

# W. W. Knight Nature Preserve

## Hankison Great Room event planning

### Items specific to W.W. Knight Hankison Great Room

- Monthly Open View: 1<sup>st</sup> Wednesday of the month, 7:00 – 8:00 pm
- 20 tables and 120 chairs are available. 3 chairs fit comfortable per table side.
- Projection Screen, **speakers**, and podium with microphone are available by request. Rental party needs to bring own projector, AV equipment and computer.
- Serving kitchen with Microwave, two-bin sink, full-sized refrigerator, and pass-through window.
- There is not an oven, stove, or a coffee maker in the serving kitchen.
- Rental hours are 9:00 am – 10:00 pm
- There is not a bridal room.
- A tent will fit over the back deck and is permitted with prior Ranger approval.

### Information related to all events:

- Holds cannot be placed. Only full payment will reserve your rental date.
- Only one rental allowed per day.
- Rental reservations must be made by the 20<sup>th</sup> of the previous month (e.g., rentals for May close on April 20<sup>th</sup>).
- Must meet Ranger at your designated event start and end times. Please be on time or it could delay the rental process.
- Restrooms are open to the public during the event
- Pre-purchase additional time: It is \$50 to add an extra hour to your event. If you go over your scheduled time, it is a \$75 fee per ½ hour.
- Going over your time results in a \$75 fee for each ½ hour your rental goes over the agreed upon departure time.
- 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 the event! Alcohol only permitted in room and on the back deck, but the alcohol must be stored in the main room.
- Decorating: You can use command strips. You cannot use nails, staples, sidewalk chalk or balloons. One candle per table in a glass container is permitted.
- Clean-up: Bring own cleaning supplies. Only trash bags are provided. **Trash is to be removed to the outside bins.** Wipe and stack tables and chairs and make the room look as good as when you arrived.
- You may leave a car (or more) in the parking lot with prior permission from the Rangers.

To make a reservation, visit [www.wcparks.org](http://www.wcparks.org), or call (419) 353-1897.

# W.W. Knight Hankison Great Room

