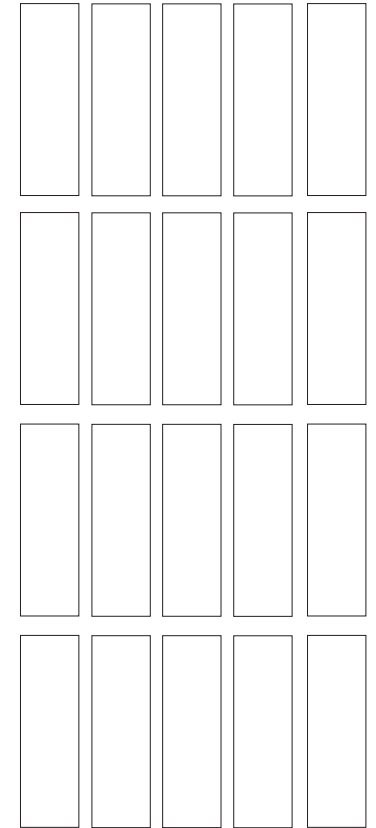
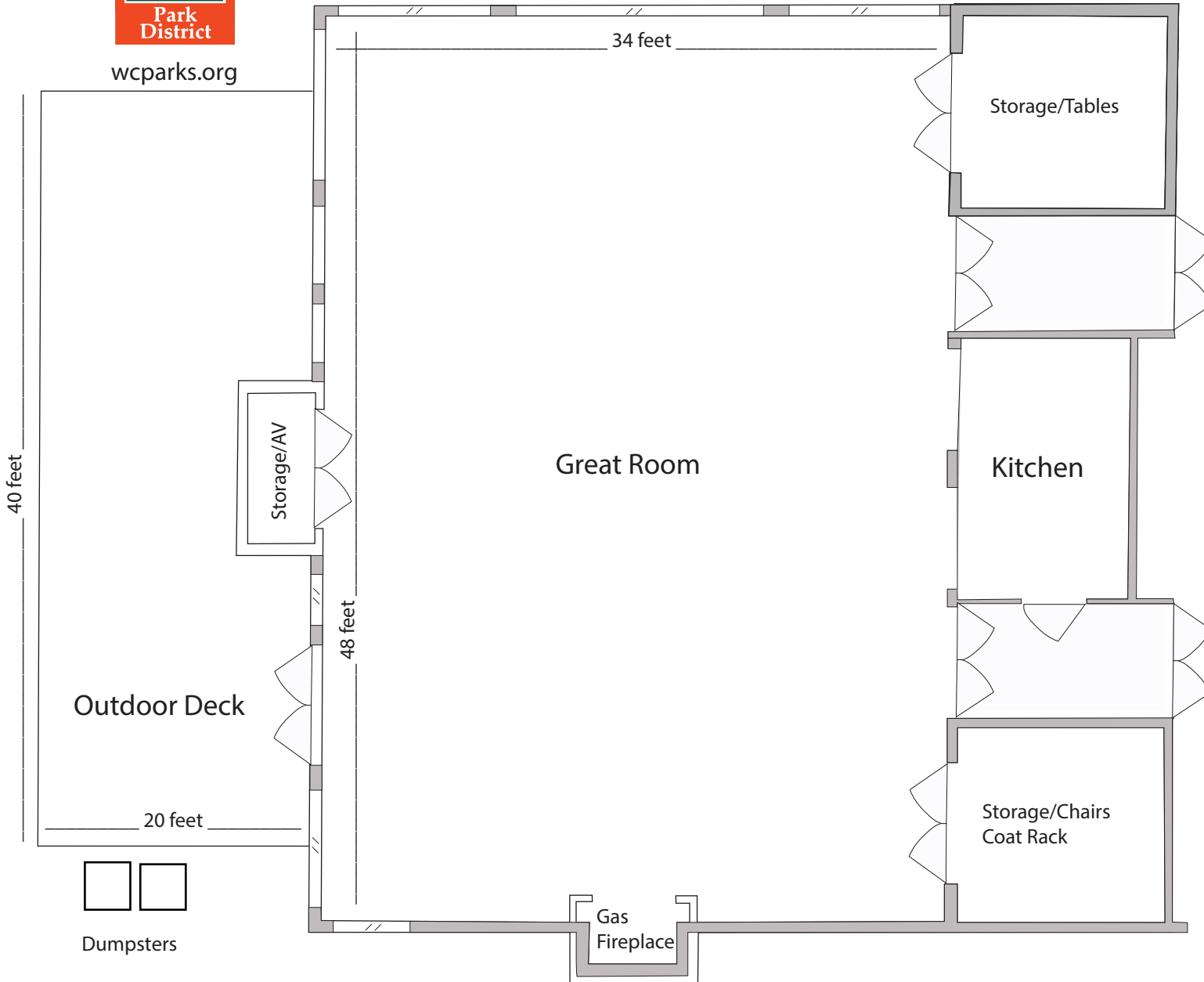


# W.W. Knight Rental Floorplan

29530 White Road, Perrysburg, OH 43551, wcparks.org, 419-353-1897

wcparks.org



Tables = 2.5' x 8'

These represent tables that are to scale. Cut out and arrange to determine event floorplan. 3.5 feet between tables (with chairs between them) is ideal.

— = 3.5 feet

Restrooms →

↓ Front entrance to Nature Center

**Revised 11/2023**

# W.W. Knight, Hankison Great Room Rental Information

## Rental Basic Information

- Monthly Open View: 1st Wednesday of the month, 7:00 – 8:00 pm
- Site Occupancy: 120 people
- 23 tables (8' 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. Trash must be removed and placed in the dumpsters next to the deck, staff will replace bags.
- **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](http://www.wcparks.org), or call (419) 353-1897.**