

# *Dorothy B. Oven Park*

## Rules and Regulations

Dorothy B. Oven Park is a public park and is open to the public Monday-Friday 7:00am-11:00pm. Since most of the events booked are private, 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, we have some ground rules for rental customers, their guests and those employed by rental customers. All functions are to follow the rules listed below.

1. There is no smoking in the House and no parking on the grass or patios for any reason. Unloading may be done from the driveway and all hired staff vehicles should be parked in the parking lot.
2. The kitchen and all areas used by the party are to be cleaned at the conclusion of the function. This includes any service or preparatory areas. The last load of dishes may be left running in the dishwasher, all other items should be cleaned and put away.
3. 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.
4. Please pick-up any trash and leave the areas used by your group clean.
5. There is no ice maker on site, please bring ice in coolers. Since various liquids can be harmful to the foliage please do not throw liquids or ice in the gardens.
6. Any items rented from a rental company are to be set up and removed by that company, the caterer, or the rental party. Park staff will not be responsible for this service. The chairs in the house are not to be taken outside. Certain park tables may be placed outside on hard surface areas only and staff on duty will perform this service.
7. Event times are set at the time the Park is reserved. These scheduled times include setup, time for your event and cleanup time. On occasion, we have two functions on the same day; when this occurs, the caterers and guests need to respect the following or previous party. Drop offs for the latter party will not be allowed until after the earlier party exits the premises, or may be arranged through Park Staff. Likewise, the earlier party will not be permitted to leave any items such as rental materials in the house beyond the contracted time. There is a rental shed on the property to store items until they can be picked up. The rental party will be responsible for placing any rental items in the shed. Any items left, personal or rental will be held for no more than two weeks.
8. 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 to make these arrangements.
9. Linens required for the tables are not available at the Park. Most of the tables are standard sizes making linens easily obtained from local rental companies. Refer to the second page for sizes.
10. The furniture and paintings in the Dorothy B. Oven House are rare and should be treated as such. The paintings and the furniture should not be moved, nor are they to be used as support for any decorations requiring tape or tacks. Likewise, the paneling is not to be marred with tape or tacks. The window treatments have pull down shades, which may be used if necessary. If there is a question regarding decorations, please contact the house staff.
11. Candles may be used indoors only if they are contained or enclosed, i.e. hurricane globes. Tiki torches may be used outdoors, please check with staff for placement.

