



*The*  
**OLANDER**  
PARK SYSTEM

6930 Sylvania Avenue  
Sylvania, Ohio 43560

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info@olanderpark.com

Connie Feldstein  
*Commissioner*

Harold C. McElmurry  
*Commissioner*

John C. Zeitler  
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Erika Buri  
*Executive Director*

## Priority Information

**You as the CONTRACT HOLDER must be the last person to exit** the Nederhouser Community Hall (NCH) and **must sign** a release form before you leave. **Regardless of how late you rent the NCH on your contract, when you leave the party is over.** If you rent the hall until 10 p.m., but **YOU LEAVE** at 9 p.m., the party **ENDS** at 9 p.m. Failure to sign the release form and be the last person to leave the NCH will result in a forfeiture of your security deposit.

**Alcohol service ends 30 minutes prior to the conclusion of your party.** If your party lasts until 10 p.m., alcohol service must end at 9:30 p.m. Alcohol is allowed in the NCH and adjacent deck, nowhere else in Olander Park.

**Music**, whether it is a live band, disc jockey, or private sound system, **must be inside** the NCH. **No music of any kind is allowed on the NCH deck.** Speakers may be placed outside the west NCH doors for your deck guests, but volume must be kept at a reasonable level. **Music must conclude 45 minutes** prior to the end of your party.

**The NCH is air-conditioned.**

**Rental Tables & Chairs** are **NOT permitted** in the NCH. The NCH has five 8'x 2-1/2'x 27" rectangle tables and sixteen 71" diameter round tables and metal folding chairs for up to 160 people.

**A Certificate of Insurance** is **required** for **all** NCH rentals. If the NCH has not received your Certificate of Insurance one month prior to your scheduled rental, the NCH reserves the right to cancel your reservation.

**Candles** must be in an enclosed candleholder. **No open flames** are allowed in the NCH.

**Rental Hours** must be **finalized one month prior** to the date of your rental for park system personnel scheduling purposes. Rentals include a nine-hour, non-consecutive block of time. **All rentals must conclude Sunday through Wednesday by 10 p.m. and Thursday through Saturday by 11 p.m.**

**Additional Rental Hours** over and above the nine-hour rental block are \$60 per additional hour and **must be reserved at least one month prior** to your event. **No additional time can be purchased later than the scheduled closing hours of Sunday through Wednesday at 10 p.m. and Thursday through Saturday at 11 p.m.**

**Full Day Rentals** are available on weekends from 8am to 11pm for an additional \$250. A full day rental must be reserved at least one month prior to your event.

*Remember That When It Comes To Parks in the Sylvania Area, We're TOPS!*



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**NCH Cancellation Policy** states that you must notify the NCH in **writing or via email at least 90 days prior** to your reservation to receive a full refund minus a \$25 cancellation fee. The person who originally rented the NCH must send the cancellation letter. **If you cancel less than 90 days prior to your reserved date** and TOPS is able to rent the date to another party, you will receive a full refund minus a \$25 cancellation fee. **If you cancel within the 90-day period** and the NCH is **not** rented to another party, you **forfeit** all moneys paid with the exception of the \$100 security deposit.

**NCH Set-up Sheet** must be received **at least one month prior** to your event. If you do not include a set-up sheet, the NCH will be set up for the maximum capacity of 160 people. NCH staff will set up the tables and chairs in the hall prior to and put them away after your party. **You must take down all decorations and empty all of the NCH trash cans.**

**All Glitter & Confetti Tabletop Decorations**, regardless of size and theme, are **prohibited due to the great difficulty in cleaning these items from the floor.** Any use of these decorations results in the forfeiture of your security deposit.

**NCH Kitchen** is for **warming purposes only as the NCH does not have a food preparation license.** The kitchen is complete with an oven, stove, microwave, two refrigerator freezers, and five sinks. Two four-foot charcoal grills are just outside the kitchen door. **You must provide the charcoal and clean the grills when finished.**

**A NCH Staff Member** is on-site during your entire event in the NCH office. **This employee has the final authority to enforce these and all other regulations of the NCH and The Olander Park System at your function.**

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