

Veterans Legacy Woods Banquet Facility • 14085 Ravenna Road, Newbury Twp.

GUIDELINES FOR USE

Welcome to **Geauga Park District's Banquet Facility in Veterans Legacy Woods**. This facility may be reserved from 8:30 AM to 11 PM by phone or in person (not online) on a first-come, first-served basis. **Note: Every reservation to this facility requires completion of the special use permit process outlined on our website under Reservations.** For pricing, please refer to the fee schedule located on our website under Reservations.

To ensure the facility is well maintained for all who use it, we ask that you observe these guidelines:

- Adhere nothing to walls, ceiling, windows or signs. Do not place signs or balloons on road signs.
- A keypad lock secures the hall's reservable space. After a reservation has been made, a code will be provided to you which will unlock and lock the facility. YOUR RESERVATION PERMITS ACCESS ONLY ON THE DAY AND TIME SLOT OF YOUR RESERVATION. YOU MAY NOT SET UP THE SPACE EARLY.
- Before leaving, return the facility to the condition in which you found it: cleaned, furniture in original positions, windows closed and trash in covered indoor containers. Upon departure, please remember to reset the push lock by entering the provided code.

Amenities inside

- L-shaped community space. Maximum capacity: 200 people.
- Eighteen 4.5-foot circular tables with seating at each for 9 (dining chairs with backs), four 8-foot long tables and seven additional chairs. Linen table coverings not included.
- Fireplace with cushioned seating area. Please bring your own firewood. A limited amount of firewood may be provided, however, cannot be guaranteed.
- Indoor restrooms with running water and coat room area.
- Fifteen-foot wet bar with three-basin sink, handwashing sink, small refrigerator, cabinet space, ample counter space and four usable outlets. No more than two items per outlet to avoid overloading circuit. Cleanup required. No cooking facilities.
- Free wi-fi. Ceiling fans and numerous small openable windows.
- Alcohol is permitted within the facility and on the deck only. It is not permitted in adjacent areas such as trails or parking lot.
- Heat will be provided for reservations between October 15 through April 15 based on the weather. Requests for heat outside these dates must be received at least three days prior.
- Smoking and pets are not permitted in the lodge.

Amenities outside

- Wooden deck, wrapping around the east and south sides overlooking the rolling landscape, accessible through a set of double doors, with two medium circular tables, 1 small circular table and 15 chairs. Wooden stairs lead down to the park and nearby features including the veterans honor plaza and Nature-based playground.

Reservations must be made at least 3 days in advance. To receive a fee refund, cancellation must occur at least 7 days prior to the reservation date. Fees are nontransferable.

In the event of an emergency, call 911. For non-emergencies or assistance, call the park office at 440-286-9516. After business hours, call Geauga County Sheriff's Office at 440-286-1234 for a ranger.

FIREPLACE OPERATION

Starting the Fire:

- 1) Make sure the flue is open; use a flashlight to check.
- 2) Use paper and kindling.
- 3) Do not use flammable liquids such as lighter fluid, charcoal starter, gasoline, etc. on the fire or in the fireplace.
- 4) Keep the fire small.
- 5) Add a few logs at a time.
- 6) Do not overfill the fireplace.
- 7) Do not cook in the fireplace.
- 8) Close the screen in front of the fireplace at all times.

Leaving the Fire:

- 1) Allow the fire to burn down.
- 2) Coals may be left in the fireplace.
- 3) Do not extinguish the fire with water as it will crack the stone structure.
- 4) Close the fireplace screen in front of the fireplace before leaving the lodge.



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