

DATE

Dorothy B. Owen Park

RULES AND REGULATIONS (CONTINUED)

15. **Decorations:** If there is a question regarding decorations, please contact the Park office.
 - a. Staples, tacks, nails, tape, hooks, etc. are prohibited at our facility, both indoors & outdoors on any walls, doors, ceilings or structures.
 - b. The furniture and paintings in the House are rare and should be treated as such. They should not be moved, nor are they to be used as support for any decorations.
 - c. The Gazebo & Archway located in the park were donated and hold special significance; do not mar these structures to secure decor. The Gazebo has hooks for your use, but you may not add any staples, tacks, nails, etc.
16. Please refrain from using confetti or glitter including confetti filled balloons both indoors and on the grounds.
17. Please use one of the following approved items for showering the couple leaving wedding celebrations: bubbles; fresh or freeze-dried flower petals. Please call the office to discuss alternatives should you have one. No bird seed, candy, confetti, glitter, sparklers or artificial flower petals.
18. Musicians will be asked to keep the volume of music at a reasonable level. This will be left to the discretion of the staff on duty. Amplified music will not be allowed on the back patio. All outdoor music must be turned off and bars closed by 10:00 pm.
19. The park is constantly changing, new plants are being added, and new garden areas designed. The months of October - December traditionally have holiday lights installed. Please check with staff to see what is being planned in the Park near the time of your special event.
20. Tables and chairs are available for indoor use only. Any tables and chairs for outdoor use must be provided by the renter or contracted by an outside vendor.

NOTE: LINENS, SERVINGWARE & ICE ARE NOT AVAILABLE AT OUR FACILITY.

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Tables & Chairs available for indoor use:

8 - 60" round tables	8 - 6' banquet tables	6 - 48" round tables
4 - 36" square card tables	8 - 19" wide, 6' skinny tables	2 - 8' banquet tables
70 - vinyl upholstered chairs (color: cement gray)	2 - 3x5 foyer tables- stationary (6' rectangular linens fit)	

Tables available for indoor or outdoor use: 6 - 30" high top cocktail tables

Measurements you may be interested in:

Mantel - 6'10" long, 10" deep

Banister - Pole 4', from pole to landing 11'

Front Brick Patio - square 40' x 40'

Gazebo - width of stars 1'; from floor to top of stars 9',
from outside post to outside post at ramp 5'5",
inside post openings at either side of ramp 7'3",
from the second front door to the round part of the brick walkway ~150 ft
from the circle area to the gazebo ~60 ft. the circle is an 8' diameter.

Fountain - From the front porch of the main house to the entrance of the fountain ~171', the brick walkway to the fountain (as you make a right) ~48'.