Franklin County, Ohio
Board of Trustees
Jan Heichel Stew Flaherty Jim Welch
Fiscal Officer
Shawn Smith

Ridgewood Park Shelter/Gazebo Reservation Form

Date (dd/mm/yy):	Day:	Time of Event:	
Primary Contact Name:	Phone:	E-mail:	
Address:	City:	State:	Zip code:
Event:	Approx. # of Guests:		

Shelter/gazebo will not be considered reserved until return communication is provided to requestor by the Blendon Township Administrative Offices. A copy of this completed form will be mailed back to you as additional confirmation. A $250.00 deposit is required upon approval.

Important Information:

- Reservations can only be made for events to be held during regular park hours (i.e. the park closes at sundown).
- Gazebo reservations for music, weddings, poetry, and dances may be scheduled for a two-hour time period
- Gazebo decorations may include potted plants or any free-standing plants, flowers, or ornaments. Electrical ties or string may be used if needed for small lights.
- For weddings, please do not throw rice, silk petals, etc.
- Items not permitted in the gazebo: crepe paper, candles, nails, staples, tape, tacks, push pins, or other such devices to be attached to the gazebo.
- No food, candy, gum, or drinks inside of the gazebo.
- Chairs may be placed on the grass outside of the gazebo.
- ALL decorations are to be removed immediately following your event. Please do not remove or disturb any existing decorations or live plantings that are permanent aspects of the gazebo/park.
- Event organizers are responsible for cleaning and disposing of garbage into the garbage containers after event.
- If using tablecloths, we strongly encourage the use of slide on clips. Please do NOT use staples. Tape or tacks as they may cause damage
- NO alcoholic beverages allowed in Ridgewood Park
- No admission, concession, retail, or other sales permitted.

A key for electric use at the shelter can be picked up Friday before the event at the administrative offices at 6350 S Hempstead Road, Westerville, OH 43081. The key must be returned by the close of the business on Monday immediately after the event or a $25 late fee will be assessed.

Bring this form with you on the day of your event to show proof of reservation.

If police need to be contacted, please call (614)889-9494 or dial 911 for an emergency.

I, the undersigned, hereby agree to the above listed information and agree to abide by all rules and regulations of Blendon Township. I further agree to release and discharge Blendon Township, its agents, trustees, officers, employees, volunteers and insurers from all claims, demands, actions, judgements, and executions. This released includes all claims that I, or the group reserving and using the shelter may have against Blendon Township for all personal injuries, death, or property damage that may arise out of the reservation and use of Blendon Township shelter(s) and park(s).

Signature: _____ Date: _____

6350 S Hempstead Road
Westerville, OH 43081
614-882-1270