

MICHAEL J. COLLIGAN LODGE

20 NEW LONDON ROAD
HAMILTON, OHIO 45013



USAGE POLICY

UPDATED OCTOBER 2018

SUMMARY

Thank you for choosing the Michael J. Colligan Lodge for your event! The Lodge is operated by the Hamilton Parks Conservancy, a 501(c)3 non-profit dedicated to improving the public parklands of Hamilton.

This document contains all the information you will need to ensure your event is a success. For your convenience, this page lists the most common questions and concerns raised by our lessees.

May I serve alcohol at the Lodge?

Yes, so long as all beverages are served by a professionally-certified bartender who carries event insurance. Lessees may also purchase insurance if their certified bartender does not carry a policy. Find the complete rules for service of alcohol on page 4.

Can I arrive early to set up and decorate?

No, the duration of your rental must include all the time you need to prepare for your event. If you need an hour to set up for an event starting at 6, your rental must begin at 5.

May I take a tour of the Lodge prior to my event?

Yes. Contact the parks office at (513)-785-7055 to schedule a tour.

What are the dimensions of the Lodge and its furnishings?

The assembly hall of the Lodge is 2,000 sq. ft. and is furnished with tables and chairs to seat up to 84 people comfortably. The round dining tables measure 60 inches in diameter, while the rectangular serving tables are 72 inches in length.

What kind of audio/visual system does the Lodge provide?

There is a large screen TV with HDMI hookups at the Lodge. The TV is suitable for presenting slideshows and playing background music. We recommend bringing your own equipment or hiring a DJ if your event requires high-quality sound.

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Usage Policy

Renter Liability

All renters are expected to take pride in and assume responsibility for the appearance and condition of the Lodge.

All renters are responsible for the personal conduct, safety and welfare of their volunteers, representatives, employees, contractors, and guests while on the premises.

Renters agree to be fully responsible for all damages, costs, and expenses associated with their use of the Lodge facility. This includes but is not limited to: rental fees, careless misuse, unreasonable conduct, theft, or vandalism.

Facility Access

Hamilton Parks Conservancy staff will have access to the Lodge during the rental period provided the activities of the Lodge personnel do not unreasonably interfere with the authorized activities of the renter.

The caretaker will call you the week of the event to discuss setup.

The caretaker will meet you at the Lodge to open at the start of your rental period and will return to close the Lodge at the end of your rental period.

The Lodge may not be left unattended for any amount of time. If your event concludes before the end of your rental period, please notify the caretaker and wait for them to return.

Affiliation

The renter will not use the Hamilton Parks Conservancy (HPC) name or logo on any material in a manner that infers that the HPC is a sponsor or cosponsor or in any way affiliated with the renter's group. The HPC name or logo may be used only if a sponsorship or co-sponsorship agreement has been approved by the Director of the Hamilton Parks Conservancy.

Facility Rules

Tobacco

Veterans Park is defined as a smoke-free public place by City of Hamilton Ordinance 1781.02. Cigarettes, snuff, chewing tobacco, and electronic cigarettes are prohibited in and around the Lodge.

Alcohol

The sale of alcoholic beverages on Lodge property is strictly prohibited except as otherwise provided in these rules (see Alcohol Service Policy on page 4).

Physical Alterations

Renters may not attach any fixtures that may permanently alter the Lodge walls, floors, or ceilings. For decorating tips, see Decorations on page 5.

Personal Property

The Hamilton Parks Conservancy is not responsible for any materials or equipment brought in or used for the renter's function. All such items must be removed immediately following the event.

Cleanliness

Renters must keep the facility clean and free of trash and hazardous materials. Any area not left in good order and repair will be cleaned and repaired by the caretaker as necessary and the renter agrees to be billed and shall be liable for all associated costs.

Fire Safety

The renter shall not use or allow to be used on the premises any articles or substance having an offensive odor or any dangerous, combustible, explosive, or rapidly burning matter or material of any kind. This includes candles, fireworks, firecrackers, and sparklers.

Alcohol Service Policy

Beer, wine, and spiritous liquor may be served to those of legal age at private functions booked in the Lodge. Spiritous liquor is defined as all intoxicating liquors containing more than twenty-one percent alcohol by volume. Events that include the service of alcohol must hire a professionally certified bartender who carries event insurance.

Serving Alcohol

The Lessee must provide the beer, wine, and spiritous liquors for the event. The Lessee cannot charge for the beer, wine, and spiritous liquor.

Servers of beer, wine, and spiritous liquors must possess a liquor license issued by the Ohio Department of Liquor Control. Servers must also possess their own insurance. A copy of both the liquor license and certificate of insurance must be submitted to HPC prior to the event.

Beer, wine, and spiritous liquor service must be consistent with the regulations of the Ohio Department of Liquor Control. Alcoholic beverages may be consumed on the premises of the Lodge by individuals twenty-one years of age or older, who must present the server with a valid photo identification if requested. No underage person may possess or consume alcohol while on the premises.

The renter and caterer are responsible for assuring that alcoholic beverages are not served to individuals who appear to be inebriated. The servers and/or catering staff shall reserve the right to make the determination of whether any individual appears inebriated.

Non-alcoholic beverages and food must be available throughout an event where beer, wine, or spiritous liquor are served.

Event Insurance

Whether held by the bartender or purchased separately by the lessee, event insurance must carry liability limits in the amount of \$1,000,000 (one million dollars) covering the on-premise consumption of alcohol.

The policy must name both the Hamilton Parks Conservancy and the City of Hamilton as additionally-insured parties.

Decorations, etc.

No decorations involving confetti or glitter may be brought into the Lodge.

When decorating, use masking tape instead of scotch tape.

Only battery-powered candles may be used indoors.

If using helium balloons and one gets loose, please advise the caretaker upon their return.

No decorations of any kind may be affixed to the floor in any way.

Tossing of rice, grain, seeds, glitter, etc., is strictly prohibited in and around the Lodge.

All decorations must be removed immediately upon the conclusion of your event.

Facility Description

The Colligan Lodge is a rustic but modern facility located on the hillcrest of beautiful Veterans Park. It serves as the perfect venue for business retreats, weddings, showers, reunions, birthdays, and more.

The main room (labeled 'Assembly') is approximately 2000 sqft (33' by 60'). The Lodge can accommodate up to 84 people for dining and meetings. The backyard features a large terrace surrounded by a stone wall. In the late fall through early spring, the terrace offers a 180-degree overlook of the river valley, including downtown Hamilton.

