

# Otsego Park Thompson Stone Hall

Dimensional Diagram

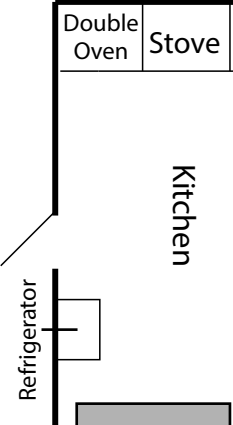
**Capacity**  
120 people

There are 20 tables  
and 120 chairs

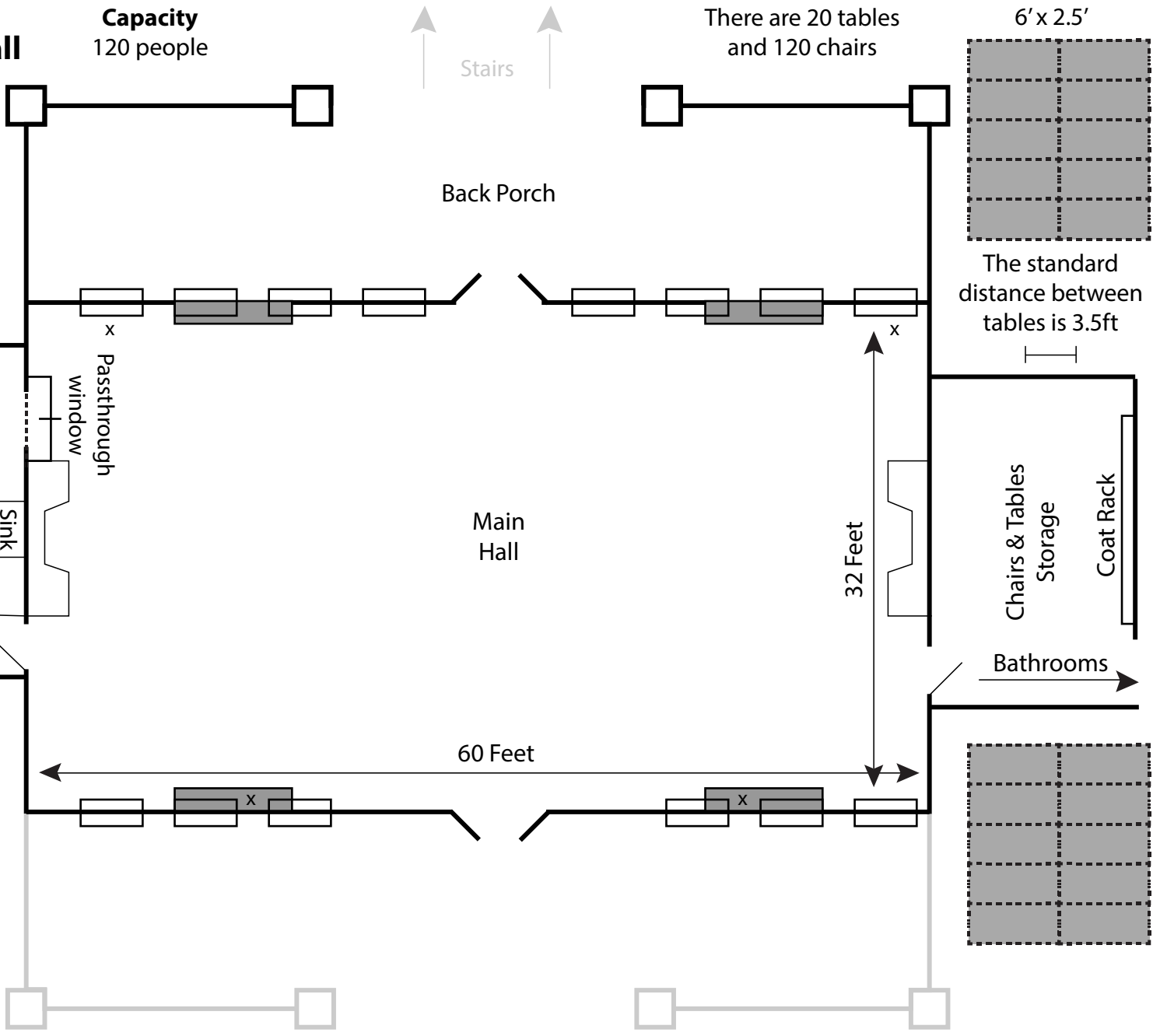
Tables  
6' x 2.5'

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

Dumpster



wcparks.org



# Otsego Park, Thompson Stone Hall Rental Information

## Rental Basics

- Monthly Open View: 1st Monday of the month, 7:00 – 8:00 pm
- Site Occupancy: 120 people
- 25 tables (72" x 30") plus two round tables and 120 chairs are available. 4 chairs fit comfortably per table side.
- There is not a bridal room.
- 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.
- Must meet Officer at your designated event start time. Please be on time or it could delay the rental process.
- For special requests and accommodations, a Special Use Permits must be filed at least 2 weeks prior to an event.  
\*Contact the park office for a special use permit application.

## Time

- Rental hours are 10:00 am – midnight
- 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.

## Food, Drink, & Decor

- The kitchen has a double oven, stove, microwave, two-bin sink, refrigerator, & pass-through window. No 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 in advance). Cannot sell alcohol at the event! Alcohol is only permitted in the Stone Hall and on the back deck.

## Event Conclusion

- Clean-up: Bring own cleaning supplies. Only trash bags are provided.
- Wipe, stack, & return tables and chairs to the storage closet.
- Must meet a park officer at your designated departure time.
- If there is no damage, your deposit will be sent to you in the form of a check about three weeks after rental.
- You may leave a car (or more) in the parking lot with prior permission from the Park Police Officers.
- Trash must be removed to the outside dumpster.

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